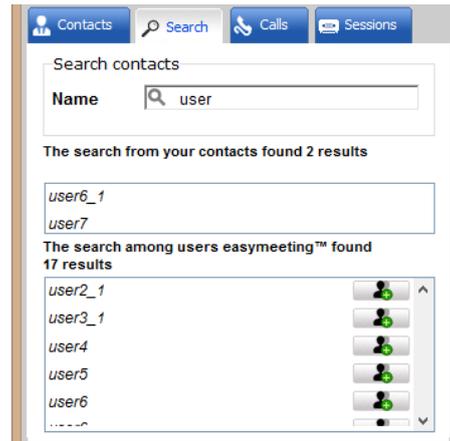# Feedback

easymeeting™ S quick guide

Windows and Mac releases

At the end of installation procedure, enter your **username and password in the easymeetingOnCall** Instant Messaging agent.

Once logged in, move on the *Search* tab and look for your contacts by typing their name in the search bar. Select them and click on the Add button to insert them into your Contacts list.

Now go back on the *Contacts* tab, select one or more users, then:

CALL click to **start a videoconference** 🔵 or an **audioconference** 🔵 (as Supervisor)

💬 click to **chat** and **send files**

📅 click to **plan your next meetings** using the easymeeting™ Scheduler

👥 Click to enter in an existing videoconference room using the easymeeting™ Client

When your PC/MAC starts up, easymeetingOnCall launches automatically: when it is running, a small icon is also displayed in the Windows tray bar. You can always open the easymeetingOnCall window by double clicking on this icon, which is located at the right bottom of your screen, near the system's clock.
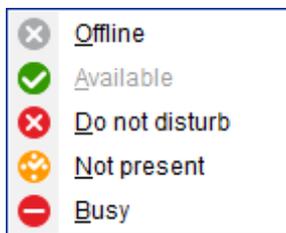
You can change your **status** from the drop-down menu, selecting among Available, Not present and Do not disturb/Busy. If the user is offline the icon is *grey*, while the *blue* one represents a user engaged in a videoconference.

Incoming call
Topic: *marketing*
From: *Richard Meyers*

When someone calls you or sends you a message on easymeetingOnCall, an alert sound plays and a notification windows appears at the bottom right of your screen. You can **accept the call** (green button) or decline it (red button), or you can click on the message notification to start chatting.

Whenever you miss a call, two alert icons are displayed at the bottom of the easymeetingOnCall interface: double click on the related symbol to log in the conference or open the text message.

To **add one or more users into an already started conference**, select them in your Contacts tabs, press the right button of your mouse and click on **"invite in current conference"**.

Now, let's see the main functionalities that you can use **during an easymeeting™ videoconference**.

Booking Request (Normal Users)

As a first step, please consider that only users on High Quality Channels can interact in audio and video.
Note: If you are in the "Users Window" box, you will be able to attend the meeting and listen to the speakers interacting in the High Quality Channels, but you won't be able to speak and be heard from the other participants.
In order to be activated on a High Quality channel, a normal user must click on the "Booking Button" (image on the right) and wait for the Supervisor to activate him/her (the conference Supervisor is the one who started the meeting).

How to activate a user (Supervisor only)

Once received a booking request, the Supervisor can easily activate a user on an HQ Channel with a right click: after selecting the user's picture from the "Users Window" box, the Supervisor can right click on it and select the destination channel. Alternatively, **he can select the user's picture from the "Users Window" and drag & drop it to the desktop**. The reverse drag & drop (from the Full-Duplex channel to the easymeeting™ background) will disable the user and replace him in the Users Window box.

How to communicate with the easymeeting chat

You can interact via chat with all meeting's participants, both with the ones in the High Quality Channels and with the ones in the "Users Window". To activate the chat box, just click on the toolbar icon showed on the right. You can either write messages to all participants, selecting "All" from the list, to a single participants, or to multiple users by using the CTRL button and selecting one by one the receivers. Then type your message and press "Enter" on your keyboard.

How to send a file

When you want to send a file:

1. Select the file by clicking the icon shown on the right. A browser window will open. Otherwise you can select a file from a PC folder and "drag & drop" it to the easymeeting™ background;

2. After selecting the file, you can send it to every participant by clicking on the icon "**Send selected file**" (see image on the right).

For a better use of easymeeting, we recommend you avoid sending files a larger than 5MB.

*Note: Once delivered, the file will open automatically in the "Document Window" to every connected users. If the file does not open automatically, open it by: Locate "**Messages from the server**" box → Select "**Sent file**" tab→ double click on the "**File name**".*

How to synchronize Power Point slides[1]

You can send a PowerPoint presentation and synchronize it to every participant as a speech support. After sending the PPT, select the desired slide and click on the "**Synchronize PowerPoint**" icon, so that every connected user will see this slide. If some users don't have PowerPoint, you can synchronize throught a Jpeg mechanism.

---

[1] *Depending on your O.S., easymeeting has different features enabled. Click here for more details.*

How to use the whiteboard[2]

The **Whiteboard** allows users to cooperate by drawing, underlining or writing on the "Document Window" while all the attendees can see the same action all at once. If a document is opened, users can draw on it. Each user can activate the whiteboard by clicking on the "Whiteboard" icon and all actions will be shown to the connected user. Right click on the "Documents window" to see the Whiteboard Menu and select different colors, fonts, shapes.
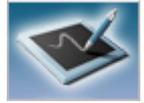
Screenshare

If you are the supervisor, you can share a portion of your desktop to the other users by clicking on the **Screen Share** icon from the toolbar. Otherwise, by right clicking on the same icon, you can decide which particular applications to share, or the ones not to be shared.
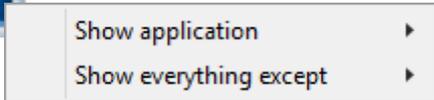
Once activated, other users will receive images from your desktop and they will be able to see every action inside it.

*Note: as Supervisor you can also delegate someone else to share his desktop: right click with the mouse on user's image and select "**Give power of screen share**".*

Make someone interacting on remote screen
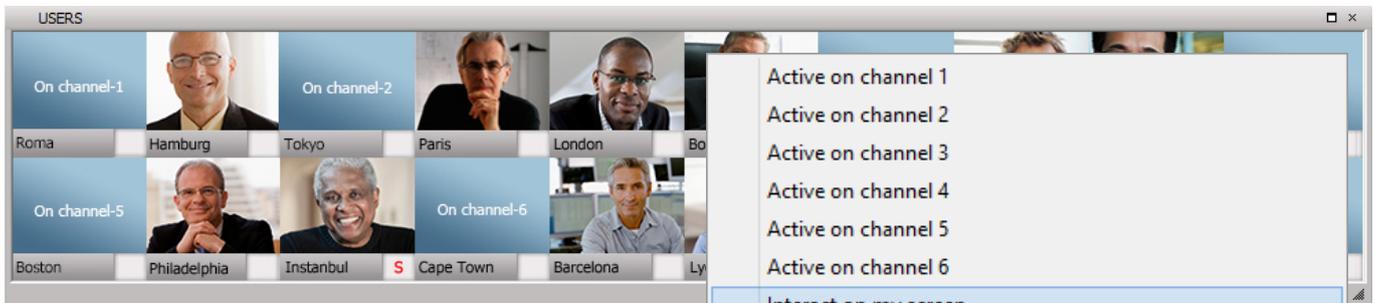
If you're sharing your desktop, you can also make someone else interacting on your screen: right click with the mouse on user's image in the "Users Window" box and select "**Interact on my screen**".

In this way the other user can directly modify the documents/application on the shared area. To take back the control of the area, click on the user's image and select "**End interact on my screen**".

How to record a session

Using this feature, you can record any content of an easymeeting™ session: audio, video, data, chat, screen share, videolearning and, generally, every exchanged document.

To start recording, just click on the icon at the right. Due to privacy reasons, a red dot in the User Window box will inform other users that the session is being recorded.

By default the file will be saved as Session-aaaa-mm-gg-hh-mm-ss-mmss.ivc (IVC extension in the default destination folder will be C:\ProgramData\Easymeeting\Client\Session.

To stop recording, click on the same icon.

To play a recorded meeting, open the IM easymeetingOnCall, select "Sessions" tab and double click on the line of the conference.

---

[2] *Depending on your O.S., easymeeting has different features enabled. Click here for more details.*