

VCON

Desktop Conferencing Systems



MeetingPoint®

Version 4.6

User's Guide

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About This User Guide

This user guide explains how to communicate with the VCON MeetingPoint® Video Meeting software. The chapters emphasize a how-to approach, and include detailed instructions for participating in conferences and getting the most out of the system's features.

The following chapter summary briefly describes this guide's contents:

- | | |
|------------------|---|
| Chapter 1 | Welcome to MeetingPoint®
Introduction to this User's Guide. |
| Chapter 2 | A Quick Tour of MeetingPoint®
Brief description of the main MeetingPoint screen. |
| Chapter 3 | Making Video Meeting Calls
Instructions for starting and accepting video meeting calls. |
| Chapter 4 | Setting Up The Address Book
Description of the Address Book Explorer and its features. Procedures for entering details for regular contacts. |
| Chapter 5 | Managing a Video Meeting
Instructions for adjusting video and audio. |
| Chapter 6 | Data Sharing During a Video Meeting
Description of the data sharing capabilities, and procedures for transferring files, sharing and collaborating on other software programs, and sharing a whiteboard. |
| Chapter 7 | Telephony Exchange Functions
Description of exchange functions (such as call forwarding, call pickup, call transfer and gateway/MCU services) that are available if the local computer is logged in to an MXM system. |

- Chapter 8** [Interactive Multicast Video Meetings](#)
Description of the Interactive Multicast feature, which enables you to transmit identical video, audio and data streams to multiple participants in a video meeting. Instructions for setting up and controlling an Interactive Multicast video meeting.
- Appendix A** [MeetingPoint® Toolbars and Menus](#)
Reference guide for all MeetingPoint button and menu commands.
- Appendix B** [Monitoring the Conference State](#)
Advanced users can monitor the quality of the video, audio, and data stream transmissions during LAN and ISDN video meetings.

VCON Technical Support

This User Guide and the MeetingPoint Online Help were designed to help you use your VCON Video Meeting system easily and to enjoy its many features.

If a situation occurs that is not covered by the supplied documentation, contact your local VCON distributor, and request assistance from their VCON-trained technical support department. Please describe the problem, device, and PC operating system (if applicable), and any other relevant details.

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1 WELCOME TO MEETINGPOINT®

Congratulations on your entry into the rapidly growing world of desktop videoconferencing! VCON's series of desktop video meeting systems are sophisticated, yet friendly, and give you high video quality and powerful conversational capabilities.

VCON systems meet technical recommendations prescribed in the H.323 and H.320 ITU-T standards for networking.

H.323 is the worldwide accepted standard for transmitting video, audio and data across local-area and wide-area networks (LANs and WANs) using the Internet Protocol (IP).

H.320 is the worldwide accepted standard for transmitting video, audio and data over WANs, including narrow-band Integrated Subscriber Digital Networks (ISDN).

The following VCON products work with MeetingPoint® software:

- The **Escort** is an economical solution for carrying on video meetings over LANs and WANs.
- The **ViGO** is a compact personal appliance that takes up minimum space on a desk and is suitable for travel. The ViGO may be connected to both laptops and personal computers.
- The **Cruiser** systems (**150, 384**) provide the ability to meet over both IP networks and ISDN digital telephone lines.

2 A QUICK TOUR OF MEETINGPOINT®

This chapter is a brief introduction to the MeetingPoint® screen. It explains the purpose of the Conference Panel, the Video windows, the Address Book Explorer, and the System Properties dialog boxes. It also describes how to conveniently display each on the screen. Later chapters contain in-depth details and instructions.

In addition, Appendix A, “MeetingPoint® Toolbars and Menus” is a quick reference for all buttons, menus, and shortcut menus.

When you start MeetingPoint for the first time, the Conference Panel and the Local Video window appear.

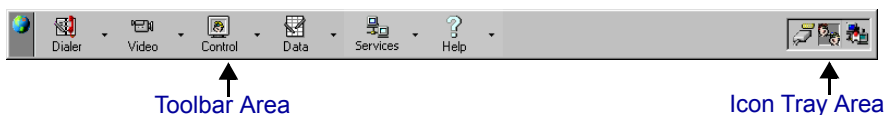
This quick tour covers:

- [The Conference Panel](#)
- [The Video Windows](#)
- [The Address Book Explorer](#)
- [The System Properties](#).

2.1 The Conference Panel

The first time you start MeetingPoint, the Conference Panel appears at the top of the screen. It provides quick access to many video meeting activities, such as:

- Starting a video meeting
- Reopening the Video windows after they were closed
- Sharing data applications
- Forwarding and picking up calls to other persons



Conference Panel During a Video Meeting and Data Sharing

The Conference Panel is divided into two areas – the Toolbar area and the Icon Tray. A shortcut menu with other tasks is available by right-clicking anywhere in the Conference Panel.

The Toolbar Area

Certain MeetingPoint functions, such as the Dialer, Video, Conference Control, Data Sharing and Help application buttons are always shown and active in the Toolbar for easy access (Network applies to systems with MXM support). In addition, a down arrow next to each button opens a menu containing related options.



Conference Panel Application Buttons

The Icon Tray Area



The Icon Tray area displays various icons indicating functional status, such as In a Call, Data connection, GateKeeper registration or Multicast connection.



- When the system is registered with a GateKeeper, the GateKeeper icon appears in the Icon Tray, whether or not the system is in a meeting.
- All other icon indications appear only if the system is in a meeting.

Moving, Hiding, Restoring and Customizing the Conference Panel

You can move the Conference Panel around the screen, hide it if it becomes inconvenient, and restore it whenever you want. You can also customize the display properties of the Conference Panel. These activities affect neither MeetingPoint functions nor the Conference Panel of remote video meeting participants.

Moving the Conference Panel

The default location of the Conference Panel is the top edge of the screen. However, you can move the Conference Panel to other edges or to any other screen location. For example, if it's on the edge of the screen, it occupies less space but may also hide other applications.

► To move the Conference Panel

- Click inside the Conference Panel and drag it to a new location.

Minimizing the Conference Panel



Minimizing the Conference Panel removes it from the screen. The MeetingPoint icon appears in the Windows taskbar tray, from which you can restore the Conference Panel whenever you want.

In addition, right-clicking the MeetingPoint icon opens up a menu, which provides the same application menus as the open Conference Panel, as well as other commands.

► To minimize the Conference Panel

- In the Conference Panel, right-click and then click **Minimize**.

► To restore the Conference Panel after Minimize



- In the Windows taskbar tray, double-click the MeetingPoint icon.

Customizing the Conference Panel

You can set MeetingPoint to open with the Conference Panel either minimized or displayed.

► To customize the display of the Conference Panel

1. In the Conference Panel, right-click and then click **Properties**.

- or -



If the Conference Panel is minimized, in the Windows taskbar tray, right-click the MeetingPoint icon, and then click **Properties**.

The Properties dialog box opens automatically to the **Options** tab.

2. In the Conference Panel Settings area, select a display option:

Click	To
Always on Top	Display the Conference Panel on top of all open windows. This option takes effect immediately.
Load Minimized On System Tray	Hide the Conference Panel when you start MeetingPoint. Instead of the Conference Panel, the MeetingPoint icon will appear in the Windows taskbar at the bottom of the screen. This option takes effect only after exiting and restarting MeetingPoint.



Changes that you make to the appearance of the Conference Panel are stored for subsequent MeetingPoint sessions. For example, if you set the Conference Panel to always be on top before you closed MeetingPoint, the Conference Panel will be on top of other applications when you next open MeetingPoint.

2.2 The Video Windows

The Video windows provide video displays from your camera (*Local*) and another party's camera (*Remote*). When the system is not in a call, the single Video window shows the Local view. At the start of a video meeting, the Remote Video window opens automatically.

You may also display a meeting in Picture-in-Picture (PIP) mode, in which the local video appears as a small inset within the larger Remote Video window (not applicable in ViGO).

Other video meeting functions are also available from the Video window, such as:

- Camera selection and adjustments
- Video adjustments
- Audio device selection
- Viewing modes and display size



Local Video Window



Remote Video Window

Moving, Opening and Closing the Video Windows

When you open MeetingPoint for the first time, the Local Video window appears on the right side of the screen. When a video meeting starts, the Remote Video window appears on the screen. You can move these windows to any other location without affecting the video meeting. When you reopen MeetingPoint, the Local Video window appears as it did when you last exited.

► To move the Video windows

- Click inside a Video window and drag it to a new location.

► To open the Local Video window



- In the Conference Panel, click the **Video** button.

-or-



- If the Conference Panel is minimized, right-click the MeetingPoint icon in the Windows taskbar tray, point to **Video** and then click **Local Video**.

At the start of a video meeting, the image from the remote party's camera appears on the screen. However, if you remove it (by clicking **X** in its top right corner), you can restore it again.

► To reopen the Remote Video window during a video meeting



1. In the Conference Panel, click the **Video** down arrow.
2. In the menu, click **Remote Video**.

-or-



- If the Conference Panel is minimized, right-click the MeetingPoint icon in the Windows taskbar tray, point to **Video** and then click **Remote Video**.

► To close a Video window

- Click the **X** button in the top right corner of the Video window.



Closing the Video window during a video meeting does **not** hang up the call.

Video Window On Top of All Other Windows**➤ To display the Video window on top of all other windows**

1. In the Conference Panel, right-click and then click **Properties**.

- or -



If the Conference Panel is minimized, in the Windows taskbar tray, right-click the MeetingPoint icon, and then click **Properties**.

The Properties dialog box opens automatically to the **Options** tab.

2. In the **Video Windows Settings** area, click **Always On Top**.
3. Click **OK**.

Adjusting the Video Window Size

When you first run MeetingPoint, the Video window opens in its Small preset size. You can adjust it to a different size.

Each time you start MeetingPoint, the Local Video window appears as it did the last time you exited. When you engage in a video meeting, the Remote Video window appears as it did when you ended the previous meeting. For example, if the Video window size was changed to Medium view before you exited MeetingPoint, the Video window size will also be Medium view when you next open MeetingPoint.

➤ To adjust the Video window size

1. In the Video window, click the **Size** button in the Video toolbar. Click a preset size.

-or-

Drag the outer frame of the Video window until the window reaches the size you want.

Video Control Panel

The Video Control Panel, below the video image, contains the following functions:



Display/hide toolbars (Local)



Connection type indicator - LAN, ISDN and display/hide toolbars (Remote only)



Mute microphone (Local only)



Mute video (Local only)



Mute audio (Remote only)



Volume control (Remote only)



Local Video Control



Remote Video Control

Video Window Toolbar

The Video window contains a toolbar that provides access to several video meeting functions.



Adjust the size of the Video Window



Adjust the video and positioning the camera



Select the active local camera



Grab a picture



Dial (Local) or Hang Up (Remote)



Switch the audio source (Local)



Switch the PIP (Picture in Picture) display mode on and off (not in ViGO).



Display Help about the Video Window.



Local Video Toolbar



Remote Video Toolbar

Showing and Hiding Video Window Toolbars

When you first run MeetingPoint, the Video toolbar appears at the bottom of both Video windows. However, you can display or hide it whenever you want.

► To display or hide the Video toolbar



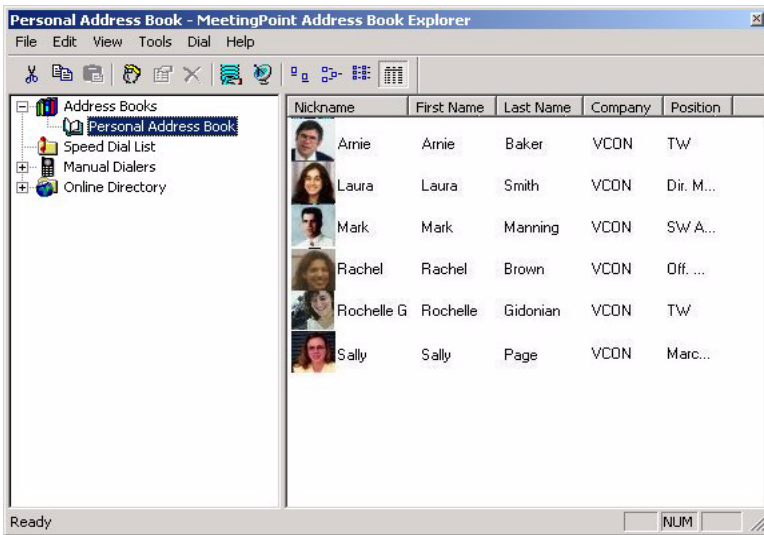
On the Video window control panel, click the **Toolbar Display** (or **LAN**) button.



2.3 The Address Book Explorer

The Address Book Explorer is a vital element of the MeetingPoint application. It provides various functions, such as:

- Dialing out to start a video meeting
- Viewing, storing and updating contact and connection details
- Sorting contacts into customized address book folders
- Setting up, starting and managing an Interactive Multicast video meeting
- Finding contacts through address books and the online directories.



Address Book Explorer Displaying Personal Address Book

For more details and instructions on using the Address Book and its capabilities, see Chapter 5, “[Setting Up The Address Book](#)”.

Opening the Address Book Explorer

To start a video meeting, or to enter contact details in an Address Book, open the Address Book Explorer.

► To open the Address Book:



In the Conference Panel, click the **Dialer** button.

-OR-



In the Local Video toolbar, click the **Dial** button.

Starting a Video Meeting

The Address Book Explorer provides various dialing functions to start a video meeting, such as:

- In the right pane, double-click an address book, Speed Dial or Online Directory entry.
- In the right pane, right-click an address book or Speed Dial entry. Point to **Dial** and choose a dialing option.
- In the left pane, select the LAN Dialer, one of the manual dialers (such as **ISDN**, **LAN**), and enter the number to dial.

For more details and instructions on starting video meetings, see “[Starting a Video Meeting](#)” on page 18.

2.4 System Properties

MeetingPoint provides a comprehensive Properties dialog box, in which you can change configuration definitions and information whenever necessary. The Properties dialog box contains several categories of related information, which enable MeetingPoint to efficiently perform various video meeting activities.



The System Properties may vary, depending on the VCON videoconferencing product used. Likewise, if your system supports MXM, some of these properties may be disabled, as they may only be edited by the MXM system administrator.

Access to the System Properties is possible:

- By right-clicking in the Conference Panel and then clicking **Properties**.
- From various icons, buttons, or function-specific menus. Entering the system Properties from these various points opens a specific category (see the categories below). Wherever applicable in this User Guide, procedures describe the fastest route to a specific Property category.

For example, right-click in the Video Window and then click **Properties** to open the Conversation Properties **Video** tab.

The system Properties categories are:

Display	The Conference Panel's appearance on the screen.
Conversation	Video and Data Sharing properties.
Address Book	Properties that affect the appearance and the contents of the Address Book Explorer.
Calls	Settings for accepting incoming calls, forwarding calls, third-party viewer compatibility and Interactive Multicast properties (if applicable).
User Data	Identification and location Information about the local user.
Communication	Type of communication lines (IP-LAN, ISDN) used by the system and information about the connected LAN Information about the connected LAN (if applicable)..
Telephony	If applicable, this dialog box contains information about the connected ISDN lines, such as phone numbers, ISDN switch types, SPID numbers, MSN and Sub-addressing.
Hardware	Properties for system hardware, such as audio, cameras and monitors.
QoS	Properties for controlling the type of Quality of Service that will be used for transmitting packets during video meetings.

3 MAKING VIDEO MEETING CALLS

This chapter provides instructions about starting, accepting, and disconnecting video meeting calls. The main topics are:

- Starting and Exiting MeetingPoint®
- Starting a Video Meeting
- Accepting a Video Meeting Call
- Disconnecting (Hang Up) a Call.

3.1 Starting and Exiting MeetingPoint®

MeetingPoint’s Start procedure varies, depending on whether or not your system will be in a videoconferencing network managed by a VCON Media Xchange Manager™ (MXM).

System Managed by MXM

► To start MeetingPoint

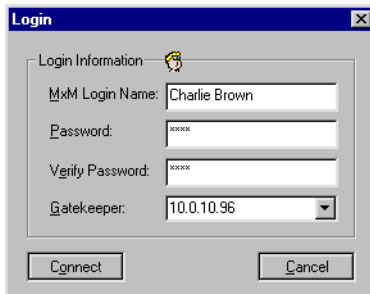
1. In the Windows Desktop, click the **VCON MeetingPoint** icon. .

-or-

ViGO only

If MeetingPoint is not open, press the **ViGO** Smart button on the top of the device.

The Login dialog box appears.



Initial Login to MXM

2. Enter MXM login information as follows (consult with your system administrator):

MXM Login Name	The name of your computer as listed in the MXM database and the MXM Administrator.
Password/Verify Password	Password required to log in. The first time you register, you must type it twice for verification. If you do not supply this password, the login request is rejected.
Gatekeeper	The IP address of the MXM. If you do not know it, ask your system administrator.

3. Click **Connect** to complete the login process.
 - If the MXM automatically registers your computer, the MeetingPoint application opens. The Conference Panel appears, followed by the Local Video window.
 - If a message appears stating that the MeetingPoint startup cannot proceed until login is granted, contact your system administrator. After login is granted, click **Connect** to continue. The Configuration Wizard then appears.



If you are running MeetingPoint for the first time after installation (or logging into a different MXM), the Configuration Wizard setup program appears. This program asks you to enter the information required to run MeetingPoint from your specific location. For the complete standard setup procedure, see “Setting Up The MeetingPoint® Configuration” in the accompanying installation manual.



MeetingPoint’s default properties are suitable for most video meeting requirements. If you must change these settings, please consult with your system administrator or VCON distributor.

At this point, if the system’s communication lines are connected, you may start a video meeting and receive incoming video meeting calls.

Stand-alone System

► To start MeetingPoint

- In the Windows Desktop, click the **VCON MeetingPoint** icon.

-or-

ViGO only

If MeetingPoint is not open, press the **ViGO** Smart button on the top of the device.

The Conference Panel appears, followed by the Local Video window.



If you are running MeetingPoint for the first time after installation, the Configuration Wizard setup program appears. This program asks you to enter the information required to run MeetingPoint from your specific location. For the complete standard setup procedure, see “Setting Up The MeetingPoint® Configuration” in the accompanying installation manual.



MeetingPoint’s default properties are suitable for most video meeting requirements. If you must change these settings, please consult with your system administrator or VCON distributor.

The Conference Panel appears, followed by the Local Video window.

At this point, if the system’s communication lines are connected, you may start a video meeting and receive incoming video meeting calls.

Exiting MeetingPoint

► To exit MeetingPoint

- Double-click the MeetingPoint icon at the far left side of the Conference Panel.

-or-

Right-click anywhere in the Conference Panel and click **Exit**.



If you are connected in a video meeting, a message asks you to hang up before you exit MeetingPoint.

3.2 Starting a Video Meeting

You start a video meeting by dialing from the Address Book Explorer. There are several different ways to start video meetings. For example, you can:

- Dial parties from an address book
- Type phone numbers into the Manual Dialer on a one-time basis
- Dial favorite parties from the Speed Dial list
- Dial entries from an online directory, such as Microsoft ILS (Internet Locator Service).

Dialing from an Address Book

A fast way to start a video meeting is to double-click an address book entry, which dials using the default communication method. The default method may be LAN or ISDN (see [“Address Book Properties - General” on page 38](#)).

► To start a video meeting



1. Click the **Dialer** button on the Conference Panel.

-or-



- Click the **Dial** button in the Local Video window.

The Address Book Explorer appears.

2. In the left pane of the Address Book Explorer, click the folder where the entry you want to dial is located. For example, address book entries that you create are usually located in a Personal Address Book.
3. In the right pane, double-click the entry you want to call. The system uses the default dialing method.

-or-

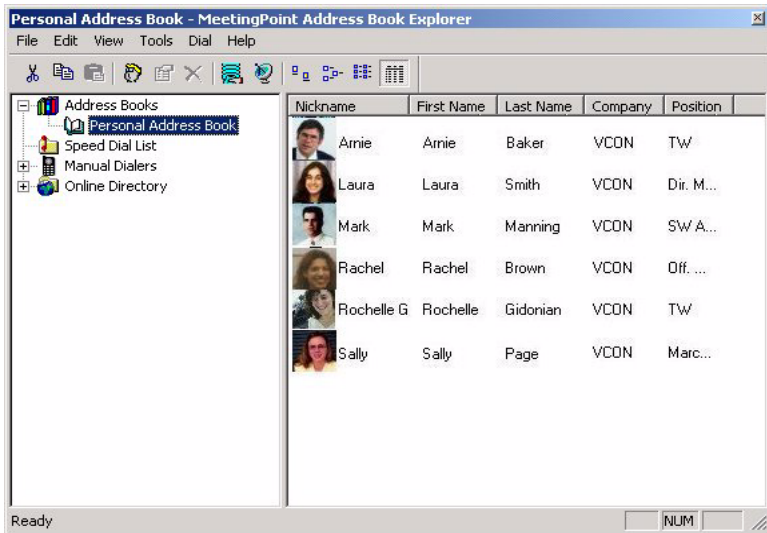
Right click, point to **Dial** and click an alternate dialing method.



The default dialing method is defined in the entry's Properties dialog box in the **General** tab (see [“Address Book Properties - General” on page 38](#)).

After the destination accepts the call, the Remote Video window opens by default. The Remote Video window displays the image from the remote party's camera. If open, the Local Video window displays the image from your camera. Audio is transmitted to your selected audio device.

If the connection fails, a Call Failed message appears.



Address Book Explorer

Dialing Through a Manual Dialer

If you don't have the contact person's dialing details stored in a folder, you can still dial that person through a Manual Dialer. Depending on your system, the following Manual Dialers may be available:

- LAN Dialer** For calling through the connected local network.
- ISDN Dialer** For calling through ISDN line(s).

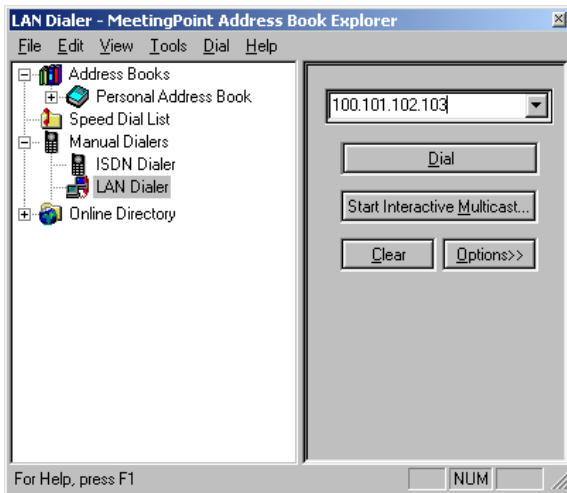
LAN Dialer

Use the LAN Dialer to call another person if that person's LAN connection details are not stored in the Address Book Explorer.

► To dial through the LAN dialer



1. In the Conference Panel, click the **Dialer** arrow and then click **LAN Dialer**. The LAN Dialer opens.



LAN Dialer

2. In the box at the top of the right pane, type the IP address (or Alias, E.164 number or DNS address) of the person you want to call. If the IP address was called at a previous time, it may appear in the drop-down list. If the address is present there, click it to copy it into the box.

-or-

Click **Options**. To use the keypad, click the number buttons to enter the remote participant's IP address in the box at the top of the right pane.

- If you enter an incorrect address, click **Clear** to remove the address from the box.
 - To replace just part of the address, press <Backspace>, or drag over the digits you don't want and press <Delete>. Type the correct digits.
3. To define more LAN Dialer details, click **Options**. These details include:

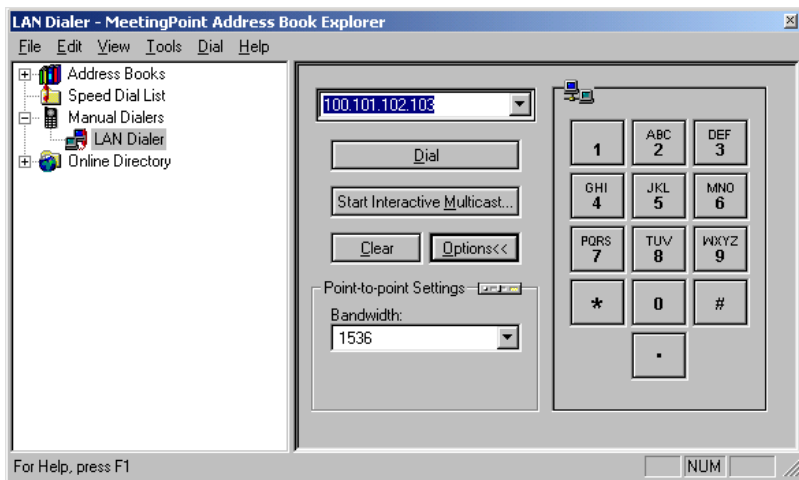
Bandwidth Select the maximum bandwidth of the entry's LAN connection. The actual bandwidth will depend on the amount of available bandwidth during a video meeting.

4. Click **Dial** to start a meeting. The Conference Control dialog box shows the status of the call. If the call is accepted, this dialog box closes and the view from the remote party's camera appears in the Remote Video window.

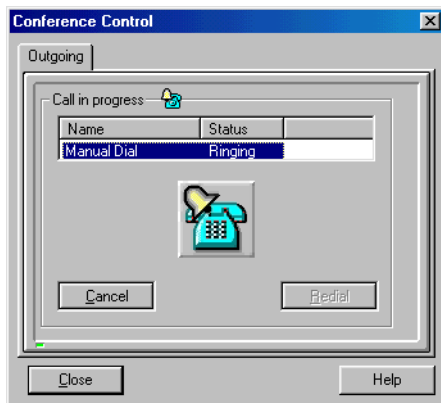
If the call does not succeed, a large X appears over the picture of the telephone. Click **Close** to close the dialog box, or **Redial** to call again.



5. In the Remote Video window, click the HangUp button to disconnect.



LAN Dialer with Options



Outgoing Call

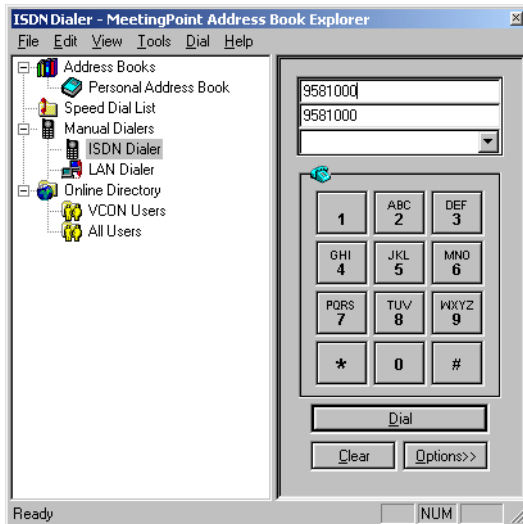
The ISDN Dialer

Use the ISDN Dialer to call another person if that person's ISDN dialing details are not stored in the Address Book Explorer.

► To dial through the ISDN Dialer



1. In the Conference Panel, click the **Dialer** arrow and then click **ISDN Dialer**. The ISDN Dialer opens.



ISDN Dialer

2. To enter the phone number:
 - Click the appropriate number buttons in the dialer.
 - or-
 - Press the appropriate number keys (or letters) on the keyboard.
 If you entered an incorrect number, click **Clear** to remove the entire number from all lines.

To delete just part of the number, press <Backspace>, or drag over the digits you want to delete and then press <Delete>.

- To use additional ISDN options, click **Options**. The ISDN options include:

Bonding

Select this option if this ISDN connection is to be made using Bonding. Bonding is the unification of ISDN B-channels, to achieve greater efficiency by reducing manageability overhead in the channels.

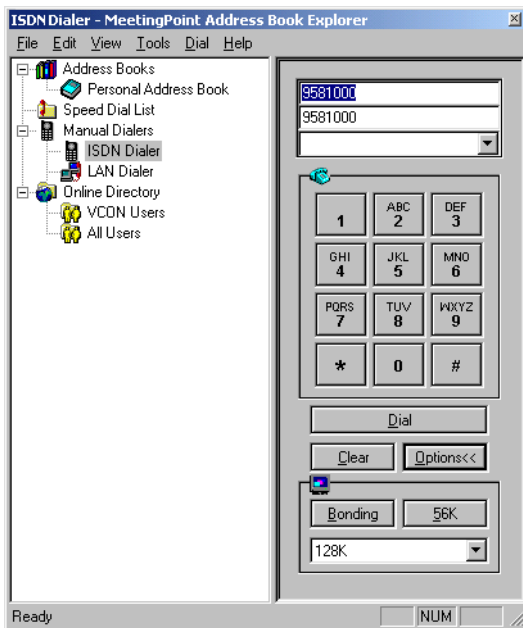
56K

Select this option if this entry's connection is part of a Restricted network (applicable in some areas of the U.S.A., Canada, Japan and Korea).

Rate

Click the total data rate to be used during a call over a connection with Bonding.

- Click **Dial** to start a video meeting. The **Outgoing Call** dialog box shows the status of the call. If the call is accepted, this dialog box closes and the view from the remote party's camera appears in the **Remote Video** window.
- Click **Hang Up** to disconnect the call.



ISDN Dialer With Options

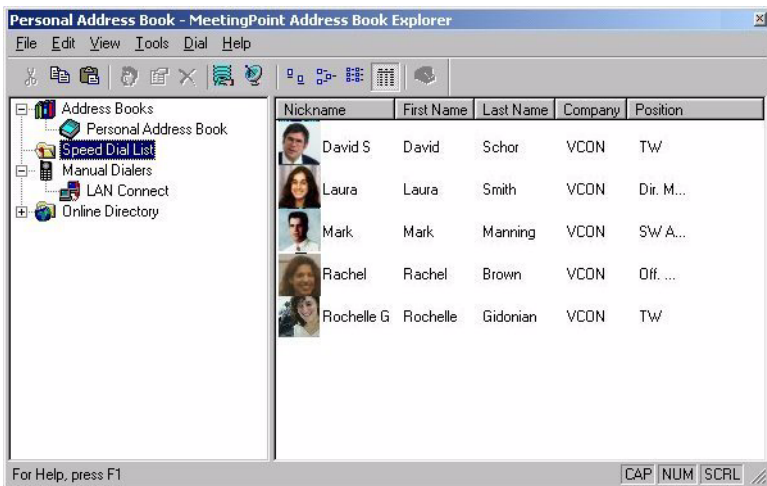
Dialing an Entry from the Speed Dial List

Use the Speed Dial list to quickly start video meetings with particular parties. For instructions on adding and removing entries from the Speed Dial List, see “Speed Dial List” on page 47.

► To dial an entry from the Speed Dial List



1. In the Conference Panel, click the **Dialer** arrow and then click **Speed Dial List**. The Speed Dial folder opens.
2. Double-click the name of the party that you want to call.



Speed Dial Folder

Dialing an Online Directory Entry

You can start a conference directly with anyone registered in the displayed Online Directory folder. An online directory lists other parties whose videoconferencing applications are open.

For instructions on registering with an online directory and selecting one to display, see [“Working With Online Directories” on page 49](#).

► To contact a party registered in an online directory



1. In the Conference Panel, click the **Dialer** arrow and then click **Online Directory**. The Address Book Explorer opens to the **Online Directory** folder, displaying a choice of available online directories.
2. Click one of the folder icons. The Address Book Explorer right pane contains a list of videoconferencing users who are registered in the selected directory and are currently online.
3. Dial out using one of the following methods:
 - Double-click on the selected entry name to use the default dialing method.
 - Right click, point to **Dial** and click the type of external line you are using, such as **LAN Call**, or **ISDN Call**.



For MXM-managed systems, the default dialing method is LAN. For stand-alone systems, it is defined in the system Address Book Properties dialog box in the **Online Directories** tab.

Using a Desktop Shortcut to Start a Conference

A shortcut of an Address Book entry on the Windows desktop provides you with quick dialing to that party, even if MeetingPoint is not open. Double-clicking the shortcut dials using the default dialing method (LAN).

For instructions about creating desktop shortcuts, see [“Creating a Desktop Shortcut for an Address Book Entry” on page 47](#).

3.3 *Accepting a Video Meeting Call*

When MeetingPoint is running but no call is active, you can receive an incoming video meeting call at any time. An incoming call emits a ringing sound - just like an ordinary telephone ring.

Setting Incoming Call Properties

You can customize how MeetingPoint indicates and accepts incoming calls.

Automatically Accepting Incoming Calls

In the Call Properties dialog box, define if the system automatically accepts incoming calls or to decide whether to accept or reject each call individually.

► To set up the system to accept incoming calls automatically



1. In the Conference Panel, click the **Control** arrow and then click **Properties**.
2. Click the **Incoming Calls** tab.
3. Set Auto Answer properties as follows:

When Idle

Auto answer Select to automatically accept all calls when the system is not in a video meeting.

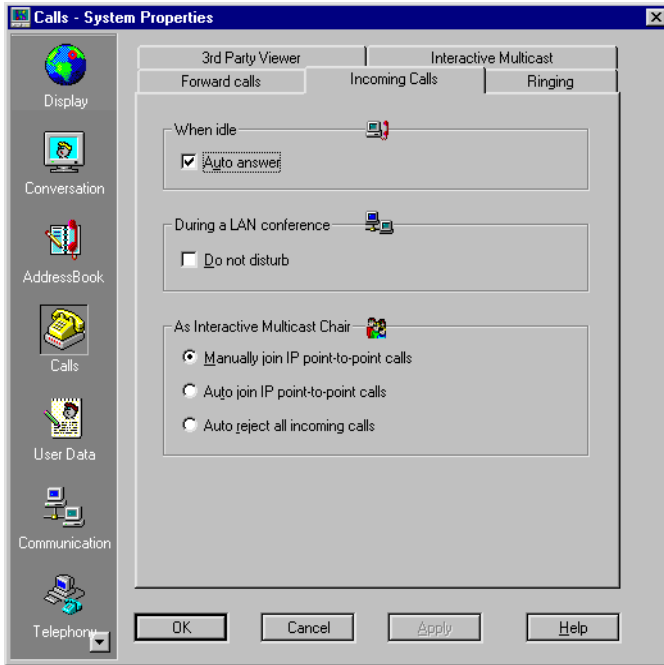
During a LAN Conference

Do not disturb Select to automatically reject all calls that arrive during an ongoing LAN video meeting (available only if MeetingPoint without MXM support is running).

Incoming Calls When Interactive Multicast Chair

Define MeetingPoint's actions if an incoming LAN call attempts to connect while you are the Chair in an open multicast video meeting. See ["Setting Multicast Properties" on page 117](#).

4. Click **OK** to save the new settings or click **Cancel** to discard any changes.



Incoming Call Properties

Setting Up Ringing

You can set up the method that MeetingPoint uses to notify you that a call is coming in or going out.

➤ **To set up the system’s ringing properties**



1. In the Conference Panel, click the **Control** arrow and then click **Properties**. The Calls Properties dialog box opens.
2. Click the **Ringing** tab. The Ringing Properties appear.

- Set the ringing properties as follows:

Ringing Settings

No Sound

Select to receive calls and to call out with no accompanying ringing sound.

Internal Speaker

Select if you want the ringing to originate from the computer's standard installed speaker.

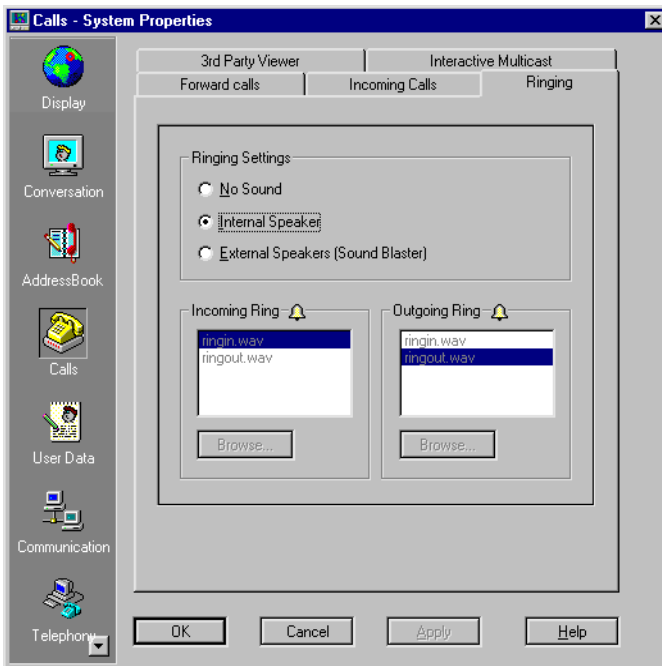
External Speakers

Select if you want the ringing to originate from connected external speakers.

**Incoming Ring/
Outgoing Ring**

If you are using external speakers, you can select ringing sounds other than the defaults. Click the appropriate filenames in these boxes. To locate other ringing sounds (*.wav files), click **Browse**.

- Click **OK** to save the new settings or click **Cancel** to discard any changes.



Ringing Properties

Accepting or Rejecting a Call

If the MeetingPoint system is set to automatically accept incoming calls when the system is idle (see “Automatically Accepting Incoming Calls” on page 27), an incoming meeting call starts unconditionally. The Incoming Call dialog box temporarily appears, notifying that a call has arrived. Then, the remote party will appear in the Remote Video window, and within a few seconds, you may speak to each other.



In addition, a smaller animated icon appears in the Conference Panel Tray.

If the system is not set to automatically accept an incoming call, the Incoming Call dialog box appears, displaying the caller’s address or name (if known by your system).

► To receive an incoming call

- The Conference Control Incoming Call dialog box indicates that someone is calling you. The party’s details appear in the Incoming Calls list.

Click **Accept** to accept the call and start the video meeting.

-or-

ViGO only

Press the **ViGO Smart** button on the top of the device.

- Click **Reject** if you do not want to accept the call.

If the connection fails, a Call Failed message appears.



Incoming Call



Connected Call

3.4 *Disconnecting (Hang Up) a Call*

► **To disconnect from a meeting**



1. In the Remote Video toolbar, click the **Hang up** button.

-or-



In the Conference Panel, click the **Control** arrow and then click **Hang Up**.

-or-

In the Conference Control dialog box's **Connections** tab, click **Hang Up**.

-or-

ViGO only

Press the **ViGO Smart** button on the top of the device.

2. If a confirmation message appears, click **Yes** to confirm.

The system disconnects the call and the Remote Video disappears from the screen.



You can disconnect meetings without displaying the Hang Up confirmation message by doing one of the following:

- In the confirmation message box, select **Do not show this message again before exiting**.
- In the system Display Properties, deselect **Display hang-up confirmation message box**.

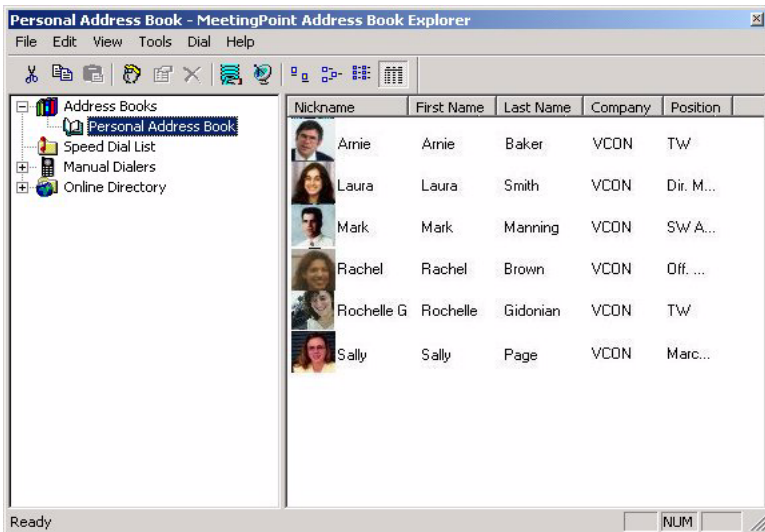
4 SETTING UP THE ADDRESS BOOK

From the Address Book Explorer, you start video meetings. The Address Book Explorer also contains a database of video meeting contacts.

You can dial parties through any **Address Book** folder, dial quickly to a defined **Speed Dial** entry, dial manually through the **Manual Dialers**, or dial to a party who is stored in an **Online Directory**.

You can store a wide variety of details in the Address Book Explorer about your contacts for dialing and reference purposes, such as:

- LAN IP addresses
- ISDN numbers
- Mobile phone numbers
- Ordinary (voice) phone numbers
- E-mail addresses
- Business and home mailing addresses
- Office and home contact numbers
- Web site addresses



Address Book Explorer

This chapter provides detailed explanations about setting up address books. The main topics include:

- Opening the Address Book Explorer
- Adding an Entry to the Address Book
- Editing the Address Book
- Speed Dial List
- Working With Online Directories
- Setting Address Book Properties.

4.1 Opening the Address Book Explorer

You can open the Address Book Explorer to:

- A specific folder of entries
 - The most recently opened folder.
- **To open the Address Book Explorer to a specific folder**



1. Click the **Dialer** button on the Conference Panel.

-or-



- Click the **Dial** button in the Local Video window.

The Address Book Explorer appears.

2. Click the folder that you want. The available options are:

- | | |
|------------------------------------|---|
| Address Book | Opens the most recently opened folder. |
| Speed Dial List | Opens the Speed Dial folder. |
| Online Directory | Opens the Online Directory folder. |
| LAN Dialer,
ISDN Dialer | Opens the selected Manual Dialer. The available dialers depend on the installed video meeting system and the external network card (if one is installed). |

➤ To open the Address Book Explorer to the most recently opened folder



In the Conference Panel, click **Dialer**.

-OR-



Click the **Dial** button in the Local Video window.

-OR-

ViGO only

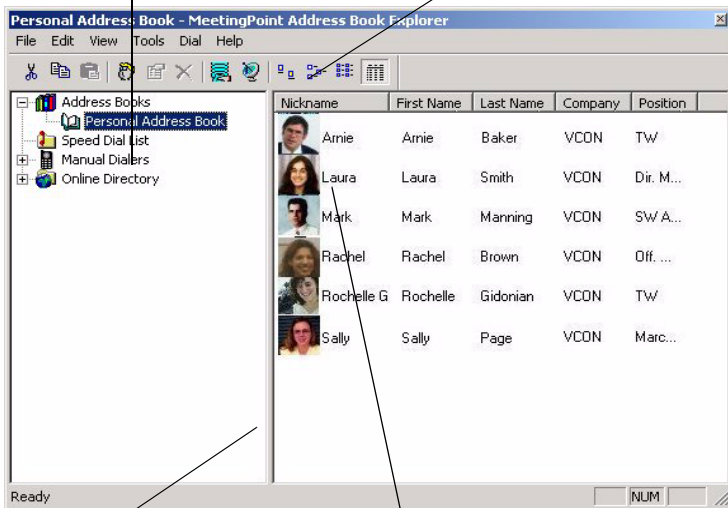
If the system is idle, press the **ViGO** Smart button on the top of the device.

For more information about the Address Book Explorer’s menus and toolbars, see Appendix A, “[MeetingPoint® Toolbars and Menus](#)”.

The Address Book Explorer is an application window with its own menu and short-cut buttons and is divided into two separate panes. Both panes can be reduced or enlarged in size by dragging the splitter bar either to the left or to the right.

Folders and Dialers

Menu and Toolbar Buttons



Splitter Bar

Entries from folders in the left pane are displayed in the right pane.

Address Book Explorer Elements

4.2 Adding an Entry to the Address Book

The Address Book stores video meeting contacts and their specific dialing information. You can create a personal database of contacts in the Address Books folder.

► **To add a new entry to the Address Books folder**

1. In the left pane of the Address Book Explorer, open the **Address Books** folder and click the folder where you want to enter the entry.



2. In the Address Book Explorer ToolBar, click the **New Entry** button.

The Properties dialog box appears.

3. Enter all details for the new entry. For more information, see “[Address Book Entry Properties](#)” later in this section.
4. Click another tab to continue setting other options. To navigate from tab to tab, click the tab name that you want. For details about each option, see the following sections describing each tab.

-or-

Click **OK** to save the properties and close the dialog box.

Address Book Entry Properties

In the New Entry Properties dialog box, enter the name, details and the contact's connectivity options. The Properties dialog box divides this data among the following tabs:

General	Personal details about the contact.
LAN	Configuration for dialing this entry through LAN connections. Enter this information only if the connection to the other party is through a LAN.
ISDN	Configuration for dialing this entry through ISDN connections. Enter this information only if the connection to the other party is through at least one ISDN line.
Office	Company details, mailing address information, fax, pager, email and Web site address. This information is optional.
Home	Home details, mailing address information, fax, pager, email and Web site address. This information is optional.

Address Book Properties - General

The **General** tab includes personal details about the entry's contact person. You must type a **Nickname**, but the other details are optional.

► **To enter the General Address Book Properties**

1. By default, the **General** tab opens when you open the New Entry Properties dialog box. If another tab is open, click the **General** tab.
2. Enter information as follows:

Nickname Type a **Nickname** for the entry. A nickname serves as an alternate (sometimes shorter) name for the party represented by the entry.

**Last Name/
First Name** Type the name of the party.

Notes You may add a comment or other description.

Default Dialing Select the communication method that you want to use for dialing to this entry when you double-click it.



This option appears in the **General** tab only in Cruiser systems. In Escorts and ViGOs, the default dialing method is always **LAN**.

Picture If you have a picture of this contact person saved to file, click **Picture** to locate it and attach it to the entry. This picture will appear in the entry's **Nickname** column when you exit the **Properties** window. You can also obtain a picture for the entry during a video meeting by performing **Grab** (see “[Adding a Grabbed Picture to an Address Book Entry](#)” on page 86).

**Display in Speed
Dial Folder** If you want to find this entry quickly without searching for it in the Address Book Explorer, select **Display in Speed Dial Folder**. This entry will also appear in the **Speed Dial** folder after you click **OK**. You open the Speed Dialer folder directly by clicking **Speed Dial** in the **Dialer** menu.



General Address Book Properties

Address Book Properties - ISDN

The **ISDN** tab contains information for dialing this entry through ISDN lines. Enter this information only if the connection to the other party is through ISDN.

► **To enter ISDN information for a new entry to the Address Book**

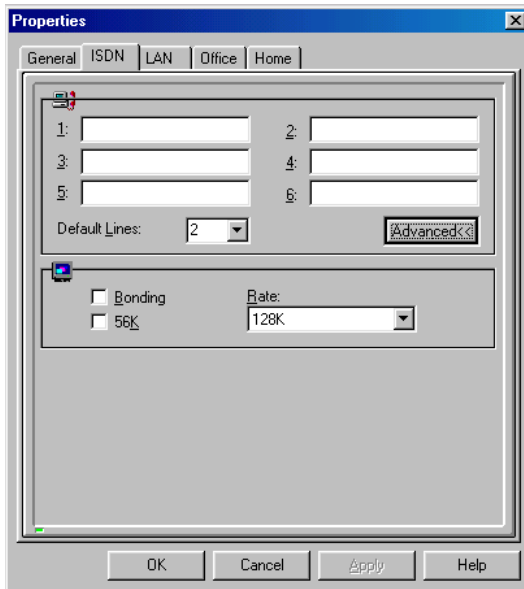
1. In the Address Books **Properties** dialog box, click the **ISDN** tab.
2. Enter the contact person's ISDN numbers.
3. In the **Default Lines** box, select the number of available lines (channels) when dialing this party.

The maximum number of lines cannot exceed [2 x the available number of BRIs]. Each ISDN line has a connection data speed of 64K (or 56K if dialing through a Restricted network). The more lines you use, the better the video image quality and faster the data processing (the sessions will also be more expensive).

4. Click **Advanced** to define the following call properties:

- Bonding** Bonding unifies the bandwidth of the separate ISDN lines. Select this option if the other party also has support for Bonding.
- 56K** Select this option if the other party is connected over a Restricted network (56Kbps rather than 64Kbps).
- Rate** Select the common rate supported by both you and the other party. Rate equals 64 (or 56 for Restricted networks) multiplied by the number of lines in the connection.

Click **Advanced** again to close the **Advanced** area.



New Entry LAN Properties

Address Book Properties - LAN

The **LAN** tab contains information for dialing this entry through IP LAN connections. Enter this information only if the connection to the other party is through a LAN.

➤ **To enter LAN information for a new entry to the Address Book**

1. In the Address Books **Properties** dialog box, click the **LAN** tab.
2. Enter information *for at least one* of the following:

User Name Party's computer LAN name.

User Number Party's computer's LAN number (also known as the E.164 address).



If the LAN is not connected to a Gatekeeper, leave the User Name and User Number boxes blank.

IP Address Party's computer's IP address.

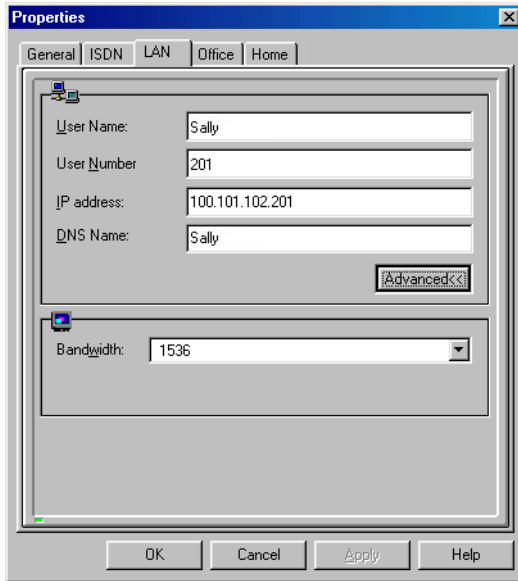
DNS Name Party's computer's name. *DNS* stands for Domain Naming System, which enables computers on a network to be referred to by name in addition to IP Addresses.

If this party's computer is located in the same domain as yours (such as *vcon.com*), entering only the computer name is enough. Otherwise, this entry requires the domain name too (for example, *sales.vcon.com*)

3. Click **Advanced** to define the following call properties:

Bandwidth The maximum amount of bandwidth to use when connecting to this party. The actual bandwidth will depend on the amount of available bandwidth during the video meeting.

Click **Advanced** again to close the **Advanced** area.



New Entry LAN Properties

Address Book Properties - Office

The **Office** tab includes company details, mailing address information, fax, pager, email and Web site address. The details in this section are not mandatory, but are provided so that you may use MeetingPoint® as a contacts database.

► To enter Office information for a new entry

- In the Address Books Properties dialog box, click the **Office** tab.

Type the relevant information for this party.

The screenshot shows a 'Properties' dialog box with the 'Office' tab selected. The dialog is divided into two main sections. The top section contains fields for 'Company', 'Position', 'Dept.', 'Voice 1', 'Voice 2', 'Mobile', 'Fax', 'Pager', 'E-mail', and 'WWW'. The bottom section, marked with a mail icon, contains fields for 'Address', 'City', 'State', 'Zip', 'Country', and 'Mailing Address'. A small map icon is visible next to the 'City' field in the bottom section. At the bottom of the dialog are buttons for 'OK', 'Cancel', 'Apply', and 'Help'.

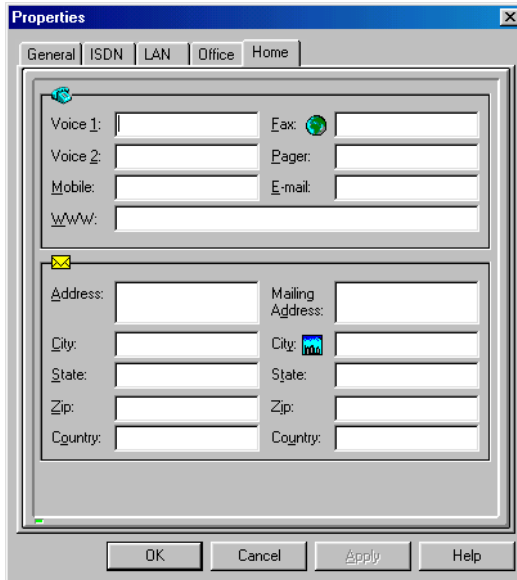
New Entry Office Properties

Address Book Properties - Home

The **Home** tab is similar to the **Office** tab, in that it also contains information for making audio contact with this entry through ordinary or mobile phones. Like the **Office** tab, this information can be used as part of a contacts database.

➤ **To enter Home information for a new entry to the Address Book**

- In the Address Book Properties window, click the **Home** tab.



New Entry Home Properties

Type the relevant information for this contact person.

4.3 *Editing the Address Book*

After adding entries to the Address Book, you may change their information or manipulate them in various ways among the folders.

Changing an Address Book Entry

At any time, you may change the information of an entry in a Personal Address Book or the Speed Dial List.

► **To change an entry's information**

1. In the Address Book Explorer, click the folder containing the entry you want to change. The Address Book right pane now displays all entries belonging to the selected folder.
2. Right-click the entry in the **Nickname** column and then click **Properties**. The Properties dialog box appears.
3. Make any required changes. For more information on the Properties dialog box, see [“Address Book Entry Properties” on page 37](#).
4. Click **OK** to save any changes and to close the Properties window.

-or-

Click **Cancel** to close the window without saving any changes.

Deleting an Address Book Entry

If necessary, you may delete entries from the Personal Address Book folders.

► **To delete an entry from a Personal Address Book folder**

1. In the Address Book Explorer, click the Personal Address Book folder containing the entry you want to delete. The Address Book right pane now displays all entries belonging to the selected folder.
2. Right-click the entry in the **Nickname** column and then click **Delete**.
3. Click **Yes** to confirm.

Moving Entries to Another Folder

Using the **Cut** and **Paste** commands, you can delete entries from one folder and move them to another folder. You can select more than one entry by using the common Windows <Shift+Enter> and <Ctrl+Enter> commands.

► To cut and paste entries to another folder

1. In the Address Book Explorer, click the Personal Address Book folder containing the entries you want to move. The Address Book right pane now displays all entries belonging to the selected folder.



2. Select the entries in the **Nickname** column, and then click the **Cut** button.

3. In the Address Book Explorer, click the **Address Book** folder to which you want to paste the cut entries. The Address Book right pane now displays all entries belonging to the selected folder.



4. Click in the white area of the right pane and then click the **Paste** button.

5. To paste the same entries into other Address Book folders, repeat steps 3 and 4 as many times as necessary.

Copying and Pasting Entries

You can copy and paste entries within a folder, or from one folder to another, making multiple entries with the same name. You can select more than one entry by using the common Windows <Shift+Enter> and <Ctrl+Enter> commands.

Any property changes in one of these entries has no effect on the other. This function is useful if you want to make a new entry whose information is similar to an existing entry. After pasting an entry, you can change all properties, including names and alias.

► To copy and paste entries

1. In the Address Book Explorer, click the folder containing the entries you want to copy. The right pane displays the selected folder's entries.



2. Select the entries in the **Nickname** column, and then click the **Copy** button.



3. Click in the white area of the right pane and then click the **Paste** button.

If you want to paste entries in another Address Book folder, click that folder. The right pane now displays all entries belonging to the selected folder. Then, paste the copied entries into the folder.

4. To paste the same entry more than once, repeat step 3.

Creating a Desktop Shortcut for an Address Book Entry

A shortcut of an Address Book entry on the Windows desktop provides you with quick dialing to that party, even if MeetingPoint is not open. Double-clicking the shortcut dials using the default dialing method.

► To create a shortcut of an Address Book entry

1. In the left pane of the Address Book Explorer, click the folder that contains the entry for which you want to create a shortcut.
2. Right click the **Nickname** column of the entry and click **Create Shortcut**.

A shortcut icon representing the selected entry appears on the Windows desktop. To dial that party quickly, double-click the shortcut icon.

4.4 Speed Dial List

The Speed Dial List contains address book entries that you can dial directly without opening the Address book Explorer. In the Conference Panel, click the **Dialer** arrow and then click **Speed Dial List** to display the entries.

Adding a Speed Dial Entry

An entry must exist in an Address Book folder before you can add it to the Speed Dial List. Speed Dial entries and their original entries are linked. Any subsequent changes to the settings of either entry will change the other accordingly.

► To add an entry to the Speed Dial List

1. Click the Personal Address Book folder containing the entry you want to add to the Speed Dial List. The right pane displays the selected folder's entries.
2. Right-click in the entry's **Nickname** column and then click **Add to Speed Dial List**.

The entry now appears in the Speed Dial List.

► To add an Online Directory entry to the Speed Dial List

1. Click the Online Directory folder containing the entry you want to add to the Speed Dial List. The right pane displays the selected folder's entries.
2. Right-click in the entry's Nickname column and then click **Copy**.
3. Click in a Personal Address Book folder. In the right pane, right click and then click **Paste**.
4. Right-click in the entry's **Nickname** column and then click **Add to Speed Dial List**.

The entry now appears in the Speed Dial List.

Removing an Entry from the Speed Dial List

You can remove an entry from the Speed Dial List. This action does not affect the entry in other Address Book folders.

► To remove an entry from the Speed Dial List

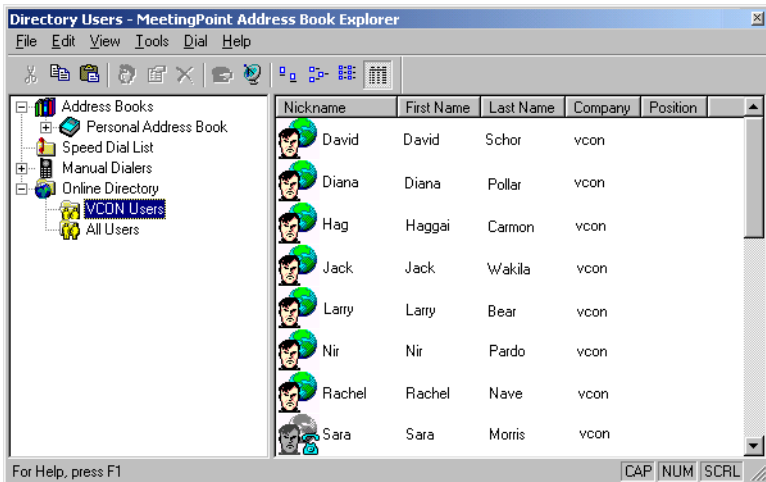
1. In the Address Book Explorer, click the **Speed Dial List** folder. The Address Book right pane now displays all entries belonging to the Speed Dial List.
2. Right click in the entry's **Nickname** column and then click **Remove from Speed Dial**.

The selected entry disappears from the Speed Dial List.

4.5 Working With Online Directories

Online directories are lists of parties whose video meeting systems are online and registered with that directory. Access to online directories is possible if your system is managed by a VCON Media Xchange Manager (MXM) or if you've registered your system with an online directory over the Internet. You can contact parties listed in the online directory if your types of connections (LAN, ISDN, etc.) match theirs.

The Online Directory folder contains these lists. The Address Book right pane displays all entries belonging to the selected folder.



Sample Online Directory

Typical online directories include:

- VCON Users** List of parties using VCON video meeting systems who are online.
- MXM Users** List of parties registered with the same MXM as your system.
- All Users** List of all online videoconferencing users that are registered with the current online directory.

Setting Online Directory Properties



This section is applicable only for versions without MXM support. For MXM-managed versions, online directory registration and configuration is done by the administrator only.

In the System Properties dialog box, you can specify the online directory that appears in the Address Book Explorer. In addition, you can select if and how you want to register with the online directory.

► To set Online Directory properties



1. In the Conference Panel, click the **Dialer** arrow and then click **Properties**. The Address Book Properties dialog box appears.
2. Click the **Online Directories** tab.
3. Set Online Directories properties as follows:

Registration Options

User Type Select if you carry on video meetings for **business** or **personal** purposes.

Registration Type Select if and by whom you will be available to receive calls.

- Select **Do not register** if you do not want to be registered in a directory.
- Select **Register – Seen by DVC users only** if you want your name and details to be available to only VCON users when you are online.
- Select **Register – Seen by all users** if you want your name and details to be available to all online video meeting users.

*Server***For Registration**

Click the name of the online directory to which you want to register. The default server, **ils.vcon.co.il (DVC Server)**, is a server for VCON video meeting users. If you select another server, other Internet users will be able to contact you through other applications, such as Microsoft® NetMeeting™.

To add a server that's not in the list, type the server name and address in the list.

Use different server for viewing online users

Select to display different online directories than the one in which you registered.

For Viewing

Click the name of the online directory that you want to display in the Address Book Explorer. To add a server that's not in the list, type the server name and address in the list.

*Online Directories***Display Online Directories**

Select to view the online directories and their lists in the Address Book Explorer. If you clear this option, these directories and lists do not appear.

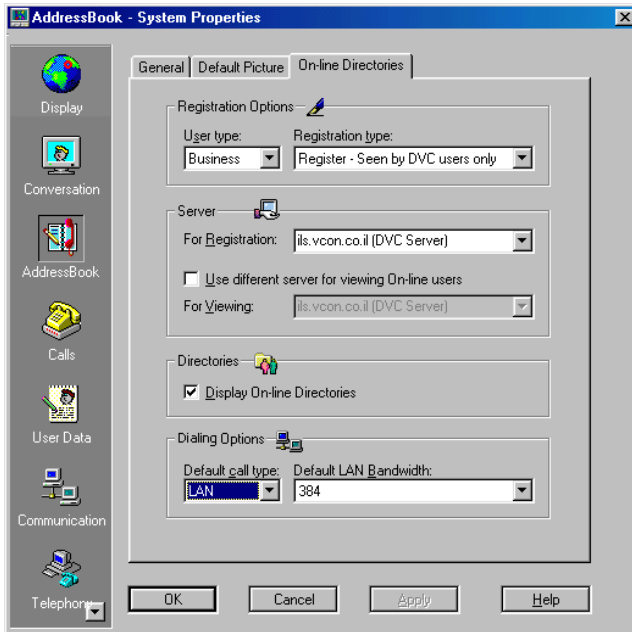
*Dialing Options***Default Call Type**

Select **ISDN** or **LAN** as the default means of connection to parties listed in the online directories.

Default LAN Bandwidth

Click the default bandwidth for your video meetings with online directory entries.

4. Click **OK** to save the new settings or **Cancel** to discard any changes.



Online Directories Properties

Changing the Default Online Directory



This section is applicable only for versions without MXM support. For MXM-managed versions, online directory registration and configuration is done by the administrator only.

In the Address Book Properties dialog box, you may register with a different online directory. The Address Book will display the changed online directory (unless you selected to view a different list than the one in which you registered).

► To register with a different online directory



1. In the Conference Panel, click the **Dialer** arrow and then click **Properties**. The Address Book Properties dialog box appears.
2. Click the **Online Directories** tab.

3. In the **For Registration** list, select the name of the online directory to which you want to register, or type it in the box.
4. Click **OK**.



Changing the default online directory may require you to restart MeetingPoint. If required, MeetingPoint displays an appropriate message.

Online Directory Entry Properties



This section is applicable only for versions without MXM support. For MXM-managed versions, online directory registration and configuration is done by the administrator only.

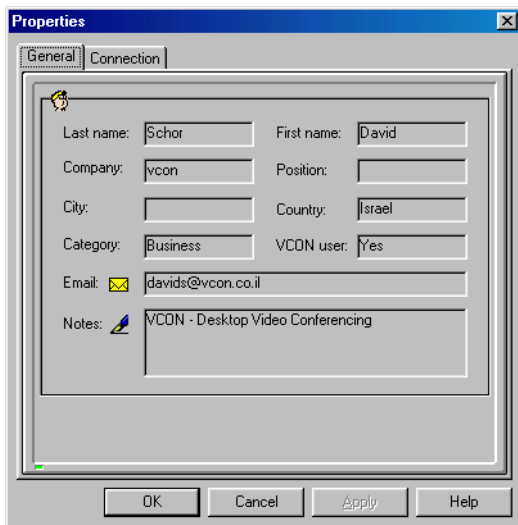
Each Online Directory entry has specific properties, such as personal information and details for connecting with the particular party. You can view, but not change, these properties.

► To view properties about a party listed in an online directory

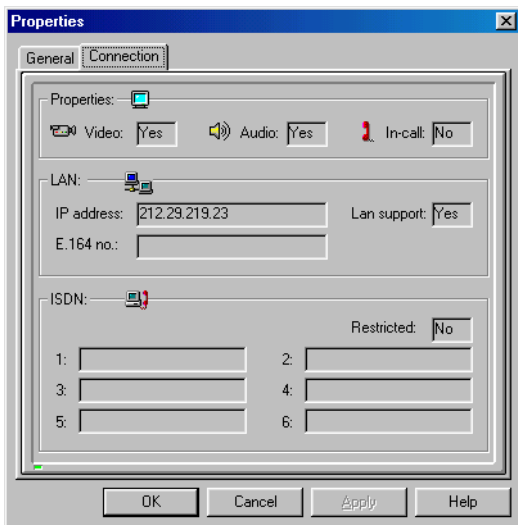
1. In the Address Book Explorer right pane, right-click the **Nickname** column of the online directory entry and then click **Properties**. The Properties dialog box appears.

By default, the **General** tab opens first and displays personal information about the selected party, as entered by that particular party.

2. Click the **Connection** tab to view the selected party's connectivity details.
3. Click **OK** to close the Properties dialog box.



Online Directory Entry Properties – Personal Information



Online Directory Entry Properties – Connection

4.6 Setting Address Book Properties

You can customize the display and certain functional options of the Address Book:

- General Properties
- Default Picture.

Address Book General Properties

The Address Book General properties refer to display and functional customization of the Address Book Explorer.

► To change Address Book properties



1. In the Conference Panel, click the **Dialer** arrow and then click **Properties**. The Address Book Properties dialog box appears with the **General** tab open.

2. Change Address Book properties as follows:

In the **General** tab, you can define the appearance of entries in the Address Book Explorer:

Default Icons Size

Select the sizes for displaying the entries' picture icons in the **Nickname** column of the right pane. The size units are in pixels.

Small Icon Views Small entry icons

Large Icon Views Large entry icons

Manual Dialers Redial List

Number of Entries Select the maximum number of entries that appear in the list of previously dialed numbers in the Manual Dialers.

Clear LAN, Clear ISDN Click the appropriate button to remove all entries from the list of previously dialed numbers in the respective relevant dialer.

Address Book Path The location of the active personal address book's file. The file has an *.mdb* extension.

You can choose to display another address book by replacing the default file. This file may have been saved from another computer, or be used by several MeetingPoint users over a network. To change the address book, click **Browse**, locate and select the file.

Online Directories

Display Online Directories

Select to view the online directories and their lists in the Address Book Explorer. If you clear this option, these directories and lists do not appear.



This option appears in the **General** tab only in MXM-support versions. In versions without MXM support, it appears in the **Online Directories** tab.

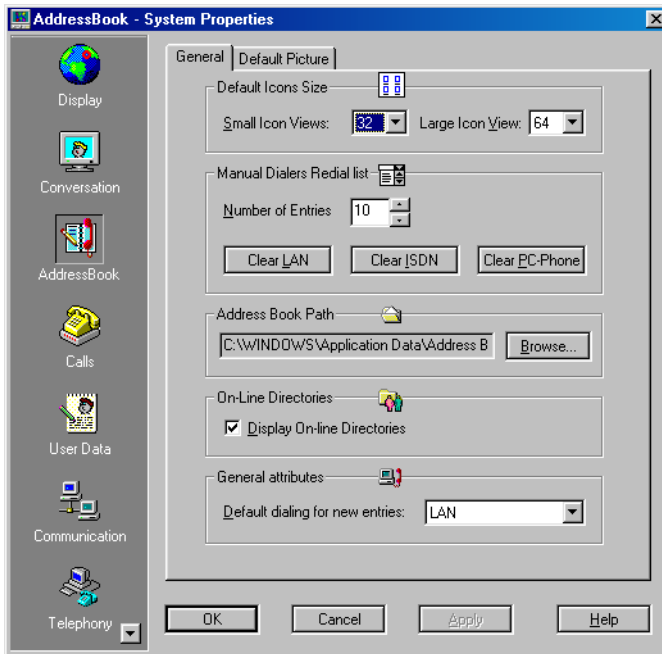
General Attributes

Default Dialing

Select the default method of dialing for new entries in the personal address books.



This option is applicable to Cruiser systems that are configured for communication over ISDN lines.



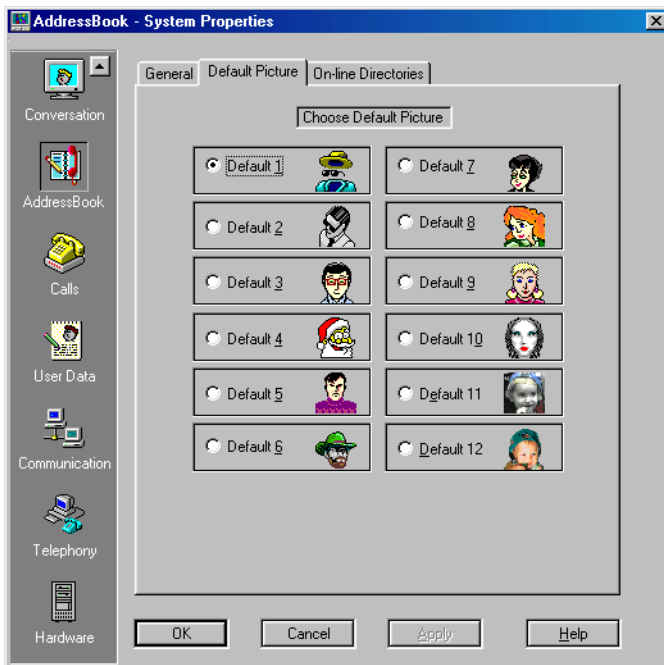
Address Book Properties - Display Properties

Address Book Entries Default Picture

In the Address Book **Default Picture** tab, you can choose the default picture that appears in the **Nickname** column of the Personal Address Book's right pane. This picture appears for an entry unless you replace it with an image of the entry's contact person (using the Grab feature – see [“Adding a Grabbed Picture to an Address Book Entry”](#) on page 86).

► To choose a default picture for Address Book entries

1. In the Conference Panel, click the **Dialer** arrow and then click **Properties**. The Address Book Properties dialog box appears.
2. Click the **Default Picture** tab.
3. Select a picture and click **OK** to save your choice and close the dialog box.



Address Book Entry Default Picture

5 MANAGING A VIDEO MEETING

This chapter explains about adjustments you can make to achieve the highest quality video and audio for your video meetings. The main topics include:

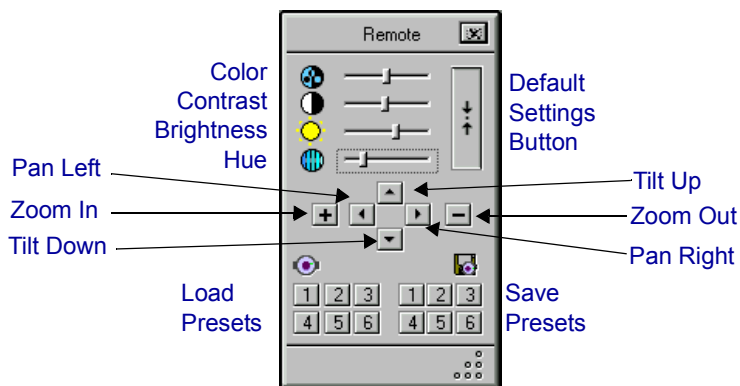
- Camera Controller
- Controlling the Video
- Controlling the Audio
- QoS Settings
- Grabbing a Picture

5.1 Camera Controller

Many video and audio functions are controlled from the Camera Controller.

In the Camera Controller, you can:

- Make video quality adjustments - color, contrast, brightness, hue
- Control pan/tilt/zoom (PTZ) cameras
- Save preset PTZ camera positions and move the camera to them.



Camera Controller

5.2 Controlling the Video

MeetingPoint® provides several ways to improve video quality both during a video meeting and offline. You can control which sides of the meeting are visible on your screen, color quality, camera focus and movement (PTZ cameras only), and usage of video-enhancing technologies. This section covers:

- [Selecting an Active Camera](#)
- [Switching Between Local and Remote Views](#)
- [Adjusting Video Settings](#)
- [Controlling PTZ Camera\(s\)](#)
- [Muting the Video](#)

Selecting an Active Camera

A desktop camera is standard equipment in Escort, Cruiser and ViGO systems. In addition, these systems support a second desktop or RCA composite video source, such as a Pan/Tilt/Zoom (PTZ) camera.

A Pan/Tilt/Zoom (PTZ) camera is standard equipment in Cruiser 384 Executive Edition. These systems also support the use of additional cameras (the Cruiser 384 supports the use of three cameras).



For connection details, see your system's Installation and Setup Guide.

If more than one camera is used, you can switch between the available cameras both during a video meeting and offline.

► To select the active camera



- In the Video toolbar, click the **Select Camera** button and then select between the available cameras.



*Select Camera Button Menu
Local (left); Remote (right)*

The view from the selected camera appears in the Video window.

Switching Between Local and Remote Views

When you are not in a video meeting, the image from your camera (*local view*) appears in the Local Video window. When you start a meeting, the video image from the remote party's camera (*remote view*) appears in the Remote Video window. During the meeting, the viewing options are:

- Local** Display the Local view.
- Remote** Display the Remote view.
- PIP** Picture In Picture. In the Remote Video window, the local view appears as a small inset within the larger remote image.



Not available in ViGO


- Local and Remote** Both Local and Remote Video windows appear.

► To change the video view during a video meeting

- Remote** At the start of a video meeting, the image from the remote party's camera appears on the screen. However, if you remove it (by clicking **X** in its top right corner), you can restore it again:



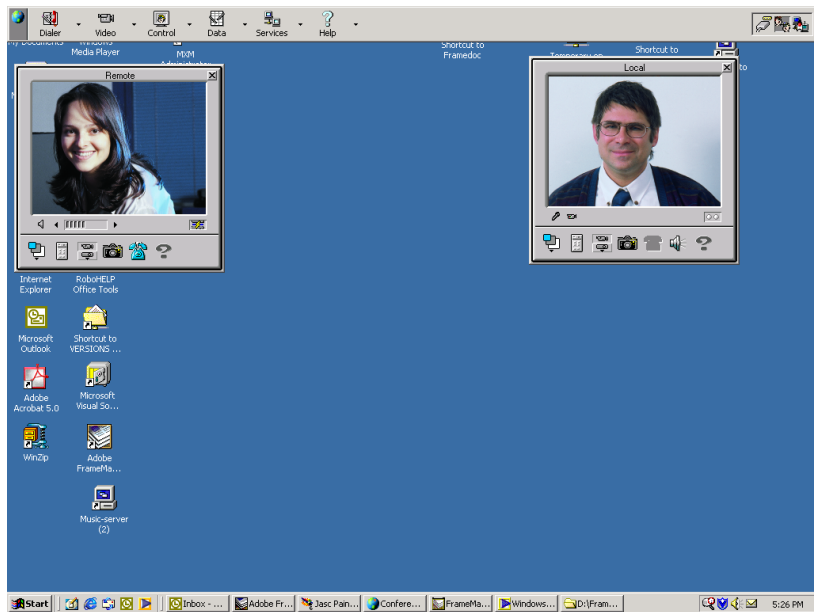
1. In the Conference Panel, click the **Video** down arrow.
 2. In the menu, click **Remote Video**.
- Local**
 1. In the Conference Panel, click the **Video** down arrow.
 2. In the menu, click **Local Video**.

- PIP**  In the Remote Video toolbar, click the **PIP** button (not available in ViGO).

To close the PIP view, click the **PIP** button again.



This function only affects the video display on your computer screen. The remote party can independently choose a viewing mode.



Local and Remote View



PIP Mode

Moving the Local Image in PIP Mode



This section is not applicable to the ViGO.

In PIP mode, you can drag the local image inset to a more convenient location within the Video window.

► To move the local image

1. Click and drag the local image to a new location in the Video window.
2. Release the mouse button.

Switching From PIP and Local+Remote Mode



This section is not applicable to the ViGO

Switching from PIP and simultaneous local and remote viewing is simple.

► To switch from PIP to “Local and Remote” viewing

- When the Video window is in PIP viewing mode, drag the local image outside the frame of the Video window. The viewing mode switches to simultaneous Local and Remote mode.

Adjusting Video Settings

MeetingPoint provides several functions for improving video quality. You can adjust the color for both local and remote views. In addition, you can activate powerful features that help the system achieve high-quality video.

Adjusting Color

Video settings can be defined and adjusted for **Local** video and for **Remote** video if the remote party is using MeetingPoint version 4.0 or higher. You can adjust the hue, contrast, color and brightness from the Camera Controller.

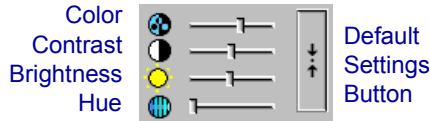


Any adjustments to the video image also appear in the remote user's video window when connected in a video meeting.

► To adjust the color quality



1. In the Video toolbar, click the **Camera Control** button. The Camera Controller appears beside the Video window.
2. To change hue, contrast, color and brightness settings, drag the appropriate slider to the left to decrease the setting or drag the slider to the right to increase the setting. To return to the original camera settings, click the **Default Settings** button.



Setting Video Properties

MeetingPoint provides powerful technology that helps you achieve superior video quality. In the system **Video** Properties dialog box, you may activate certain video features that improve the quality of the video transmission. These qualities affect sharpness, speed, smoothness of motion, and so on.

► To set video properties



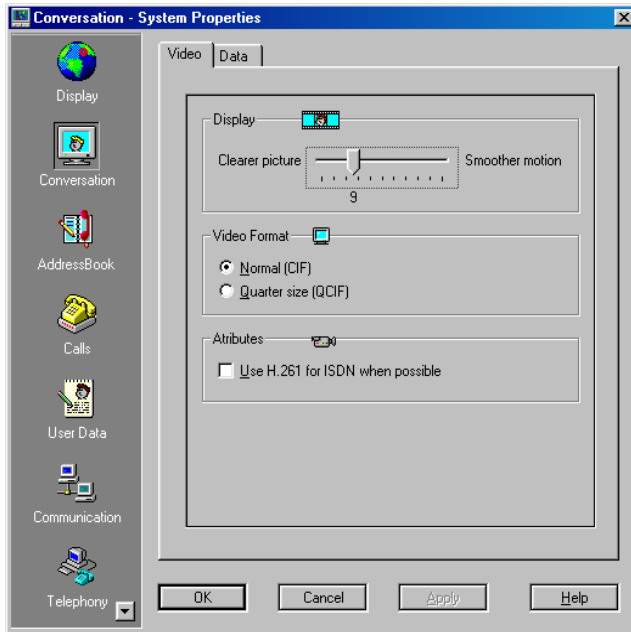
1. In the Conference Panel, click the **Video** arrow and then click **Properties**.

-or-

In the Video window, right-click and then click **Properties**.

The Conversation **Video** Properties dialog box opens.

2. Change any applicable properties. For descriptions of the properties, see [“Video Properties” on page 65](#).
3. Click **OK** to save the video settings and close the dialog box.



Conversation Video Properties

Video Properties

The following Video adjustments and features are available:

Display

Clearer Picture/ Smoother Motion

This control enables you to define the relationship between clear, sharp images and smooth uninterrupted motion during the video transmission. If the picture is clearer, the motion may be slower and more broken. If the motion is smoother, the picture may be less clear.

Drag the slider until you are satisfied with the image sharpness and the smoothness of motion. There are 30 possible settings on the slider – **1** represents the clearest picture but the most uneven motion; **30** represents the smoothest motion but the most blurry picture.

Video Format

Select the type of video format in which the video meeting is broadcast. This setting affects the viewing quality for the remote party.

Normal (CIF) Common Interchange Format (CIF) provides a higher resolution at a lower frame rate. Usually, CIF provides better overall video quality, especially when a higher transmission bandwidth, such as 2 x BRI (at least 128 kbps) is available.

Quarter Size (QCIF) Quarter Size Common Interchange Format (QCIF) may be chosen if the remote party has a system that does not support CIF format, or if the bandwidth is low.

Attributes

The default codec recommendation is H.263, which includes techniques for improved video performance over low bitrates. However, H.261 is more efficient over higher bitrates (for example, when using 3 or more ISDN channels).

Use H.261 for ISDN when possible Select if some of your contacts do not have support for H.263 video compression.

Controlling PTZ Camera(s)

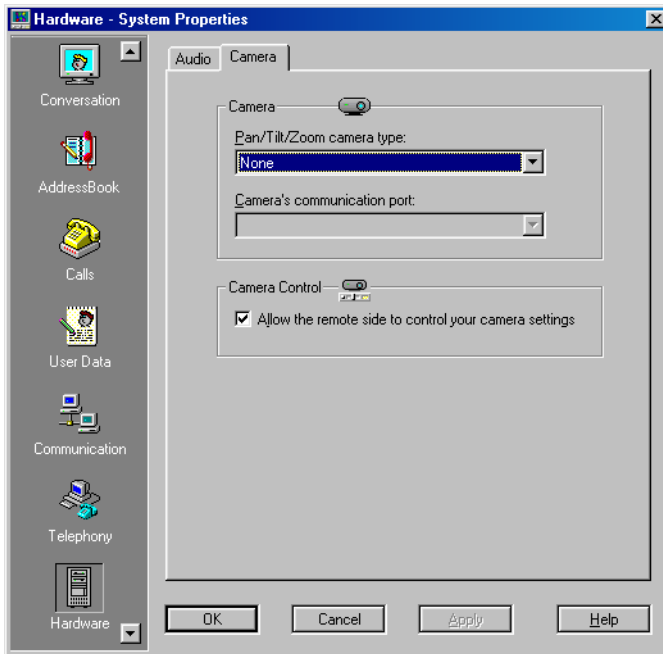
If you and/or the remote party is using a Pan/Tilt/Zoom (PTZ) camera, you can control it from the MeetingPoint application.

Remember, the video image shown in the Local Video window is the same video image that the remote party sees during the video meeting. Adjust your camera's position so that the remote party is able to view you clearly. If necessary, adjust the lens focus on the front of the camera.

To make viewing more comfortable to the remote party, you can enable them to control your camera during video meetings. Likewise, if the remote party provides you with the same ability, you can control their camera.

➤ **To enable the remote party to control your camera**

1. In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **Hardware** icon.
2. Click the **Camera** tab.
3. In the Camera Control area, select **Allow the remote side to control your camera settings**. The remote party will be able to pan, tilt, zoom and control the color of the image from your camera.
4. Click **OK** to save the new settings or **Cancel** to discard any changes.



Camera Control Properties

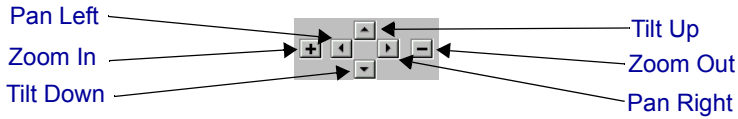


The Camera Controller for both the Remote and Local Video windows have identical controls. The following procedure is applicable to the respective selected Video window.

► To control a PTZ camera



1. In the Video toolbar, click the **Camera Control** button. The Camera Controller appears beside the Video window.



PTZ Camera Controls

2. To change the position of the camera, click the appropriate button until you receive satisfactory results.



Click the up and down arrow buttons to tilt the camera up and down, respectively.



Click the left and right arrow buttons to pan the camera from side to side.



Click the [-] button to zoom the view farther out or the [+] button to zoom the view closer in.

For instructions on controlling color, see [“Adjusting Color”](#) on page 63.

For instructions on saving and loading preset camera positions, see the next section, [“Preset Positions”](#).

Preset Positions

If you want to save the camera's current position and color settings for future use, you can save it as a preset position. At any time afterwards, you can load this preset position to save adjustment time.

Saving the Camera Settings as a Preset Position

► **To save the current position as a preset position**

1. Using the Camera Controller, position the camera and adjust the color according to your needs.
2. After you are satisfied with the camera position and color settings, click one of the **Save Presets** buttons. Each number button represents a specific preset position.



Save Preset Buttons

Setting the Camera to a Preset Position

► **To set the camera to a preset position**

- In the Camera Controller's **Load Preset** area, click the number button representing the preset position and color settings that you want.



Load Presets Buttons

If the PIP mode is active, you can switch between controlling the Remote and the Local views.

Muting the Video

During a video meeting, you may want to prevent video from being transmitted to the remote party. In this case, you can freeze the video picture (still image) so that the remote party only sees the frozen picture until you restore the video transmission again.

► To mute outgoing video



- In the Video window, click the **Mute Video** button.

The remote party now sees a frozen video image. In the Video window, a red X appears on the **Mute Video** button.

► To restore the video transmission



- Click the **Mute Video** button

The remote party now sees a normal video image. In the Video toolbar, the red X disappears from the **Mute Video** button.

5.3 Controlling the Audio

MeetingPoint provides several functions to help you improve audio quality.

Obtaining the Best Audio Quality

To obtain the best possible audio quality during video meetings, consider the following factors.

Audio

Considerations

The installed system board has an *Acoustic Echo Cancellation (AEC)* unit, which helps the system maintain the best hands-free audio quality during a video meeting.

Room

Considerations

- Set up the meeting room acoustically by keeping doors and windows closed and maintaining quiet within the room during the video meeting.
- Close window curtains to keep unwanted sounds out, therefore preventing a “hollow” sound in the room.

- Discourage people from entering or leaving the room during a video meeting, or from moving around the room, especially in front of the camera/microphone or speakers. Unnecessary movement requires the Acoustic Echo Cancellation feature to readapt to the different movements.

Microphone and Loudspeaker Considerations

Consider the following if you use the camera's built-in microphone during a video meeting:

- Allow for "audio recognition" - both sides should talk alternately for about 30 seconds so that the system recognizes sound emitting from both sides.
- Set speaker volume at a level that avoids distortions which reduce echo cancellation performance and sound quality.
- Do not place loudspeakers near the microphone or directed at it.
- Do not place the camera near loudspeakers, fans, radios etc. in order to prevent echo feedback on the receiving side.
- Speak towards the camera/microphone; avoid looking down at your desk while speaking.

Adjusting Volume

Use the Volume Control control to increase or decrease the audio volume level transmitted from the remote party during a video meeting.

► To adjust the volume during a video meeting

- In the Remote Video window, click the **Volume Control** left arrow button to decrease volume or the right arrow button to increase volume.

-or-

ViGO only

On the top of the ViGO device, press the + and/or — buttons.



Volume Control

Setting Audio Properties (Escort, Cruiser 150 only)

In the Hardware Audio Properties dialog box, you can define the type of microphone, or other audio source, to be used during video meetings.

► To set audio properties



1. In the Local Video window, click the **Audio** button to open the Audio menu.
2. Click **Properties**. The Hardware Audio Properties dialog box appears. By default, the **Audio** tab is open.
3. Set the audio properties as follows:

Default Audio Device

Private Select to listen and speak through the handset. In the **Private** list, click the type that is most suitable to the handset installed.

Speaker Select to listen to audio through speakers connected to the computer. In the **Speaker** list, click the type that is most suitable to the speakers installed.

Microphone Origin

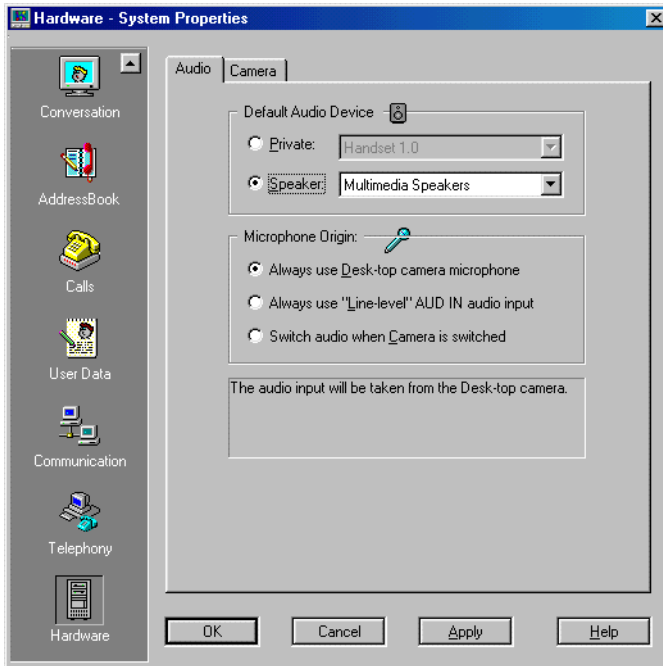
If the active audio device is **Speaker**, select the audio input source:

Always use Desk-top camera microphone Select to use the camera's built-in microphone at all times.

Always use "Line-level" AUD IN Audio input Select to use a microphone that's connected to the Line Level Audio In connector on the installed video system card.

Switch audio when Camera is switched Select to always use the microphone of the selected camera. If you switch to a second camera, that camera's microphone is used.

4. Click **OK** to save the Audio settings and close the dialog box.



Hardware Audio Properties(Escort, Cruiser 150)

Setting Audio Properties (Cruiser 384 only)

If your video meeting system is Cruiser 384, the Hardware Audio Properties tab provides options for choosing the device that receives audio at your end and the method in which audio from all sources are mixed.

► To set audio properties



1. In the Local Video window, click the **Audio** button and then click **Properties**.

The Hardware Audio Properties dialog box appears.

2. Set the audio properties as follows:

Audio Origin

Microphone

Select to use either the supplied tabletop microphone or the camera's built-in microphone.

Aux/Line-in

Select to use a microphone that's connected to the Line Level Audio In connector on the installed video system board. The source may be from a connected VCR or other external audio device.

If this option is selected, the only available Mixing Modes is **No Mixing**.

Mixing Mode

Using the following table as a guide, select the audio setup that best suits the video meeting's requirements.

Mixing Mode \ Audio Origin	Microphone	Aux/Line in
No Mixing	All parties hear audio only from the microphones.	All parties hear audio from their remote sides and from the connected auxiliary equipment (such as VCR or 2-way speaker).
Playback	All parties hear audio only from a connected VCR.	Not available.
Playback + Narration	The remote party hears audio from both the connected VCR and the microphones.	Not available.
Record	If the video meeting is being recorded, the audio is recorded from the video meeting to the VCR.	Not available.
External Phone	Enable a telephone party (using Plain Old Telephone Service, or POTS) to hear audio and to be heard by you and the other participants.	Not available.



To use the External Phone mixing mode, an external adaptor is required. For more information, contact your local VCON distributor.

Enhanced Audio

Enable Echo Cancellation

Select to prevent the remote party from hearing themselves from their own speakers. This condition occurs if the speaker output is received by your microphone and sent back to the remote party.

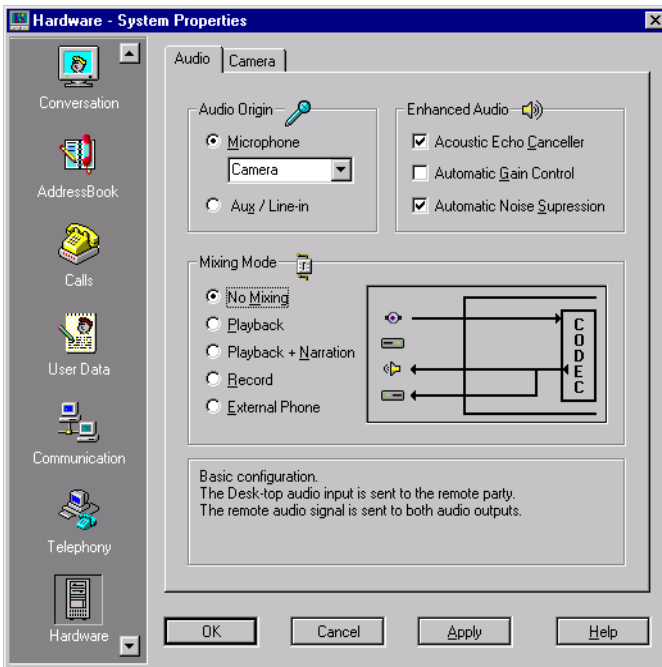
Automatic Gain Control

Select to ensure that the remote party hears you normally regardless of your distance from the microphone.

Automatic Noise Suppression

Select to mute surrounding noise. The result is that the remote party only hears what you say into the microphone.

3. Click **OK** to save the Audio settings and close the dialog box.



Hardware Audio Properties(Cruiser 384)

Setting Audio Properties (ViGO only)

In the Hardware Audio Properties dialog box, you can define the type of microphone, or other audio source, to be used during video meetings.

► To set audio properties



1. In the Local Video window, click the **Audio** button to open the Audio menu.
2. Click **Properties**. The Hardware Audio Properties dialog box appears. By default, the **Audio** tab is open.
3. Set the audio properties as follows:

Configuration Mode

The Configuration Mode provides default audio configurations or enables you to set a customized configuration.

- | | |
|----------------|---|
| Manual | Select to set a customized configuration. |
| Private | Select to use the default settings for headset audio. |
| Speaker | Select to use the default settings for speaker audio. |

Audio Origin

Select an available audio input source. You can speak or send audio through one, two, or all three possible sources.

- | | |
|-----------------------|---|
| Desktop Camera | Select to use the camera's built-in microphone. |
| Headset | Select to use the supplied headset. |
| Aux/Line In | Select to use a microphone that's connected to the Line Level Audio In connector on the ViGO rear panel. The source may be from a connected VCR or other external audio device. |

Speaker

You can hear through one or both of the following devices:

- | | |
|--------------------------|---|
| Tower Speaker | Select to hear from the ViGO tower's built-in speaker. |
| Headset/ External | Select to hear from the headset or from another device connected to the Speaker connector on the ViGO's side panel. |

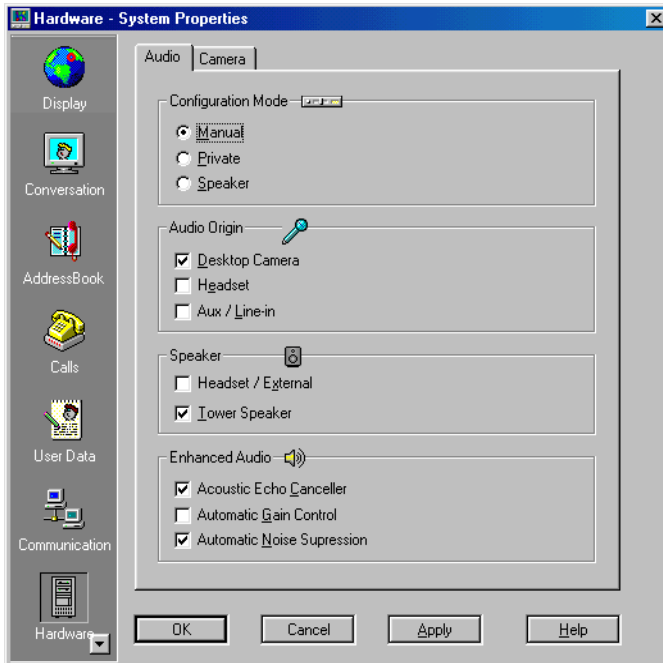
Enhanced Audio

Acoustic Echo Canceller Select to prevent the remote party from hearing themselves from their own speakers. This condition occurs if the speaker output is received by your microphone and sent back to the remote party.

Automatic Gain Control Select to ensure that the remote parties hear you normally regardless of your distance from the microphone.

Automatic Noise Suppression Select to mute surrounding noise. The result is that the remote parties only hear what you say into the microphone.

4. Set the audio properties as follows:
5. Click **OK** to save the Audio settings and close the dialog box.



Hardware Audio Properties - ViGO

Muting the Audio

During a video meeting, you may want to prevent audio from being transmitted to the remote party. In this case, you can turn the transmitted audio off so that the remote party sees only the video picture until you restore the outgoing audio transmission again. In addition, you can also mute the audio when you are not in a meeting.

Likewise, you can also shut off the incoming audio. In this case, you can see the other party in the Remote Video window, but not hear them, until you restore the incoming audio reception again.

► To mute outgoing audio



In the Local Video toolbar, click the **Mute Microphone** button.

ViGO only

On the top of the ViGO device, press the **Mute** button.

The remote party now cannot hear your audio.



ViGO only

If the tower speaker is active for incoming audio (Hardware Audio Properties dialog box), the Speaker LED blinks after you mute the outgoing audio.

► To restore outgoing audio



In the Local Video toolbar, click the **Restore Microphone** button.

The remote participant now hears your audio.

► To mute incoming audio



1. In the Remote Video toolbar, click the **Mute Audio** button.

Now, you cannot hear audio from the remote party and a red X appears on the **Mute Audio** button.



2. To hear the audio again, click the **Mute Speaker** button.



ViGO only

If the tower speaker is active for incoming audio (Hardware Audio Properties dialog box), the Speaker LED turns on after you cancel the mute audio.

Switching Between Audio Devices

The following table lists the available standard and optional audio equipment for all models controlled by MeetingPoint.

	Escort Cruiser 150	Cruiser 384	Cruiser 384 Executive	ViGO
Standard Audio In	Telephone handset, built-in camera microphone	Built-in camera microphone	Tabletop microphone	Headset, built-in camera microphone
Standard Audio Out	Telephone handset	Multimedia Speakers	Multimedia Speakers	Headset, built-in tower speaker
Optional Devices	Multimedia speakers (out only), 2-way speaker	2-way speaker	2-way speaker	Multimedia speakers (out only), tabletop microphone

If your system has more than one audio in and/or audio out option, MeetingPoint provides the means to switch between them.

➤ **Escort, Cruiser 150, ViGO**
To switch between audio devices



1. In the Local Video window, click the **Audio** button to open an Audio menu.
2. Select between **Private** (handset, headset) and **Speaker**.



ViGO only

Selecting **Manual** enables you to set a customized configuration.

➤ **Cruiser 384**
To switch between audio devices



1. In the Local Video window, click the **Audio** button. The Hardware Audio Properties dialog box appears.
2. In the **Audio Origin** area, select between **Microphone** and **Aux/Line-In**. If you select **Microphone**, select the appropriate microphone type from the list.



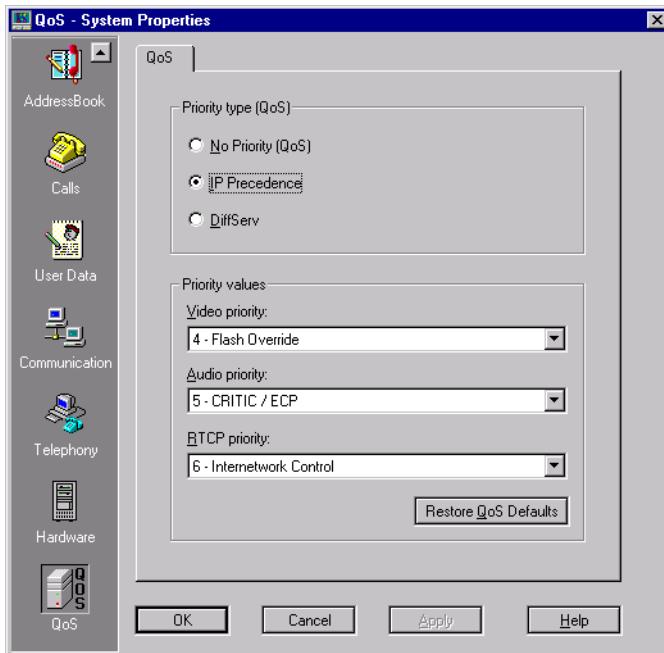
Cruiser 384 with only one Audio connector on the card do not have more than one audio in/out option.

5.4 QoS Settings

VCON's PacketAssist™ Architecture simplifies Video over IP bandwidth management and delivers true Quality of Service (QoS) for IP networks. PacketAssist automatically adapts video meeting transmissions to current network conditions, while ensuring optimal video and audio performance.

For example, if MeetingPoint detects the possibility of network congestion, it automatically decreases the transmission rate until it finds the optimal point for continuing transmission, while maintaining good video quality at this lower rate. A message appears on the screen stating that the system is adjusting itself.

The **QoS Properties** dialog box contains properties for controlling the type of Quality of Service that will be used for transmitting packets from the specified MeetingPoint end point. A password is required to open this dialog box, and we recommend that only system administrators with knowledge of QoS make any changes, if required.



MeetingPoint 4.6 End Point - QoS Properties - Default Settings

➤ **To view and change QoS properties**

1. In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **QoS** icon.
2. Type the administrator password and then click **OK**. The default password is **SET_QOS** (all capital letters).
3. Set QoS properties as follows:

Priority Type (QoS)

Select the type of QoS used for transmitting packets during heavy network congestion conditions.

No Priority Network transfers packets using normal Best-effort (or Routine) packet transmission.

IP Precedence Network gives priority to certain types of bits (video, audio, control) according to the eight levels of IP precedence.

Diffserv Network transfers packets according to specific needs of the sending application.

Priority Values

Video Priority, Audio Priority, RTCP (Real Time Control Protocol) Priority For each packet type, select an appropriate priority level. The item with the highest priority number will be sent first, the item with the next highest number will be sent second, and so on.

The priority levels vary, depending on whether the selected Priority Type is IP Precedence or Diffserv. See the following page for a list of Priority values.



For best results, it is recommended that RTCP packets receive the highest priority, to ensure that QoS features continue to operate during the entire call.

Audio packets should receive a higher priority than video packets, as a meeting can continue without video, but not without audio.

To reset the Priority default values, click **Restore QoS Defaults**.

4. Click **OK** to save the QoS settings and close the dialog box.

IP Precedence Values

Value	Description
0	Routine
1	Priority
2	Immediate
3	Flash
4	Flash Override
5	Critic/ECP
6	Internetwork Control
7	Network Control

DiffServ Values

Value	Description
000000	Probability Timely Forwarding 0
001000	Probability Timely Forwarding 1
010000	Probability Timely Forwarding 2
011000	Probability Timely Forwarding 3
100000	Probability Timely Forwarding 4
101000	Probability Timely Forwarding 5
110000	Probability Timely Forwarding 6
111000	Probability Timely Forwarding 7
101110	Expedited Forwarding
001010	Forward Class 1 Low Drop
001100	Forward Class 1 Mid Drop
001110	Forward Class 1 High Drop
010010	Forward Class 2 Low Drop
010100	Forward Class 2 Mid Drop
010110	Forward Class 2 High Drop
011010	Forward Class 3 Low Drop
011100	Forward Class 3 Mid Drop
011110	Forward Class 3 High Drop
100010	Forward Class 4 Low Drop
100100	Forward Class 4 Mid Drop
100110	Forward Class 4 High Drop

5.5 Grabbing a Picture

Use the Grab Picture feature to copy the picture from the Video window and save it as a picture file. You can use this picture as an additional identifying feature for an entry in the Address Book Explorer, or use it in other applications.

► To grab a picture



1. In the Video toolbar, click the **Grab Picture** button.

The Grab window appears, showing the picture that you copied.



Grab Window

Saving a Picture as a File

You can save the grabbed picture as a file to use either in Address Book or in other applications.

► To save the grabbed picture



1. In the Video toolbar, click the **Grab Picture** button.

The Grab window appears, showing the picture that you copied.



2. Click the **Save** button.

The Save As dialog box appears. Browse to the appropriate location. Type a name for the new picture file and click **OK**.

Adding a Grabbed Picture to an Address Book Entry

You can add a grabbed picture to an Address Book entry as an additional identifying feature.

► To add a picture to the remote participant's entry in the Address Book



1. In the Video toolbar, click the **Grab Picture** button.

The Grab window appears, showing the picture that you copied.




2. Click the **Save** button.

The Save As dialog box appears. Browse to the appropriate location. Type a name for the new picture file and click **OK**.

3. In an Address Book folder, right-click the entry to which you want to add the picture. Click **Properties**. The entry's Properties dialog box appears.
4. Click **Picture**. In the Open dialog box, locate the picture file and click **Open**.

The copied picture now appears in the entry's Properties dialog box and also at the start of the selected entry in the Address Book.

Nickname	First Name	Last Name	Company	Position
	Arnie	Baker		

Address Book Entry with Grabbed Picture



You can also add a previously saved picture from any application by performing step 4 above.

Copying and Pasting a Picture to Another Application

You can copy the grabbed picture to Window's Clipboard and paste it into another application.

► To copy and paste a picture



1. In the Grab window, click the **Copy** button.
2. Enter the other application and paste the picture.

6 DATA SHARING DURING A VIDEO MEETING

The ability to share data is a very important feature of video meetings. For example, you may need to exchange files, view a business presentation together, or analyze the execution of another application with the other party.

VCON's video meeting systems apply the requirements of the ITU-T T.120 (User Data Transmission Using a Multi-Layer Protocol) standard for data conferencing. T.120 defines the use of protocols and services for performing a number of data sharing applications, covering a large number of possible application complexities.

Depending on your system's setup, MeetingPoint® provides direct access to the most common data sharing features or to the full range of Microsoft® NetMeeting's™ features.

Using either data sharing method, you can:

- Transfer files
- Demonstrate and collaborate on shared applications
- Draw together with the other participants on a Whiteboard.

During a video meeting, you can open another application and specify that you want to share it with the other party. At this point, you can work in the application and the other party can only observe. This condition is useful if you're conducting a demonstration.

You can permit the other party to collaborate on the application. However, you can only print or save this work initially to the computer on which the application runs. Afterwards, you can send the saved file(s) to the others.

This chapter explains how to perform the following data sharing functions:

- [Customizing Data Connection](#)
- [Opening a Data Connection](#)
- [Transferring Files](#)
- [Receiving Files](#)
- [Working With an Electronic Whiteboard](#)
- [Sharing Applications.](#)

6.1 Customizing Data Connection

To prepare for data transmission during a video meeting, you may:

- Select a data sharing method
- Select a folder for receiving transferred files
- Enable automatic application collaboration between parties.
- Set data properties for interactive multicast and ISDN video meetings.

► To set up data sharing



1. In the Conference Panel, click the **Data** button.

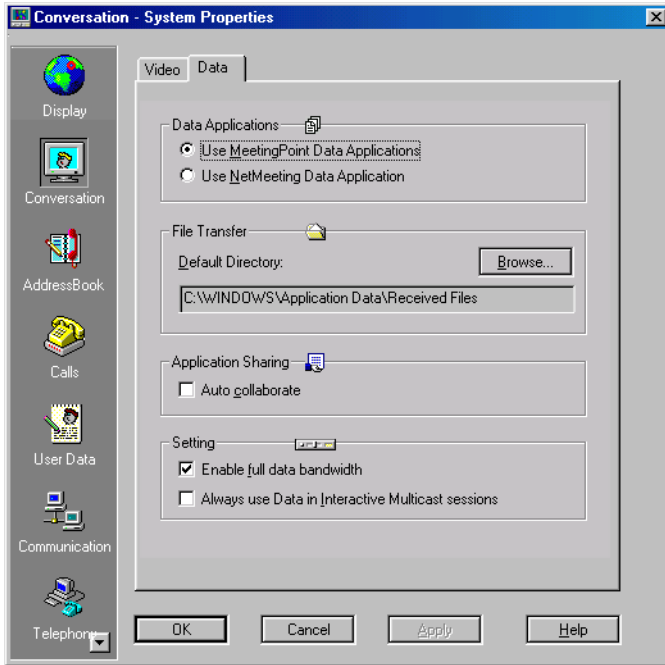
-or-



During a video meeting, click the **Data Not Connected** icon or the **Data Connected** icon.

- The Conversation Data Properties dialog box appears (see [page 89](#)).
2. Set data sharing properties according to your requirements. For a description of the properties, see [“Data Sharing Properties” on page 89](#).
 3. Click **OK**.

If you changed the data sharing method, a message states that this change will take effect only after you exit and start MeetingPoint again. Click **Yes** to exit MeetingPoint.



Data Sharing Properties Dialog Box

Data Sharing Properties

In the Conversation Data Properties dialog box, set data sharing properties as follows:

Data Applications

Use MeetingPoint Data Applications

Select if you want quick access to the most common data sharing features. If you select this option, the Conference Panel includes buttons that directly open the data sharing features. Selecting this option can save you time and computer memory.

Use NetMeeting Data Application

Select to gain access to the full Microsoft NetMeeting data sharing application.



If you change the data sharing method, the change only takes effect after you exit and start MeetingPoint again.

File Transfer

Default Directory

The path of the folder that receives files transferred to your computer during a video meeting. To change this default folder, click **Browse** and then select the folder you want.

Application Sharing

Auto Collaborate

Select to automatically enable the remote party to work (instead of observing passively), together with you, in the shared application.

Enable Application Sharing

ViGO on Windows 2000 only

Select to allow your system to share applications with other parties.

Setting

Enable Full Data Bandwidth

Select to increase bandwidth temporarily. This speeds up the transfer of large amounts of data. The system temporarily uses the bandwidth allocated for video transmission for the transfer of data. This results in the prevention of video transmission until the data transfer is complete.

This option is only available for ISDN videoconferencing.

Always use Data in Interactive Multicast Sessions

Select to open a data connection automatically whenever you initiate an Interactive Multicast video meeting as the chair.

This option is only available for systems that support Interactive Multicast.

6.2 Opening a Data Connection

Open the data connection during a meeting by selecting a data command (**Transfer Files, Share Application, Whiteboard**) in the **Data** menu.

If the Data Sharing Setting method is:

- | | |
|--|---|
| Use Standard Data Applications | The Data menu contains commands for transferring files, sharing applications, and Whiteboard functions. |
| Use NetMeeting Data Application | The Data menu contains a command for starting NetMeeting. Otherwise, click Start in the Windows taskbar, point to Programs and click Microsoft NetMeeting . |

Opening a Data Connection (MeetingPoint Data Sharing)

A data connection may only be open during a video meeting. When you use the MeetingPoint data sharing method, there are several ways to open a data connection to the remote party.

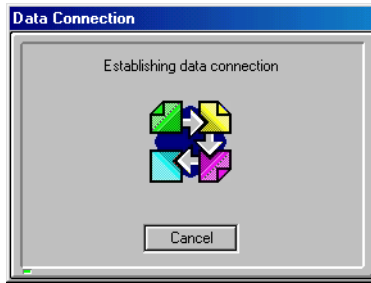
► To open a data connection



- In the Conference Panel, click the **Data** arrow and then click the appropriate command.

- | | |
|--------------------------|--|
| Transfer Files | Click this command if you want to send files to the other party. |
| Share Application | Click this command if you want to share an application during the video meeting. |
| Whiteboard | Click this command to open a Whiteboard for use during the video meeting. |

A message states that the data connection is being established.



Opening Data Connection



After a short time, the connection is open and the Data Connection message disappears. In the Conference Panel Tray, the **Data Disconnected** icon switches to the **Data Connected** icon.

An error message appears if the connection is not successful. Click **OK** to close the window. You may then try to start the data connection again.



The Data Connection remains open for the duration of the meeting. When no application or file transfer is active, the open data connection has a minimal effect on the bandwidth. To disconnect the data connection, you have to hang up the call.

Opening a Data Connection (Microsoft® NetMeeting™)

A data connection may only be open during a video meeting. When you use Microsoft NetMeeting for data sharing, you open the data connection through the **NetMeeting** command on the **Data** menu.

➤ **To open a data connection**



In the Conference Panel, click the **Data** arrow and then click **NetMeeting**. Microsoft NetMeeting opens.



Microsoft NetMeeting Window



- If you are already in a video meeting, you can complete the data connection. In the Conference Panel, click the **Data** arrow and then click **Connect Data**.

In the NetMeeting window, the list of parties in the video meeting appear.



Data Connection Using NetMeeting



For instructions about working with Microsoft NetMeeting, see NetMeeting's online Help utility.

6.3 Transferring Files

MeetingPoint provides you with the ability to transfer files from your computer to the remote party during a video meeting.



For instructions about transferring files while working with the Microsoft NetMeeting data sharing method, see NetMeeting's online Help system.

► To transfer files during a video meeting



1. In the Conference Panel, click the **Data** arrow and then click **Transfer Files**.

- If data sharing is already connected, the Transfer To dialog box appears.



- If data sharing is not connected, the Data Connection message appears, stating that the data connection is being established. After a short time, the connection is open and the Data Connection message disappears. In the Conference Panel Tray, the **Data Disconnected** icon switches to the **Data Connected** icon. The Transfer To dialog box then appears.

2. Select the file(s) you want to transfer to the remote party. To select more than one file, press the <CTRL> key while selecting each file. Selected files are shown in the **File Name** box.



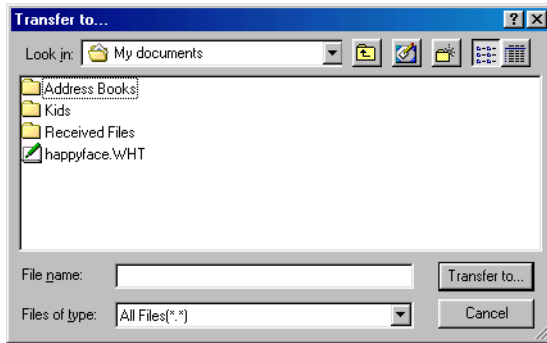
If you need to send files located in different folders, it is easier to first place them all in the same folder, compress them, and then transfer them together.

3. Click **Transfer to**. The Sending window appears. The current file being transferred is shown in the upper section of the window. At the same time, the remote party sees the Receiving window.

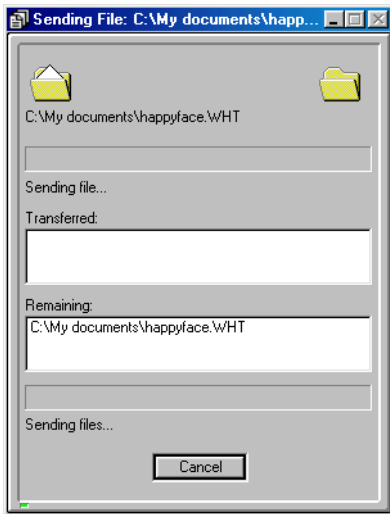
In the **Transferred** box, files that were already transferred to the remote party appear. In the **Remaining** box, files that are still waiting to be transferred appear. If you want to cancel the transfer of remaining files, click **Cancel**.

When the file transfer is finished, the Complete window shows that the transfer is complete.

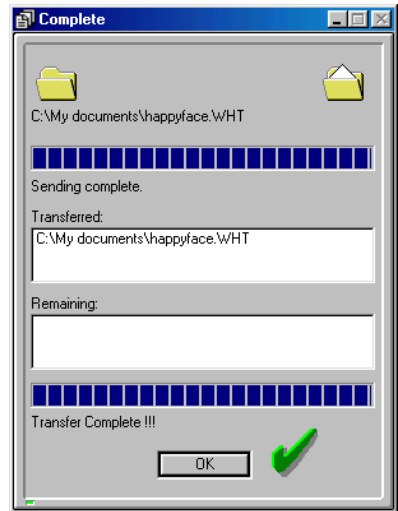
4. Click **OK** to close the window and to continue with the video meeting.



Transfer To Dialog Box



Sending a File



Completed File Transfer

6.4 Receiving Files

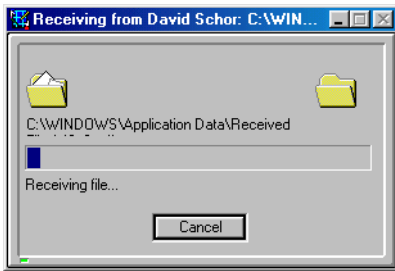
When the remote party sends you a file, the Receiving window appears, showing the name of the sent file and the time remaining to complete the transfer. The file is stored in the default folder, as set in the system Data Properties dialog box (see “Customizing Data Connection” on page 88 earlier in this chapter).



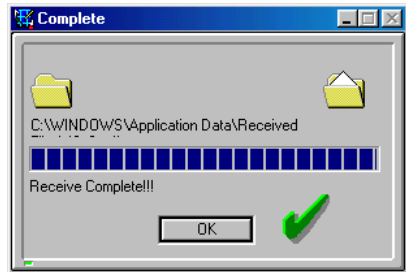
For instructions about receiving files while working with the Microsoft NetMeeting data sharing method, see NetMeeting’s online Help system.

When the file transfer is finished, the Complete window shows that the transfer is complete.

- Click **OK** to close the window and to continue with the video meeting.



Receiving a File



Completed File Receipt



If you want to change the default Received File folder, click the **Data** button in the Conference Panel to open the Data Properties dialog box. In the File Transfer area, click **Browse** and select a different folder.

Viewing Received Files

Use the View Received Files feature to view a list of files that you received or to open a file that you received. Received files may be viewed and opened at all times.

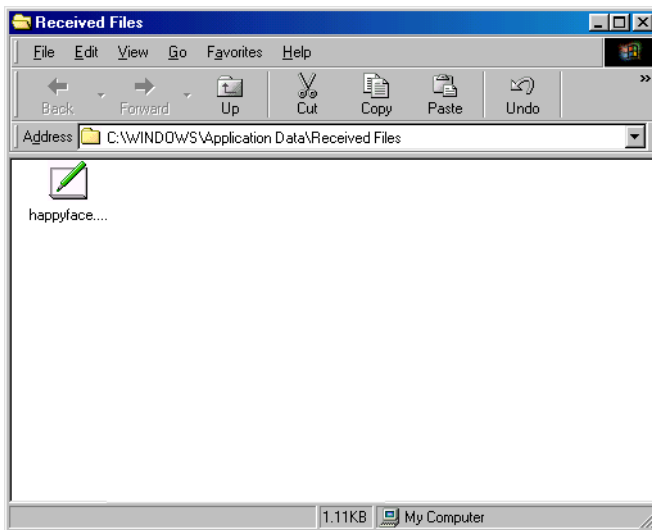


For instructions about viewing received files while working with the Microsoft NetMeeting data sharing method, see NetMeeting's online Help system.

► To view files that you received during a video meeting



1. In the Conference Panel, click the **Data** arrow and then click **View Received Files**. A window opens to the default Received File folder, showing all files transferred to your computer.
2. If you want to open a file, double-click it. The file's associated application starts and the selected file opens.



List of Files Received During Video Meetings

6.5 Working With an Electronic Whiteboard

Use the electronic Whiteboard to demonstrate or exchange ideas by typing text and/or illustrating during the video meeting. You can open the Whiteboard at all times. If the Whiteboard is open during a video meeting with a data connection, it also appears on the remote party's screen. Both sides may draw or write on the whiteboard whenever they want and may save the contents. For more information about the Whiteboard's features, see the Whiteboard's online Help system.



For instructions about opening the Whiteboard while working with the Microsoft NetMeeting data sharing method, see NetMeeting's online Help system.

► To open the whiteboard and a data connection to the remote party

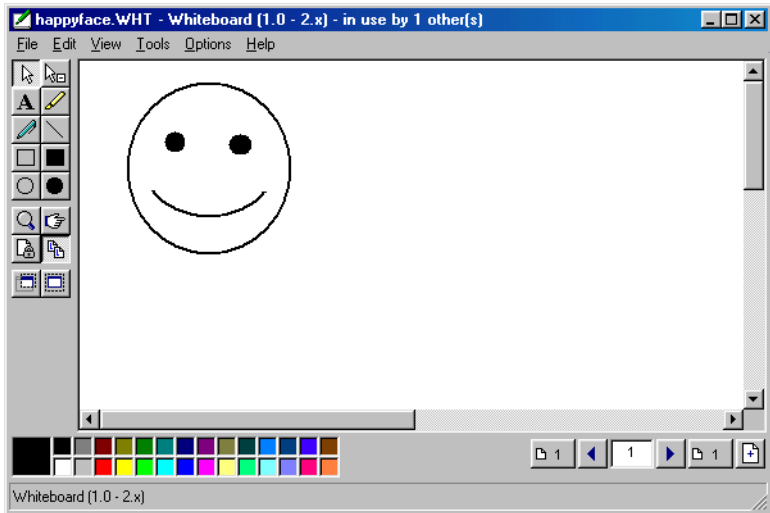


□ In the Conference Panel, click the **Data** arrow and then click **Whiteboard**.

— If data sharing is already connected, the Whiteboard now appears on both your screen and on the remote party's screen.



— If data sharing is not connected, the Data Connection message appears, stating that the data connection is being established. After several seconds, the connection is open and the Whiteboard now appears on both your screen and on the remote party's screen. In the Conference Panel Tray, the **Data Disconnected** icon switches to the **Data Connected** icon.



Shared Whiteboard Application

6.6 Sharing Applications

During a video meeting, both parties may open applications on their computers, and share them with the other party. When an application is shared, you can work freely on documents or graphics and any changes you make are seen at the same time on the remote party's screen. It is not necessary for the shared applications to be installed on the other party's computer. In addition, both parties may collaborate by taking turns working together in an application.

Application sharing is only available when the system is in a video meeting. The number of applications that you can open at the same time is limited only by the amount of available memory on your computer.



For instructions about sharing applications while working with the Microsoft NetMeeting data sharing method, see NetMeeting's online Help system.

► To make application sharing available



1. In the Conference Panel, click the **Data** arrow and then click **Share Application**.

- If data sharing is already connected, the Share Application dialog box appears on the screen. The names of applications open on your screen appears in the list.

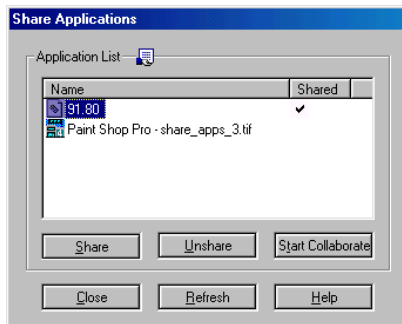


- If data sharing is not connected, the Data Connection message appears, stating that the data connection is being established. After several seconds, the connection is open. At this time, the Share Application dialog box appears on the screen. In the Conference Panel Tray, the **Data Disconnected** icon switches to the **Data Connected** icon.

2. If the application that you want to share is not running, open it on your computer. In the Share Application dialog box, click **Refresh** to display this application in the list.
3. In the Share Application dialog box, click the name of the application you want to share and then click **Share**. The selected application appears on the remote party's screen. In the Share Application dialog box, a checkmark [✓] appears next to the shared application's name.
4. Repeat step 3 for other applications you may want to open and share at the same time with the remote party.



If you open or close an application during the video meeting, click **Refresh** to update the Application List and the data sharing status of the applications.



Share Applications Dialog Box

Collaborating in Shared Applications

When an application is shared, both parties may collaborate, or take turns, in working with it. A party can take control of a shared application by clicking in its window. However, only one party can work on a shared application at a single time. In addition, the work may be saved only on the computer of the party who started the application.

Collaboration may be started during the video meeting, or enabled automatically at the start of the session (see “[Customizing Data Connection](#)” on page 88 earlier in this chapter).



When you share applications, make sure that other open windows do not cover it. Otherwise, the remote party cannot view it completely.



If NetMeeting 2.1 is installed on one party’s computer (Cruiser 150/384) and NetMeeting 3.01 is installed on the other (Escort 25), collaboration is not available. To enable collaboration, you need to install NetMeeting 3.01 on the computer with the Cruiser. However, note that NM 3.01 does not support data sharing for ISDN connections.



For instructions about collaborating on shared documents while working with the Microsoft NetMeeting data sharing method, see NetMeeting’s online Help system.

➤ To enable application collaboration

- In the Share Applications dialog box, click the name of the shared application (checkmark [✓] appears next to the name). Then, click **Start Collaborate**.

Both parties can now take control and work on an application by clicking in the application window on their screen.

➤ To stop application collaboration

- In the Share Applications dialog box, click the name of the shared application. Then, click **Stop Collaborate**.

Taking Control of Another Party's Application

When data sharing is active, both parties can make applications available for collaboration.

When the other party shares an application, it appears on your screen in a separate application window. If the application's owner did not enable collaboration, you can only view it. If the application's owner enabled collaboration, you can take control and work in the application too.

➤ **To take control of the other party's application**

1. In the application window, double-click. The pointer becomes an arrow, indicating that you have control.
2. To give up control, click the **Control** arrow in the Conference Panel and then click **Release Control**.

Stopping Application Sharing

When you stop sharing an application, it closes on the other party's screens, but remains open on your screen.



For instructions on exiting a shared application while working with the Microsoft NetMeeting data sharing method, see NetMeeting's online Help system.

➤ **To stop sharing an open application**

- In the Share Applications dialog box, click the name of the shared application (checkmark [✓] appears next to the name). Then, click **Unshare**.

The application disappears from the remote party's screen and the checkmark is removed (The application still remains open on your computer until you close it).

7 TELEPHONY EXCHANGE FUNCTIONS

If your MeetingPoint® system is managed by a VCON Media Xchange Manager™ (MXM), call exchange functions are available:

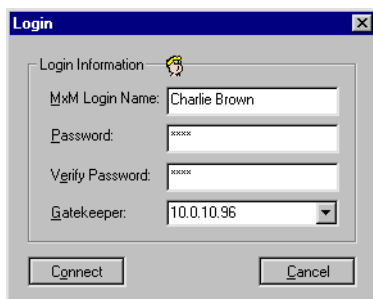
- [Login to the MXM System](#)
- [Calling Other Registered Users](#)
- [Call Pickup](#)
- [Call Forwarding](#)
- [Call Transfer](#)
- [Inviting Additional Users to an Ad-hoc Videoconference](#)
- [Dialing IP-to-ISDN Through a Gateway](#)
- [Connecting to an MCU Videoconference](#)

7.1 Login to the MXM System

When you start MeetingPoint, log in to the MXM system to receive the call exchange services.

► To log in to the MXM system

1. In the Windows Desktop, click **Start**, point to **Programs** and then click the **VCON MeetingPoint** command. The MeetingPoint Startup screen appears, followed by the Login dialog box.



MXM Login Dialog Box

2. Enter login information as follows:

MXM Login Name	Your user name as listed in the MXM database and the MXM Administrator.
Password	Password required for you to log in to the MXM. If you do not supply this password, the login request is rejected.
Verify Password	When logging in to the MXM for the first time, you must type the password a second time.
Gatekeeper	The IP address of the MXM. If you do not know it, ask your system administrator.

3. Click **Connect** to complete the login process.

- If the MXM automatically registers you (*Open Mode*), the Configuration Wizard then appears, in which you must set up your MeetingPoint system configuration. For more details, refer to the videoconferencing system's *Installation and Setup Guide*.
- If the MXM manually registers users (*Closed Mode*), the MeetingPoint startup cannot proceed until login is granted. Contact the system administrator and wait for the administrator to grant you login permission. At that point, click **Connect** to continue. The Configuration Wizard then appears.



- If the MXM Registered icon appears on the right side of the Conference Panel at the top of the screen, login to the MXM was successful.



- If the MXM Not Registered icon appears, login to the MXM was not successful. Notify your system administrator.

The system administrator will change the required login permission properties. After this is done, the GateKeeper Registered icon appears in the Conference Panel.



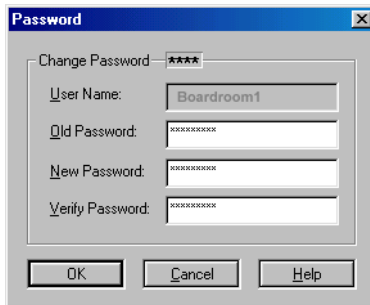
If you want to register to a non-MXM gatekeeper or run a stand-alone system, you must uninstall and reinstall MeetingPoint. When you install MeetingPoint again, click **No** when asked if the system will be managed by the Media Xchange Manager.

Changing the MXM Password

When you log in to the MXM server, you enter your MXM user name and password. You can change your password at any time after you have logged in.

► To change your password

1. In the Conference Panel, right-click and then click **Properties**.
2. Click the User Data icon to enter the system User Data Properties dialog box.
3. Click **Change MXM Password**. The Password dialog box opens.



Change Password Dialog Box

4. Enter the current password in the **Old Password** box.
5. Enter the new password in the **New Password** box.
6. Re-enter the new password in the **Verify Password** box.
7. Click **OK** to save the new password and close the dialog box.

7.2 Calling Other Registered Users

Users that are registered with the MXM can freely make videoconferencing calls with other registered users and non-registered devices. A registered user is assigned an internal directory number (such as 715), for convenient dialing. To begin a videoconference, you only need to dial the destination's directory number, instead of its IP address, DNS name, or other E.164 number (although you may also use these dialing methods).

► To call another party

1. Open the LAN manual dialer (see [“Dialing Through a Manual Dialer” on page 20](#)).
2. Enter the destination's User Number and click **Dial**.

If your videoconferencing system is registered with an online directory (see [“Working With Online Directories” on page 49](#)), you can start videoconferences with registered users by selecting their names from the Online Directories folder in the Dialer (see [“Dialing an Online Directory Entry” on page 26](#)).

Non-registered devices do not initially have directory numbers. To call them, enter the IP address, DNS name, or other E.164 number of the device in your application's Dialer. However, the administrator may subsequently assign directory numbers to them, which you may then use to call them. The administrator may also add the non-registered devices to your organization's online directory, where you can dial them by selecting them. If you're not sure, consult with your system administrator to find out if your destination has a directory number and/or is listed in the online directory.

7.3 Telephony Exchange Features

If you are registered with the MXM system, the **Services** button appears in the Conference Panel. Available exchange functions are:

- Call Forwarding
- Call Pickup
- Call Transfer
- Inviting Additional Parties to a Videoconference
- Dialing IP-to-ISDN Through a Gateway



Services button

Conference Panel with MXM Support

Call Pickup

The Call Pickup function enables you to answer a videoconferencing call intended for another user. To do this, you must be given Pickup Permission for the destination by the MXM administrator.

The available types of call pickup are *Specific* and *Any Ringing Call*.

- Specific** - Picking up a call that's intended for another specific user.

For example, if a videoconferencing call comes for an absent neighboring colleague, you can pick up that call.

- Any Ringing Call** - Picking up a call that's intended for the longest-ringing destination for which you have pickup permission.

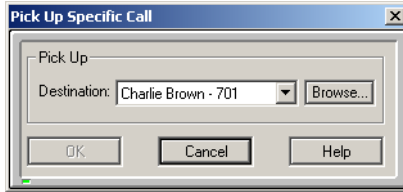
For example, if you have pickup permissions for two neighboring colleagues, and both receive videoconferencing calls at the same time, you can pick up the call that started ringing first.

Pick Up Specific Call

➤ **To pick up a call to a specific user**

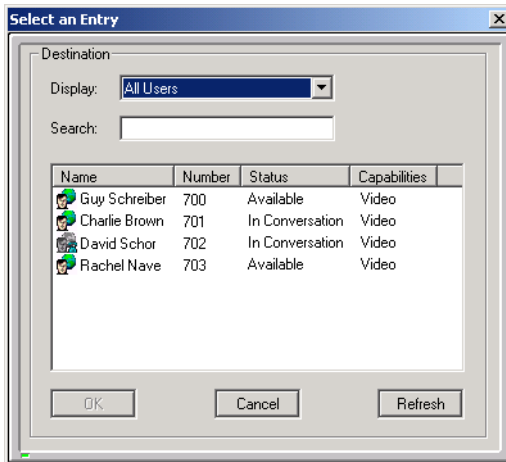


1. In the Conference Panel, click the **Services** arrow and then click **Pick Up Specific Call**. The Specific Pickup dialog box appears.



Pick Up Specific Call Dialog Box

2. In the Destination box, enter the directory number of the user currently receiving a call by one of the following methods:
 - Type the number or click it in the list.
 - or-
 - Click **Browse** at the end of the row. In the Select an Entry dialog box, select the user and click **OK**.



Select an Entry Dialog Box

The selected user name and number appears in the Pick Up Specific Call dialog box.

3. Click **OK**. The Incoming Call notification then appears on your screen and you can accept the call.

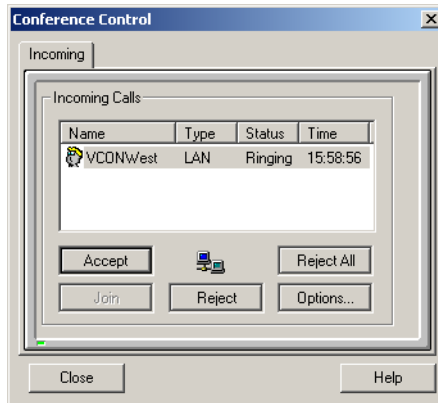
Pick Up Any Ringing Call

► To pick up any ringing call



1. In the Conference Panel, click the **Services** arrow and then click **Pickup Any Ringing Call**.

The call is routed to you. The Conference Control dialog box notifies you that an incoming call arrived.



Incoming Call

2. Click **Accept** to answer the call or **Reject** to reject it.

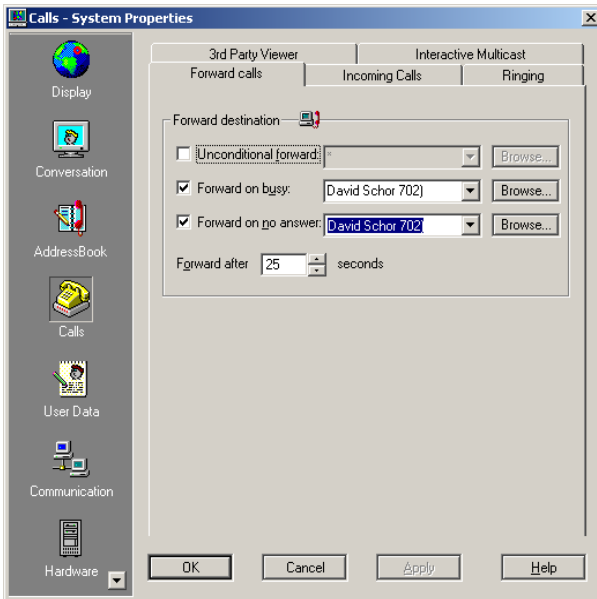
Call Forwarding

The Call Forwarding function enables the MXM to forward calls to a specific user unconditionally, or if the actual destination does not answer, or is busy.

The Call Forwarding settings for your system may be done by both you and the system administrator. The last changes, regardless of who made them, are valid.

► **To set Call Forwarding.**

1. In the Conference Panel, click the **Services** arrow and then click **Forward Properties**. The Forward Calls tab of the Calls System Properties dialog box appears.



Call Forward Properties

2. In the Forward Destination group, select each forwarding option that you want to enable.

Unconditional forward Select if you want to forward ALL calls intended for you to another user.

Forward on busy Select if you want to forward calls to another user if you are engaged in another videoconference.

Forward on no answer Select if you want to forward calls intended for you to another user, if you cannot answer the call.

3. In each option's accompanying box, enter the directory number of a user by one of the following methods:
 - Type the user's directory number, IP address, DNS name or E.164 number.
 - or-
 - To select a user, click it in the list or click **Browse** at the end of the row. In the Select an Entry dialog box, select a user and click **OK** (see [page 108](#) for an illustration).
4. In the **Forward After** box, enter the number of seconds that will pass before the MXM forwards the call.
5. Click **OK** to implement the settings.



To disable a call forwarding option, deselect the option and click **OK**.

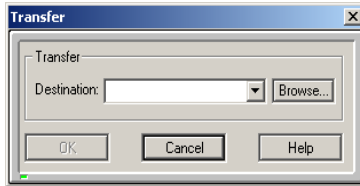
Call Transfer

In a transferred call, the videoconference is transferred from the initiator to another user. The conference continues between the original remote party and the user that received the transfer. The user that initiated the transfer is disconnected from the videoconference.

► To transfer a call to another user



1. In the Conference Panel, click the **Services** arrow and then click **Transfer**. The Transfer dialog box appears.



Transfer Dialog Box

2. In the **Destination** box, enter the directory number of the user that will receive the call by one of the following methods:
 - Type the number or click it in the list.
 - -or-
 - Click **Browse** at the end of the row. In the Select an Entry dialog box, select the user and click **OK** (see [page 108](#) for an illustration).
3. Click **OK**.

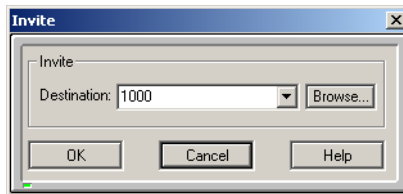
The call is transferred to this user. If that party accepts the call, you are disconnected from the videoconference. The call continues between the original remote party and the newly-joined party.

Inviting Additional Users to an Ad-hoc Videoconference

The Ad-hoc Videoconference function lets you “invite and join” additional parties to an open videoconference. During an open videoconference, Falcon IP provides a button for expanding the call to an ad-hoc multi-point videoconference.

► To invite and join other parties into an ad-hoc videoconference

1. In the Conference Panel, click the **Services** arrow and then click **Invite**. The Invite dialog box appears.



Inviting Additional Users

2. In the **Destination** box, enter the directory number of the user that will receive the call by one of the following methods:
 - Type the number or click it in the list.
 - -or-
 - Click **Browse** at the end of the row. In the Select an Entry dialog box, select the user and click **OK** (see [page 108](#) for an illustration).
3. Click **OK**.

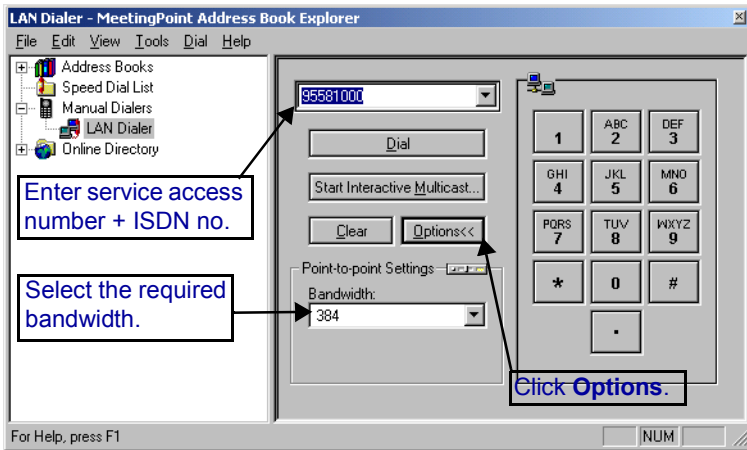
After several seconds, the additional party is added to the session, which is now a multipoint conference. The parties' video is displayed in *Continuous Presence* (multiple users' video on screen at all times) or *Voice-Activated Switching* (speaker's video only on screen), in accordance with the MCU configuration.

7.4 Dialing IP-to-ISDN Through a Gateway

You can start a videoconference from a LAN connection to an ISDN destination through a gateway. The default function code for starting a call through a gateway is 9. The system administrator may change this code, if necessary.

► **To start a LAN-to-ISDN call through a gateway**

- In the LAN Manual Dialer, dial [gateway's service access number][1st ISDN number].
- Set the required **Bandwidth** or use the default bandwidth.



Dialing a LAN-to-ISDN Call Through a Gateway

7.5 Connecting to an MCU Videoconference

You may join videoconferences that are managed by an MCU that has registered and is logged in to the MXM system. You only need to dial the directory number (assigned by the Super User) of the required conference in order to connect.

► **To dial a videoconference through an MCU**

1. Open the LAN Dialer.
2. Dial the directory number of the appropriate MCU conference.

8 INTERACTIVE MULTICAST VIDEO MEETINGS



Interactive Multicast is an optional feature. If it is not available in your version and you want to add it, contact your local VCON distributor.

During a Multicast meeting, identical video streams, audio streams, and data application sharing packets are sent from one party to multiple parties. The initiating party (*Chair*) calls one or more parties (*Participants*) at the start of the conference and controls its progression. All parties receive identical transmissions.

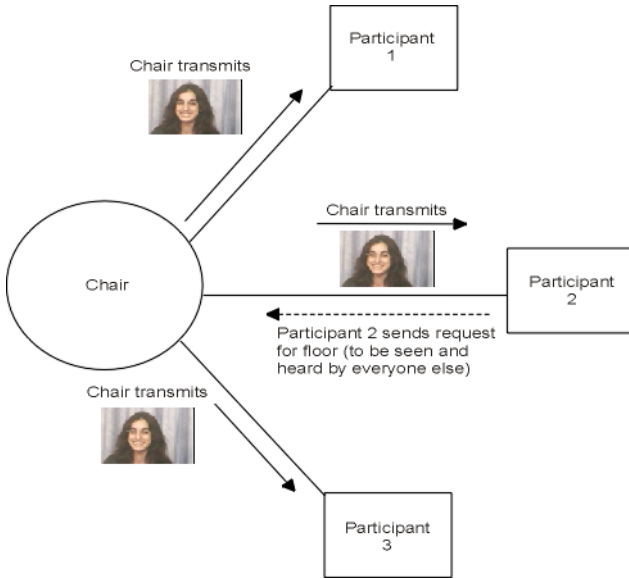
As an additional option, MeetingPoint® provides the capability to carry out **Interactive** Multicast video meetings over a Local Area Network (LAN), in which the Chair **and** all Participants may be seen and heard during the duration of the meeting. Interactive Multicast meetings can proceed in the form of a lecture or demonstration, in which Participants' participation is restricted and controlled by the Chair, or as a free discussion, in which everyone has the right to be seen and heard without the need to receive permission from the chair.

During the video meeting, the Chair can decide to receive questions from Participants or to grant the floor temporarily. In addition, other Participants may join in an Interactive Multicast video meeting while it is in progress.

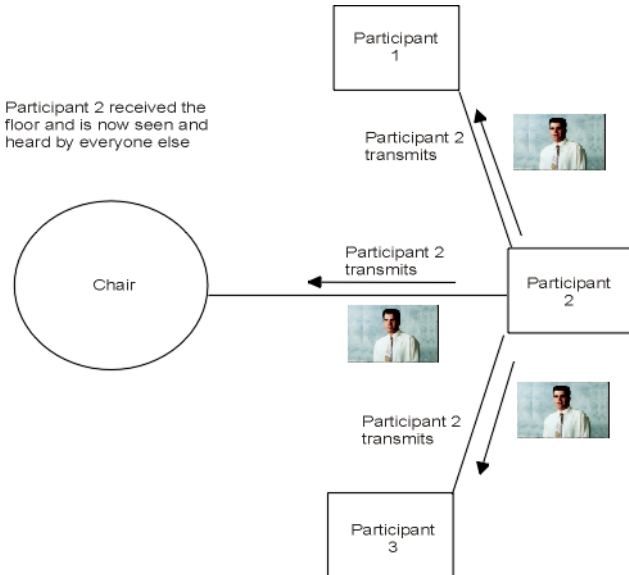
If data sharing is active, all Participants receive identical copies of any application opened by the Chair. If the Chair permits, Participants may collaborate on the application. The Chair can also send and receive files to and from the Participants.

This chapter provides a detailed description of MeetingPoint's Interactive Multicast and instructions for carrying on a Multicast meeting, including the following topics:

- [Setting Multicast Properties](#)
- [Starting an Interactive Multicast Video Meeting](#)
- [Calling Other Participants](#)
- [Interactive Multicast Video Meeting in Session](#)
- [Viewing Participant Information](#)
- [Data Sharing During an Interactive Multicast Video Meeting](#)
- [Disconnecting an Interactive Multicast Video Meeting](#)
- [Viewing an Interactive Multicast Video Meeting on a Third-Party Viewer.](#)



Chair Transmits During Interactive Multicast Video Meeting



Participant Transmits During Interactive Multicast Video Meeting

8.1 Setting Multicast Properties

Before you start interactive Multicast video meetings as the Chair, set up your system to handle these sessions efficiently and conveniently. Setup tasks include:

- [Automatically Joining Incoming LAN Calls to a Multicast Meeting](#)
- [Defining a Default Multicast Configuration](#)

Automatically Joining Incoming LAN Calls to a Multicast Meeting

If you are the Chair, you may set MeetingPoint to automatically join other incoming LAN calls to any Multicast video meeting.



During a Multicast meeting, the system rejects all ISDN calls.

➤ To set up auto joining for Multicast video meetings

1. In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **Calls** icon and the **Incoming Calls** tab.
2. Select the appropriate option:

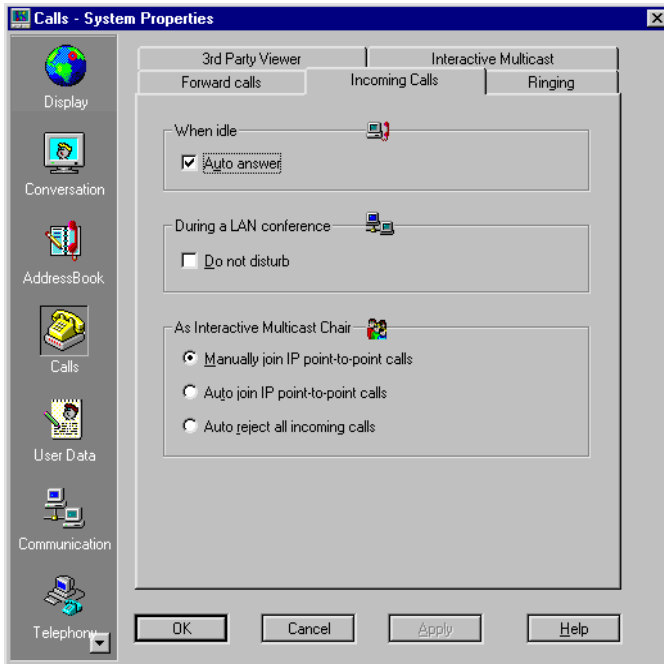
Incoming Calls When Interactive Multicast Chair

Manually join IP point-to-point calls Select to retain the option of joining callers to an ongoing Multicast meeting, or to reject the calls.

Auto join IP point-to-point calls Select to automatically join callers to an ongoing Multicast meeting.

Auto reject all incoming calls Select to automatically reject incoming calls to an ongoing Multicast meeting.

3. Click **OK** to save the new settings.



Call Properties - Incoming Calls During Multicast Video Meetings

Defining a Default Multicast Configuration

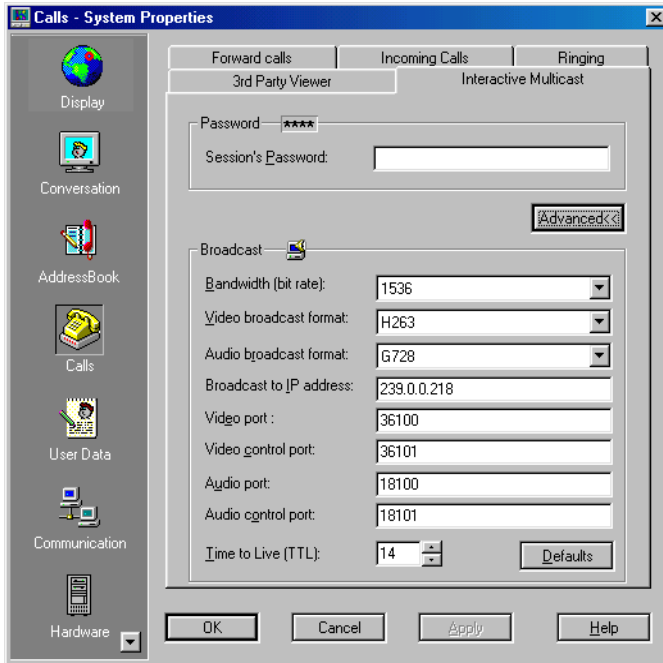
The Call Properties **Interactive Multicast** tab provides options for defining the default configuration for Interactive Multicast video meetings.

➤ To define the default Interactive Multicast configuration

1. In the Conference Panel, right-click and then click **Properties**. In the Properties dialog box, click the **Calls** icon.
2. Click the **Interactive Multicast** tab. Keep the default settings or change Multicast properties according to your system and network specifications.
3. Click **Advanced** to display additional properties (see “[Interactive Multicast Properties](#)” on page 119).

Click **Defaults** to return to the original Broadcast settings. These settings help you connect to the Interactive Multicast video meeting through the default ports and/or IP address that was defined automatically by your system.

- Click **OK** to save the new settings.



Setting the Default Interactive Multicast Configuration

Interactive Multicast Properties

The **Interactive Multicast** tab contains the following options:

Password

If you want to restrict entry into the Interactive Multicast video meetings that you initiate, you may define a security password.

Session's Password

Type the characters that make up the password.

If you don't want to use a password, leave this box blank. As a result, anyone can join the Interactive Multicast meeting by calling the Chair.

Broadcast

The default Broadcast settings are recommended for most Multicast broadcasting conditions. Change them **ONLY** after consultation with your system administrator (for example, if your organization has a firewall).

Bandwidth	Click the maximum bandwidth for the Interactive Multicast video meetings. The actual bandwidth will depend on the amount of available bandwidth during a meeting.
Video Broadcast Format	Click the video coding standard that all parties in the meeting are capable of using.
Audio Broadcast Format	Click the audio standard that all parties in the meeting are capable of using.
Broadcast to IP Address	Type the destination IP address for an Interactive Multicast video meeting. All participants in the session transmit and receive from this common IP address. This address must be a class D address in the range of 224.0.0.0 to 239.255.255.255 .
Video Port	Type the ID of the port used for the video connection.
Video Control Port	Type the ID of the port used for transferring control and synchronization information about the video transmission.
Audio Port	Type the ID of the port used for the audio connection.
Audio Control Port	Type the ID of the port used for transferring control and synchronization information about the audio transmission.
Time to Live (TTL)	Click the maximum number of routers that the packets sent from your system may pass through.

8.2 Starting an Interactive Multicast Video Meeting

When you start an Interactive Multicast video meeting, you must first set it up in the Sessions Information dialog box. This dialog box opens automatically when you click **Interactive Multicast** from either the LAN Dialer or from the Address Book Explorer toolbar.

► To start an Interactive Multicast video meeting

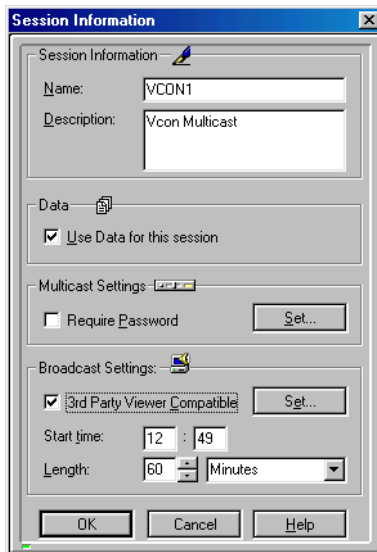


1. In the Address Book Explorer toolbar, click the **Interactive Multicast** button.

-or-

In the Address Book Explorer, click the **Manual Dialers** folder to display the available dialers. Click **LAN Dialer**. The Address Book right pane now displays the LAN Dialer with a keypad. Click **Interactive Multicast**.

The Session Information dialog box appears.



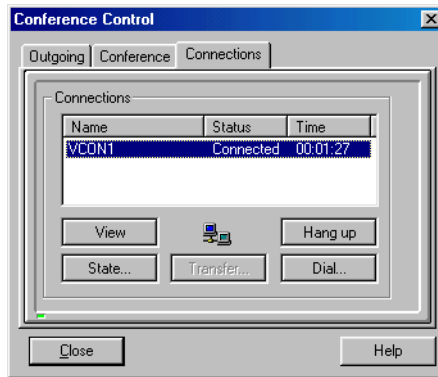
Setting Up the Multicast Video Meeting

2. Set up the next Interactive Multicast video meeting according to its specific requirements. For a description of the Session Information properties, see [“Session Information Properties”](#) on page 122.

- When you finish setting up the Multicast meeting properties, click **OK**. The Conference Control dialog box opens to the **Connections** tab.

Even though you have not called anyone yet, the Interactive Multicast video meeting is now in session. The Chair's **Conference** tab appears. If the meeting is available for third-party viewing, someone with a third-party video viewer can tune in already.

At this time, you can call the Participants for the Multicast video meeting. For instructions, see [“Calling Other Participants” on page 125](#).



Chair Connected to Interactive Multicast Video Meeting

Session Information Properties

Set Session Information Properties as follows:

Session Information

Name Type a **Name** to identify the Interactive Multicast meeting.

Description If you want, type a **Description** of the meeting.

*Data***Use Data for this session**

Select to make data sharing available for the upcoming video meeting. This enables you and the participants to add documents, drawings and demonstrations to the meeting.

If **Always use Data in Interactive Multicast sessions** is selected in the Conversation Data Properties dialog box, deselecting this option makes data sharing unavailable in the upcoming video meeting only.



During a video meeting, it is not possible to turn the data sharing capability off or on, or to change the data sharing properties.

*Multicast Settings***Require Password**

Select to limit participation in the upcoming video meeting only to those persons who enter the correct password upon connection to the meeting. Selecting this option also makes the **3rd Party Viewer Compatible** option unavailable, preventing public observation of the video meeting.

If a **Session's Password** is entered in the Calls Interactive Multicast Properties dialog box (see [“Interactive Multicast Properties” on page 119](#)), deselecting this option removes the password requirement for the upcoming meeting.

- Click **Set** to enter the password for the Interactive Multicast video meeting. The system Calls Properties dialog box opens to the **Interactive Multicast** tab. In the **Session's Password** box, type the password. Click **OK** to accept.

Broadcast Format

MeetingPoint's Interactive Multicast feature supports some third-party client-server software applications for transmitting live and pre-recorded video programs to desktop computers over IP networks.

3rd Party Viewer Compatible Select to make the Multicast video meeting available for public viewing. Announcements that the meeting is in progress will appear in the viewer's program guide. Persons observing the video meeting through the viewer cannot participate actively.

Start Time Type the meeting's scheduled starting time, using 24-hour format. The third-party viewer's program schedule, if applicable, will list this meeting at the entered time.

In the left box, type the hour (**00 to 24**). In the right box, type the minute (**00 to 60**).

Length Enter the estimated **Length** of the Multicast video meeting. The third-party viewer's program schedule, if applicable, will show this meeting's duration.

In the right list, click **Minutes** or **Hours**. In the left list, click the number of minutes or hours.

- Click **Set** to define the third-party viewer options for the Multicast video meeting. The system Calls Properties dialog box opens to the **3rd Party Viewer** tab. For more information on setting these options, see ["Setting Third-Party Viewer Broadcast Properties"](#) on page 141.



Third-Party Viewing is unavailable if entry to the Multicast meeting requires a password.

8.3 Calling Other Participants

After you set the Session Properties, you can call Participants by:

- Dialing entries from Address Book folders
- Dialing parties using the LAN Dialer
- Dialing entries from an online directory.



Multicast video meetings are available only over local area networks (LANs) that conform to H.323-based recommendations. Therefore, all parties must have a LAN (IP) connection.

➤ To call persons to join the Interactive Multicast video meeting

Choosing Address Book or Online Directory Entries

1. Open an **Address Book** or **Online Directory** folder containing the names of the persons you want to call. The Address Book right pane now displays all entries belonging to the selected folder.
2. Select the persons that you want to call.
 - To select consecutive entries, click the first entry, then press and hold <Shift> down while clicking the last of the consecutive entries.
 - To select non-consecutive entries, click the first entry, then press and hold <Ctrl> down while clicking the other entries that you want to call.



3. Click the **Dial Default** button (left, for one person) or the **Dial Multicast** button (right, for more than one person).

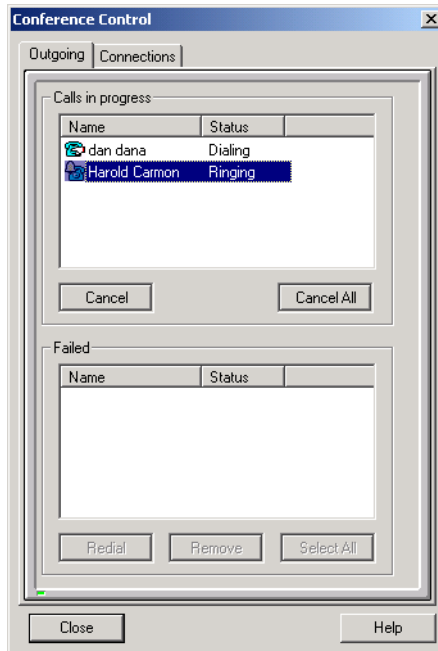
The system dials all of the selected persons. First, the Outgoing list appears, showing the status of each attempted call. After connecting to at least one Participant, the **Conference** tab appears, displaying a list of Participants and Multicast meeting management commands.

Using the LAN Dialer

1. In the Address Book Explorer, click the Manual Dialers folder to display the available dialers. Click the **LAN Dialer** icon. The Address Book right pane now displays the LAN Dialer.
2. Enter the IP address of the first Participant in the Address box and click **Dial**. The system then dials out.

Repeat this step for all other Participants.

During this time, the Conference Control dialog box appears, showing the status of each attempted call. After connecting to at least one Participant, the **Conference** tab appears, displaying a list of Participants and session management commands.



Calling Participants to an Interactive Multicast Video Meeting

The **Calls in Progress** box lists parties that the system is currently dialing.

- To cancel one of these calls, click the entry and then click **Cancel**.
- To cancel calls to all remaining parties, click **Cancel All**.

The **Failed** box lists any calls that failed to achieve connection, and the reason(s) for the failure (**Status**).

- To redial a party, click the entry and then click **Redial**.
- To redial all of these parties, click **Select All** and then click **Redial**.
- To remove a party from the list, click it and then click **Remove**.

For example, you may **Remove** parties whose Status is **No Answer** and **Redial** parties whose Status is **Busy**.

When dialing is finished, the **Conference** tab shows the names of all the Participants, and Chair management commands are available. On the other Participants' screens, the Participant dialog box appears.

The Interactive Multicast video meeting is now in progress.



Interactive Multicast Video Meeting - Chair Management

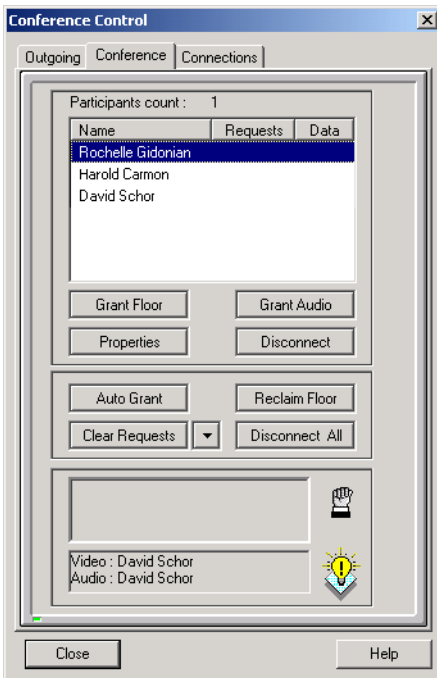
8.4 Interactive Multicast Video Meeting in Session

During an Interactive Multicast video meeting, the meeting's initiator fulfills the role of the Chair and the others are Participants.

The Chair controls the meeting. The Chair determines if other Participants can contribute questions, discussions, and display their video. In addition, the Chair may disconnect any participant and to terminate the Multicast video meeting. If participants want to save files from shared applications, they can save them only to the Chair's computer.

At the start of the Multicast video meeting, the Participants receive audio and video from the Chair. If the Chair permits, the Participants have the ability to speak and send video to the meeting.

During the Interactive Multicast video meeting, the Chair's **Conference** tab appears only on the Chair's screen. The Participant dialog box appears on the other parties' screens.



Chair (left) and Participant (right) Multicast Video Meeting Management

A Sample Interactive Multicast Video Meeting



The Interactive Multicast video meeting has begun. In the Chair's **Conference** tab, all the Participants are listed. The **Data Connect** icon appears next to the name in the Data column, indicating that data sharing is available to the listed Participant.



The **Data Disconnect** icon appears if data sharing is not available. Near the bottom of both the Chair's and Participant's **Conference** tabs, the party currently controlling the meeting's video and audio is indicated.

Participant Wants to Speak

Suppose that a Participant wants to ask the Chair a question, speak to everyone, or send a short message to the Chair.

- The Participant clicks one of the following:

Request Floor



The Participant wants to speak and to be seen by the others. On the Chair's screen, the **Video** icon appears next to the name in the **Requests** column.

To cancel the request, the Participant clicks this button again.

Request Audio



The Participant wants to speak without being seen. On the Chair's screen, the **Audio** icon appears next to the name in the **Request** column.

To cancel the request, the Participant clicks this button again.

Send Message



In the **Conference** tab's text box, the Participant may type a short message to the Chair, such as the reason for requesting the floor. Clicking **Send Message**, **Request Floor** or **Request Audio** displays the **Message** icon on the Chair's screen next to the sender's name in the **Request** column. If the Chair clicks the name of the sender, the message appears in the dialog box.

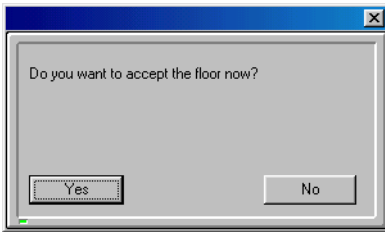
Willing to Accept Floor Anytime

If this condition is selected, the Participant automatically accepts the floor or audio any time the request is granted. If this condition is not selected, the Participant must accept or reject the floor or audio every time it's granted.



A Participant cannot request both the floor and audio at the same time. If a Floor or Audio request is pending, the other button is not available.

- To agree to the Participant's request, the Chair clicks the Participant's name in the **Conference** tab and then clicks **Grant Floor** or **Grant Audio**, accordingly.
 - If the Participant selected **Willing to Accept Floor Anytime**, the floor or audio is automatically accepted.
 - or-
 - The Participant receives one of the following messages, depending on the request. The Participant clicks **Yes** to receive the floor.



Accept Floor Message



Accept Audio Message



The Participant may refuse the floor or audio by clicking **No**.

The Participant can now speak to everyone else in the Multicast video meeting. In addition, if the floor was granted, the Participant's video view appears in everyone else's screen. Near the bottom of both the Chair's and Participant's **Conference** tabs, this Participant is indicated as currently controlling the video and audio of the meeting.

If only Audio was granted, the Video's source is still the Chair.

- After the Participant finishes speaking, it's time to return the floor or audio to the Chair.

The Participant clicks **Return Floor** or **Return Audio**, accordingly.

-or-

The Chair clicks **Reclaim Floor**.

Clearing Requests From Participants

Suppose that you, in your role as the Chair, are receiving floor and/or audio requests from Participants. However, you want to continue speaking without interruption. In this situation, use the Clear Requests function to reject and remove all pending requests. Participants may make their requests again later.

➤ **To clear pending requests to speak**

- In the Chair **Conference** tab, click **Clear Requests** to clear all requests from the list of Participants. All Participants that sent a request receive a message stating that the Chair rejected their floor requests.

To clear specific types of requests, click the adjacent arrow and select the appropriate option:

Clear All Remarks	All messages are cleared from the Chair's system, and the Message icons disappear from the list of Participants.
Clear Floor Requests	All floor and audio request icons disappear from the list of Participants. All Participants that requested the floor or audio receive a message stating that the Chair rejected their requests.

Granting All Participant Requests Automatically

Suppose that you, in your role as the Chair, want the Multicast video meeting to proceed as a free discussion. In Auto Grant mode, all Participants can contribute to the discussion without having to receive your permission.

➤ **To automatically grant Participant requests**

1. In the Chair's **Conference** tab, click **Auto Grant**. The **Auto Grant** button now looks as if it's pressed.

In Auto Grant mode, the Chair does not see the Participant requests because they are granted automatically. The current speaker can be seen (if he/she has video capability) and heard by everyone else in the Multicast video meeting. Near the bottom of both the Chair and Participant **Conference** tabs, the current speaker is indicated as currently controlling the meeting's video and audio.

Only one person at a time can have the floor. To avoid conflicts and quick hopping from one request to another, a delay period of several seconds passes after the system grants a request. During this delay period, no other requests are granted. The floor can always be requested again later.



The Auto Grant mode overrides all Participants' **Willing to Accept Floor Anytime** settings. There is no need for a Participant to accept or reject the floor.

2. To exit Auto Grant mode and return control of the meeting to the Chair, click **Auto Grant** again. The **Auto Grant** button now looks as if it's not pressed.

The Chair again controls the procession of the Multicast video meeting. All participants who want to speak must receive permission from the Chair once again.

Receiving Calls During an Interactive Multicast Video Meeting

During the Interactive Multicast video meeting, the Chair may receive other LAN calls. If the Chair answers these calls, these persons join the meeting as Participants.

As the Chair, you have the option of automatically joining or rejecting incoming calls during an Interactive Multicast video meeting or having the ability to join or reject each call. For more information about setting answering properties, see [“Automatically Joining Incoming LAN Calls to a Multicast Meeting”](#) on page 117.

Automatic Joining

If the system is set to automatically join incoming IP point-to-point calls, an incoming call will be added to an ongoing Multicast video meeting without delay or confirmation. The caller’s name appears in the Chair’s **Conference** tab.



If a password is required to join the Multicast meeting, only a party that entered the correct password is joined. Otherwise, the call is rejected.

Manual Joining

If the system is set to manually join incoming IP point-to-point calls, the Chair can either join the call to the ongoing Multicast video meeting or reject it. The Conference Control dialog box’s **Incoming** tab displays the caller’s details.

➤ **To accept an incoming call to a Multicast video meeting**

- Click **Join**. The caller’s name then appears in the Chair’s **Conference** tab. The caller is now a Participant in the Interactive Multicast video meeting.

➤ **To reject an incoming call to a Multicast video meeting**

- Click **Reject**. The caller’s details disappear from the **Incoming** tab. The caller receives a message stating that the call was rejected.

Automatic Rejection

If the system is set to automatically reject incoming IP point-to-point calls, no calls will be able to join an ongoing Multicast video meeting. The Chair does not know that someone is trying to call in. The caller receives a message stating that the call was rejected.

Receiving a Multicast Call While in a Point-to-Point Video Meeting

If you are in an IP point-to-point video meeting, MeetingPoint can inform you if the Chair of an Interactive Multicast video meeting is trying to call you. Depending on your system Incoming Calls properties (see [“Setting Incoming Call Properties” on page 27](#)), you can choose to switch to the incoming call or not.

- If **Do Not Disturb** in the Calls Incoming Properties dialog box is not selected, the Conference Control **Incoming** tab displays the caller’s name. To accept the incoming call, hang up the current call and then click **Accept** in the Incoming tab.

If you do not want to accept the call, click **Reject** (or **Reject All** if there are more than one incoming calls).



Incoming Multicast Call

- If **Do Not Disturb** is selected, you will not receive any notice of an incoming call, and the caller receives a message stating that your system is busy.

8.5 Viewing Participant Information

During an Interactive Multicast video meeting, you can view personal information (such as name, professional position, and location) about the meeting's Participants.

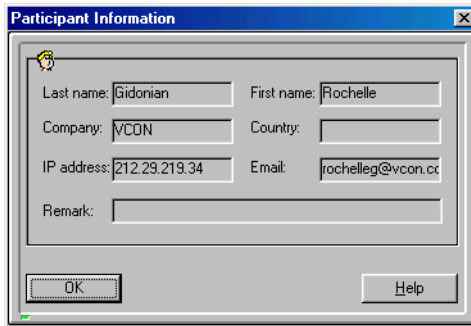
► To view Participant information

1. In the Chair's **Conference** tab, click the name of a Participant and then click **Properties**. The Participant Information dialog box appears.

The Participant Information dialog box supplies the following information:

- **Last name**
- **Country**
- **First name**
- **IP address**
- **Company**
- **E-mail address**

2. Click **OK** to close this dialog box.



Participant Information

8.6 *Data Sharing During an Interactive Multicast Video Meeting*

If data sharing is available during an Interactive Multicast video meeting, you can share applications with the other participants in a similar way as is done in point-to-point video meetings (for more information on Data Sharing, see Chapter 7).

The main differences in data sharing between Multicast and point-to-point video meetings are in the File Transfer function. All file transfers in an Interactive Multicast meeting must be sent to or from the Chair.

For data sharing to be available in an Interactive Multicast video meeting, the data connection has to be made automatically when you call the other Participants. When you start the meeting, you can turn on data sharing in the Session Information dialog box. During the meeting, it is not possible to turn the data sharing capability off or on, or to change the data sharing properties.

► **To make data sharing available in the next Interactive Multicast video meeting**



1. In the Address Book Explorer toolbar, click the **Interactive Multicast** button.

The Session Information dialog box appears (for information about setting Multicast meeting properties, see [“Setting Multicast Properties”](#) on page 117).

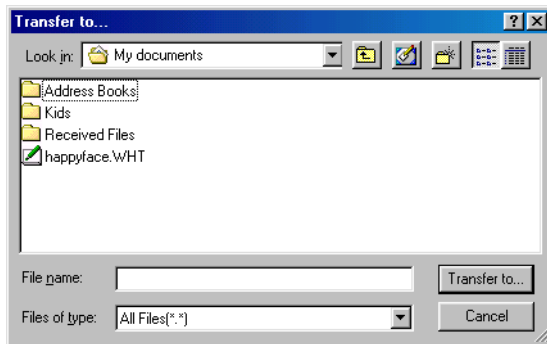
2. Select **Use Data for this session** to make data sharing available.
3. Click **OK** to start the meeting.

Transferring Files During an Interactive Multicast Video Meeting

In an Interactive Multicast video meeting, files can be transferred only to and from the Chair. A Participant cannot transfer files directly to other Participants – files have to be transferred to the Chair, who can then transfer them to any or all of the other Participants.

To transfer files from the Chair to Participants

1. In the Conference Panel, click the **Data** arrow and then click **Transfer Files**. The Transfer To dialog box appears.



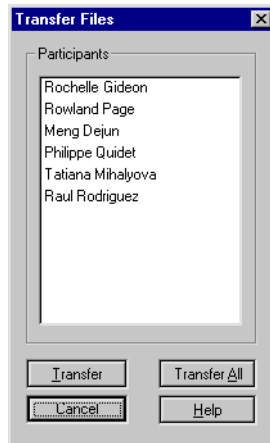
Transfer To Dialog Box

2. Select the file(s) you want to transfer to the Participant(s). Selected files are shown in the **File Name** box.



If you need to send files located in different folders, you may save valuable session time by placing them all in the same folder before the video meeting and then transferring them together.

3. Click **Transfer to**. The Transfer Files dialog box now appears. The names of all current Participants appears in the **Participants** box.



Transferring Files to Participants

4. To transfer the file(s) to all Participants, click **Transfer All**.

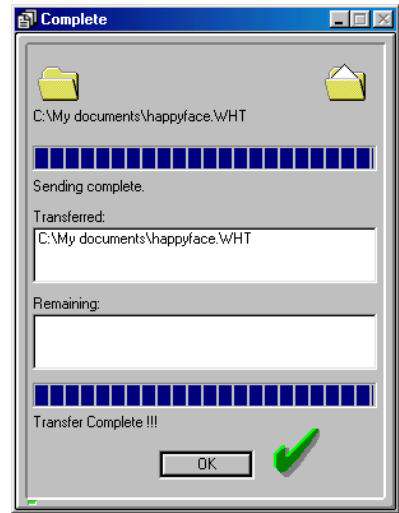
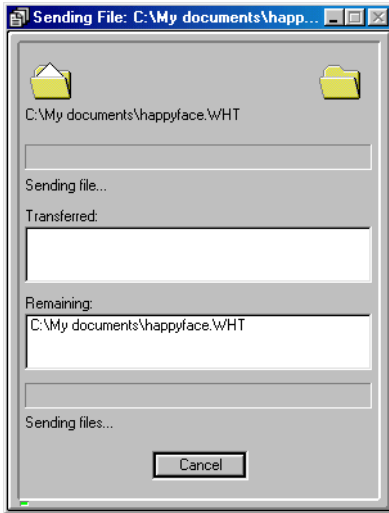
-or-

To transfer the file(s) to only one Participant, click the name and then click **Transfer**.

5. The Sending File window appears on the sender's screen. The current file being transferred is shown in the upper section of the window. At the same time, the receiver(s) sees the Receiving window.

The **Transferred** box lists files that were already transferred to the remote party. The **Remaining** box lists files that are still waiting to be transferred. If you want to cancel the transfer of remaining files, click **Cancel**.

When the file transfer is finished, the Complete window shows that the transfer is complete.



Sending a File

6. Click **OK** to close the window and to continue the Multicast video meeting.
- **To transfer files from a Participant to the Chair**
1. Perform steps 1 to 2 of the procedure, “[To transfer files from the Chair to Participants](#)” on page 137.
 2. Click **Transfer to**. A Participant can send files only to the Chair, so the Sending File window immediately appears on the sender’s screen.
 3. Perform steps 5 to 6 of the procedure, “[To transfer files from the Chair to Participants](#)” on page 137.

8.7 *Disconnecting an Interactive Multicast Video Meeting*

There are two levels of disconnecting from an Interactive Multicast video meeting:

- Disconnecting individual participants
- Ending the Multicast meeting.

Individual Participant Disconnection

When they want to leave the Multicast video meeting, Participants can hang up on their own, or the Chair can disconnect them individually.

➤ To disconnect from a Multicast video meeting (Participant)

- In the **Connections** tab, click the name of the active Multicast meeting and then click **Hang Up**.

The Participant is disconnected at this time. There is no confirmation request.

➤ To disconnect a single Participant from a Multicast video meeting (Chair)

1. In the **Conference** tab, click the name of the Participant to disconnect.
2. Click **Disconnect**.

The Participant is disconnected at this time. There is no confirmation request.

Ending the Interactive Multicast Video Meeting

At the end of the Interactive Multicast video meeting, the Chair can disconnect all the Participants and terminate the session at the same time.

➤ To end the Interactive Multicast video meeting

- In the **Conference** tab, click **Disconnect All**.

The Interactive Multicast video meeting ends. The Conference Control dialog box disappears from the Chair's and all Participants' screens and the In Conference icon disappears from the Conference Panel.



8.8 Viewing an Interactive Multicast Video Meeting on a Third-Party Viewer

MeetingPoint supports some third-party client-server software applications for transmitting live and pre-recorded video programs, such as Interactive Multicasts, to desktop computers over IP networks

Third-party viewer users may subscribe to any Interactive Multicast video meeting listed in their viewer's program schedule. They may view the meeting at the scheduled or requested time, or start viewing while a meeting is in progress. However, these users may not be seen or heard by the meeting's Chair or Participants.



If entry to a Multicast video meeting requires a password, third-party viewing is not available.

This section describes:

- [Setting Third-Party Viewer Broadcast Properties](#)
- [Tuning in to an Interactive Multicast Video Meeting.](#)

Setting Third-Party Viewer Broadcast Properties

The Calls Properties **3rd Party Viewer** tab contains options for transmission of an Interactive Multicast video meeting through third-party viewers.

► To set third-party viewer properties for a Multicast video meeting

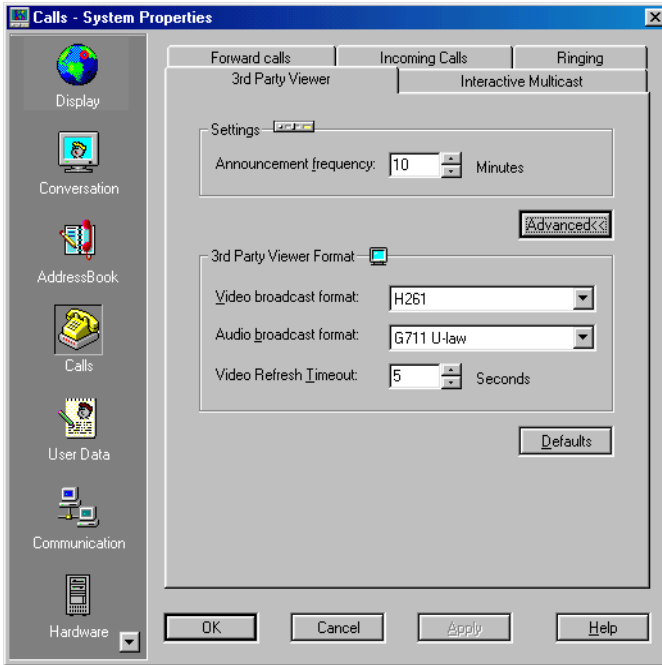


1. In the Address Book Explorer toolbar, click the **Interactive Multicast** button. The Session Information dialog box appears.
2. In the Broadcast Format area, click **Set** to display the third-party viewer broadcast properties.
3. Change any settings according to your specifications or keep the default settings. For an explanation about the third-party viewer Broadcast properties, see [“Third-Party Viewer Broadcast Properties” on page 142](#) below.

To set up a more advanced third-party viewing configuration, click **Advanced**. Additional properties appear in the **3rd Party Viewer** tab.

To return to the original preset third-party viewer settings, click **Defaults**.

4. Click **OK** to save the new settings and close the dialog box.



Third-Party Viewer Broadcast Properties

Third-Party Viewer Broadcast Properties

The **3rd Party Viewer** tab contains the following properties:

Settings

Announcement Frequency Click the number of minutes as an interval between announcements of the Multicast video meeting in the third-party viewer’s schedule. Persons subscribing to the third-party viewer can see the announcement when they are online.

3rd Party Viewer Format

The default third-party viewer settings are recommended for most Multicast broadcasting conditions. Change them **ONLY** if your system’s specifications differ from the default values.

Video Broadcast Format Click the video coding standard that all parties in the meeting are capable of using.

Audio Broadcast Format

Click the audio standard that all parties in the meeting are capable of using.



For third-party-compatible video meetings, the above settings are used instead of the Broadcast Format settings in the **Interactive Multicast** tab.

Video Refresh Timeout

Click the maximum number of seconds required until the video broadcast is synchronized for all viewers.

Tuning in to an Interactive Multicast Video Meeting

To view a MeetingPoint Interactive Multicast video meeting, a third-party viewer user can either subscribe to the program, or surf to the program spontaneously.

Subscribing to a Multicast Video Meeting

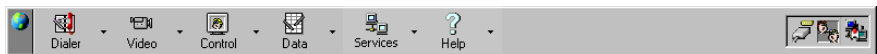
When you subscribe to a program such as a MeetingPoint Multicast video meeting, the third-party viewer opens a viewing window when it is time for the program to start. For instructions on subscribing to a program, see the viewer's user documentation.

A MEETINGPOINT® TOOLBARS AND MENUS

This appendix is a quick reference of buttons, menu options, and shortcut menus. The windows and menus shown here are representative of MeetingPoint® during a video meeting. While MeetingPoint is disconnected some windows may appear differently because some functions are relevant only during a video meeting.

A.1 The Conference Panel

When MeetingPoint starts for the first time, the Conference Panel appears. It provides quick access to commonly used features.



Conference Panel

Click To



Customize the Conference Panel.



1. Open the Address Book Explorer to start a video meeting or to edit the address books.
2. Click the arrow to open the **Dialer** menu, which provides direct access to specific Address Book folders and dialers, and Address Book properties.



1. Display the Local Video window or the Remote Video window (when the system is in a video meeting).
2. Click the arrow to open the **Video** menu, which provides access to both Video windows (Remote Video window is only available during a meeting) and Video properties



1. Open the Conference Control dialog box.
2. Click the arrow to open the **Control** menu, which provides options related to open video meetings.



1. Open the Conversation Data Properties dialog box.
2. Click the arrow to open the **Data** menu, which provides Data Sharing options.

Click To



1. Open the Microsoft NetMeeting application.
2. Click the arrow to open the **Data** menu, which provides commands for opening NetMeeting, opening a data connection and displaying the Conversation Data Properties.



Applicable to versions managed by a VCON MXM.

1. Open the Communication LAN Properties dialog box.
2. Click the arrow to open the **Services** menu, which provides various exchange functions, such as setting up call pickup and call forwarding, transferring calls, and inviting additional users to an open videoconference.



1. View the on-line help.
2. Click the arrow to open the **Help** menu, which provides access to specific Help applications.



Set the Data Properties (automatic data connection, automatic collaboration, received files directory).



Set Data Properties for a Multicast video meeting.



View and set Communication LAN properties. Indicates that the system is logged in to a Gatekeeper (top).



Indicates that the system is not logged in to a Gatekeeper (bottom).



View and set Communication LAN properties. Indicates that the system is logged in to the MXM Gatekeeper (top).



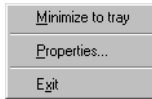
Indicates that the system is not logged in to the MXM Gatekeeper (bottom).



Indicates that the system is connected in a call.

The Conference Panel Shortcut Menu

Right-click in the Conference Panel to display the general MeetingPoint shortcut menu.



Conference Panel Shortcut Menu

Click

To

Minimize to Tray



Hide the Conference Panel and display the MeetingPoint icon in the Windows taskbar tray.

Properties

View and customize the MeetingPoint system configuration in the system Properties dialog box.

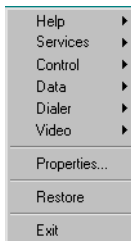
Exit

Quit MeetingPoint. No confirmation is requested.

The Minimized Shortcut Menu



If you minimize the Conference Panel, the MeetingPoint icon appears in the Windows taskbar tray. Right-click this icon to display a menu with commands similar to those accessed through the Conference Panel, with the addition of **Restore**. Click **Restore** to show the Conference Panel again. The MeetingPoint icon disappears from the tray.



Menu from Windows Taskbar Tray

A.2 The Video Windows

The Local and Remote Video windows display video and provides ways to adjust the video and audio quality.

The Local Video Window

The Local Video window displays local video and includes functions that affect the display and operation of the local side of your video meetings.



Local Video Window

Click To



Close the Local Video window.



Display/hide the Local Video window toolbar.



Mute the outgoing audio. The remote side will not hear you.



Restore the muted outgoing audio. The remote side will hear you again.



Mute the outgoing video. The remote side will not see you.



Restore the muted outgoing video. The remote side will see you again.



Resize the Video window to a preset size: small, medium, large, or full screen.

Click To



Open the Camera Controller, with which you adjust color quality and camera positioning.



Select among the available cameras.



Grab a still photo from the running video. The picture appears in the Grab window.



Dial a number from the Address Book.



Escort, Cruiser 150, ViGO

Choose the audio output device: private handset (Escort and Cruiser 150), headset (ViGO), or external speakers.

-or-

Open the Hardware Audio Properties, in which you can choose the audio output device and select mixing options.

Cruiser 384

Open the Hardware Audio Properties, in which you can choose the audio output device and select mixing options.



View the Video window on-line help.

The Remote Video Window

The Remote Video window displays remote video and includes functions that affect the display and operation of the remote side of your videoconferences.



Remote Video Window

Click To



Close the Remote Video window.



Display/hide the Remote Video window toolbar. Indicates a video meeting over a LAN connection.



Display/hide the Remote Video window toolbar. Indicates a video meeting over an ISDN connection.



Mute the incoming audio.



Restore the muted incoming audio.



Increase/decrease the incoming volume from the remote party. Click the right arrow to increase the volume, the left arrow to decrease it.



Resize the Video window to a preset size: small, medium, large, or full screen.



Open the Camera Controller, with which you adjust color quality and camera positioning (available if the remote party is using a PTZ camera and has enabled you to control it).

Click To

Select among the available cameras.



Grab a still photo from the running video. The picture appears in the Grab window (see “[The Grab Window](#)” later in this section).



Hang up on the current video meeting.



Picture-in-picture (PIP) mode. Open an inset of yourself in the Remote Video window (not in ViGO).



View the Video window on-line help.

The Grab Window

When you grab a single photo from a Video window, that photo appears in the Grab window.



Grab Window

Click To



Save the grabbed picture to a file.

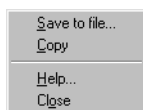


Copy the picture to the clipboard.



View online help for the Grab function.

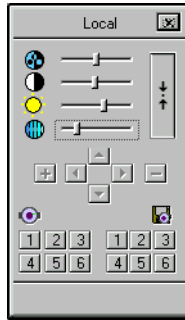
The Grab window also has a shortcut menu, which has **Save**, **Copy**, **Help** and **Close** commands.



Grab Shortcut Menu

The Camera Controller

Use the Camera Controller to adjust color quality (hue, contrast, color and brightness) and to set the position of the active Pan/Tilt/Zoom (PTZ) camera, if applicable.



Local Camera Controller

Color Sliders

Drag the following sliders to adjust the color quality of the video

Drag

To



Adjust the color.



Adjust the contrast.



Adjust the brightness.



Adjust the hue.

Click

To



Return the display to default settings.

Camera Position Buttons

Click any of the following buttons to change the camera position:

Click To



Pan the camera lens to the left.



Pan the camera lens to the right.



Tilt the camera lens up.



Tilt the camera lens down.



Zoom in.



Zoom out.

Preset Camera Position Buttons

After setting the pan/tilt/zoom camera position and color quality, you can save them as a preset position and then use it at later times. MeetingPoint stores up to six preset positions.



Save Preset Position Buttons

Click To

1, 2, 3, 4, 5, 6 Save the current camera position and color quality settings as a preset position.



Load Preset Position Buttons

Click To

1, 2, 3, 4, 5, 6 Adjust the camera to a preset position.

The Video Window Shortcut Menus

Right-click in either Video window to display a menu that provides access to various video functions. The Local and Remote Video menus affect the local and remote video, respectively. Menu options with an arrow display additional menus when clicked.

Local Video Menu



Local Video Menu

Click To

Size Change the size of the Video window.



Size Shortcut Menu

Click To

**Small/Regular/
Large** Display a small, medium or large Video window.

Full Size the Video window to the dimensions of the full screen. The full screen video window contains the full Video toolbar. To resize, select from the Size menu or drag the borders of the window.

Always on Top Keep the Video window on top of all open windows, even if another window is selected. When this command is not selected, a selected window may hide the Video window.

**Mute
Microphone** Stop the audio transmission to the remote party.

Audio Change the audio equipment in the Hardware Audio Properties.

Select Camera Select the active local camera. The Select Camera menu provides a choice between the supported cameras.



Local Select Camera Menu

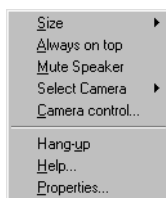
Camera Control Open the Camera Controller for adjusting the color quality and the camera position.

Dial Open the Address Book and start a video meeting.

Help View on-line help about the Video window.

Properties View and change video quality properties.

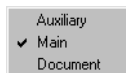
Remote Video Menu



Remote Video Menu

Click To

- Size** Change the size of the Video window (same options as the Local Video Window Size).
- Always on Top** Keep the Video window on top of all open windows, even if another window is selected. When this command is not selected, a selected window may hide the Video window.
- Mute Speaker** Stop the incoming audio from the remote party.
- Camera Control** Open the Camera Controller for adjusting the color quality and the camera position.
- Select Camera** Select the active remote camera, if the remote party allows it. The Select Camera menu provides a choice between the supported cameras.



Remote Select Camera Menu

- Hang Up** End the video meeting.
- Help** View on-line help about the Video window.
- Properties** View and change video quality properties.

A.3 The Address Book Explorer

The Address Book Explorer stores contacts and their connection details.

To start a video meeting, dial parties from the Address Book Explorer. Address Book functions are available through toolbar buttons, menu options, dialog box buttons and shortcut menus. For more information about Address Book capabilities, see Chapter 4, “[Making Video Meeting Calls](#)” and Chapter 5, “[Setting Up The Address Book](#)”.

Address Book Toolbar

The Address Book Toolbar contains buttons for common address book functions, such as:

- Adding, updating and deleting contact entries
- Starting a point-to-point or an Interactive Multicast video meeting
- Customizing the Address Book Explorer display.



Address Book Explorer Toolbar

Click To



Cut the selected item.



Copy the selected item.



Paste the copied item.



Create a new contact entry.



View and update contact details.



Delete the selected entry or folder from an address book.



Dial the selected entry using the default number or address.



Start an Interactive Multicast video meeting with two or more Participants.



Set up an Interactive Multicast video meeting.



Display entries as large icons.



Display entries as small icons.



Display entries as a list without details.



Display entries in detailed lists.

Address Book Menus

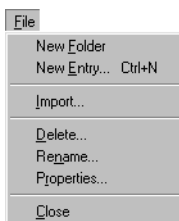
All address book functions are available from the menus.

File Edit View Tools Dial Help

Address Book Explorer Menubar

File Menu

The **File** menu contains options for creating, changing and deleting address book elements.



Address Book Explorer File Menu

Click	To
New Folder	Create a new Personal Address Book folder.
New Entry	Add a new contact entry to a Personal Address Book folder.
Import	Convert MeetingPoint V2.6 address books into V4.6 format and import them as new address book entries.
Delete	Delete the selected contact or folder.
Rename	Change the name of the selected folder.
Properties	View and update contact data.
Close	Close the Address Book Explorer.

Edit Menu

The **Edit** menu contains options for cutting, copying and pasting text, entries, address books and folders.

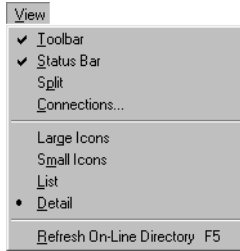


Address Book Explorer Edit Menu

Click	To
Cut	Cut the selected item and copy it to the clipboard.
Copy	Copy the selected item to the clipboard.
Paste	Paste clipboard contents into an address book or folder.
Insert Picture	Paste a picture from the Grab window into the selected contact's properties.

View Menu

The **View** menu options customize the Address Book Explorer display.

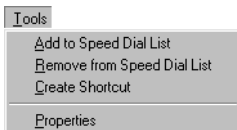


Address Book Explorer View Menu

Click	To
Toolbar	Display/hide the Address Book toolbar.
Status Bar	Display/hide the Address Book status bar.
Split	Change the size of the address book panes (enables the split line between the two panes to be moved).
Connections	Open the Conference Control dialog box's Connections tab.
Large Icons	Display entries as large icons.
Small Icons	Display entries as small icons.
List	Display entries in an icon list.
Detail	Display entries in a detailed list.
Refresh Online Directory	Update the displayed online directory, adding parties that opened their video meeting systems after the last update and removing parties that have since exited their systems.

Tools Menu

The **Tools** menu contains options for adding and removing entries to/from the Speed Dial, adding dialing shortcuts to the Windows desktop, and setting various defaults and background options.



Address Book Explorer Tools Menu

Click

To

**Add to Speed
Dial List**

Add the selected entry to the Speed Dial List folder.

**Remove from
Speed Dial List**

Remove the selected entry from the Speed Dial List folder.

**Create
Shortcut**

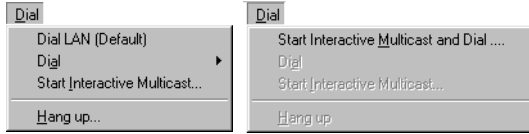
Create a dialing shortcut to the selected contact on your Windows desktop.

Properties

Set Address Book display properties.

Dial Menu

The Dial menu contains options for dialing single contacts, setting up and starting a Multicast video meeting, and hanging up.



Address Book Explorer Dial Menu

Click	To
Dial LAN (Default) or ISDN (Default)	Dial the default number of the selected party.
Dial	Dial the selected party through another (not the default) method.
Start Interactive Multicast	Set up an Interactive Multicast video meeting.
Hang up	End the video meeting.
Start Interactive Multicast and Dial	Set up an Interactive Multicast video meeting and dial to the selected parties.

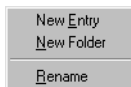
Address Book Shortcut Menus

The Address Book Explorer has several shortcut menus:

- From the Personal Address Book main folder
- From a subfolder
- From a subfolder, if you selected the text of the folder or entry name
- From the right pane, no entry selected
- From the right pane, with selected entry.

Personal Address Book Main Folder Shortcut Menu

Right-click the Personal Address Book main folder to open a shortcut menu for creating and renaming entries and folders.

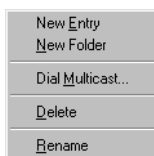


Personal Address Book Main Folder Shortcut Menu

Click	To
New Entry	Create a new Address Book contact entry.
New Folder	Create a subfolder of the selected folder.
Rename	Change the name of the selected folder.

Custom Folder Shortcut Menu

Click a subfolder, then right-click to open a shortcut menu similar to the one explained above, with additional options.



Subfolder Shortcut Menu

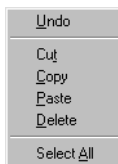
Click To

Dial Multicast Start an Interactive Multicast video meeting with all contacts of the selected folder.

Delete Delete an entry or folder from an address book.

Subfolder Editing Shortcut Menu

If you select the text (not the folder itself) of a folder name for renaming, an editing shortcut menu is available from all folders of the left pane of the Address Book Explorer. You can cut or copy selected text to the clipboard and paste it in another location, or delete selected text permanently.



Subfolder Editing Shortcut Menu

Right Pane Shortcut Menu (no entry is selected)

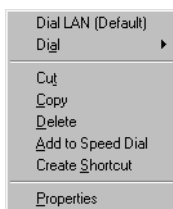
This menu contains an option for pasting copied or cut Address Book entries into the selected Address Book folder. Without selecting an entry in the right pane, right-click and then click **Paste**. The entry is pasted into the selected folder.



Right Pane Shortcut Menu

Right Pane Shortcut Menu (an entry is selected)

Right-click an entry in the Address Book Explorer right pane to display the following shortcut menu:

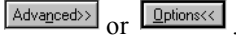


Right Pane Shortcut Menu

Click	To
Dial LAN (Default) or ISDN (Default)	Dial the default number of the selected contact.
Dial Multicast	Start an Interactive Multicast video meeting with the selected parties.
Dial	Dial the selected contact through another (not the default) method.
Cut/Copy	Cut or copy, respectively, the selected entry to the clipboard.
Delete	Delete the selected entry.
Add to Speed Dial	Add the selected entry to the Speed Dial list (unavailable within the Speed Dial list).
Remove from Speed Dial	Remove the selected entry from the Speed Dial list (only available within the Speed Dial list).
Create Shortcut	Create a shortcut to the selected contact on the Windows desktop.
Properties	View and update the selected entry's contact details.

Address Book Advanced Options

Some Address Book dialog boxes contain a button to access advanced options:



Click this button in

To

LAN Dialer	Open the dialing keypad or change bandwidth.
ISDN Dialer	Define a call with Bonding, or through a 56K Restricted network, or to change bandwidth.
Communication Properties dialog box, LAN tab	Set the connection's default bandwidth.
Properties dialog box, Office ISDN tab	Define if the connection's default bandwidth and if its configuration includes Bonding, or goes through a 56K Restricted network..
Calls Properties dialog box, Interactive Multicast tab	Set up the Interactive Multicast videoconference: bandwidth, broadcast formats, IP address, ports and Time to Live.
Calls Properties dialog box, 3rd Party Viewer tab	Set the third-party viewer format options for public viewing of Interactive Multicast video meetings.

B MONITORING THE CONFERENCE STATE

B.1 LAN Conference State

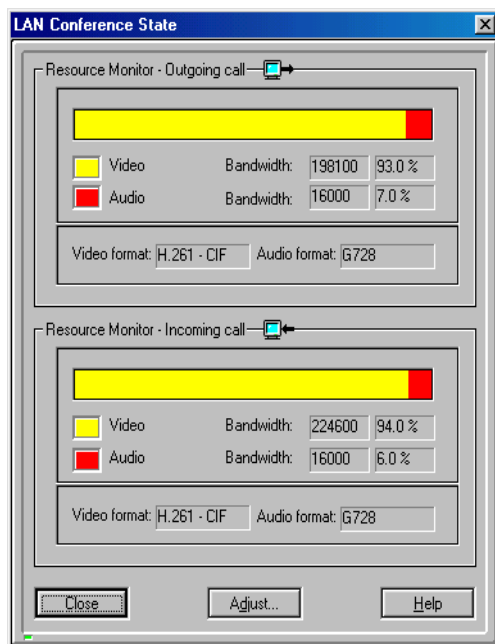
Video meetings over LANs are composed of two components: audio and video. Each component occupies a certain portion of the total bandwidth during a video meeting.

During a video meeting over a LAN, you can view the current conference state. This information is useful if you need to analyze the quality of the meeting's transmission.

► To view the conference state during an ongoing LAN video meeting



1. In the Conference Panel, click the **Control** arrow and then click **Conference State**. The LAN Conference State dialog box appears.



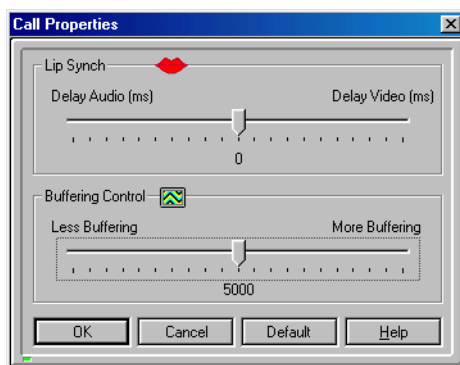
Conference State During a LAN Video Meeting

The LAN Conference State dialog box provides the following information for both outgoing and incoming transmission of the call:

- | | |
|-------------------------|--|
| Resource Monitor | Provides a picture of the division of the meeting's components: video and audio.

The bar graph displays the percentage of the total bandwidth occupied by each component. Below the graph, a table numerically details the same information. For example, in the illustration above, video (shown in yellow) occupies 79% of the bandwidth. |
| Video Format | Video Format Coding (H.261 , H.263) and transmission format (CIF , QCIF) used by the parties. |
| Audio Format | Audio Format Coding (G.711 , G. 722 , G.728) used by the parties. |

2. If you notice that the video and audio are out of sync (for example, you hear voice only after the other party's lips move), or if click **Adjust** in the LAN Conference State dialog box. The Call Properties dialog box then appears.



Call Properties Dialog Box

3. Set Call Properties as follows:

Lip Synch Drag the slider towards **Delay Video** if you hear the audio after the video movement, or towards **Delay Audio** if you see the appropriate video movement only after you hear the audio.

If the **Automatic Buffering Enabled** option is deselected in the Communications LAN Properties dialog box, the **Buffering Control** slider is enabled on the Call Properties dialog box.

Buffering Control Drag the slider towards **More Buffering** to improve the quality and synchronization of audio and video, or towards **Less Buffering** to decrease the delay between the time you speak/move and the time the other person hears/sees you.

If you are unsatisfied with the synchronization, click **Default** to return to the system's default Lip Synch settings.

Click **OK** to implement your change and close the dialog box.

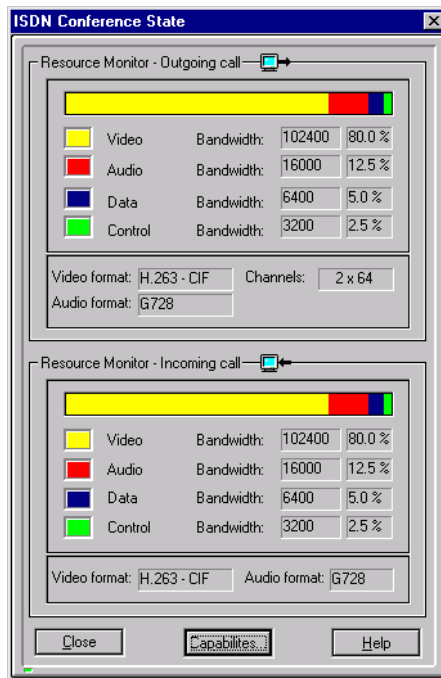
B.2 ISDN Conference State

Video meetings over ISDN lines are composed of four components: audio, video, data and control. Each component occupies a certain portion of the total bandwidth during a video meeting.

During a video meeting over ISDN lines, you can view the current conference state.

► **To view the conference state during an ongoing ISDN video meeting**

1. In the Conference Panel, click the **Control** arrow and then click **Conference State**. The ISDN Conference State dialog box appears.



Conference State During an ISDN Video Meeting

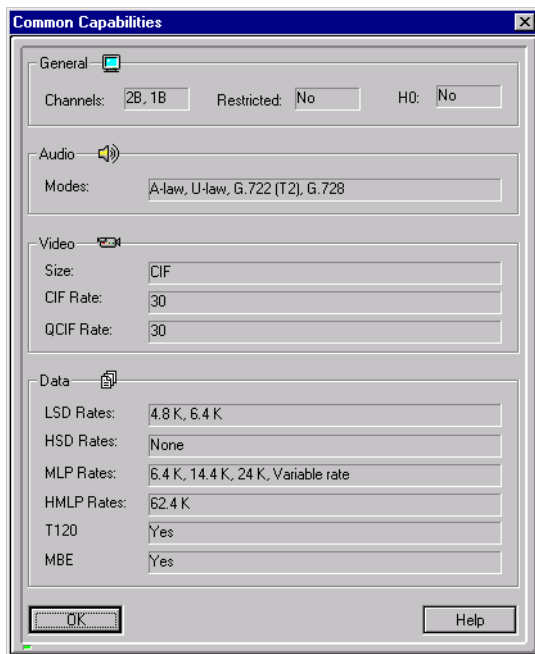
The ISDN Conference State dialog box provides the following information:

Resource Monitor	Details of the division of the transmission's components: Video , Audio , Data (if applicable), and Control . The bar graph displays the percentage of the total bandwidth occupied by each component. Below the graph, a table numerically details the same information. For example, in the illustration above, video (shown in yellow) occupies 80% of the bandwidth.
Video Format	Video Format Coding (H.261 , H.263) and transmission format (CIF , QCIF) used by the parties.
Audio Format	Audio Format Coding (G.711 , G. 722 , G.728) used by the parties.
Channels	Number of B-channels currently connected.

- To view the best transmission capabilities common to both your system and the remote party's system, click **Capabilities**. The Common Capabilities dialog box appears.

The Common Capabilities shows the best video, audio and data capabilities supported by and common to both parties in a video meeting.

At the beginning of a call, both parties' systems exchange system capability information. Using this information, they establish the best connectivity conditions that both systems can support. The resulting configuration appears in the Common Capabilities dialog box.



Common Capabilities Dialog Box

The Common Capabilities dialog box provides the following information:

General

Type of connection between the two parties.

Channels Number of ISDN B-channels available.

Restricted Type of ISDN network used in certain regions of the U.S.A.

H0 Mode of transmission used in H.320 communication.

Audio

Modes Encoding methods and audio transmission standards used by the two parties.

Video

Video transmission format and speed used by the two parties.

Size	Format that determines the resolution of the video frames, CIF or QCIF.
CIF Rate	Transmission speed (in fps) of the video, if the systems use CIF. Each frame has a resolution of 352 x 288 pixels.
QCIF Rate	Transmission speed (in fps) of the video, if the systems use QCIF. Each frame has a resolution of 176 x 144 pixels.

Data

Protocols and data transmission speeds used by the two parties:

LSD rate	Low Speed Data transmission rate
HSD rate	High Speed Data transmission rate
MLP rate	Multilayer Protocol, used for transmitting T.120 and H.224 data.
HMLP rate	High Bandwidth Multilayer Protocol, used for transmitting T.120 and H.224 data.
T.120	ITU-T standard for data transmission during video meetings.
MBE	Multi-Byte Extension, used for transmitting small amounts of data.

3. When you finish viewing the Common Capabilities information, click **OK** to close the dialog box.

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