EMBLAZE VCON

Conferencing Systems

Video Made Easy

Conference Moderator

Quick Reference Version 4.51

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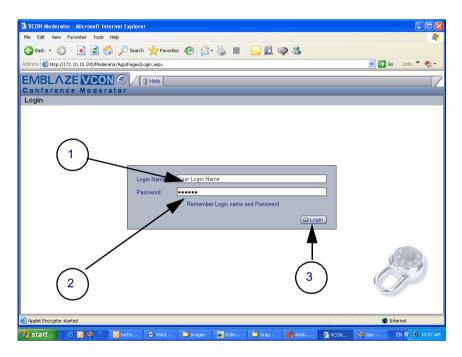
1 LOGIN

In your browser, enter the address of your organization's Conference Moderator. Enter the User Name and password to log in.

If your user configuration does not include an e-mail address, a request to enter it appears. Enter your e-mail address and click **OK**.



If you click **Skip** and do not enter an e-mail address, you will not receive any e-mail invitations or notifications from Conference Moderator.



2 SETTING TIME ZONE AND LANGUAGE

The **Time-Zone** and **Language** preferences are important! Setting the Time-Zone to match your location ensures that when you schedule a meeting for 2 PM, the Conference Moderator updates your calendar and everyone elses according to the correct time zones.

	Calendar In progress My preferences Log out		1 Help
Conference Moderate My Preferences	ar .	Current user: david	GMT +02:00
	Customize Groups		
Language & Location:	Neutral culture (English)+		FRAME ST.
First day of week:	Selected location based(Sunday)+		
Time zone:	(GMT +02:00) Israel; Helsinki; Istanbul; Pretoria-		
Time format:	○ 24 hours	U	Sec. 1
	Cancel		
		4	

3 SCHEDULING A CONFERENCE

1-2 Start a new conference.

EMBLAZE VCON (5) /] Calendar] In progress] My preferences] Log out] Help		
Conference Moderator	Current user: david	GMT +02:00
Calendar: Daily Scope: My conferences		
Manage conferences View public conferences		
1		
	Monday, 23 October 2	1006 Today 🕑
New conference Express		
0000AM		< 2006 August >>
		30 31 1 2 3 4 5
09:00AM		6 7 8 9 10 11 12 13 14 15 16 17 18 19
10:00AM 2		20 21 22 23 24 25 26
11:00AM		27 28 29 30 31 1 2
12:00PM		3 4 5 6 7 8 9
01:00PM		
02.00PM		
03.00PM 04.00PM		
05:00PM		
06.00PM		
OB. ODAM		

3-7 Display your address book's users and select conference participants.

New conference >> Creat	tor: david	
Members Time	Resource Confirm Data Source: Address Books.	-3
Invite members Search by Hame-;	Number	ier: 15 minutes.
Harold Charles Crotty	Data Source: Address Books. MxM users Address Books Address Books	-4
	6	
Invite other 📭		
Notify by E-mail	Default role: Participant, Finnite New role: Moderator. Assign	Remove
		Cancel

New conference >> Creator: david	Confirm		
Invite members Search by [Itame-] Name Name Amount Amount	Data source: Modules source: Image: Communication of the source of	Selected participants Name Alce Green Provide Crothy Provide Charles Provide Charles Provide Charles	Send reminder: 15 minutes Role Moderator Participant Participant Participant Participant
Invite other #	Defaul role: Participant- Invite	New role: 💼 Moderator. 📻 Assign)	8 Remove
Notify by E-mail			Back Next> Cancel

8 After selecting participants, go to the next page.

9-11 Define when the conference starts and its duration.

EMBLAZE VCON @ / Calendar C In progress M My preferences Log out		Help
Conference Moderator	Current user: david	GMT +02:00
New conference >> Creator: david		
Members Time Resource Confirm		
() Start now		
O Start on:		
Date: 23+ October+ 2006+	(9)	
Time: 13-: 00- (GMT +02:00)	\leq	
Duration: 0. hour(s) 30. minute(s)	(10)	
	(10)	
Resurring meeting:	\bigcirc	
Daily: Every 1- day(s)		
○ Weekly: Every 🖅 week(s) an: Sun 🗹 Man 🗌 Tue 🛛 Wed 🗌 Thu 🗌 Fri 🗋 Sat		
Monthly: Day 23 of every 1 month(s)		
End by: 23• October- 2006-	Ý	
	V	
	G < Back Next >	Cancel

EMBLAZE VCON (a) / Calendar In progress My preferences Log out		Help
Conference Moderator New conference >> Creator: david	Current user: david	GMT +02:00
New Collesence >> Creator, 04900		
Members Time Resource Confirm		
MultiPoint conference	\frown	
Select resource: Any resource Browse	-12	
Bandwidth: Any- KBps		
Display mode: O Continuous presence O Voice-Activated switching	\smile	
L Proadcast		
Encrypt the conference	\frown	
Mute audio from all users when another user joins	(13)	
Mute video from all users when another user joins		
V Override endpoint bandwidth policy	Ť	
	V	
	Sack Next >	Cancel

12-13 If more than two users participate, define multipoint resources.

14-16 Enter a conference name and description and confirm its details.

EMBLA	ZE VCON 🗇 🖊 🕽 Calendar 📳 In progress 🛛 Manage users 🗍 System	My preferences Log out] Help
	ce Moderator	Current user: david	GMT +02:00
New conference >	>> Creator: david		
Members	Time Resource Confirm		
Conference Name	* End of G2	ate 14	Advanced
Description:	Comparison with Q1 and last year's Q2 results	-	
Attachment:	Clear	(15)	
Notes:	Attendance is mandatory.		
Summary:	Conference details: Start: Now Duration: 0.30 Participants: Alice Green 1000 & Moderstor Charles Crotty 1002 © Participant Harold Chase 1014 © Participant Send Terminote: 15 mrutes	(16)	<u>^</u>
		Sack Finish	Cancel

4 MANAGING A CONFERENCE - IN PROGRESS

During a conference, you may disconnect and reconnect users.

Invitew ol: M Image: Start: 10222006 18:13 (GMT +02:00) Start: 10222006 18:13 (GMT +02:00) Muther: 1003 Duration: 06:30 Extend Time: End conference Image: Start: 02:04.3 Extend Time: End conference Image: Start: 0:02:04.3 Extend time: Extend time: Image: Start: 0:02:04.3 Extend time: Extend time: Image: Start: 0:02:05 Extend time: Extend time: Image: Start: 0:02:05 Extend time: Extend time: Image: Start: 0:02:05 Extend time: Image: Start: Image: Start: 0:02:05 Extend time: Image: Start: Image: Start: 0:02:05 Extend time: Image: Start: Image: Start: 0:02:05 Image: Start:	EMBL			alenda	progress 🔲 🕅 M	lanage users 🛛 🗍 S	ystem 📗 🗻 My preferenc	es 🗻 Log out] Help
Start: 10:22:X006 15:13 (6MT +02:09) Duration: 90:30 Time Left: 0:20:43 Extend Time End conference Mode Participants Connected participants @ Charles Cody P Participants @					1-				GMT +02:00
Start: 10222206 15:13 (GMT +02:06) Duration: 10222206 15:13 (GMT +02:06) Duration: 765 KBps Deplay mode: Custom layout Time Left: 0:20:43 Estend Time End conference Participants 0:20:43 Estend Time End conference Free Connect of participants 0:20:43 Estend Time End conference Free Connect participants 0:20:43 Estend Time End conference Free Connect participants 0:20:43 Estend Time End conference Free Connect participants 0:20:43 Estend Time End conference 0:20:43 Estend Time Estend Time End conference 0:20:43 Estend Time Estend Time Estend Time Estend 0:20:43 Estend Time Estend Time Estend Time Estend 0:20:40	The view of:	Me 1		C Sele	ect conference)			
Inite feat Connect a User Connect a User <th></th> <th></th> <th>6 15:13 (GMT +02:</th> <th>00)</th> <th></th> <th>-</th> <th>Number: Bandwidth:</th> <th>705 KBps</th> <th></th>			6 15:13 (GMT +02:	00)		-	Number: Bandwidth:	705 KBps	
Indo Participants Role Connect Remove Mate Omega Connected participants Omega <	Time Left:	0:20:43	📼 Exte	nd Time 💷	End conference)	Broadcast:	🗖 0n 🔲 0ff	Otid/Time Entrige=VCON
Alco Oreen Participart- O Charles Ordy Participart- O Son Lapson Participart- O Son Lapson Participart- O Son Participart- Participart- Son Participart- Participart- Participart- Son Participart- Participart- Participart- Son Participart- Partipart- Partipart- Partipart- Participart- Partici	info Par	rticipants	Role Co	onnect/Remove	Mute 🕣 🔺	🗖 Start page	Chair Control	💷 Invite Members	
Charles Cruty Participant- Son Lapson Participant- Son Lapson Participants Moderato Participants Particip	~	Con	nected participants	~					
	(1)					Available features			
Overid Johnson Moderator Overid Johnson Reconnect a User Disconnect a Disconnect a User Chair Control Invite members	0								
Bisconnect a User Disconnect a									
Reconnect a User Disconnect a	(1)			-					
Reconnect a User Disconnect a User Chair Control Invite members									
			1			t a User	*	S	
Refresh All Start data sharing	٩]						hair Control	Invite men	hbers

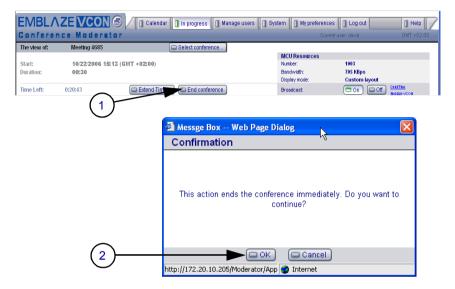
4.1 Extending the Time of a Conference

If the original alloted duration nears its end, you may extend it.

	ZE <u>VCON</u> 🗗 🖉	Calendar 🛛 🗋 In progress 🗍 🗍 Manage		nces Dug out	GMT +02:00
The view of:	Meeting 4685	🕞 Select conference			
			MCU Resources		
Start:	10/22/2006 15:13 (GM	T +0200)	Number:	1003	
Ouration:	00:30		Bandwidth: Display mode:	705 KBps Custom layout	
					DakkTime
ime Left:	0:20:43	Extend Time End conference	Broadcast:		Bubbas-VCON
		Extend the C	Conference Time We	eb Page Dialog	
2)-			t interval to extend cu		e
3)				ancel	

4.2 Ending the Conference

When the conference is over, click End Conference.



4.3 Muting Video and Audio

Muting and restoring outgoing audio and video may be done for selected participants or for all participants in a conference.

1 Mute and restore video and audio for individual participants.



2 Mute and restore video and audio for all participants.



4.4 Setting Chair Control for a Conference

If you have Conference Chair Control permission, you may define what conference participants see. Several methods and schemes are available.

1 In the In Progress page, click Chair Control.



2 Set Chair Control parameters for the session:

Used By	Choose the participants who will view the conference according to the parameters you set now. In this version, the only available option is All participants.					
	Used by All-					
Control	Choose the level of chair control. In this version, Simple control is the only available option.					
	Control: Simple-					
Layout	Select a layout scheme. You may change this during a session.					
	Layout: O					
	Voice- Activated Presence Layout Layouts					

The available viewing methods are:

- □ Voice-Activated Switching The participants see the video of the participant whose audio signal is strongest. For example, the non-speaking participants see the person speaking.
- Continuous Presence Several participants in a multipoint conference are viewed and heard simultaneously.
- ❑ Automatic Layout Transitions Dynamic layout schemes, according to the selected scheme and the number of connected participants. As the number of connected participants changes, the display layout changes accordingly.

Available schemes are:

- 1->2->3->2*2->3*3->4*4
- 2->2+8
- 1->1+5->1+7
- **Predefined Layouts** A choice of layouts. Clicking the arrow buttons browses through all the display options.

3 Choose one of the Display Switching modes, depending on the chosen display method:

Continuous Presence, Voice-Activated Switching

If the viewing method is Voice-Activated Switching or Continuous Presence, choose the view switching mode:

Dominant Speaker	Showing the most recent speaker in the conference. In a Continuous Presence layout, the "dominant speaker" appears in one of the frames.	Mode: O Dominant Speaker. Participant(s): Ever O Dominant Speaker O Fixed O Timer
Fixed	Showing specific views throughout the conference's duration, selected by the conference's initiator.	Mode: Fixed- Participant(s): Linda Wu Ed Bailey Baid Schor Linda Wu
Timer	From the Participant list box, choose the name of the user whose video will be seen. Showing a cycle of views at rotating, timed intervals.	Mode: OTmer- Participant(s): Everybody Intervia (3 secondar-
	From the Interval list box, choose the rate for changing the display.	3 seconds 5 seconds 10 seconds 15 seconds 20 seconds 45 seconds 1 minute(s)

Automatic Layout Transitions, Predefined Layouts

If the viewing method is Automatic Layout Transitions or Predefined Layouts, click the arrow buttons to browse through the layout options:

Layout: O	In Automatic Layout mode, click the				
Display Select layout transition:			2->2+8		arrow buttons to select a layaut and then click Apply .
	, , , , , , , , , , , , , , , , , , ,				
Layout:	CA ⊙ :::: Display				In Predefined Layout Transition mode, click the arrow buttons to select a layaut and then click Apply .

4 Click Apply.

4.5 Sharing Data

Users can share the contents of their screen, such as documents or presentations, so that other participants can view them.

Starting Data Sharing

1 Click Start Data Sharing.



2-3 Drag the target icon into the document you want to share.

Moderator Web Sharing Window Search Select captured image size and drag the bullseye icon on a target window.	
. (2)	(3)
Select Presentation layout size	
C 800×600 C 640×480	
Cancel	

Viewing Data Sharing

For participants to view the shared document, they must log in to the Conference Moderator (provide address, user name and password in notification e-mail). Then, they click **View Shared Data**.

EMBLA	ZEVCON	Calendar	In progress	nage users 🛛 🗍 System 🔹 🗍 My preference	es 🔲 Log out 👘 Help
	nce Moderati			u	ent user: david GMT +02:00
The view of:	Meeting 4685	6	Select conference		
Start: Duration:	10/22/2006 15:1 00:30	I3 (GMT +02:00)		MCU Resources Number: Bandwidth: Display mode:	1003 705 KBps Custom layout
Time Left:	0:20:43	Extend Time	End conference	Broadcast:	On Of Broke-VCON
Info Partic	ipants	Role Connect/Ren	nove Mute 포 🔺	🗖 Start page Chair Control	C Invite Members
(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	ce Green 🔹 F arles Crotty 🔹 F m Laipson 🔹 F vid Johnson 📥 N	d participants Participant Participant Participant Participant Moderator d participants		Available features:	
4		Participant. () ()		Chair Control	mite members