

Video Conferencing User Guide
Personal

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Section 5: Host Options

Section 1: Preparing For Your Conference

Before your conference begins, here are some helpful hints and steps you can follow to ensure a smooth and productive meeting:

In General:

- Make sure all your Participants have the equipment they will need for the meeting setup properly PRIOR to beginning. Not having to troubleshoot video or audio problems during the meeting will make the experience better for everyone involved.
- Test thoroughly beforehand!
- Make sure you have the latest versions of both your browser and of the Adobe Flash Player. You can check www.adobe.com for the newest version of Flash Player.
- Clear your browser cache of old files and try to close any applications that are not crucial to your conference.
- Always make sure to select '**ALLOW**' if the Flash Player Settings box prompts you before you join a video conference. *This is important, if you select 'DENY' then NO feeds (Video/Audio/SMD) will function in the conference!*

For Hosts:

- Make sure you have configured your meeting the way you want it to be well in advance of the scheduled date/time. Don't wait until the last minute!
- Make sure that no other applications are using the camera feed (MSN messenger, Camera Software etc) before you log into your meeting.
- Use a headset if possible if you plan on using VOIP in the meeting as it will reduce many issues that may arise.

For Guests:

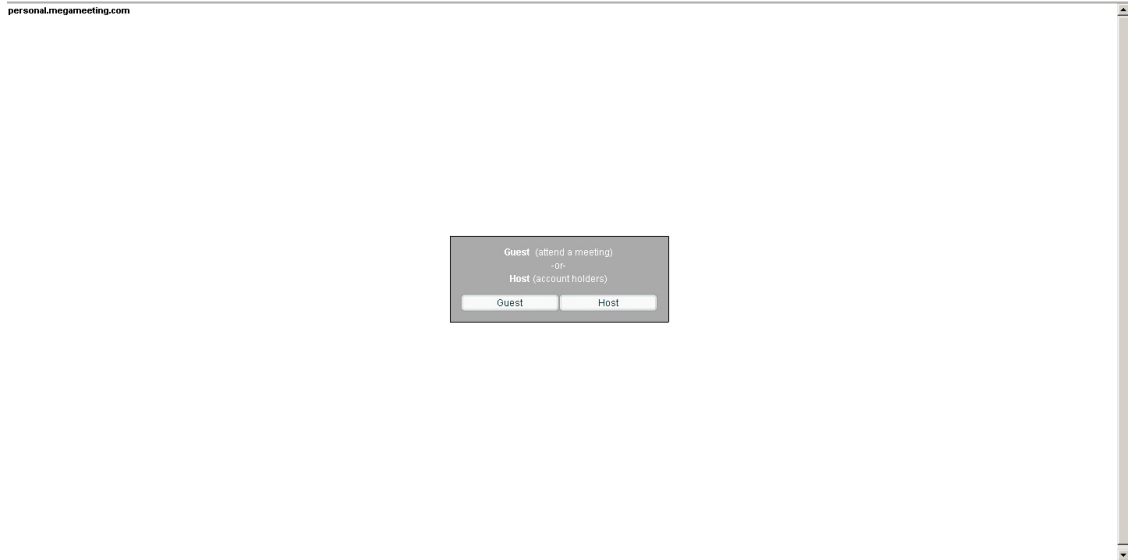
- Make sure that no other applications are using the camera feed (MSN messenger, Camera Software etc) before you log into your meeting.
- Use a headset if possible if you plan on using VOIP in the meeting as it will reduce many issues that may arise.

Section 2: Accessing Your Account and Logging In

- Open the web browser of your choice (Internet Explorer, Firefox, Safari, etc.)

Type: **<http://personal.megameeting.com>**

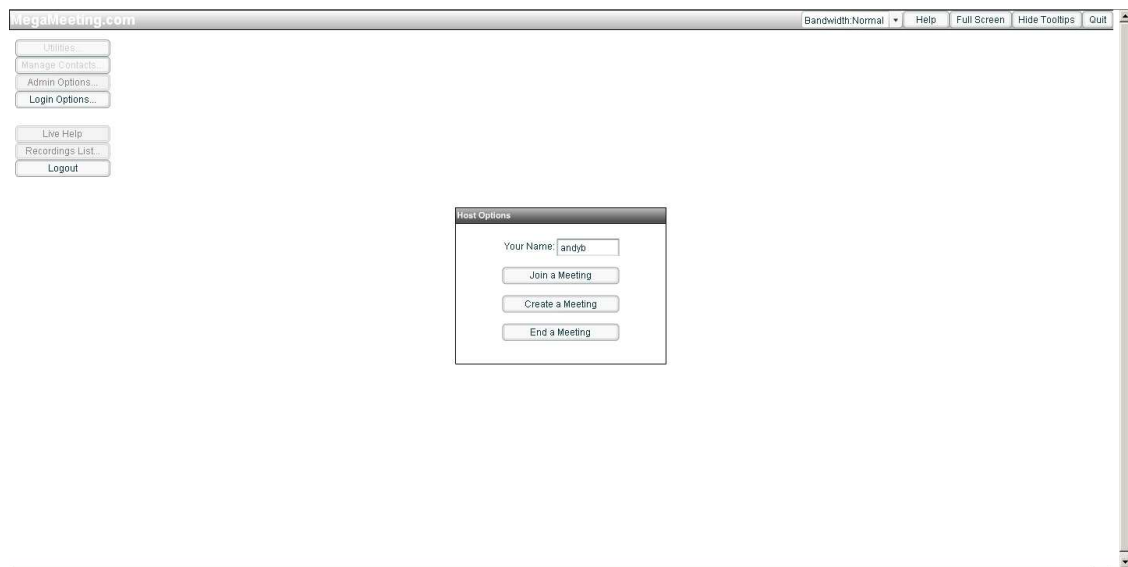
[Note: Make sure there is no 'www' or the URL will not work! Once loaded click the "Agree" button to continue.]



- Click the "Host" button to continue. Logging in as a "Host" allows you to create meetings. Your meeting participants will click the "Guest" button as this will allow them to be a participant in your conference.

- Enter the User Name and Password that was created when your account was established. Click the "Login" button. If you have forgotten your password, click the "Forgot Password" button and you will receive an Email with your login credentials.

Section 3: The Host Options Screen and Functionality



1) Your Name Field

On the Host Options screen, you may enter your name in the 'Your Name' field (the field will have the default name of your login username). What you enter in this field will appear on your Video Window in the meeting.

Below are the following options for your Conferences:

- Join a Meeting (Join a previously created meeting)
- Create a Meeting (Create a new meeting)
- End a Meeting (End a previously created meeting)

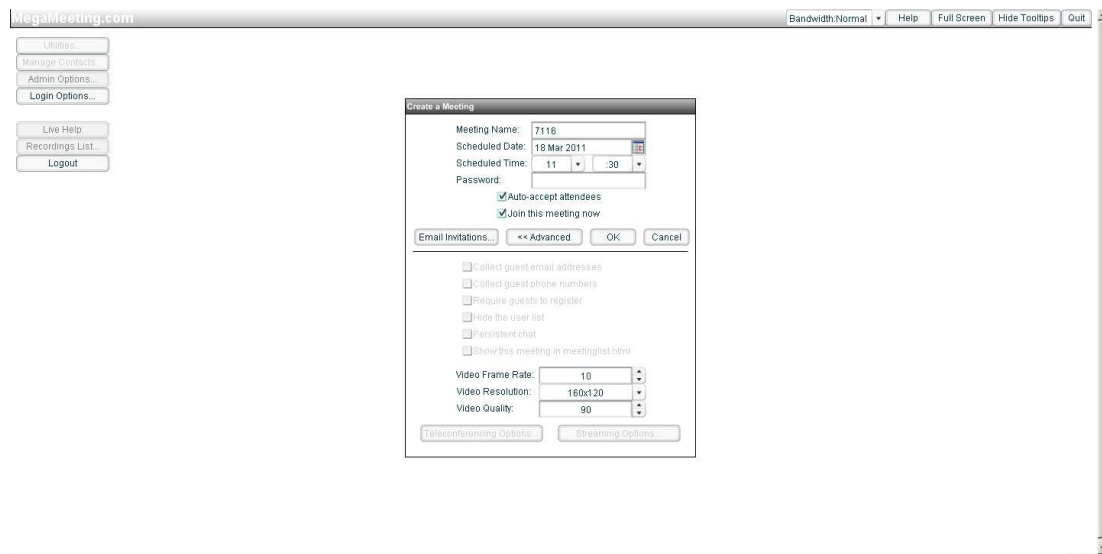
2) Join a Meeting

You can reuse any meeting you have held in the past by simply selecting it from this dropdown list and clicking the 'Join' button. Meetings will retain all the parameters you originally set them up with, but do not store information or remember who attended last.

3) Create a Meeting

Note: You may only have ONE active conference with a Personal Account. If you wish to have concurrent or multiple saved meetings please contact us to learn more about the Professional Package.

To create a meeting and start it immediately, type your meeting name and then click the "Create a Meeting" button. All the features below are optional, use them to enable optional features or disable features you don't need.



Basic Parameters:

Meeting Name: This is the name of the meeting. A randomly generated number will be automatically placed in this field but can be changed to what you like. [Note: There are no spaces allowed in the name field]

Meeting Date and Time: You can specify a date and time using these fields. To pick a date, click the Meeting Date calendar icon. To pick a time, click the Time field and type the time in. You can also change the time zone by simply typing it in.

Password Field: For additional security you can add an optional password to your rooms, which the attendee will be required to enter before participating in the video conference.

Auto Accept Attendees: By having this box checked it will bypass asking the Host of the conference if an attendee can join or not. With this engaged guests can join the conference without a Host being present.

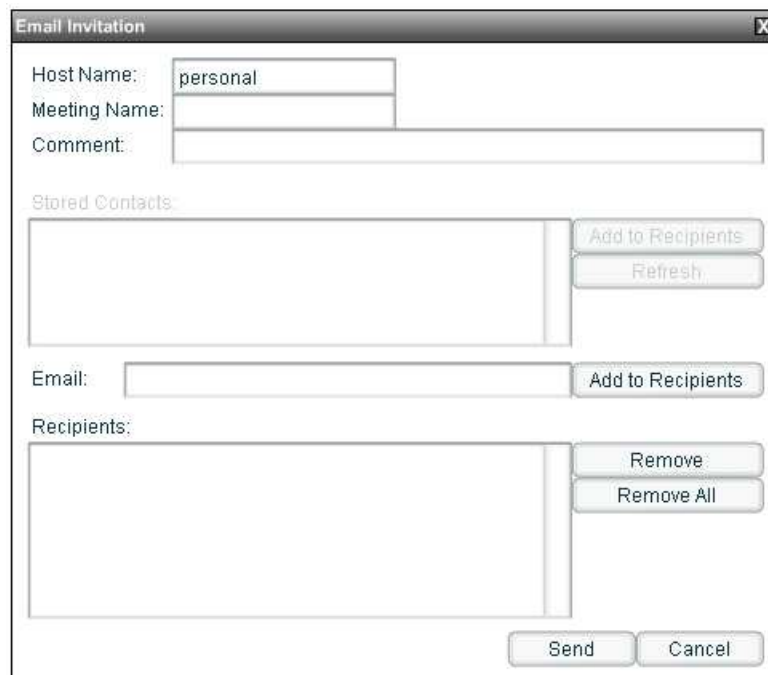
Join this meeting now: Uncheck this box if do not wish to be placed in your conference after clicking the 'ok' button.

Advanced Options:

WHY CAN'T I USE ALL THE FEATURES?

You may notice that some of the features are grayed out and give you the message above... This is because these features are not part of the Personal product. These are advanced features **ONLY** available in the Professional Product and are unavailable to Personal clients. If you are interested in upgrading to Professional please give us a call at 1-877-634-6342 or visit www.megameeting.com/professional.html for more information!

Email Invitations: The invitations panel is used for meetings either at a future date or ones you are about to create. It pulls the parameters you set in the previous screen and places them in an email with a link to your meeting.



The screenshot shows a dialog box titled "Email Invitation" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Host Name:** A text input field containing the word "personal".
- Meeting Name:** An empty text input field.
- Comment:** A larger empty text input field.
- Stored Contacts:** A list box that is currently empty. To its right are two buttons: "Add to Recipients" and "Refresh".
- Email:** A text input field. To its right is a button labeled "Add to Recipients".
- Recipients:** A list box that is currently empty. To its right are two buttons: "Remove" and "Remove All".
- At the bottom right of the dialog are two buttons: "Send" and "Cancel".

If you are entering an email invitation by hand, simply put the participant's email address into the box to the right of Email field and click "Add to Recipients". After you have entered all email addresses that you wish to have receive an email invitation, click the Send button at the lower right hand corner of the screen.

All of the parameters that you set in the previous screen (Date, Time, Etc.) are all pushed into an email invitation that you can send to your Participants. This email will contain all the information they need to join your room and when they should join as well.

What are the Stored Contacts?

With the full Professional Product you are able to store emails for later use (instead of having to add them one at a time each time you send invitations) This advanced feature is ONLY available in the Professional Product. If you are interested in upgrading to Professional please give us a call at 1-877-634-6342 or visit www.megameeting.com/professional.html for more information!

4) End a Meeting

Choose the meeting you wish to delete from the 'End a Meeting' list. This will permanently delete this meeting.

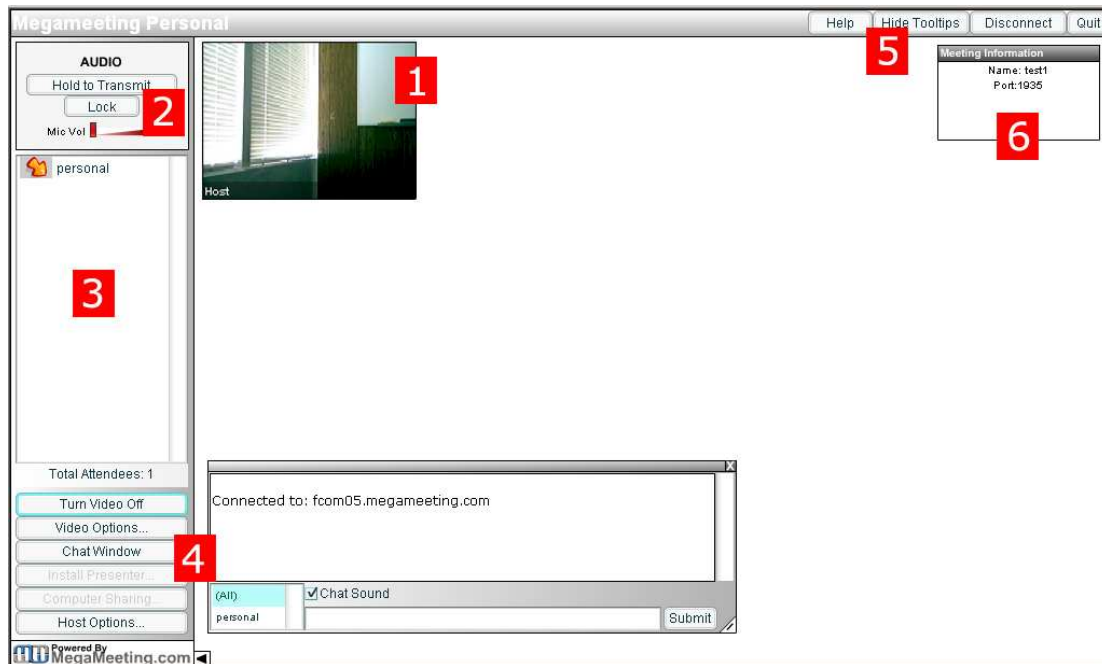
5) Logout

Click this to log out to the Guest/Host screen.

Section 4: Video Windows, Audio and General Functionality

Once the conference is loaded, you may get prompted with a Flash Player Settings message. Simply press 'allow' to allow the player to access and display your video camera settings.

(Make sure to click 'allow' even if you don't have a web camera on your computer, as this will also make sure you have the ability to use the video functionality!)

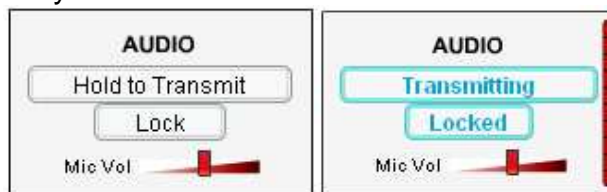


1) This is the default position for your video window. You can click and drag this window anywhere on the screen.

In the lower left corner on the video window will be the username you entered from either the Host Options screen or in the username field if you logged in as a Guest. In the lower right corner of the video window is a small triangle you can click and drag to resize the window as you see fit, to reset and lock simply press the lock button to the left of the triangle.

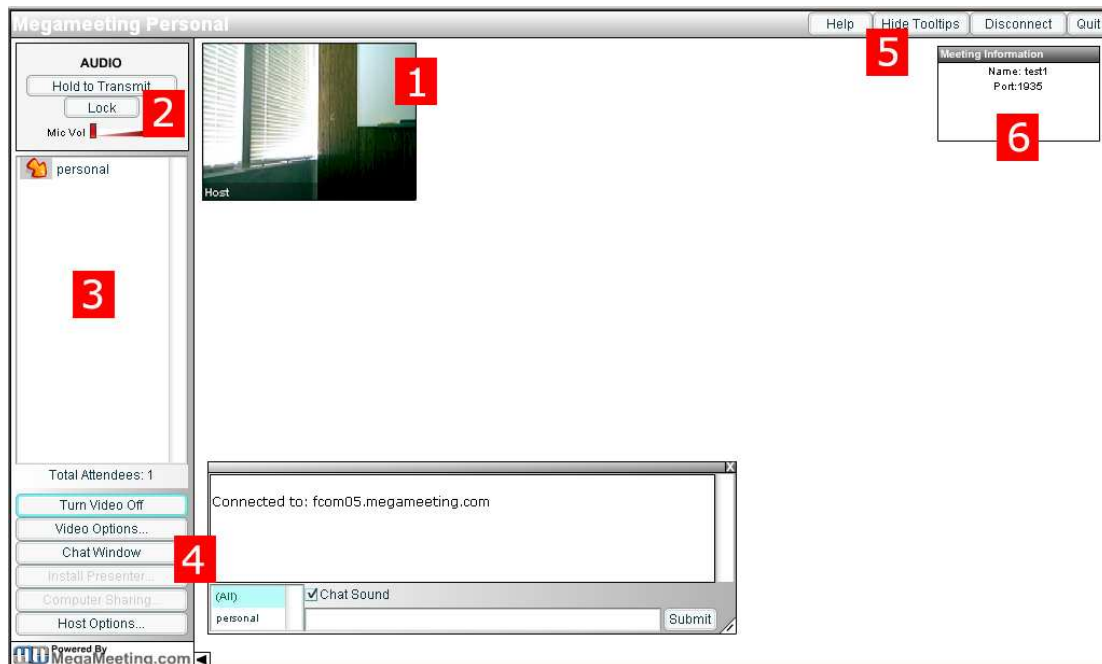
You can toggle your video feed off and on using the 'Turn Video On/Off' button in the lower left of the screen.

2) This is your Voice Over IP audio box. This is set by default with the standard hold-to-talk 'Hold to Transmit' button which by pressing and holding allows you to transmit audio to everyone in the conference.



By clicking the 'Lock' button you are opening your audio up to 'full duplex' audio, which means you may speak freely and receive audio freely without the need to press the 'Transmit' button. Locking audio is only recommended when you and your participants are using headsets and not communicating with external speakers.

(It is strongly recommended that you use a headset with a built in microphone when using the VOIP function in MegaMeeting, as a headset eliminates and pre-empt the problems associated with internet audio such as looping and echoing. If you are experiencing a large number of problems, we recommend switching all users in the meeting to a headset configuration.)



3) This is your User Name List, where you can see the names of all the Participants in your current conference. To the left of each person's name are icons that serve as visual references as to their standing in the room: An orange arrow denotes the HOST of the room, while a small camera or microphone icon denotes what that Participant is currently transmitting to the room.

4) These are the main functionality for the room:

- Turn Video On/Off = Use this to toggle off and on your video feed.
- Video Options = Use this to adjust the settings of your video feed
- Chat window = Toggle off/on the chat window that appears to the right
- Host Options = See Section Below

5) These buttons are for accessing help, toggling the tooltips and disconnecting (as a host only) or quitting from the room completely.



6) This is the Meeting Information Box that holds the name of your meeting.

Inviting People into Conference

To invite additional users into your conference, simply click the 'Invite' button and fill in the information in the fields. It will show your name, a comment field and the guests name and email address. Once you add the names you wish to invite, simply click the 'send' button to send out those email invitations.

A screenshot of a dialog box titled 'Email Invitation'. The dialog box has a title bar with a close button (X). It contains several input fields and buttons. The 'Host Name' field is filled with 'personal'. The 'Meeting Name' and 'Comment' fields are empty. Below these fields is a section labeled 'Stored Contacts' with an empty list box and two buttons: 'Add to Recipients' and 'Refresh'. Below that is an 'Email' field with an empty input box and an 'Add to Recipients' button. At the bottom of the dialog is a 'Recipients' list box, which is empty, with two buttons: 'Remove' and 'Remove All'. At the very bottom of the dialog are two buttons: 'Send' and 'Cancel'.

NOTE: The amount of guests is limited by the amount of seats that you purchased

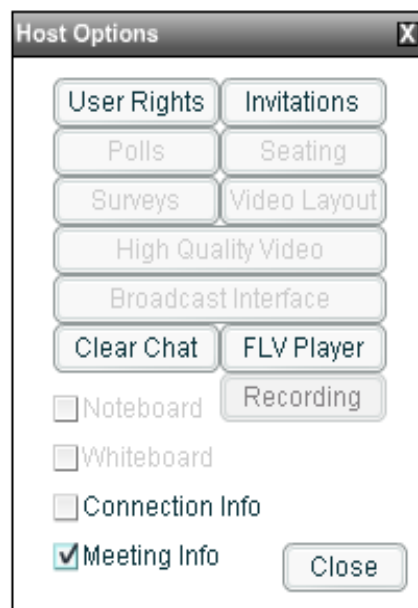
The following invitations panel is used for meetings either at a future date or ones you are about to create. It pulls the parameters you set in the previous screen and places them in an email with a link to your meeting. This is sent out to all those you either enter by hand, or by using the contacts list.

Simply put the participant's email address into the box to the right of Email field and click "Add to Recipients". After you have entered all email addresses that you wish to have receive an email invitation, click the Send button at the lower right hand corner of the screen:

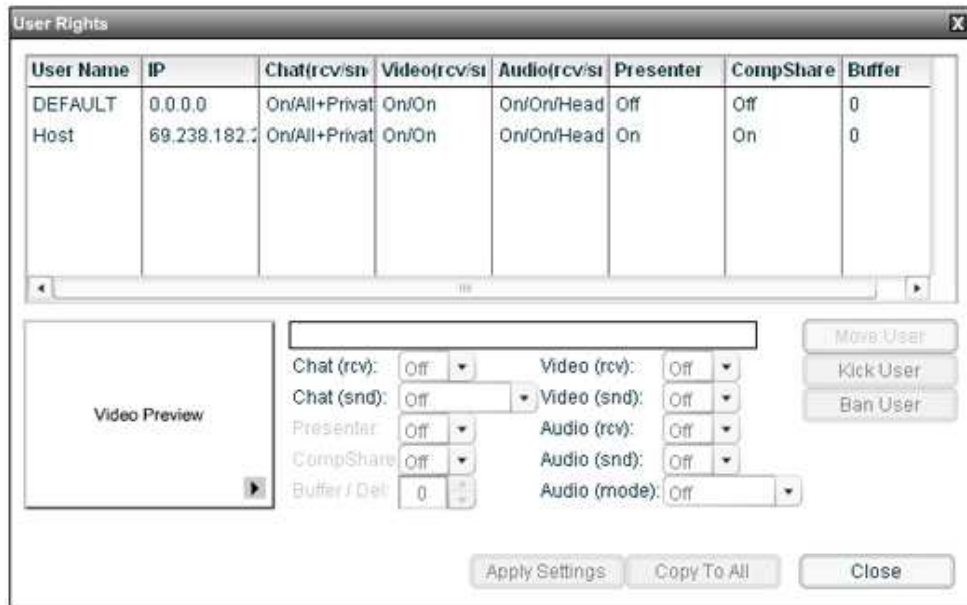
What are the Stored Contacts?

With the full Professional Product you are able to store emails for later use (instead of having to add them one at a time each time you send invitations) This advanced feature is ONLY available in the Professional Product. If you are interested in upgrading to Professional please give us a call at 1-877-634-6342

The 'Host Options' Button



User Rights - As the Host of the conference, you have the ability to control what the Guests transmit to the rest of the group. You simply click the name of the Guest on the right, then drop the lists on the left down to either 'off' or 'on', depending on what you want them to have accessible to them.

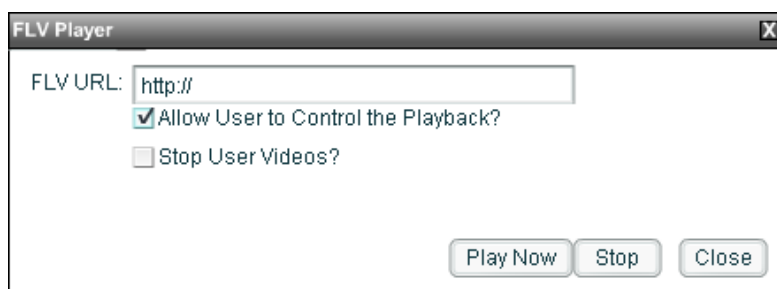


By selecting the 'DEFAULT' user, you are setting the parameters for all the Guests that are about to join your conference, but have not joined yet. For example, logging in a few minutes early and setting the Video to 'off' on the DEFAULT user will ensure that any Guests that login will have their ability to send or receive video off when they enter the conference.

Invitations - Same as description ABOVE, only now you are inside a conference

Clear Chat – Clears the Chat Window History

FLV Player –



Allows you to upload an FLV file to the meeting.

FLV URL: Enter a URL for an FLV file to play in your meeting.

Allow User to Control the Playback: People watching the FLV video will have a pause button when this checkbox is checked.

Stop User Videos?: Click this checkbox if you want to turn off everyone's camera image while watching the FLV video.

Play Now: Starts playback of FLV video.

Stop: Stops playback of video.

Close: Closes the FLV Player window.

The files you play through this player must be uploaded to a website and must have a specific URL, otherwise, the FLV Player will not work.

- Supported filetypes - .flv, .f4v, .f4p, .f4a, .f4b, .mov, .mp4, .m4v, .m4a, .3gp
- PLEASE NOTE: MegaMeeting.com does not endorse, nor support any of the third party websites or third party software mentioned in this article!

If you have a video that is not in one of these formats, you will need to convert your video to one of these formats. The most common formats are FLV, MOV, and MP4. Here are some links for conversion software - <http://www.rivavx.com/index.php?encoder&L=3> and <http://www.flv-converter.org/> - once again, please note that these are pieces of software that are not in relation with nor supported by MegaMeeting.

Once your file is in the correct format, you will need to upload the file somewhere on the internet.


- If you host your own website or have access to the company that does host your site, the best thing to do is to upload the video there. After all is said and done, you will have a direct hyperlink to your video. This is the hyperlink you would paste into the FLV Player.
- If you do not want to host this video on your website, you will have to find another place to host it, as MegaMeeting cannot play the video directly from your computer. Most websites that host FLV videos will charge a fee to do so, however if you have a photobucket account, you can also use them to host your FLV video, at no cost at the time this document was written. You can check out photobucket here - <http://photobucket.com/>
- Once hosted, you will paste the direct link to the video in the FLV Player.
- You need to put the FULL path in the FLV URL (E.G: <http://www.mysite.com/video/myvideo.flv>)

If you have any questions, please call our technical support line – (818) 783-4311, ext. 1

Connection Info - The Ping is the amount of milliseconds it takes for the Host's computer to communicate with our servers (1000 Milliseconds = 1 Second). Generally, the number will jump anywhere between 40 and 1000; this is the normal range. If the number reaches or exceeds 2000 for more than 30 seconds, it is an indication that the Host's connection is of substandard quality and may effect the conferencing experience of all Guests in attendance.

Meeting Info - Toggles off/on the Meeting Information Box in the upper right corner

WHY CAN'T I USE ALL THE FEATURES?



The screenshot shows a 'Host Options' dialog box with several buttons: 'User Rights', 'Invitations', 'Polls', 'Seating', 'Surveys', 'Video Layout', 'Video', and 'Interface'. The 'Video Layout' button is highlighted with a yellow border, and a tooltip message is displayed over it. The tooltip text reads: 'This feature is available in Professional and Enterprise editions only.' Below the buttons, there are three checkboxes: 'Note Board', 'Connection Info', and 'Meeting Info' (which is checked). A 'Close' button is located at the bottom right of the dialog box.

You may notice that some of the features are grayed out and give you the message above... This is because these features are not part of the Personal product. These are advanced features ONLY available in the Professional Product and are unavailable to Personal clients. If you are interested in upgrading to Professional please give us a call at 1-877-634-6342 or visit www.megameeting.com/professional.html for more information!

**This concludes the MegaMeeting Personal Users Document.
Thank you for choosing MegaMeeting.com!**