TOMMS VR

User Guide

Version 3.1

HAEDEN BRIDGE
VR/AR BASED IMMERSIVE TELEPRESENCE

HAEDEN BRIDGE
VR/AR BASED IMMERSIVE TELEPRESENCE

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TOMMS WEB

PC Web Guide

TOMMS PC web guide.
You can log in to the TOMMS website and create and modify conferences.

TOMMS Access And Login

Managing Conference (HOST)

Scheduled/Ongoing Conference

Create Conference

Past Conference List

Conference Information

Download

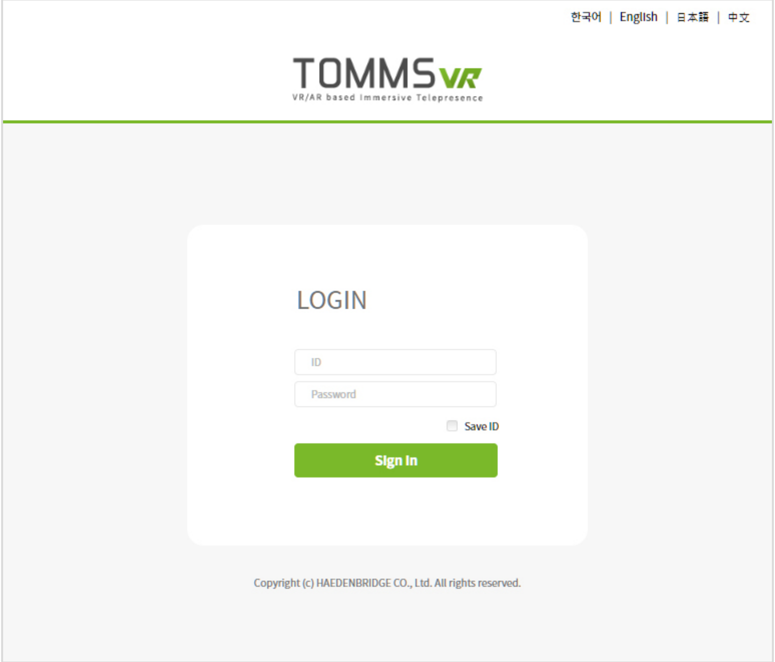
User Information

Announcement

TOMMS Access and Login

To use TOMMS on PC, connection to TOMMS server address is required.
The first time you connect to the TOMMS server, you can log in.

Hint) Please contact the administrator for the server address.


한국어 | English | 日本語 | 中文
TOMMS VR
VR/AR based Immersive Telepresence
LOGIN
ID
Password
☐ Save ID
Sign In
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ID/Password

You can log in to the TOMMS web by entering the pre-registered user ID and password and clicking [Sign In].

Save ID

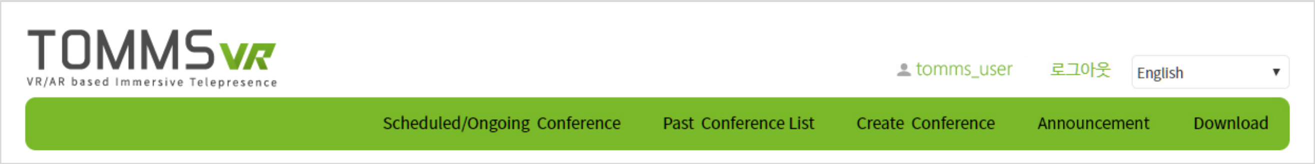
Allows you to save the previously entered ID value at the next conference login.

Language

The language selection at the top of the screen allows you to set the language of the TOMMS web. The language you select will also be available in the PC app.

Managing Conference (HOST)

After entering user ID and password and logging in, the scheduled/Ongoing Conference list appears. You can create, join and modify the conference via the main menu.


TOMMS VR
VR/AR based Immersive Telepresence
tomms_user
로그아웃
English
Scheduled/Ongoing Conference
Past Conference List
Create Conference
Announcement
Download

User Account (tomms_user)

You can view the account information you have logged in to the conference. You can click the account to edit the account information, or you can log out of the conference with [Logout].

Language

You can set the language of the conference site. The language you set applies to all PC apps.

Scheduled/Ongoing Conference

You can view or join scheduled and current conferences. You can also register a document for a conference in advance without having to enter the conference.

Past Conference List

Conference history can be viewed. Users can search past conferences by conference title. Past conferences move to Scheduled/Ongoing conference list for re-use when changing the conference date to today or forth.

Create Conference

You can schedule and host a conference.

Announcement

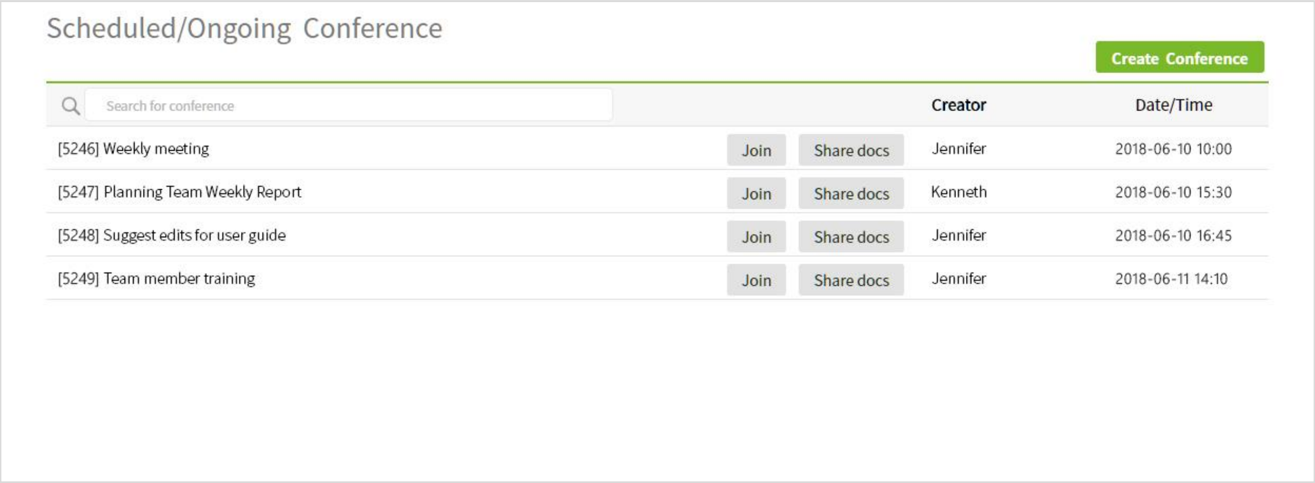
Administrators can post information for all registered users. Administrator can edit, add and delete announcement in this screen.

Download

You can download PC App and other add-on programs.

Scheduled/Ongoing Conference

Scheduled conferences can be viewed. Basically users can see the scheduled/ongoing conferences in case that a conference is created as public or that users are invited. Click on [Join] button to attend the conference.



Scheduled/Ongoing Conference

			Creator	Date/Time
[5246] Weekly meeting	Join	Share docs	Jennifer	2018-06-10 10:00
[5247] Planning Team Weekly Report	Join	Share docs	Kenneth	2018-06-10 15:30
[5248] Suggest edits for user guide	Join	Share docs	Jennifer	2018-06-10 16:45
[5249] Team member training	Join	Share docs	Jennifer	2018-06-11 14:10

Conference Search

To search the conference, type character string of the conference title.

Create Conference

You can create or schedule a conference.

Title

You can view or modify detailed conference information by clicking the conference title.

Join

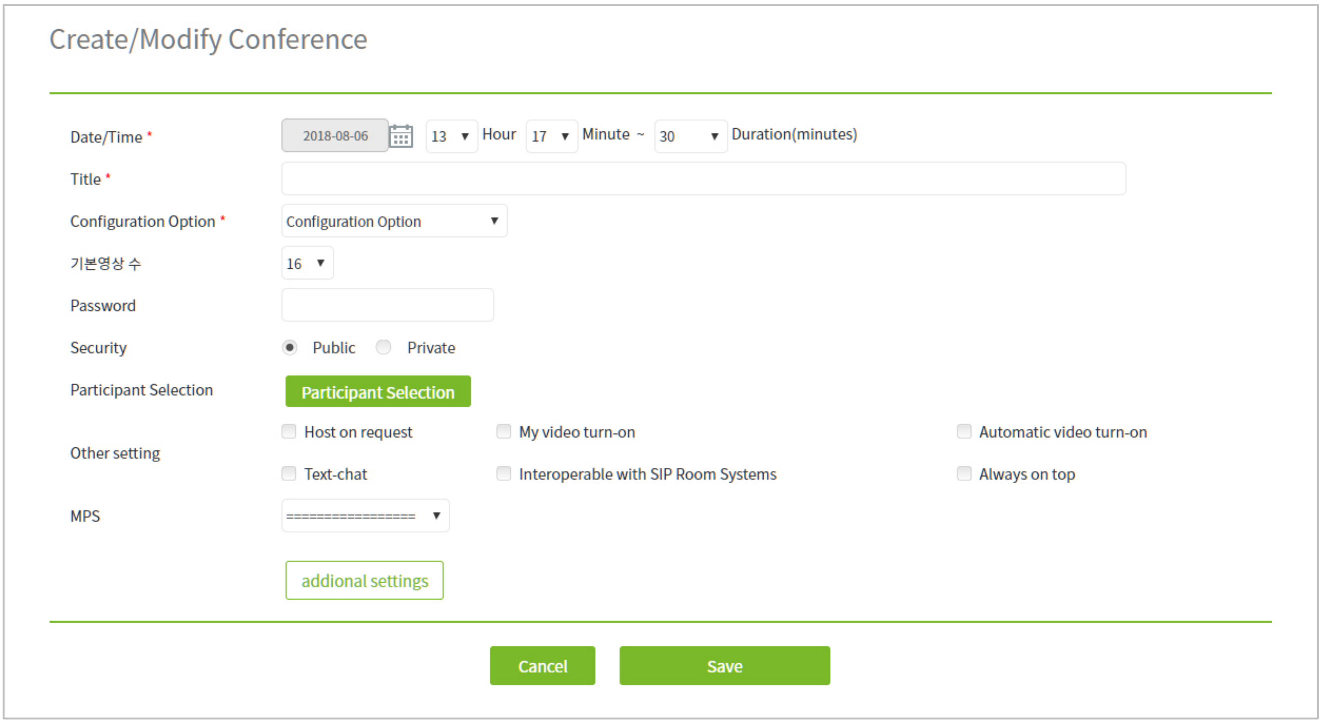
You can join an ongoing conference. Upcoming conferences are not allowed.

Share docs

Document contents including MS Office, image and other printable files should be converted and uploaded onto CSS(Contents Sharing Server) before a conference gets started so that participants can see all of them in the content list window when they enter the conference room.

Create Conference (1)

You can host a conference in conference Calendar or from the menu [Host]. Users with host privilege are only allowed to host a conference. Items marked with * are required.



Create/Modify Conference

Date/Time * 2018-08-06 13 Hour 17 Minute ~ 30 Duration(minutes)

Title *

Configuration Option * Configuration Option

기본영상 수 16

Password

Security ● Public ○ Private

Participant Selection

Other setting ☐ Host on request ☐ My video turn-on ☐ Automatic video turn-on ☐ Text-chat ☐ Interoperable with SIP Room Systems ☐ Always on top

MPS ================

Date/Time

Click on calendar icon to set the date from popup calendar and select hour and minute.

Title

Type conference title.

Configuration Option

- **Configuration Option**
  Select pre-defined video quality option. Select the appropriate option considering video quality and number of frames (fps).

Password/Security

It is conference room password. If it is set, users should type correct password to participate in the conference.

Create Conference (2)

addional settings

[additional settings] allows you to set various options used in conferences.

Participant Selection

Select conference participants. If needed, a host can assign host privilege to participants. Administrator manages members in [Member Management], adding, modifying and deleting their information

- **Name/ID Search**
  You can search for members by using the search box at the top of the member list. You can search for members by member ID.
- **Department**
  When you select an department name, users appear in the Search Results window.
- **Add selected**
  If you check users and click [Add select], they are added to the participant window and designated as conference participants. Selecting and adding removed users will be excluded from the participants.
- **Primary Speaker**
  Primary speakers take the priority of video over other participants when speaking under the voice-activated switching environment.

Other setting

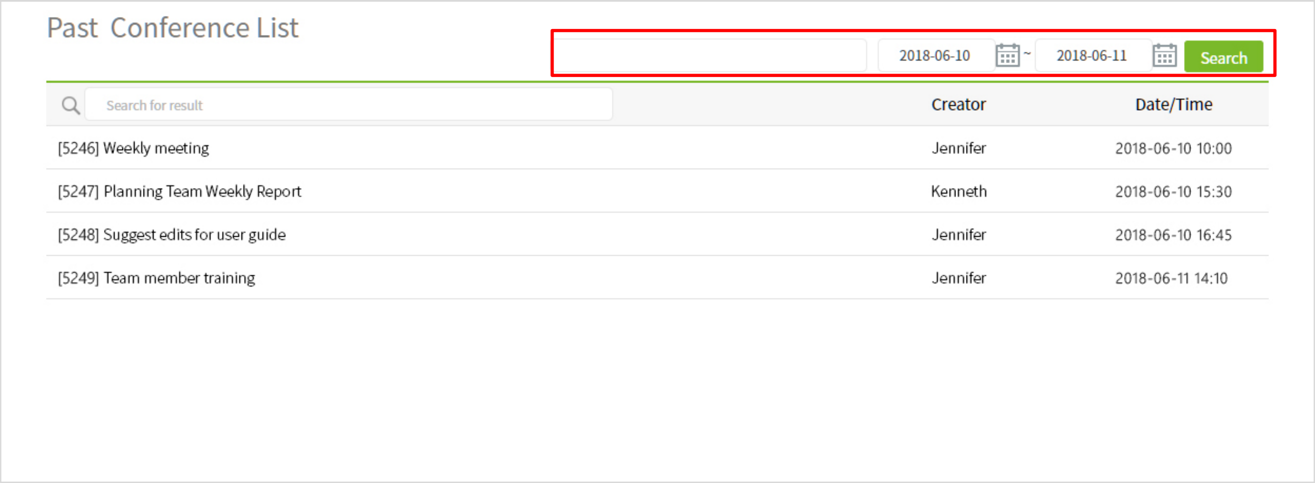
- **Host on request**
  Any participants can take the host privilege freely when checked.
- **My video turn-on**
  Any participants can turn on their own video/audio when checked.
- **Automatic video turn-on**
  Participants' videos are turned on automatically as participants enter the conference room when checked.
- **Text-chat**
  Any participants can join text-chat when checked.
- **Interoperable with SIP Room Systems**
  Users with external video conference device or software can be invited when checked.
- **Always on top**
  TOMMS client program stays on top of the PC Windows for conference screen not to be distracted by other applications.

MPS

Select MPS(Media Processing Server) for the conference.

Past Conference List

conferences hosted in the past are listed as history. Administrator and host can view, modify and delete the conference information by clicking on conference title. If they modify date and time, conference information can be reused.



	Creator	Date/Time
[5246] Weekly meeting	Jennifer	2018-06-10 10:00
[5247] Planning Team Weekly Report	Kenneth	2018-06-10 15:30
[5248] Suggest edits for user guide	Jennifer	2018-06-10 16:45
[5249] Team member training	Jennifer	2018-06-11 14:10

Search conference

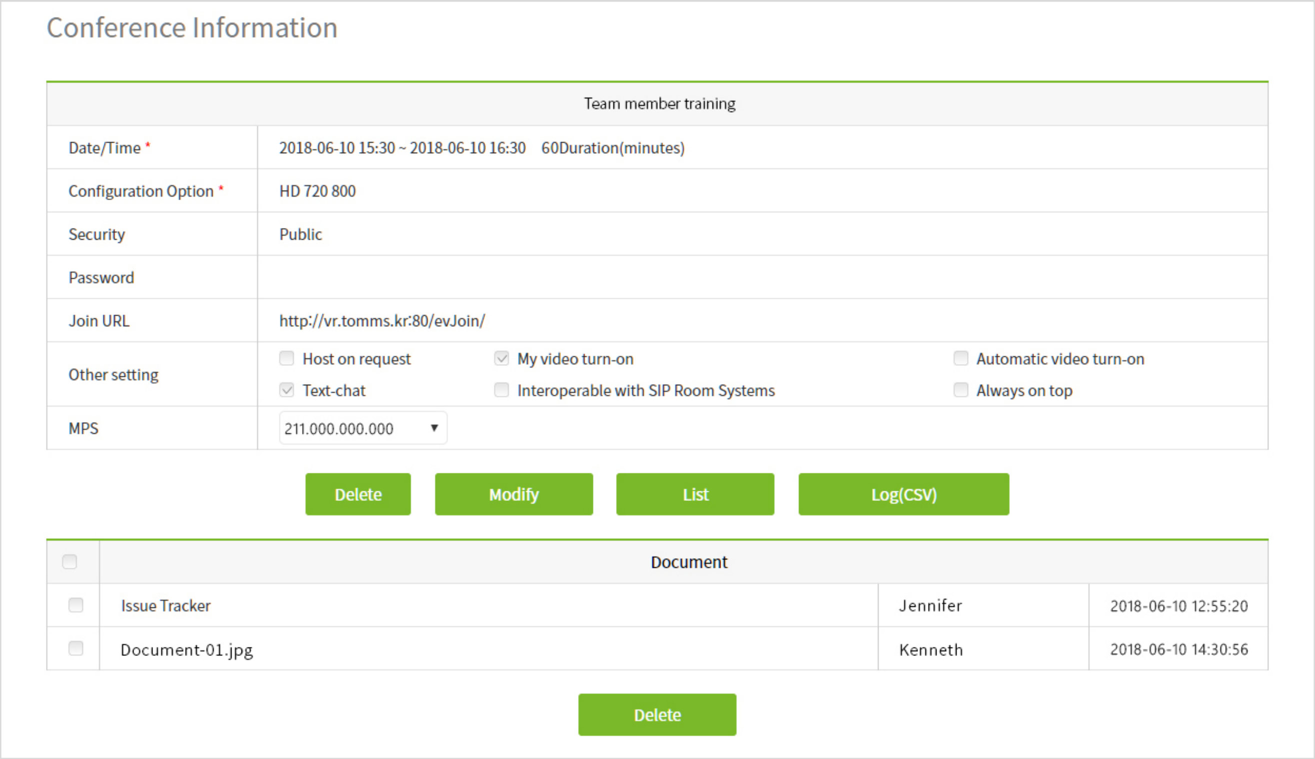
There are two search windows. Upper one is to search by character string included in the conference title and conference period. Lower one is to search within search results by character string in the title.

Title

You can click the conference title to view the conference information, or the administrator or the conference organizer can modify or delete the conference information. If you change the period after the current date, the conference can be recycled by appearing in the list of scheduled/ongoing conferences.

Conference Information

In the conference information screen, administrator and conference host can delete and modify conference information. Every user can view conference information including conference date/time, setting and others.



Conference Information

Team member training	
Date/Time *	2018-06-10 15:30 ~ 2018-06-10 16:30 60Duration(minutes)
Configuration Option *	HD 720 800
Security	Public
Password	
Join URL	http://vr.tomms.kr:80/evJoin/
Other setting	☐ Host on request ☑ My video turn-on ☐ Automatic video turn-on ☑ Text-chat ☐ Interoperable with SIP Room Systems ☐ Always on top
MPS	211.000.000.000 ▼

☐	Document		
☐	Issue Tracker	Jennifer	2018-06-10 12:55:20
☐	Document-01.jpg	Kenneth	2018-06-10 14:30:56

Delete

Click on the button and the conference room is deleted. It is allowed only to system administrator and user who created the conference.

Modify

Click on the button and you can modify the conference information. This function is restricted only to the administrator and user who created the conference.

List

Click on the button to get back to the conference list screen.

Participant status

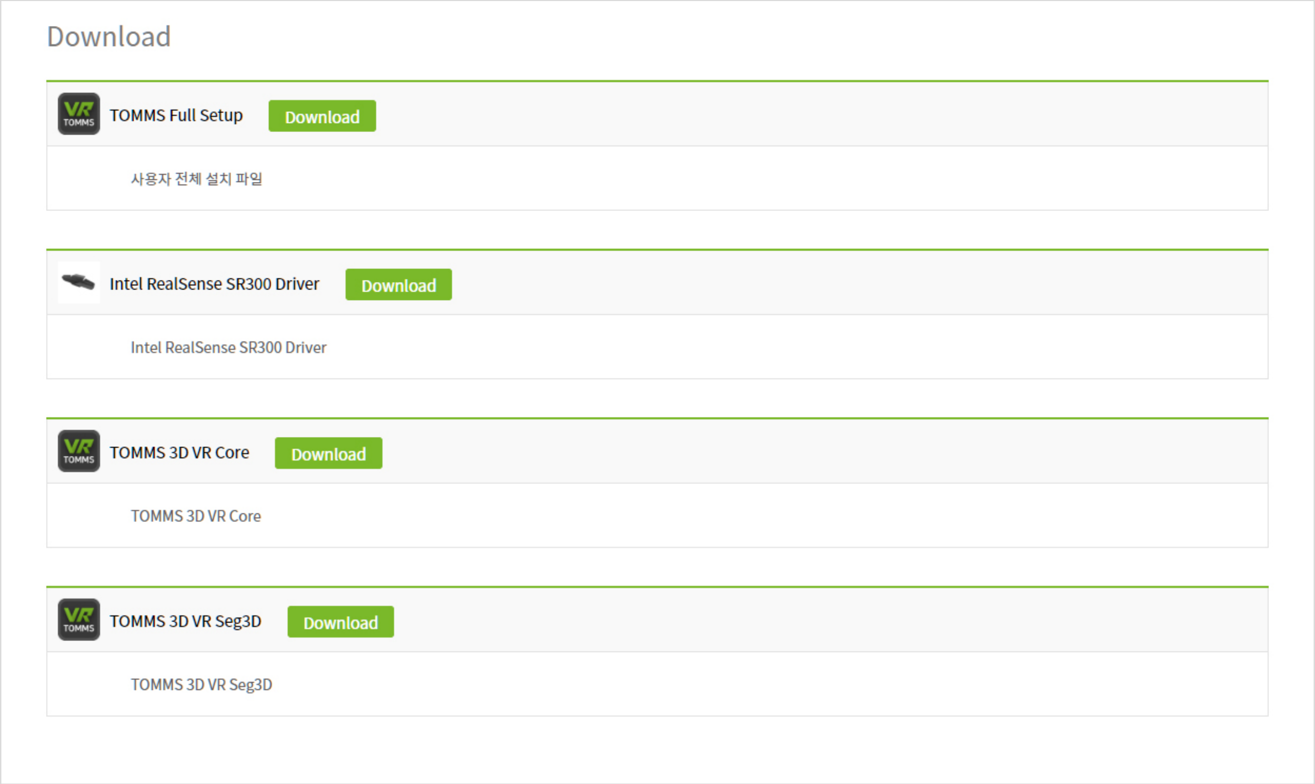
You can download the conference session connection status, the participant's ID, name, connection status, etc. in the form of a .csv file.

Document

Documents/images uploaded for conference are shown along with upload date and user ID. To remove documents/images, check the docs and click on [Delete] button under the document list.

Download

Users can download PC app and user agent programs needed to enter the conference and also other add-on program such as 3D VR.



Download

TOMMS Full Setup Download

사용자 전체 설치 파일

Intel RealSense SR300 Driver Download

Intel RealSense SR300 Driver

TOMMS 3D VR Core Download

TOMMS 3D VR Core

TOMMS 3D VR Seg3D Download

TOMMS 3D VR Seg3D

TOMMS Full Setup

This is a required installer for using TOMMS on your PC.

Intel RealSense SR300 Driver

It is the drive file of the web cam used for 3D VR video conferencing.

TOMMS 3D VR Core

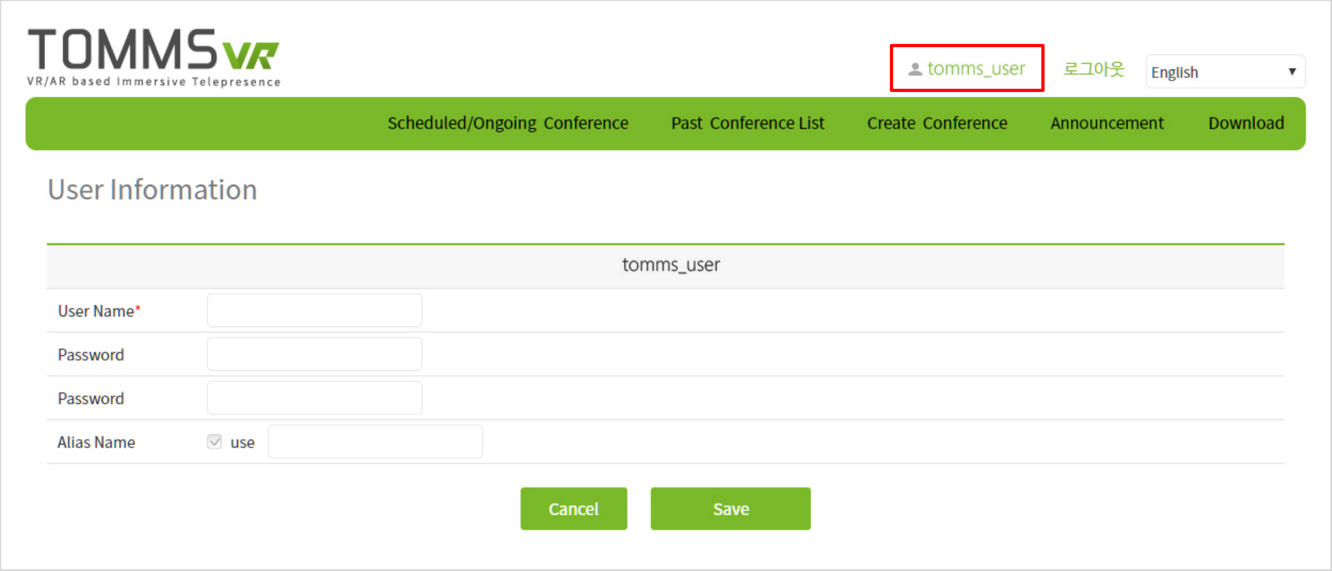
It is a program for conducting 3D VR video conference.

TOMMS 3D VR Seg3D

It is a program for conducting 3D VR video conference.

User Information

Click on user ID on the top of screen and change your information like user name or password.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로그아웃
English
Scheduled/Ongoing Conference
Past Conference List
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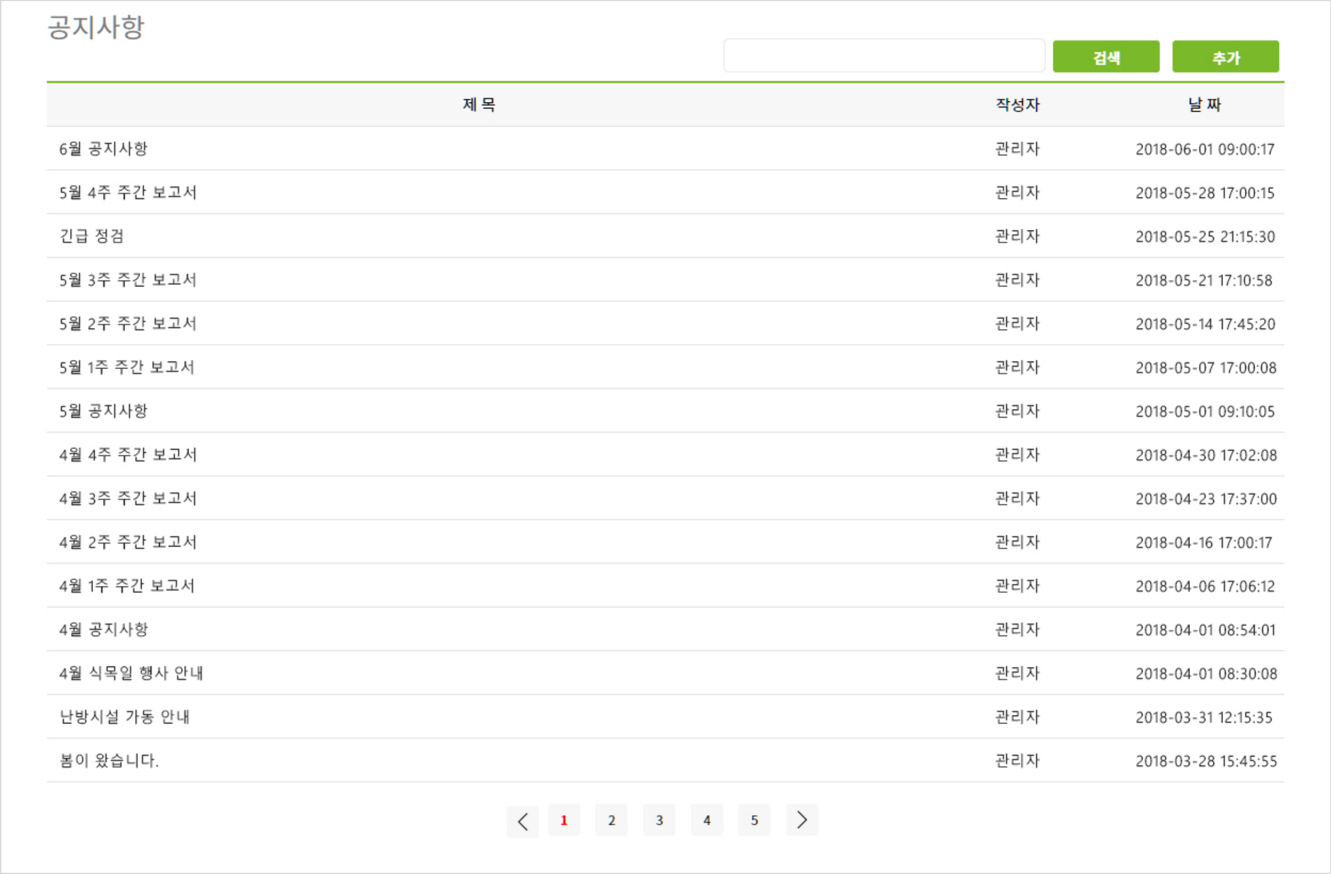
Announcement
Download
User Information
tomms_user
User Name*
Password
Password
Alias Name
☑ use
Cancel
Save

Alias Name

If you check [Alias Name], when you join a conference, it will be displayed as a alias name instead of your user name.

Announcement

Administrators can post information for all registered users. Administrator can edit, add and delete announcement in this screen.



공지사항

제 목	작성자	날 짜
6월 공지사항	관리자	2018-06-01 09:00:17
5월 4주 주간 보고서	관리자	2018-05-28 17:00:15
긴급 정검	관리자	2018-05-25 21:15:30
5월 3주 주간 보고서	관리자	2018-05-21 17:10:58
5월 2주 주간 보고서	관리자	2018-05-14 17:45:20
5월 1주 주간 보고서	관리자	2018-05-07 17:00:08
5월 공지사항	관리자	2018-05-01 09:10:05
4월 4주 주간 보고서	관리자	2018-04-30 17:02:08
4월 3주 주간 보고서	관리자	2018-04-23 17:37:00
4월 2주 주간 보고서	관리자	2018-04-16 17:00:17
4월 1주 주간 보고서	관리자	2018-04-06 17:06:12
4월 공지사항	관리자	2018-04-01 08:54:01
4월 식목일 행사 안내	관리자	2018-04-01 08:30:08
난방시설 가동 안내	관리자	2018-03-31 12:15:35
봄이 왔습니다.	관리자	2018-03-28 15:45:55

TOMMS PC App

PC App Guide

TOMMS PC app guide.
Install the PC app and start a video conference.

User Agent Installation & Client Program Installation
Device Test
Main Screen
Conference Process Overview
Video/Document/Voice Mode
Video Layout/Control
A/V Monitor Window
Mixed Video Setting
Video Switching
Participant Control
Participant Control Menu
Content Share
Rich Content Share : Application Share & Desktop Share
Rich Content Share : Transmit Streaming Video/Audio
Rich Content Share : Transmit External Video/Audio
Full Screen
Chat
Main Menu
Environment Setup
Conference Privileges

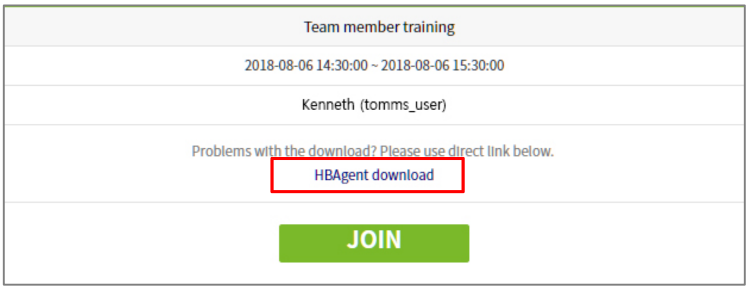
User Agent Installation & Client Program Installation

When you log in moyeee conference Web for the first time and join the conference, you should download and install two programs to join the conference. First one is the user agent which enables all kinds of web browsers like Microsoft Internet Explorer, Google Chrome and Firefox to use moyeee conference.

HB Agent Installation

When participants enter the conference room, they see device test window and make sure if conferencing tools like camera and microphone/speaker work properly. They also can adjust microphone/speaker volume level. After that, each participant can test their devices anytime during the conference, using [Device test] button from Main Toolbar.

When you enter the first conference on the web, you will see a pop-up window where you can install the HB Agent. Click [HBAgent download] to download and install the executable file.

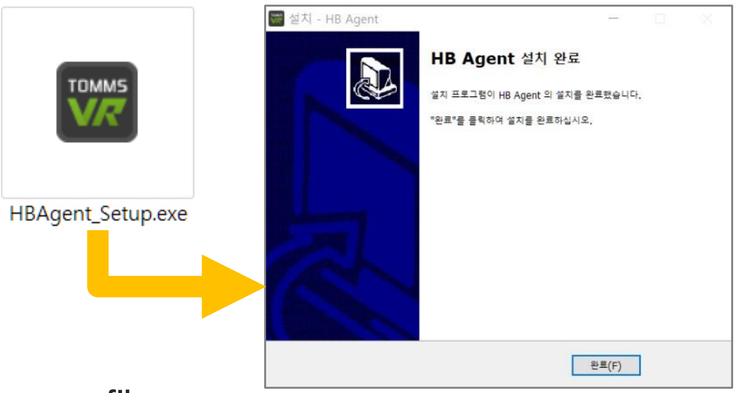


Team member training

2018-08-06 14:30:00 ~ 2018-08-06 15:30:00

Kenneth (tomms_user)

Problems with the download? Please use direct link below.



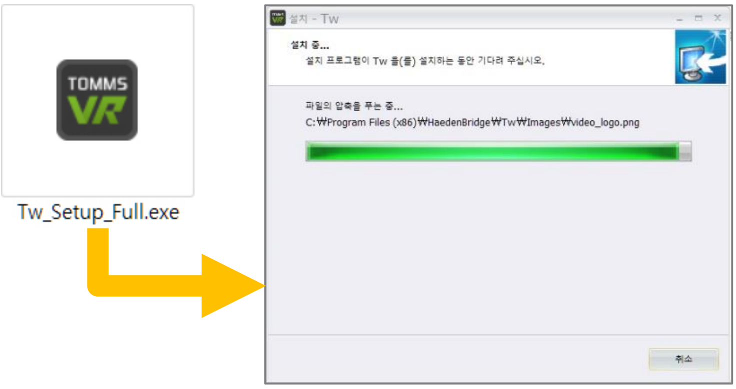
HB Agent 설치 완료

설치 프로그램이 HB Agent 의 설치를 완료했습니다.

"완료"를 클릭하여 설치를 완료하십시오.

Install the TOMMS program files

Download [TOMMS Full Setup] from the [Download] page and install it.



설치 중...

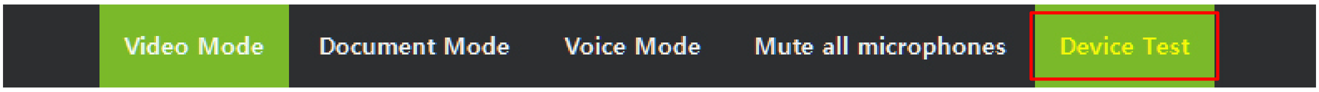
설치 프로그램이 Tw 을(를) 설치하는 동안 기다려 주십시오.

파일의 압축을 푸는 중...

C:₩Program Files (x86)₩HaedenBridge₩Tw₩Images₩video_logo.png

Device Test

You can test conferencing tools like camera, speaker, microphone and adjust the volume level. Click on [Device Test] from the Menu Bar on top of moyeee conference Client program.

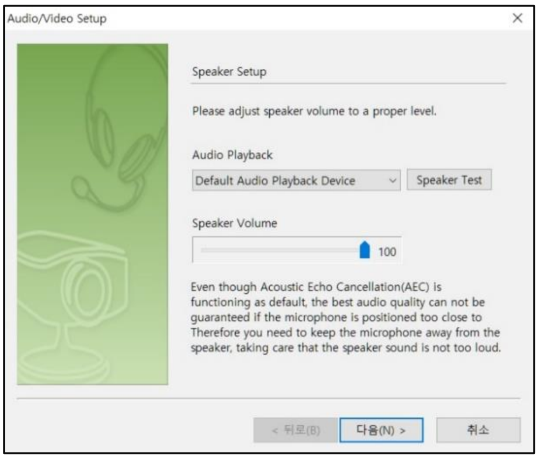


Note) If you proceed [Device Test] during the conference, your video and audio will be turned off and it will turn on automatically when you finish the device test.

1. Speaker Setup

Click on [Speaker Test] button for speaker test and you can hear the test sound. Listening to the sound, move the sliding bar to the left or right to get the proper sound level.

Note) Please refer to Windows operating system's manual for detailed information.



Please adjust speaker volume to a proper level.

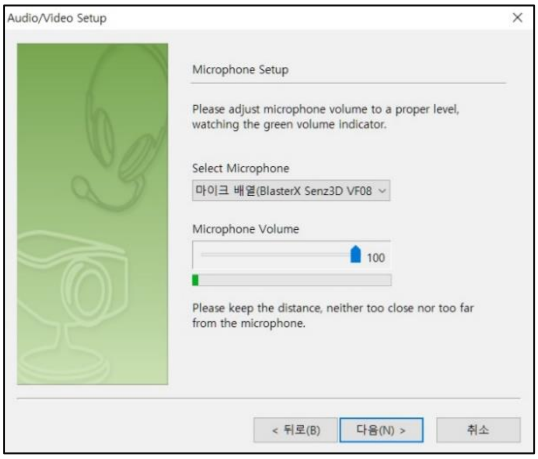
Audio Playback: Default Audio Playback Device

Speaker Volume: 100

Even though Acoustic Echo Cancellation(AEC) is functioning as default, the best audio quality can not be guaranteed if the microphone is positioned too close to Therefore you need to keep the microphone away from the speaker, taking care that the speaker sound is not too loud.

2. Microphone Setup

To test microphone, speak to your microphone and you can see green bar showing the volume level. Listening to your voice, move the sliding bar to the left or right to get the proper level.



Please adjust microphone volume to a proper level, watching the green volume indicator.

Select Microphone: 마이크 배열(BlasterX Senz3D VF08

Microphone Volume: 100

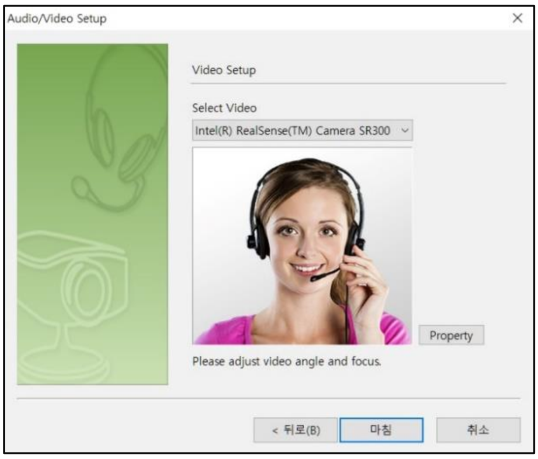
Please keep the distance, neither too close nor too far from the microphone.

3. Video Setup

If it is installed correctly, video image should be displayed as shown below. If the video image is not seen, please click on [Cancel] button to close the window and check the camera/cable connection.

If the video image is dark or its color is not normal, adjust brightness, exposure or color by clicking on [Property] button. You may change the video device from the list box, 'Select Video Device'. Click on [Apply] button after change.

Note) Property control may differ depending on the web camera and software provided.



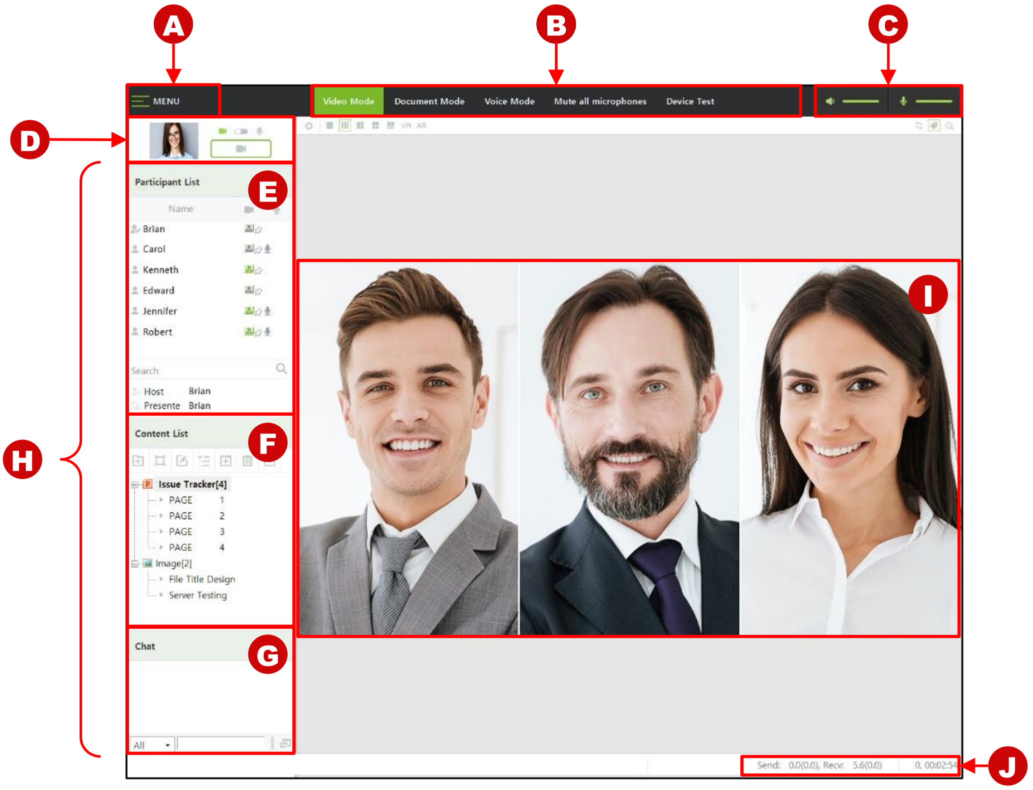
Select Video: Intel(R) RealSense(TM) Camera SR300

Please adjust video angle and focus.

Main Screen (1)

When you start the conference, Video Mode appears as the default screen. In Video Mode, participants' videos appear in the Video/Content Display area as shown below. When you start to share content, it automatically switches to content sharing mode. In the Document Mode, the participant video is displayed on the A/V Monitor Window in a smaller size.

Main screen largely consists of Main Menu, Menu Bar, Control Panel and Video/Content Display. And the Control Panel is a combination of main conference functions like A/V monitor, participant list, Content List and Chat Windows.

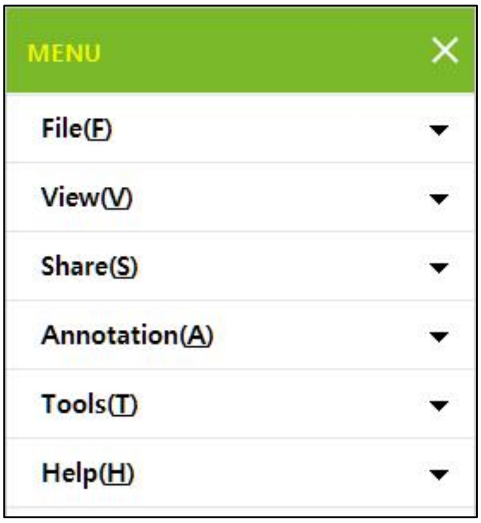

A
B
C
D
E
F
G
H
I
J
MENU
Video Mode
Document Mode
Voice Mode
Mute all microphones
Device Test
Participant List
Name
Brian
Carol
Kenneth
Edward
Jennifer
Robert
Search
Host Brian
Presente Brian
Content List
Issue Tracker[4]
PAGE 1
PAGE 2
PAGE 3
PAGE 4
Image[2]
File Title Design
Server Testing
Chat
All
Send: 0.0(0.0), Recv: 5.6(0.0)
0, 00:02:54

A	Main Menu	You can find and perform all the conference functions in this main menu.
B	Menu Bar	Main tool bar provides frequently used functions.
C	Speaker/Mic Control Bar	You can adjust the volume of the microphone / speaker (Audio) and turn it on or off.
D	A/V Monitor Window	You can use both video and audio, or you can use audio only.
E	Participant List Window	You can view the status of conference participants. Name, conference privilege, camera / microphone status information and video / audio can be controlled.
F	Content List Window	Contents to share are uploaded, listed and controlled by a host/presenter.
G	Chat Window	Participants can text-chat publicly or privately with a designated participant.
H	Control Panel	Control panel contains main conference functions such as A/V monitor, Participant list, Content list and text-chat windows.
I	Video/Content Display	By double-clicking on each content listed in the content list window, it is displayed in the video/content display area and shared with all participants.
J	Status Bar	Status bar shows real-time send/receive data traffic and remaining conference time.

Main Screen (2)

A. Main Menu

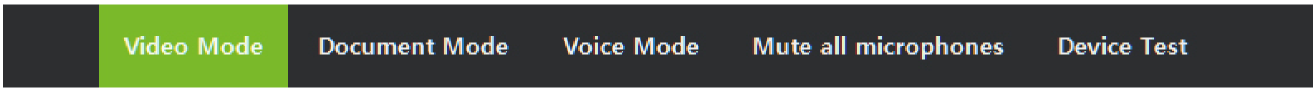
You can find and perform all the conference functions in this Main Manu.



File	There are menu items such as document/image/video content upload, shared content print, file transfer, recording and exit in this menu.
View	View menu provides screen control and thumbnail/event log/network monitor functions.
Share	Various contents can be shared.
Annotation	Annotation menu provides various annotation tools to draw on shared contents.
Tools	Tools provides participant invitation, contents share, device test and environment setting.
Help	This is an online moyeee conference user guide.

B. Menu Bar

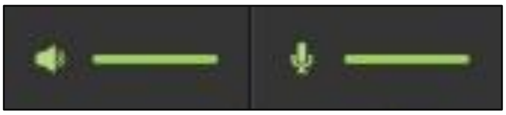
Main tool bar provides frequently used functions.



Video Conference	This button switches conference screen to Video Mode.
Document Conference	This button switches conference screen into Document Mode.
Voice Conference	In case that network is in bad condition, conference can only use participant's voice without participants' videos.
Mute all microphone	The button mutes/unmutes all participants' microphones.
Device Test	Before joining the conference, video and audio devices should be tested using this function. For more information, please refer to 'Device Test' in this user guide.

C. Speaker/Microphone Control Bar

You can adjust the volume of the microphone / speaker (Audio) and turn it on or off.



Main Screen (3)

D. A/V Monitor Window

In case of Video Mode, participants can monitor their own videos and adjust audio volumes. Participants' videos are placed in this window when the conference is switched to document mode.

E. Participant List Window

Participants are listed along with name and video/microphone state. Host/presenter privilege status and number of participants are shown below the participant list. Participants can take the host/presenter privileges by clicking on the buttons when the conference is configured to allow.

F. Content List Window

Contents to share are uploaded, listed and controlled by a host/presenter.

G. Chat Window

Participants can text-chat publicly or privately with a designated participant.

H. Control Panel

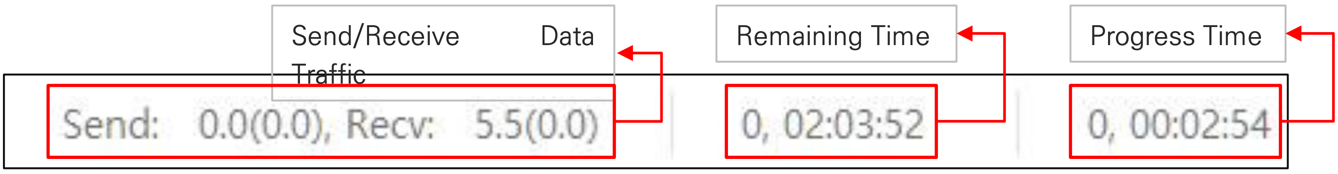
Control panel contains main conference functions such as A/V monitor, Participant list, Content list and text-Chat Windows.

I. Video/Content Display

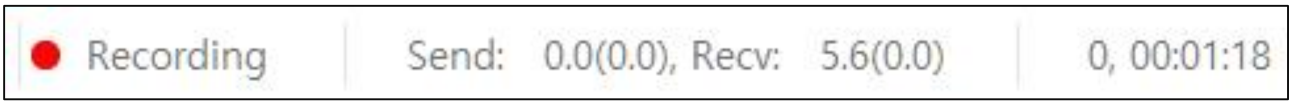
The area that displays the participants' video or shared content(document, image, video, webpage, poll).

J. Status Bar

Status bar shows real-time send/receive data traffic and remaining conference time. When a conference recording is in progress, recording indicator shows up.



Send: 0.0(0.0), Recv: 5.5(0.0) | 0, 02:03:52 | 0, 00:02:54



● Recording | Send: 0.0(0.0), Recv: 5.6(0.0) | 0, 00:01:18

Status : Recording

Conference Process Overview (1)

The conference host / presenter will activate the video / audio of the other participants and share the contents when necessary.

Device Test

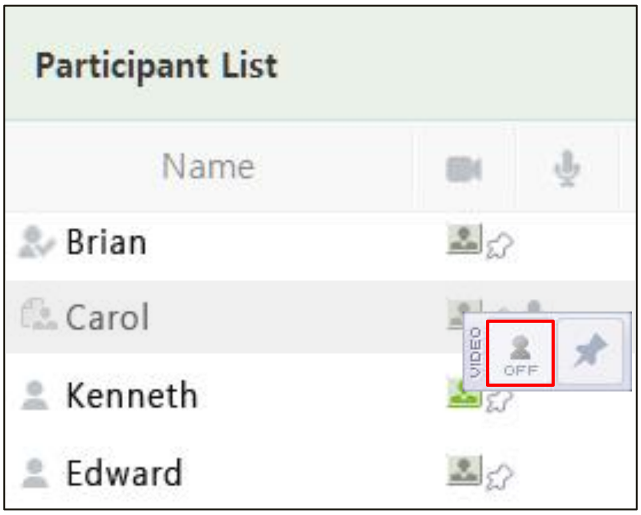
When participants enter the conference room, they see device test window and make sure if conferencing tools like camera and microphone/speaker work properly. They also can adjust microphone/speaker volume level. After that, each participant can test their devices anytime during the conference, using [Device test] button from Menu Bar.

Device Test

A. **How participants turn on/off video/audio**
When 'My video turn-on' is selected during conference creation, participants can turn on/off their videos/audios. In the A/V Monitor Window, Check the [Use Video], then click on On/Off button. Please refer to the description of the next slide [Video&Audio Control]

B. **How to turn on your video in the Participant List window**
Or, in the participant List window, click on the video icon on the right side of your name and click on the video on-off. Click the image icon again to turn off the image.

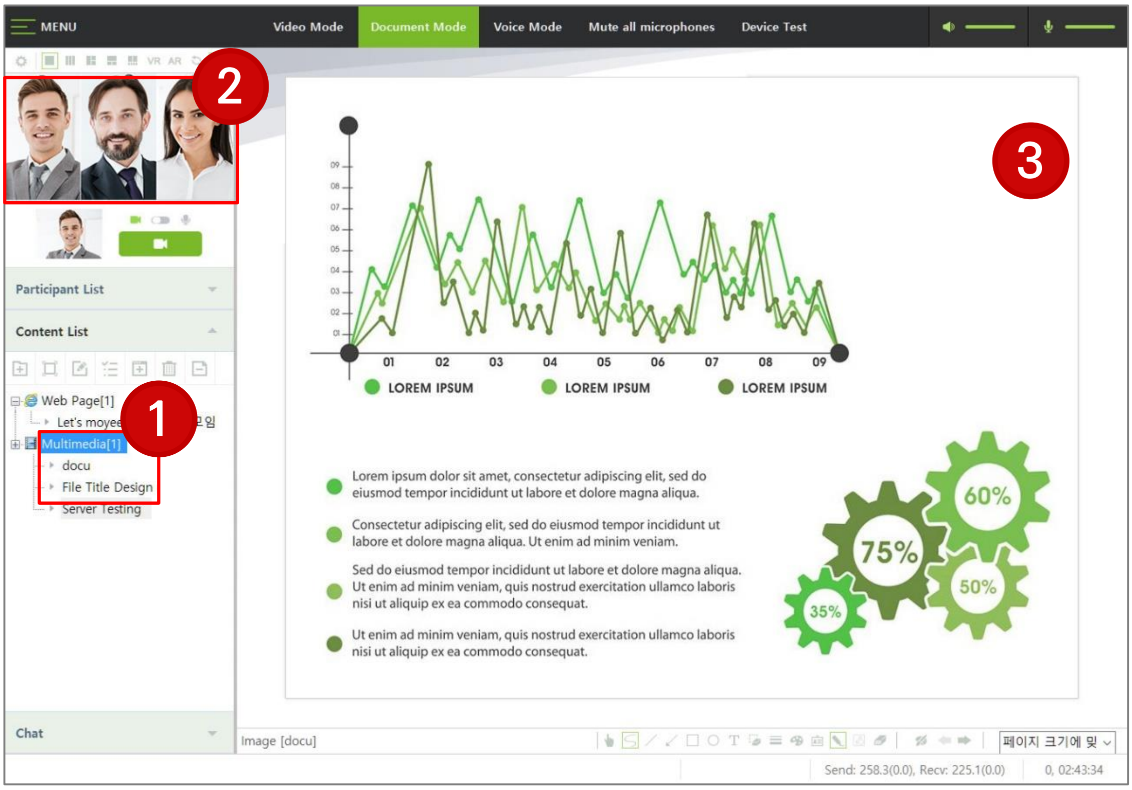
C. **How a host/presenter turns on participants' videos/audios.**
A host/presenter can turn participants' videos/audios in the same way as described above. In the Participant List window, click on the video icon on the right side of name and click on the video on-off. Click the image icon again to turn off the image.



Conference Process Overview (2)

Content Share

Content items are listed in the Content list window when a conference creator uploads them in moyeee conference Web or a host/presenter uploads during the conference.


MENU
Video Mode
Document Mode
Voice Mode
Mute all microphones
Device Test
VR
AR
2
Participant List
Content List
Web Page[1]
Let's moyee
Multimedia[1]
docu
File Title Design
Server Testing
1
Chat
3
09
08
07
06
05
04
03
02
01
01
02
03
04
05
06
07
08
09
LOREM IPSUM
LOREM IPSUM
LOREM IPSUM
60%
75%
50%
35%
Image [docu]
페이지 크기에 맞
Send: 258.3(0.0), Recv: 225.1(0.0)
0, 02:43:34

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.
- Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

① Double-click on the content item.

② Participants' videos moves to A/V monitor window,

③ Content item appears in the video/content display area and the conference screen is switched to Document Mode.

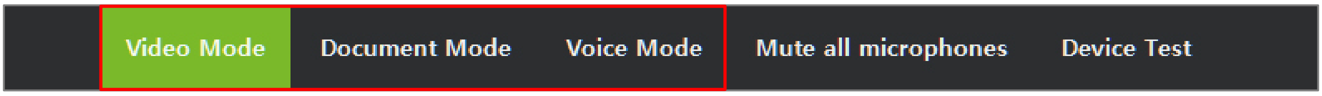
Exit Conference

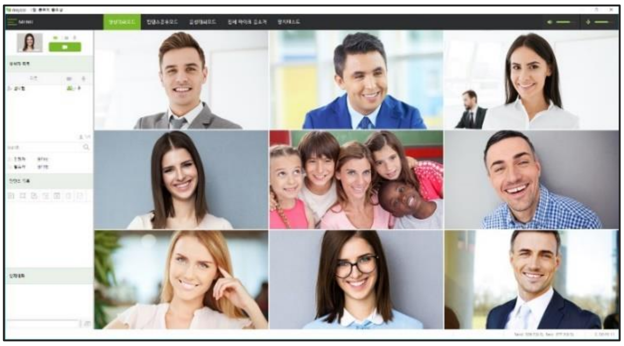
To end the conference, select Main Menu → File → Exit.

Video/Document/Voice Mode

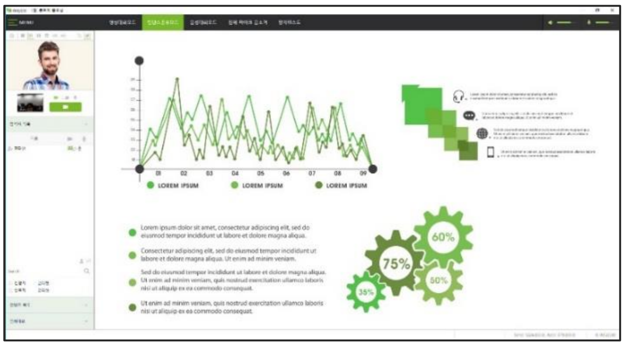
In Video Mode, participants' videos are seen in the video/content display area and a host/presenter can select video layout depending on conference circumstances.

As a host/presenter starts to share contents, however, the screen changes to the Document Mode and participants' videos move to A/V Monitor Window and shared content is seen in the Video/content display.





Video Mode



Document Mode

Video Mode (Default Mode)

In the Video Mode, the Mixing Video Settings and Video Layout buttons are located at the upper left of the video/content display area, and the other settings buttons are located at the upper right.

The host / presenter can click on these buttons to set the maximum number of video displays, change the arrangement of the video, and other settings related to the video.

Note) General participants other than a host/presenter are not allowed to select the video layout. They can set name tag and shrink/expand the video display without affecting other participants' computer screens.

Document Mode

Starting to share the content or clicking on Document Mode Switching button, conference screen is switched into Document Mode. Participants' videos move to A/V Monitor Window. Clicking on Video Mode Switching button in A/V Monitor Window, conference screen is switched into Video Mode and participants' videos move back to the video/content display area.

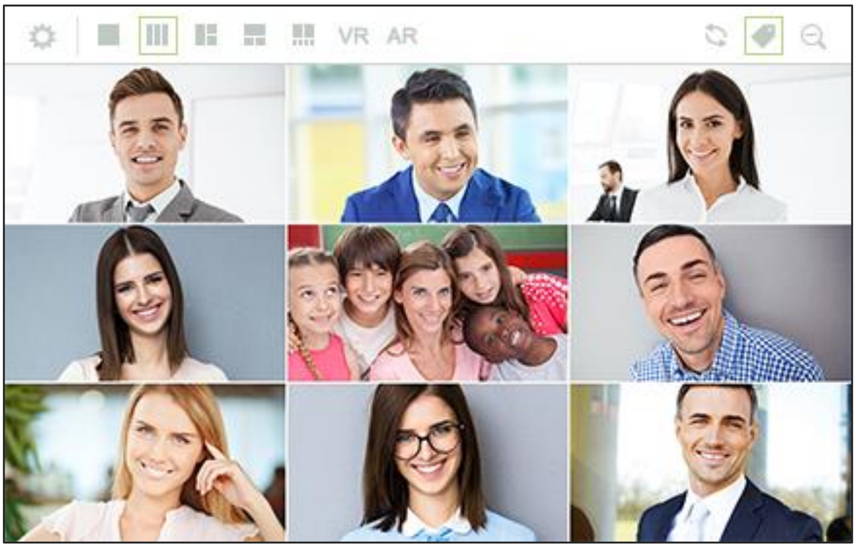
Note) Mode can be switched using the buttons on the Main Tool Bar.

Voice Mode

Click on the [Voice Mode] and participants' videos are all turned off. Voice and shared contents are only available in the conference.

Video Layout/Control (1)

In the video/content display, video layout buttons are placed on the top left corner and buttons for other setting are on the top right.



Video Layout Buttons

VR AR

A host/presenter can set video layout, maximum number of videos and other video related-options by clicking the buttons.

- Mixing Video Setting
- Speaker Only Mode
- Grid Mode
- VR AR VR/AR Mode
- Polygonal Mode
- Speaker-centric Mode
- One-to-One Report Mode

Video Layout/Control (2)

In the video/content display, video layout buttons are placed on the top left corner and buttons for other setting are on the top right.

Other Control Buttons

Video Switching Control button (Activation/Deactivation)

This toggle button activates and deactivates the video switching function which detects participant's voice and place her/his video on the current speaker position.

A host/presenter is only allowed to use.

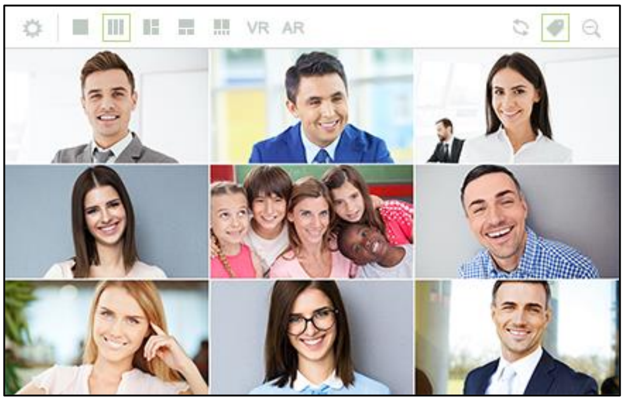
Name Tag button

Click on the button, participant's name is seen on the video. Clicking again, name disappears.

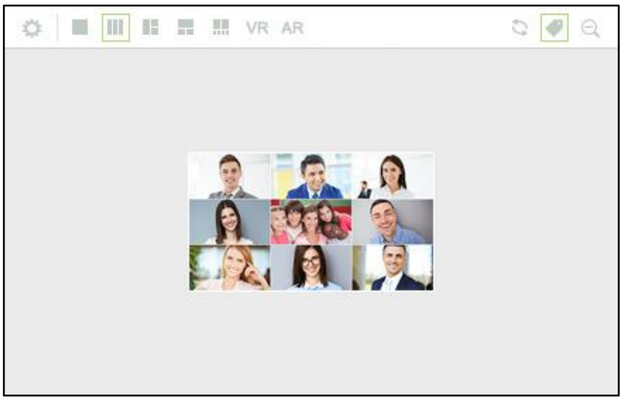
Video Shrink/Expand button

Participants can shrink/expand videos in the video/content display, not affecting other participants' screens.

Note) If the image resolution is low, the image can not be Shrink/Expand.



Expand Video

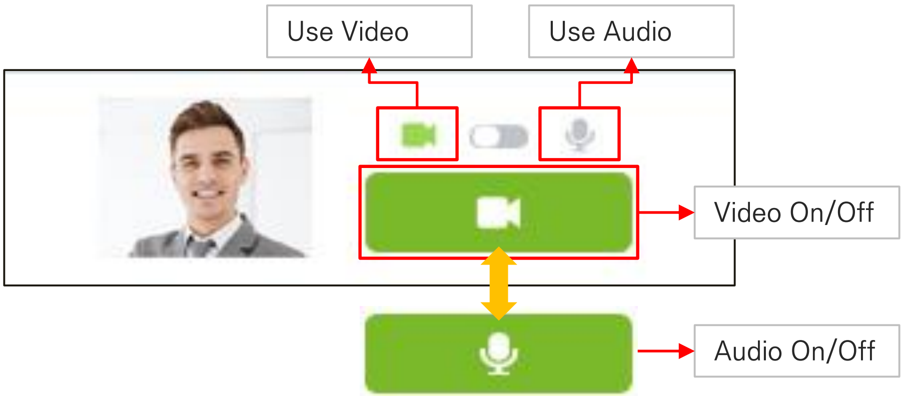


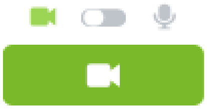
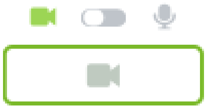
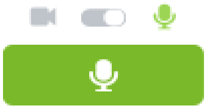
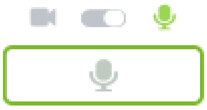
Shrink Video

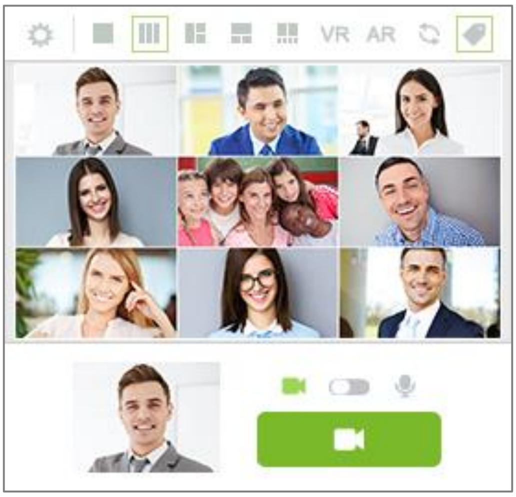
A/V Monitor Window

Video and audio can be selected and turned on or off. Participants can only send voice if their network environment is poor. This will not affect other users.

Note) When you click the camera on / off button, the button changes to the microphone on / off button.



Video / Audio Selection	Video / Audio On Off Status	Description
Use Video		**Video & Audio all turn on** Participants can see and hear my video/audio
		**Video & Audio all turn off** My existence is shown in participants list but both of my video and audio are not transmitted to other participants.
Use Audio		**Audio only turn on** Participants can only hear my audio without my video.
		**Video & Audio all turn off** My existence is shown in participants list but both of my video and audio are not transmitted to other participants.



In Document Mode, A/V Monitor Window; Participant video will be displayed at the top of the screen.

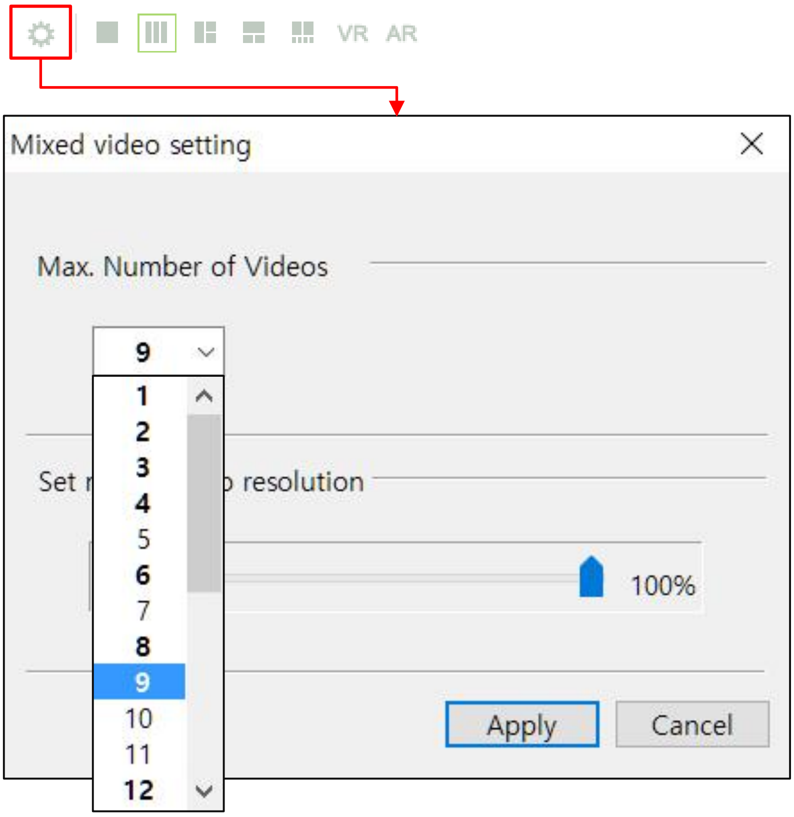
Mixed Video Setting

Host/presenter can set maximum number of allowed video and adjust the mixed video resolution in real time.

Note) Mixed video is the single video image which stitches each participant's video received at Media Processing Server (MPS).

Set max. number of videos

Click on mixed video setting button at the top left corner of A/V Monitor Window and Video/Content Display, respectively.



Click on each select box and select maximum number of videos. Number in bold type indicates that all displayed video boxes have same size. Depending on video layout, numbers for same-sized videos differs. Click on [Apply] button. To cancel, click on [Cancel] button.

Set mixed video resolution

Depending on network condition, host/presenter can reduce the resolution of mixed video to save network bandwidth consumption. The lower video resolution percentage is set, the less network traffic is consumed. Drag the setting bar left or right to select the video resolution.

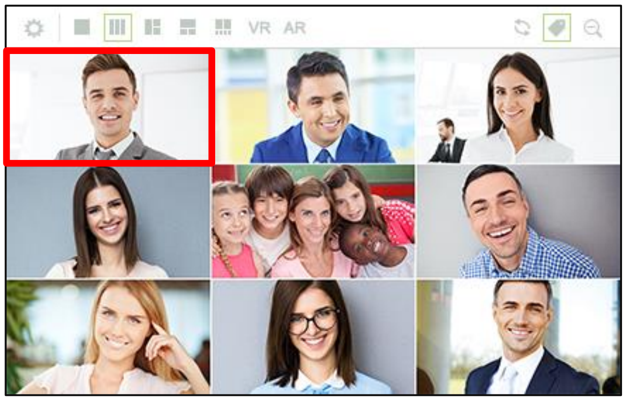
Video Switching (1)

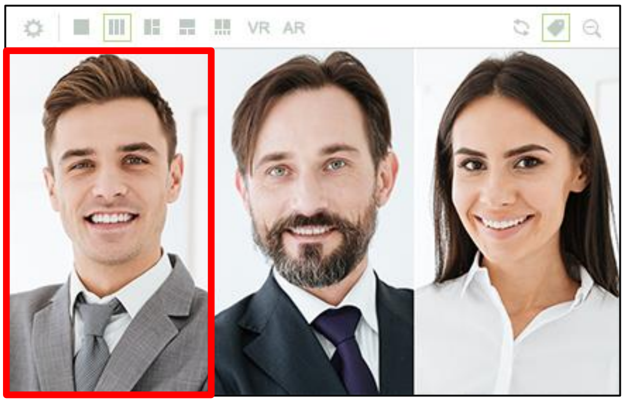
When video switching is activated, the video of speaking participant moves to current speaker position and other participants' videos are rearranged. Video switching works as follows.

In case that Video Switching is activated

Clicking on the activation button on other control buttons bar, video switching gets started as per following rules.

① When a general participant(neither host/presenter nor primary speaker) starts to speak, her/his video moves to current speaker position (red box).





② Privileged participants such as a primary speaker, host and presenter have their videos fixed, not affected by video switching.

③ A host/presenter can move privileged participants' videos by dragging-and-drop. Note) In case that a host/presenter moves privileged participants to current speaker position. Their fixed video position changes as other participants speak. Therefore care needs to be taken not to move any participant video including privileged ones to current speaker position. You can find a message when doing that.

④ In case that number of participants exceeds maximum number of videos, extra participants cannot attend the conference with videos. Once they start to speak, however, they replace one of existing video participants who speaks least with their videos.

Video Switching (2)

In case that Video Switching is deactivated

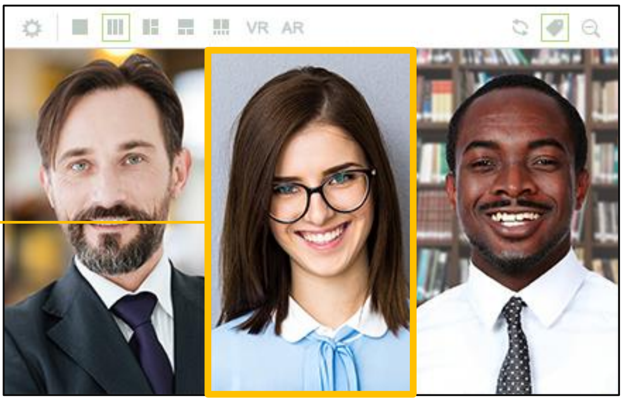
Clicking on the deactivation button on other control buttons bar, video switching does not work any more. Following rules are applied.

① Participants videos do not move to speaker's position even though they speak.

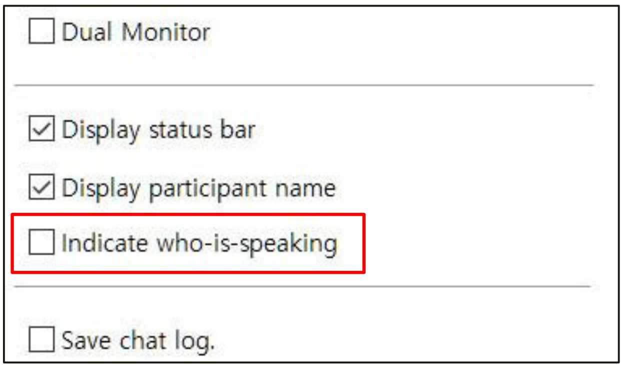
② A host/presenter can move participant's video by dragging-and-dropping.

③ Who-is-speaking Indication
Instead of video switching, yellow line around a speaking participant's video flickers for other participants to easily recognize who's speaking.

④ If the number of participants is larger than the number of images displayed on the screen, the videos will be replaced by the least talkative of the existing video participants when they begin speaking.



Yellow line around a speaking participant's video



☐ Dual Monitor

☑ Display status bar

☑ Display participant name

☐ Indicate who-is-speaking

☐ Save chat log.

Note) [Who-is-speaking Indication] does not work when 'Indicate Who-is-speaking' option in 'Environment Setting → General' is not selected.

Video Switching (3)

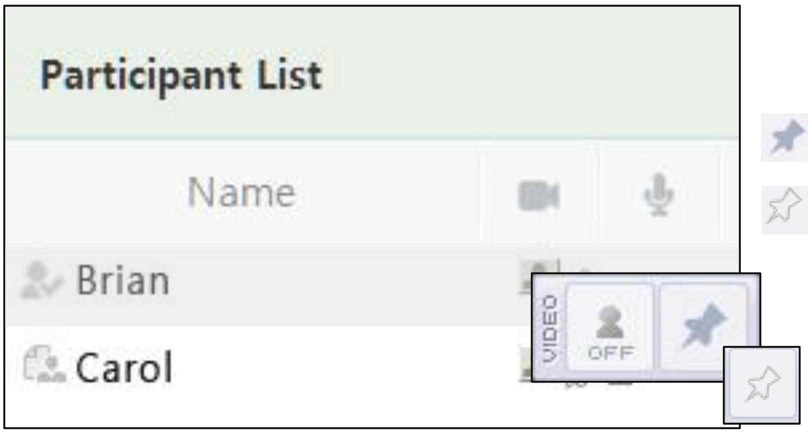
Primary Speaker

Primary speakers are designated when creating a conference. They are influential to the conference and so their videos needed to be focused during the conference. Primary speaker videos are placed in fixed positions, not to be affected by video switching.

Note) A host and presenter are basically granted primary speaker privilege.

Participants can get or lose primary speaker privilege by a host/presenter's control. Click on video icon next to participant name and participant video control bar shows up. A host/presenter can set on/off the privilege by clicking on the primary speaker button. Click on set-on button (Pin mark) to set on primary speaker privilege and set-off button to set it off for selected participant.

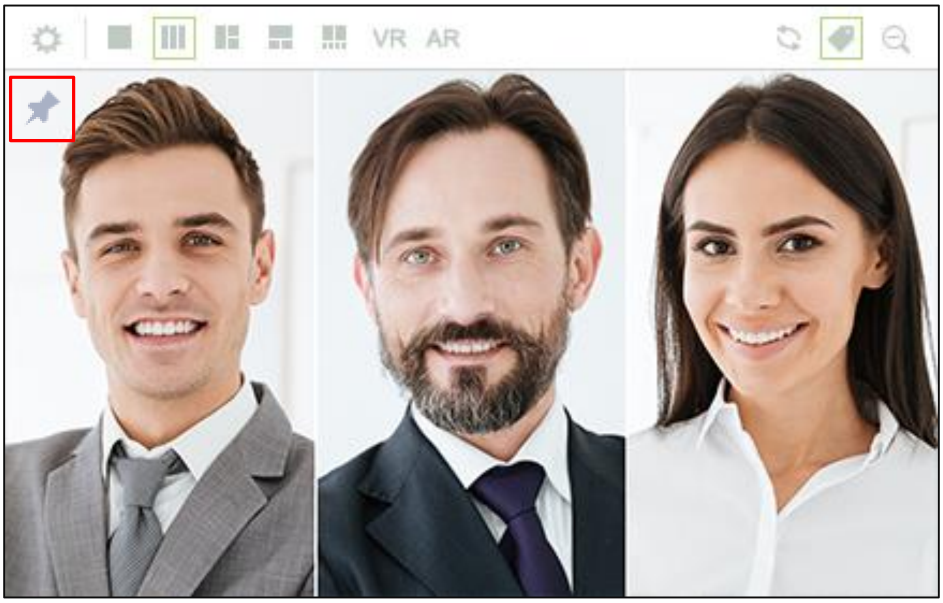
Note) A host and presenter do not lose primary speaker privilege in any case.



📌 Primary Speaker Set-on

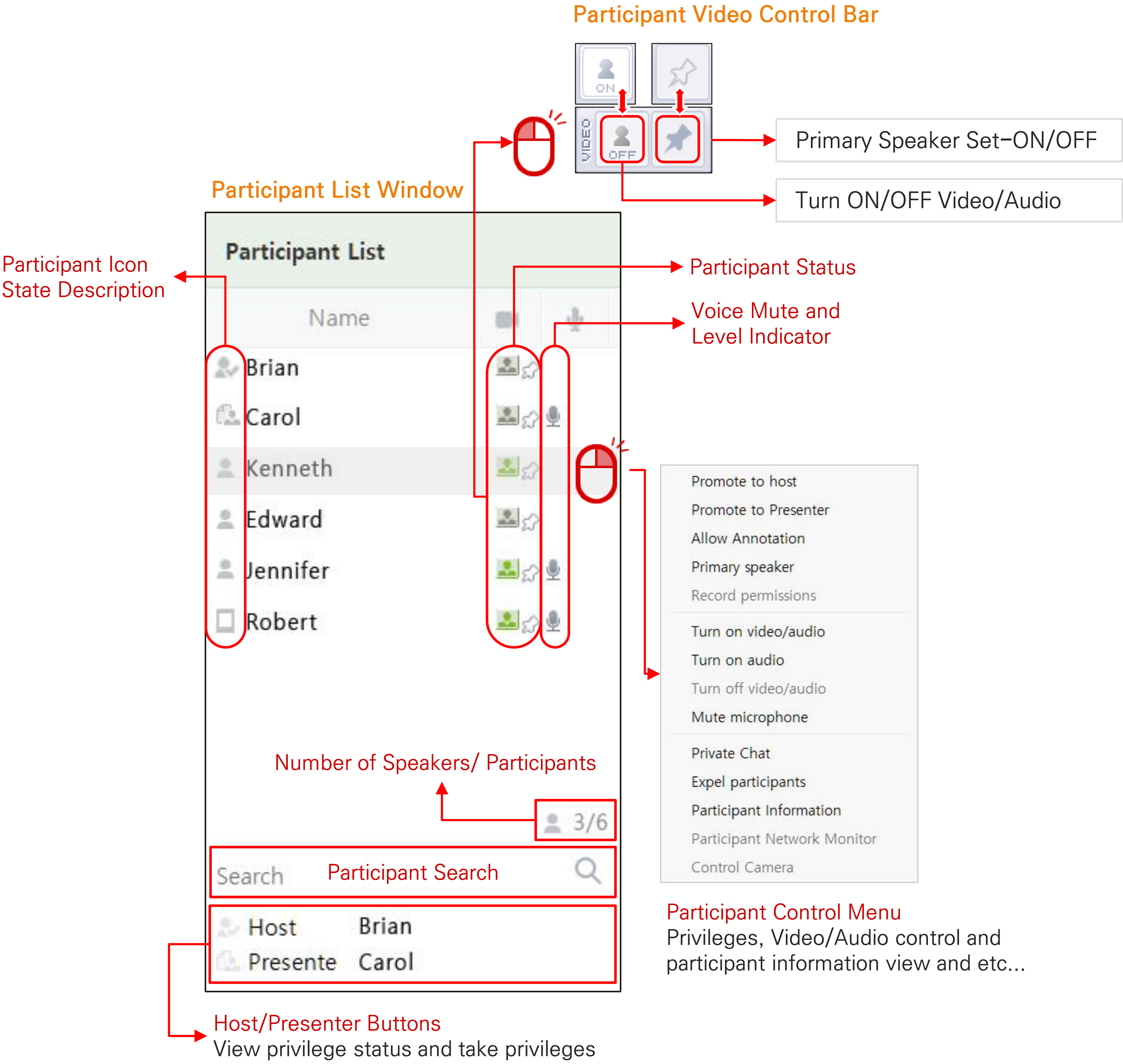
📌 Primary Speaker Set-off

Primary speakers have the Pin mark on top left corner of their videos.



Participant Control (1)

A host/presenter can take control on other participants in the participant list window.


ON
VIDEO
OFF
Participant List
Name
Brian
Carol
Kenneth
Edward
Jennifer
Robert
3/6
Search
Host Brian
Presente Carol
Promote to host
Promote to Presenter
Allow Annotation
Primary speaker
Record permissions
Turn on video/audio
Turn on audio
Turn off video/audio
Mute microphone
Private Chat
Expel participants
Participant Information
Participant Network Monitor
Control Camera

Participant Video Control Bar

Primary Speaker Set–ON/OFF

Turn ON/OFF Video/Audio

Participant List Window

Participant Icon State Description

Participant Status

Voice Mute and Level Indicator

Number of Speakers/ Participants

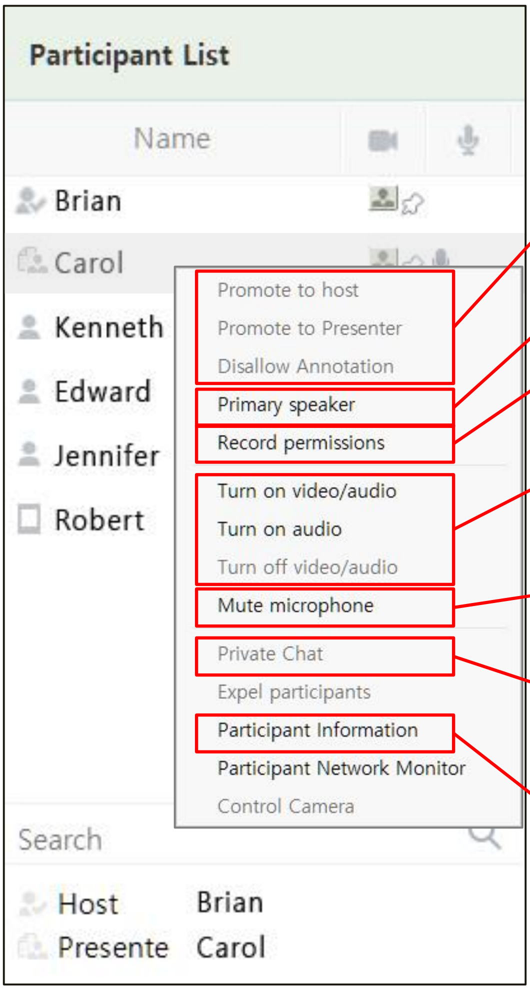
Participant Search

Participant Control Menu
Privileges, Video/Audio control and participant information view and etc...

Host/Presenter Buttons
View privilege status and take privileges

Participant Control (2)

A host/presenter can take control on other participants in the participant list window.


Participant List
Name
Brian
Carol
Kenneth
Edward
Jennifer
Robert
Promote to host
Promote to Presenter
Disallow Annotation
Primary speaker
Record permissions
Turn on video/audio
Turn on audio
Turn off video/audio
Mute microphone
Private Chat
Expel participants
Participant Information
Participant Network Monitor
Control Camera
Search
Host
Brian
Presente
Carol

Promote to Host
Promote to Presenter
Authorize Drawing

Primary Speaker

Record Permissions

Turn on Video / Audio
Only Turn on Audio
Turn off Video / Turn off Audio

Mute Microphone
A host/presenter can mute selected participant's microphone

Private Chat
Participants can text-chat privately with selected participants.

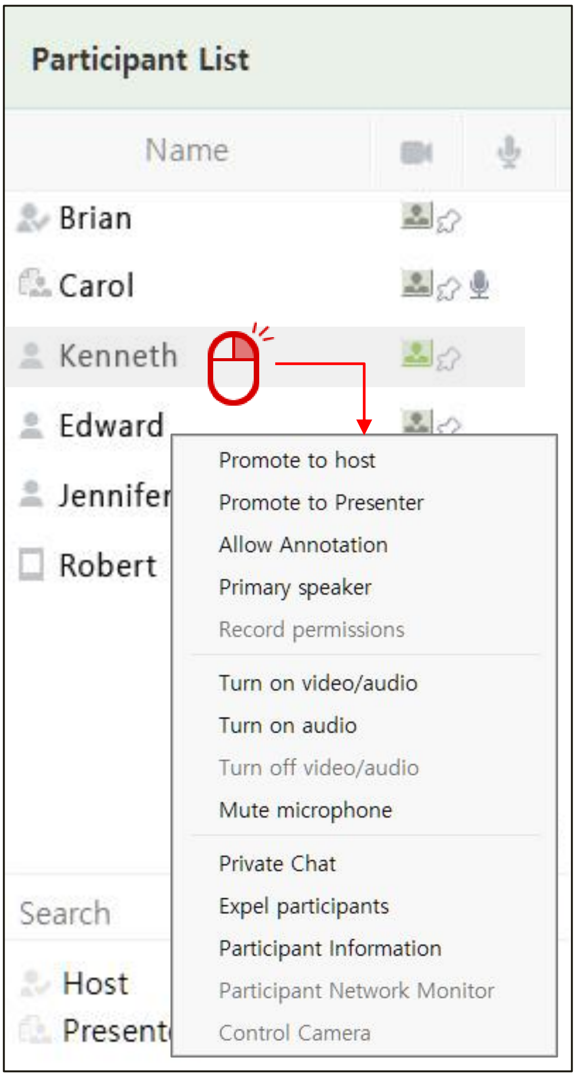
Participant Information
A host/presenter can view participant information, adjust other participant's microphone and speaker volume and change video/audio devices.

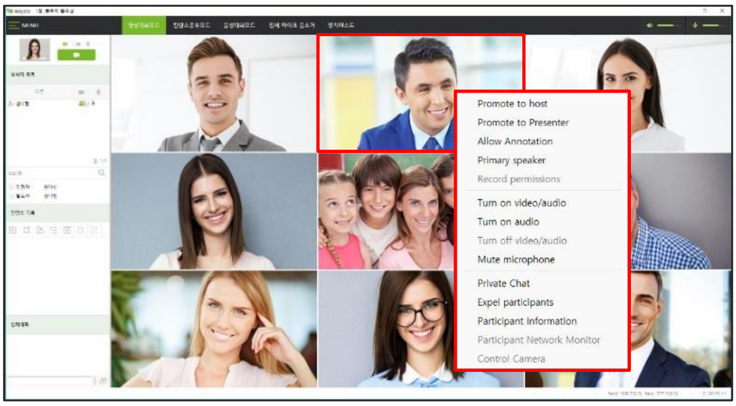
Participant Icon State Description

Host
Presenter
General Participant
Mobile App Participant
Video/Voice turned-on
Video/Voice turned-off
Primary speaker set-on
Primary speaker set-off
Microphone activated (Clicking on it, muted)
Microphone muted (Clicking on it, unmuted)

Participant Control Menu (1)

Right-click on a participant name in the participant list window and a control menu pops ups. Select a menu item to perform a task.


Participant List
Name
Brian
Carol
Kenneth
Edward
Jennifer
Robert
Search
Host
Present
Promote to host
Promote to Presenter
Allow Annotation
Primary speaker
Record permissions
Turn on video/audio
Turn on audio
Turn off video/audio
Mute microphone
Private Chat
Expel participants
Participant Information
Participant Network Monitor
Control Camera


Promote to host
Promote to Presenter
Allow Annotation
Primary speaker
Record permissions
Turn on video/audio
Turn on audio
Turn off video/audio
Mute microphone
Private Chat
Expel participants
Participant Information
Participant Network Monitor
Control Camera

Note) Participant control can be done in the participant video window as well. Right-click on the participant video to control then the same pop-up menu appears.

Mute microphone

A host/presenter can mute selected participant's microphone.

Private Chat

Participants can text-chat privately with selected participants.

Mute microphone

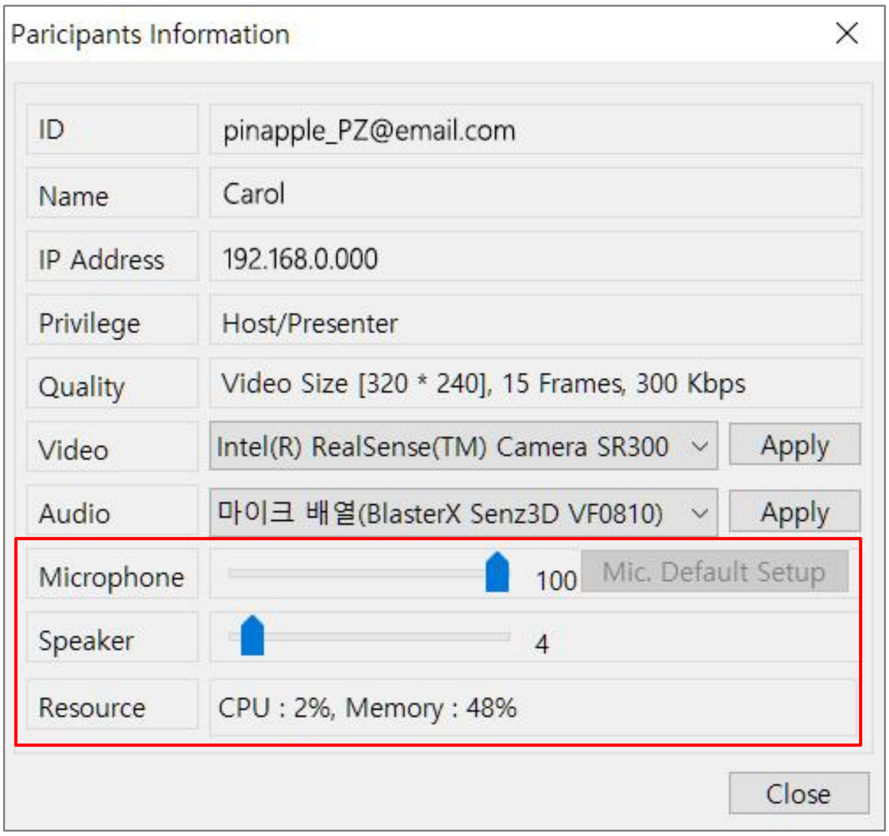
A host/presenter can expel participants from the conference.

Participant Control Menu (2)

Participants Information

A host/presenter can view participant information like ID/name, IP address, privilege status, video quality and real-time client devices(PC and mobile) resource status by selecting 'Participant Information' from participant control menu.

They also can adjust other participant's microphone and speaker volume and change video/audio devices being used in case that she/he has more than 2 video/audio devices available. To make the change effective, participant's video should be reset (turned off and on).



Paricipants Information

ID	pinapple_PZ@email.com
Name	Carol
IP Address	192.168.0.000
Privilege	Host/Presenter
Quality	Video Size [320 * 240], 15 Frames, 300 Kbps
Video	Intel(R) RealSense(TM) Camera SR300
Audio	마이크 배열(BlasterX Senz3D VF0810)
Microphone	100
Speaker	4
Resource	CPU : 2%, Memory : 48%

Adjust Microphone and Speaker Volume

In order to adjust mic./speaker volume, drag volume bar left /right using Mouse otherwise use left/right arrow keys(← →) on the keyboard.

Mic. Default Setup

Mic. Default Setup

In case that mixer(stereo mix) is selected instead of microphone for recording device (microphone), it might cause severe noise. If recording device is set to mixer, [Mic. Default Setup] button is active. Please be sure to click on the button so that recording device can be set to microphone.

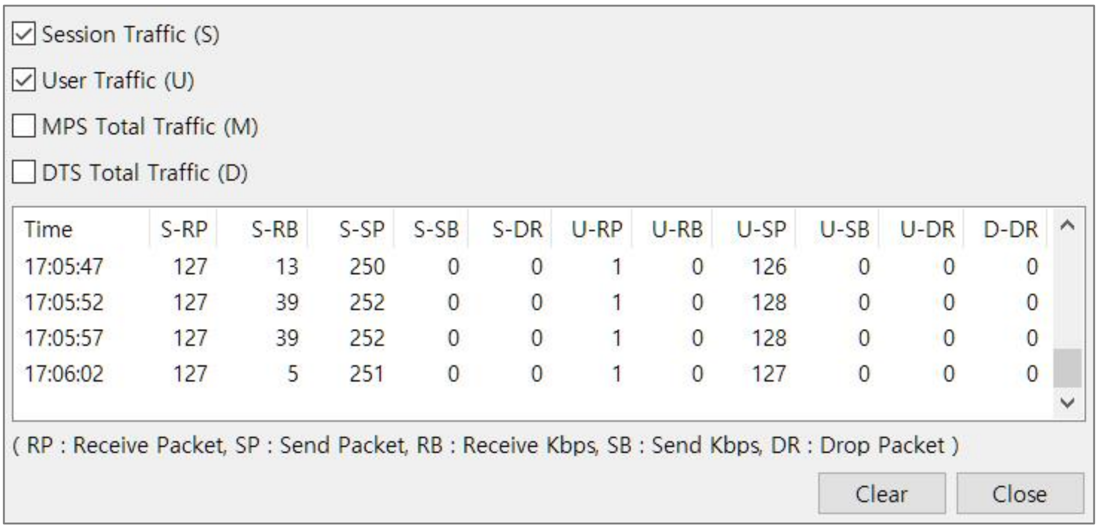
Resource

Host/presenter can monitor the resource status of participant's device such as CPU and memory in real time.

Participant Control Menu (3)

Participant Network Monitor

Host/presenter can monitor selected participant's network status. For more information, please refer to administrator's guide.



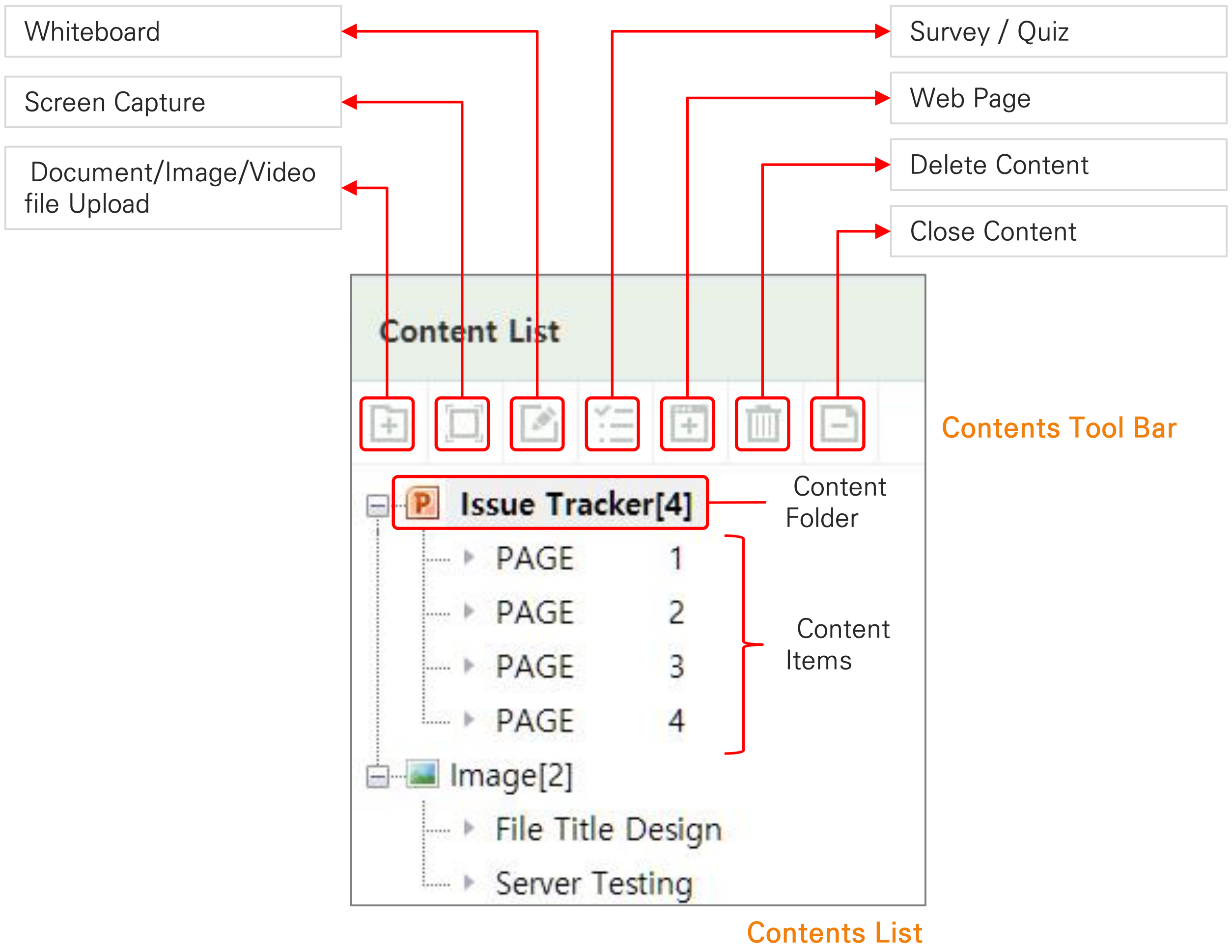
☑ Session Traffic (S)
☑ User Traffic (U)
☐ MPS Total Traffic (M)
☐ DTS Total Traffic (D)

Time	S-RP	S-RB	S-SP	S-SB	S-DR	U-RP	U-RB	U-SP	U-SB	U-DR	D-DR
17:05:47	127	13	250	0	0	1	0	126	0	0	0
17:05:52	127	39	252	0	0	1	0	128	0	0	0
17:05:57	127	39	252	0	0	1	0	128	0	0	0
17:06:02	127	5	251	0	0	1	0	127	0	0	0

(RP : Receive Packet, SP : Send Packet, RB : Receive Kbps, SB : Send Kbps, DR : Drop Packet)

Content Share (1)

A host/presenter can upload contents into the Content List window and share documents, images, whiteboards, web pages, external video, streaming medias and polls with other participants. When a host/presenter double-clicks on a content item from the Content List, the content is displayed on the video/content display area and shared with other participants.

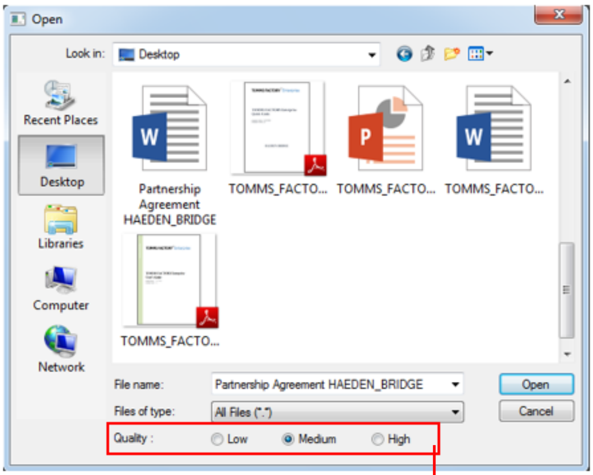

Whiteboard
Screen Capture
Document/Image/Video file Upload
Survey / Quiz
Web Page
Delete Content
Close Content
Content List
Contents Tool Bar
Issue Tracker[4]
Content Folder
PAGE 1
PAGE 2
PAGE 3
PAGE 4
Content Items
Image[2]
File Title Design
Server Testing
Contents List

Document/Image/Video file Upload	A host/presenter can upload and share file contents using the content tool bar.
Screen Capture	A host/presenter can capture her/his computer screen and share with other participants.
Whiteboard	A whiteboard is uploaded to the video/Content List for share. Participants with annotation privilege can draw using a Mouse on the whiteboard.
Poll	A host/presenter can make surveys for participants during the conference. The poll can be made as many as wanted and added into the Content List window.
Web Page	Type a web page address(URL) into the URL field. Click on [Preview] button and a web page is displayed for confirmation.
Delete Content	Delete the content.
Close Content	Close and stop sharing the content on the content display

Content Share (2)

Document/Image/Video

A host/presenter can upload and share file contents using the content tool bar


Open
Recent Places
Desktop
Libraries
Computer
Network
Partnership Agreement HAEDEN_BRIDGE
TOMMS_FACTO...
TOMMS_FACTO...
TOMMS_FACTO...
TOMMS_FACTO...
Open
Cancel

Look in: Desktop

File name: Partnership Agreement HAEDEN_BRIDGE

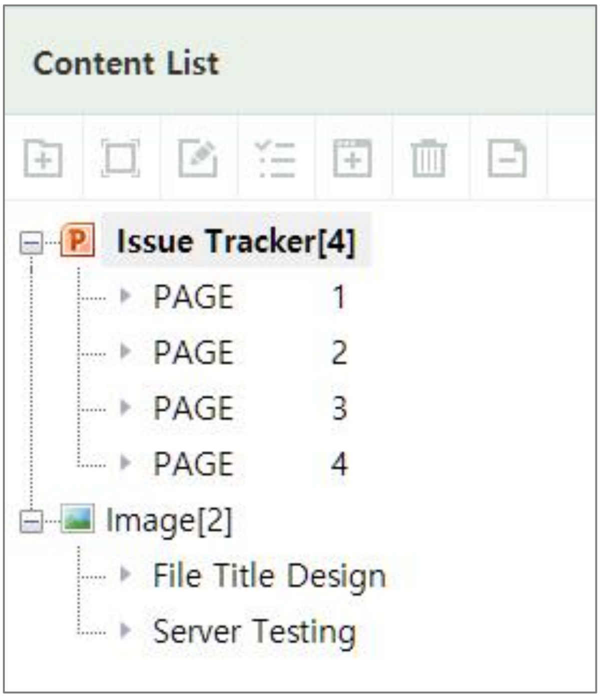
Files of type: All Files (*.*)

Quality : ○ Low ● Medium ○ High

Click on [Document/Image/Video file Upload] button from the content tool bar and the file open window appears. Select a file and click on [Open] button.

In case of document or image contents, resolution can be selected before upload as follows. As resolution gets higher, shared contents quality gets higher whilst network traffic is increased and document navigation is slower.

- Low(resolution) : 100 dpi
- Medium : 150 dpi
- High : 300 dpi



Content List

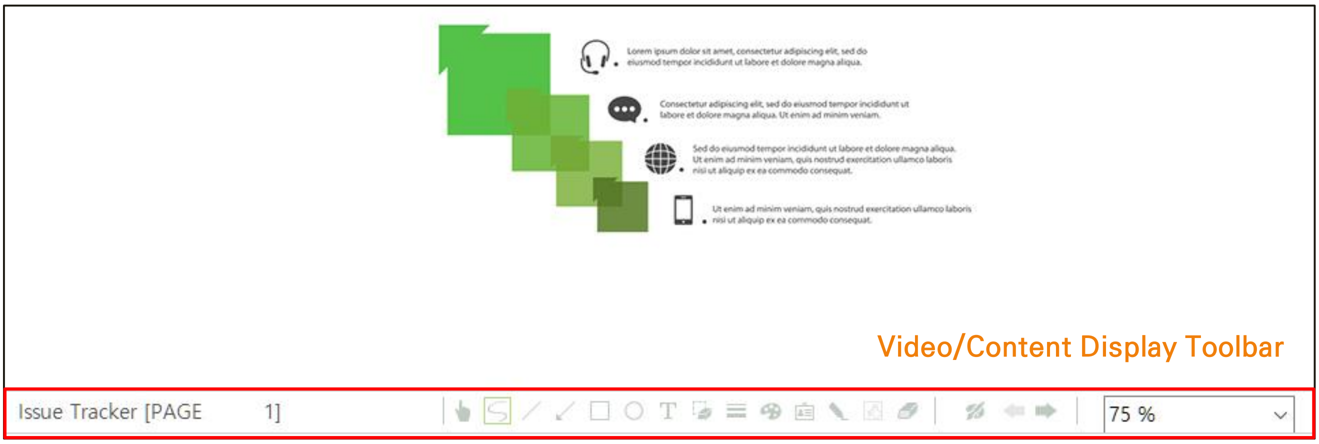
Issue Tracker[4]
  PAGE 1
  PAGE 2
  PAGE 3
  PAGE 4
Image[2]
  File Title Design
  Server Testing

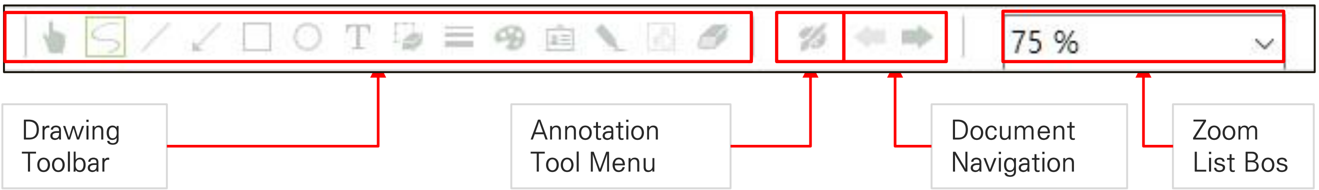
Documents are converted into images when registering contents and registered (Images and movie files are registered immediately without conversion). Double-click the registered content to display the document contents in the content display area and start sharing with other participants. In the list, the title of the registered document file is displayed as the content title, and each content item (page or slide) is listed at the bottom.

Content Share (3)

Video/Content Display Tool Bar (for document & Image only)

Video/content display tool bar consists of content title/page, drawing tool bar, annotation tool menu button, document navigation buttons and zoom list box.


Video/Content Display Toolbar
Issue Tracker [PAGE 1]
75 %

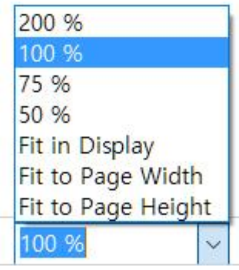

75 %
Drawing Toolbar
Annotation Tool Menu
Document Navigation
Zoom List Bos

Drawing Tool

Participants with annotation privilege can select a tool from the drawing tool bar and draw on shared content. Click on annotation menu button and annotation menu shows up. For more information on annotation, please refer to 'Main Menu → Annotation' in this user guide.

Zoom List Box

Participants can zoom a document or image on their content display by selecting an option from the menu. When a host/presenter changes the zoom, however, their zoom size is all synchronized to a host/presenter's size. The video file will only appear in the Uploader's list.


200 %
100 %
75 %
50 %
Fit in Display
Fit to Page Width
Fit to Page Height
100 %

200 / 100 / 75 / 50%	Enlarge or collapse the translated document image in the contents image display area to its proportions. You can also enter any scale.
Fit in Display	A document or image is displayed fitting in the video/content display.
Fit to Page Width	A document or image is displayed fitting to the width of the video/content display.
Fit to Page Height	A document or image is displayed fitting to the height of the video/content display.

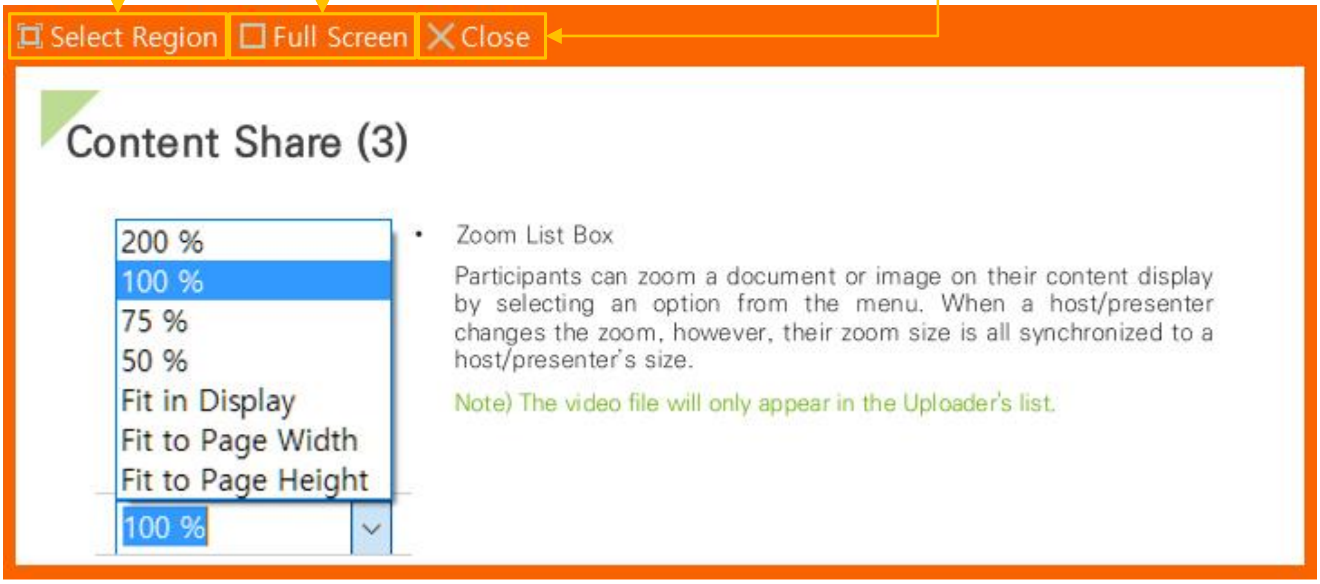
Content Share (4)

Screen Capture

A host/presenter can capture her/his computer screen and share with other participants. Click on [Capture] button and a selection box appears on the desktop screen. Screen can be captured fully or partially.

To capture the screen partially, click on [Select Region] button and drag-and-drop the capture box using the Mouse to the desired area. To capture the entire computer screen, click on [Full Screen] and full screen-captured image is uploaded to the Content List window for share.

To cancel the screen capture, click on [Close] button.



Selected area is captured

Full PC screen captured.

Close the window. (no capture)

Content Share (3)

- Zoom List Box

Participants can zoom a document or image on their content display by selecting an option from the menu. When a host/presenter changes the zoom, however, their zoom size is all synchronized to a host/presenter's size.

Note) The video file will only appear in the Uploader's list.

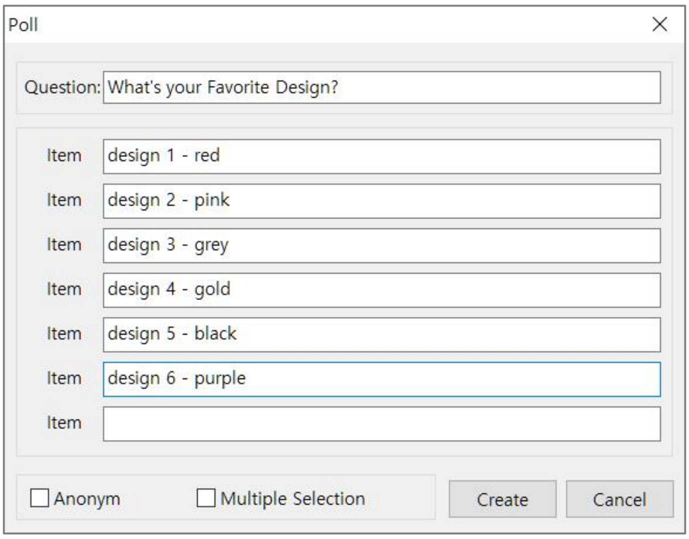
Whiteboard

Click on [Whiteboard] button and a whiteboard is uploaded to the video/Content List for share. Participants with annotation privilege can draw using a Mouse (pen-Mouse is preferred) on the whiteboard. Whiteboards can be added as many as desired into the Content List.

Content Share (5)

Poll

A host/presenter can make surveys for participants during the conference and share results with conference participants.

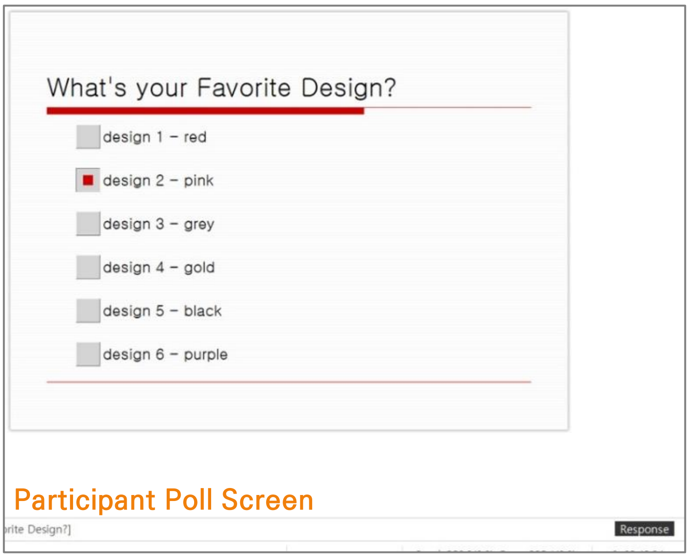


Question: What's your Favorite Design?

Item design 1 - red
Item design 2 - pink
Item design 3 - grey
Item design 4 - gold
Item design 5 - black
Item design 6 - purple
Item

☐ Anonym ☐ Multiple Selection

① Click on [Poll] button and following form appears. Fill in the form with a question and possible answers. ‘Anonym’ prevents participant names from appearing in the poll result. ‘Multiple selection’ allows participants to select multiple answers. Click on [Create] button to add the poll into the Content List.



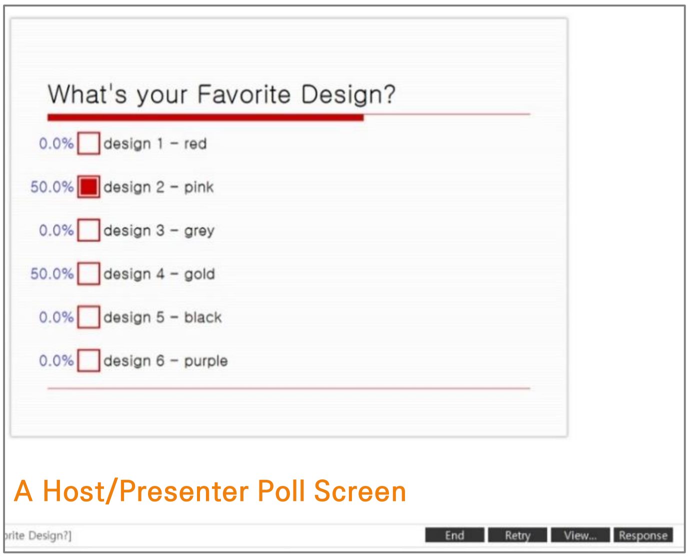
What's your Favorite Design?

☐ design 1 – red
■ design 2 – pink
☐ design 3 – grey
☐ design 4 – gold
☐ design 5 – black
☐ design 6 – purple

rite Design?]

Participant Poll Screen

② Then each participant clicks on the icon next to the desired answer and then [Response] button. The icon changes to when participants click on it to select the answer.



What's your Favorite Design?

0.0% ☐ design 1 – red
50.0% ■ design 2 – pink
0.0% ☐ design 3 – grey
50.0% ☐ design 4 – gold
0.0% ☐ design 5 – black
0.0% ☐ design 6 – purple

rite Design?]

A Host/Presenter Poll Screen

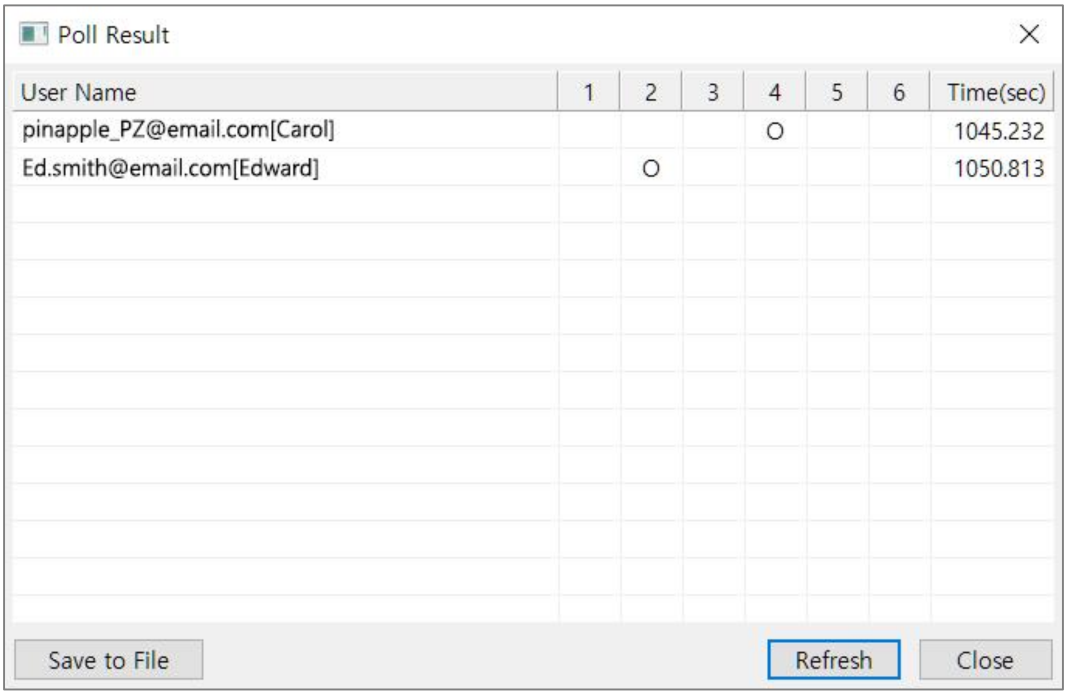
③ Response result from participants is shown at percentage on the left side of each answer. The result can be seen participant too.

Content Share (7)

To do the same poll again, click on [Retry] button. Then the previous result on the poll screen is all erased. All participants can select answers and click on [Response] button to reply.

A host/presenter can view the poll result in more detail. Click on [View Detail] and see the poll detail like ‘Who select What’ and response time by participants.

Note) When clicking on [Save to File] button, a host/presenter can save the result to a file (csv format) which may be read in Microsoft Excel.

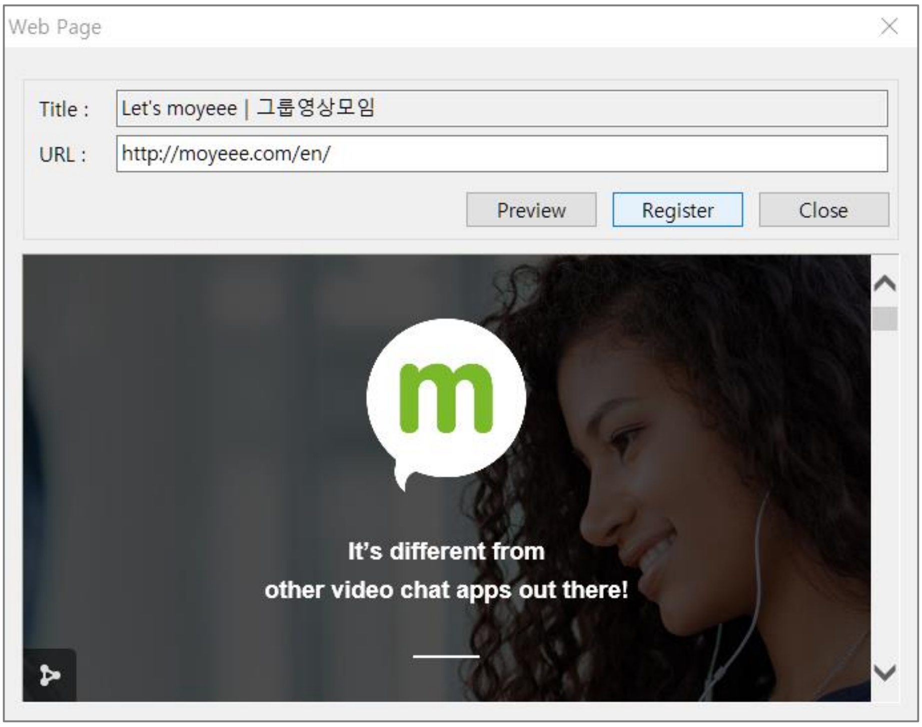


User Name	1	2	3	4	5	6	Time(sec)
pinapple_PZ@email.com[Carol]				O			1045.232
Ed.smith@email.com[Edward]		O					1050.813

Content Share (8)

Web Page

Click on [Web] button and type a web page address(URL) into the URL field. Click on [Preview] button and a web page is displayed for confirmation. Click on [Register] button to add it into the Content List. To close the window, click on [Close] button.

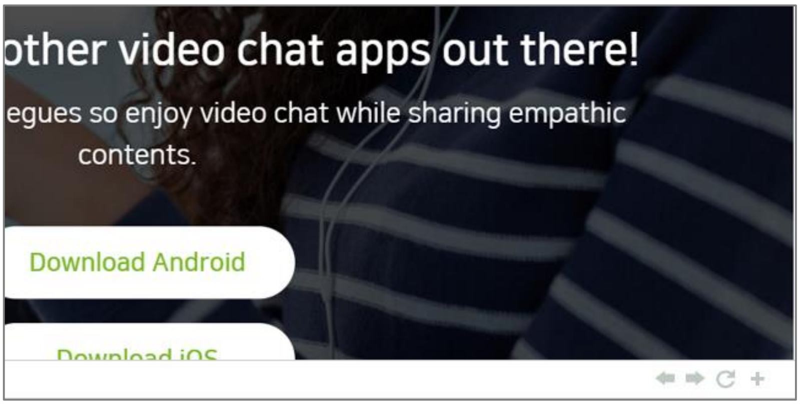


Title : Let's moyeee | 그룹영상모임

URL : http://moyeee.com/en/

It's different from
other video chat apps out there!

Double-click on the web page from the Content List and it is displayed in the video/content display for share.



other video chat apps out there!

egues so enjoy video chat while sharing empathic
contents.

⬅	Previous Page
➡	Next Page
↻	Refresh
+	Add this Web Page at List

Content Share (9)

Delete a Content

To delete the content, select content folder or content item from the Content List and click on [Delete] button.

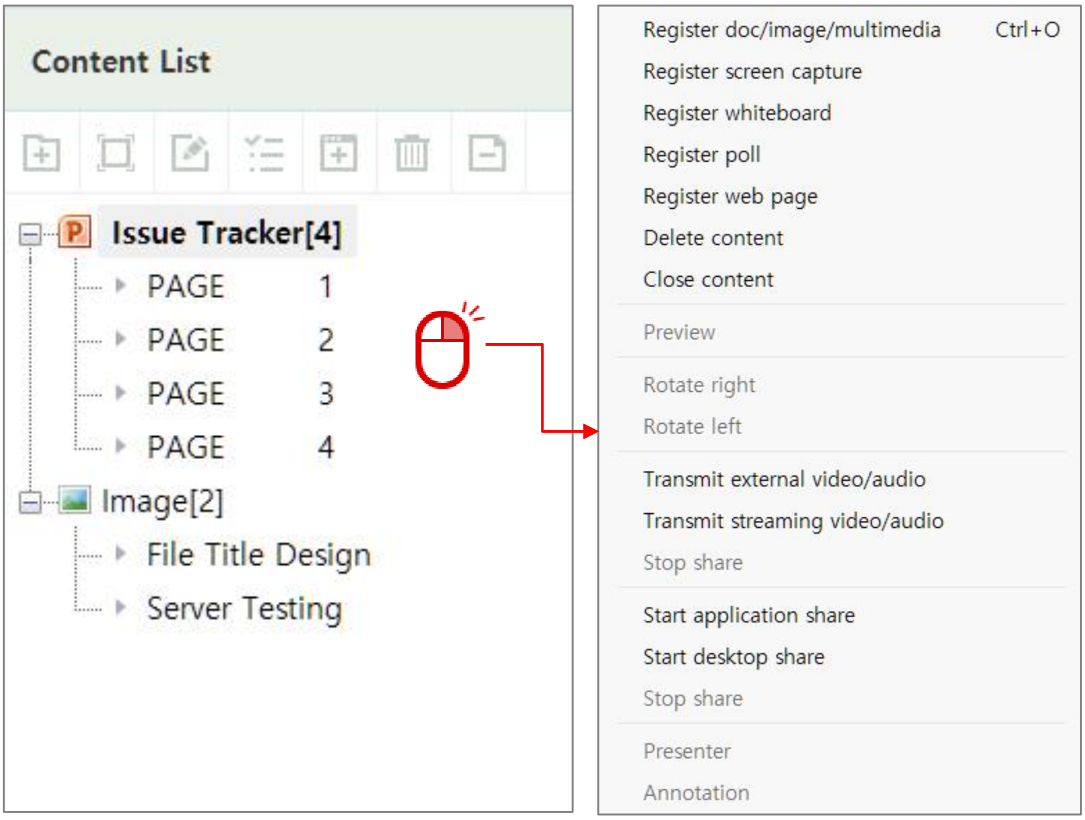
Close a Content

To close and stop sharing the content on the content display, click on [Close] button and the content disappears from the video/content display of all participants.

More Content Control Functions

Right-click on the Content List window and a content control pop-up menu appears. You can find some useful control functions among the menu items.

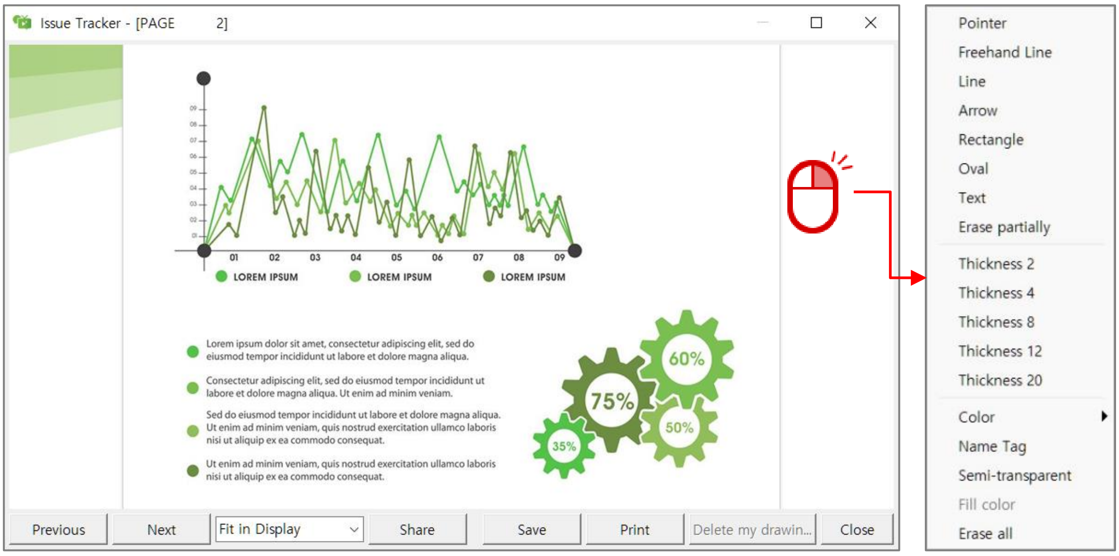
Note) This feature applies only to content that is converted to an image. It does not apply to content such as videos, web pages, and poll.


Content List
Issue Tracker[4]
PAGE 1
PAGE 2
PAGE 3
PAGE 4
Image[2]
File Title Design
Server Testing
Register doc/image/multimedia Ctrl+O
Register screen capture
Register whiteboard
Register poll
Register web page
Delete content
Close content
Preview
Rotate right
Rotate left
Transmit external video/audio
Transmit streaming video/audio
Stop share
Start application share
Start desktop share
Stop share
Presenter
Annotation

Content Share (10)

Preview

Participants can view contents ahead of host/presenter's share or past contents regardless of currently-shared content. The preview content is shown in the preview window. In order to open the content in preview window, general participants double-click on the content item while a host and presenter right-click on the content item and then select 'preview' from the popup menu.


Issue Tracker - [PAGE 2]
LOREM IPSUM
LOREM IPSUM
LOREM IPSUM
75%
60%
50%
35%
Previous
Next
Fit in Display
Share
Save
Print
Delete my drawin...
Close
Pointer
Freehand Line
Line
Arrow
Rectangle
Oval
Text
Erase partially
Thickness 2
Thickness 4
Thickness 8
Thickness 12
Thickness 20
Color
Name Tag
Semi-transparent
Fill color
Erase all

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.
- Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Content Preview Window

Previous/Next	Move content backward and forward.
Document Zoom	Click on button next to the list box and zoom list is unfolded. Select appropriate zoom level for contents.
Share	The content in preview window is displayed on the video/content display and shared with other participants. Note) A host/presenter only can share the content from preview window.
Save	Preview content can be saved as an image file including annotation.
Print	Preview content is printed.
Delete my drawings	Drawings on the preview content are erased.
Close	Preview window is closed.

Drawing Tools

Right-click on preview window and drawing tools menu pops up. Any participants can select a tool and draw themselves.

Content Share (11)

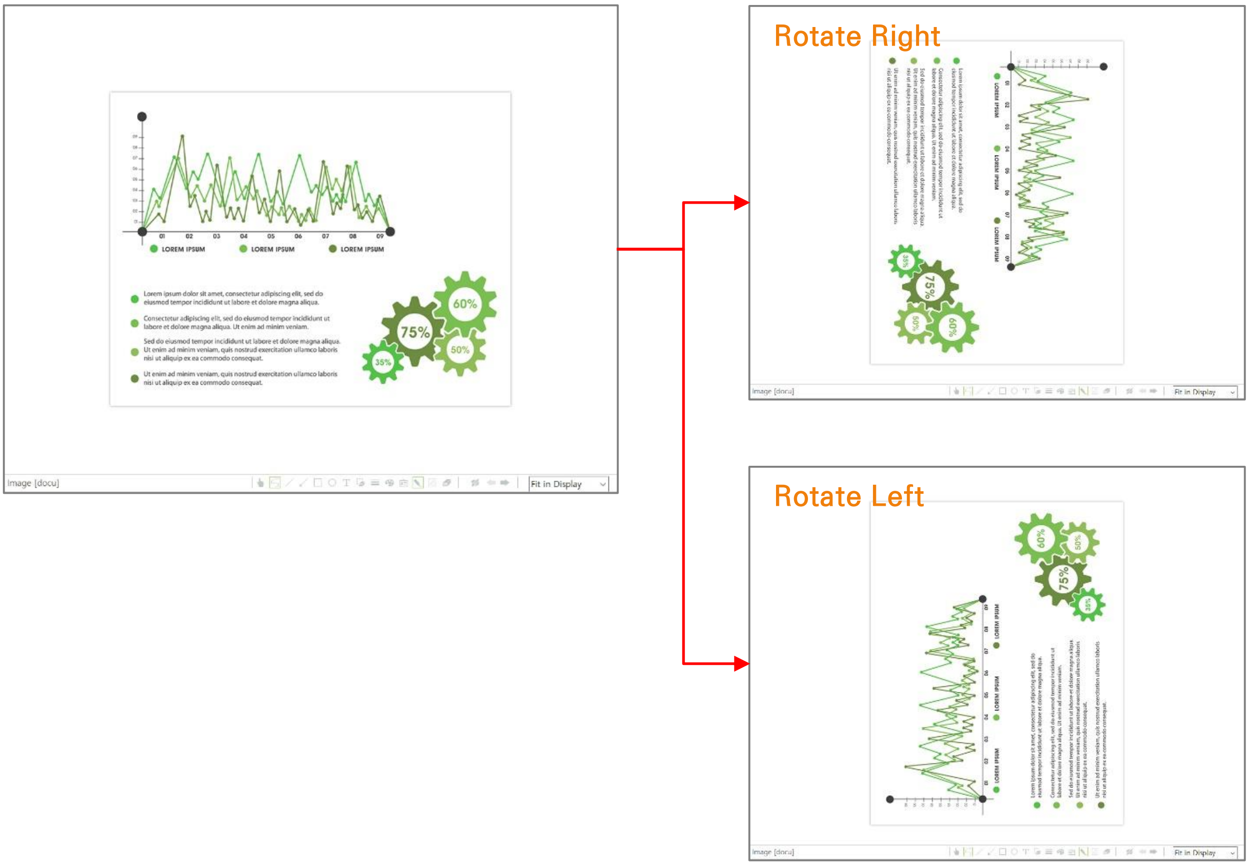
Options for Save and Print

When saving or printing preview content, following options can be used.

Current content	Currently-viewed content is saved to PC or printed.
All content	All contents in the concerned folder are saved to PC or printed.
Include drawings	All drawings are printed along with the content.
Include my drawings	My drawings are only saved or printed.

Rotate Content Right/Left

Due to printer setup, occasionally documents are converted into rotated images. In that case, a host/presenter can rotate the document image left or right to correct orientation. To rotate documents correctly, right-click on the content folder or content item and select ‘Rotate Right’ or ‘Rotate Left’. Document contents in the Content List window will be reloaded.



Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.

Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Rich Content Share : Application Share & Desktop Share (1)

Rich contents include computer screen, application program, HD live video, multimedia and external video like DVD and provide rich experience to participants, compared to simple text image.

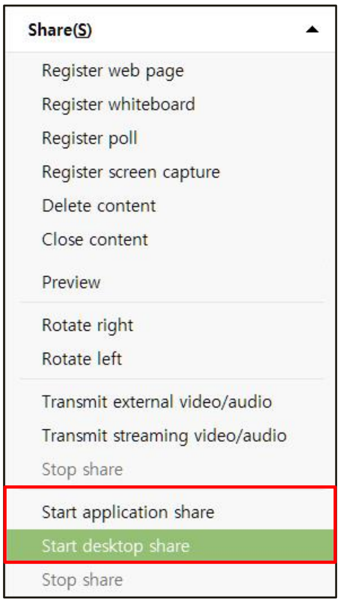
Rich content consumes more bandwidth than text image contents when they are shared across the network. Application and Desktop share can be conducted from Share menu in the Main Menu.

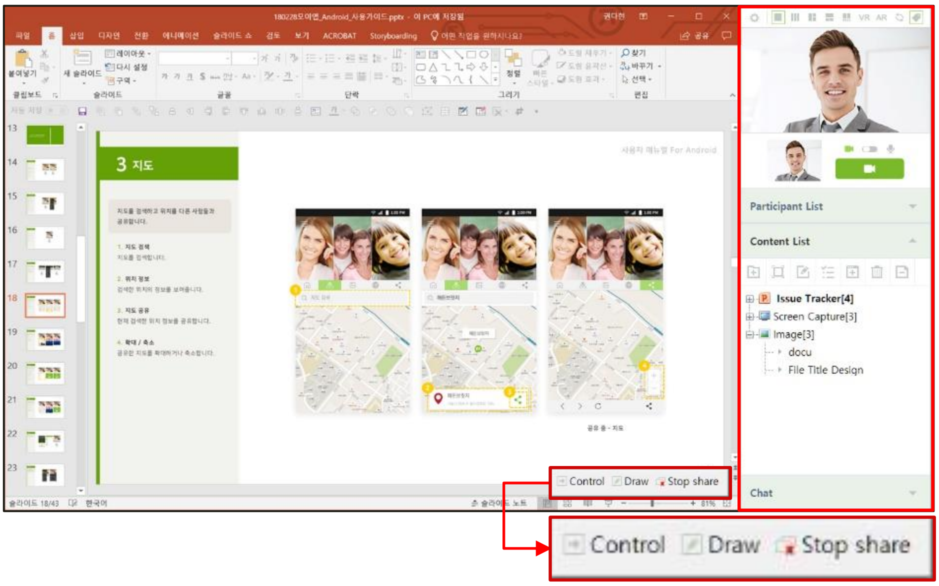
Application Share

A host/presenter can share application programs running on your computer with other participants. She/he can perform document collaboration with other participants while exchanging the control.

Click on to start application screen share.

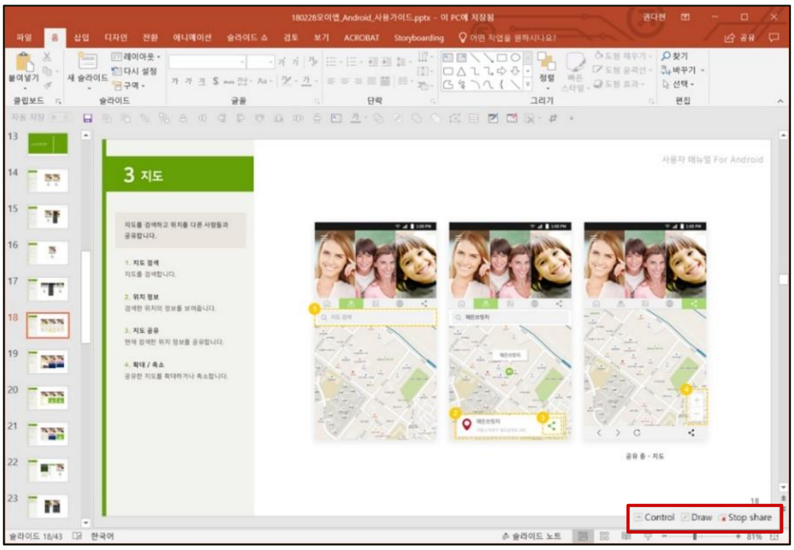
MENU → Share


Share(S)
Register web page
Register whiteboard
Register poll
Register screen capture
Delete content
Close content
Preview
Rotate right
Rotate left
Transmit external video/audio
Transmit streaming video/audio
Stop share
Start application share
Start desktop share
Stop share


Participant List
Content List
Issue Tracker[4]
Screen Capture[3]
Image[3]
docu
File Title Design
Chat
3 지도
Control
Draw
Stop share

Desktop Share

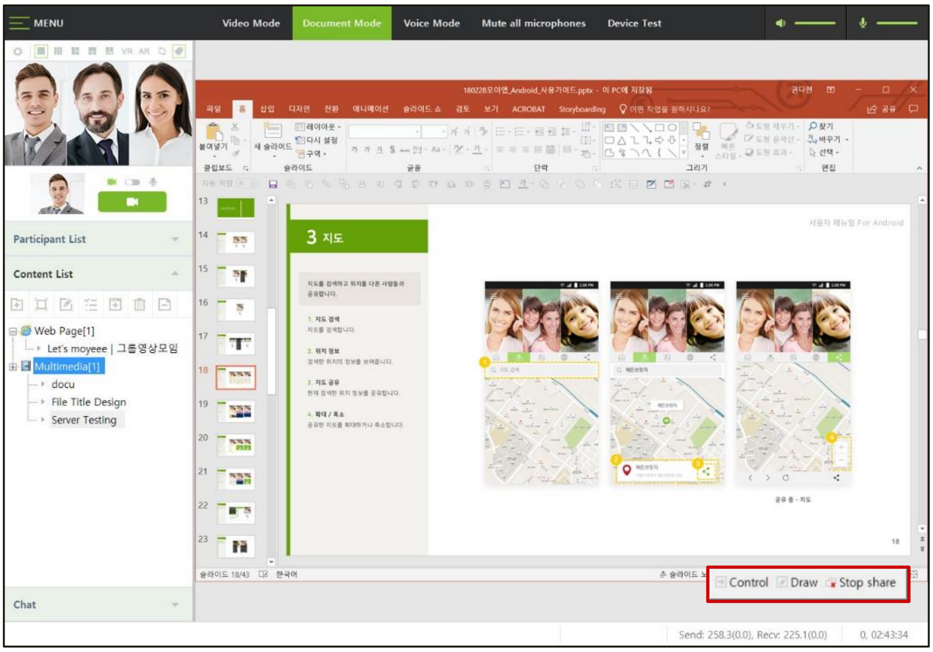
A host/presenter has full desktop screen view without participant video window while participant's screen includes video window as well as host/presenter's desktop screen

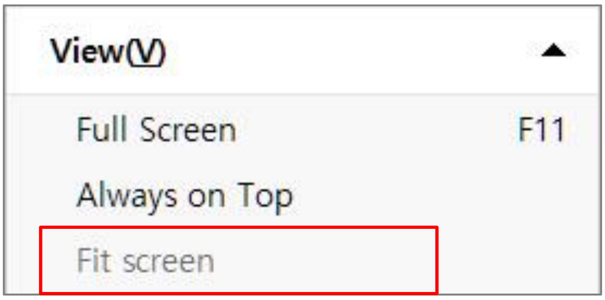

3 지도
Control
Draw
Stop share

Rich Content Share : Application Share & Desktop Share (2)

Participant Screen

Control panel is on the left side and the shared screen of host/presenter is on the right side, just same as in application screen share.

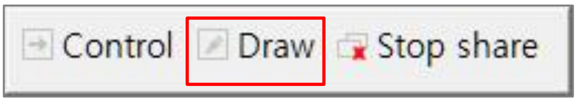

MENU
Video Mode
Document Mode
Voice Mode
Mute all microphones
Device Test
Participant List
Content List
Web Page[1]
Let's moyeee | 그룹영상모임
Multimedia[1]
docu
File Title Design
Server Testing
Chat
3 지도
Control
Draw
Stop share
Send: 258.3(0.0), Recv: 225.1(0.0)
0, 02:43:34


View(V)
Full Screen
F11
Always on Top
Fit screen

Note) Due to the difference of computer screen resolution between a host/presenter and general participants, participants' shared view do not fit in their program screen. In this case, select View → Fit screen from the menu bar and shared screen of a host/presenter will fit in participants' computer screen.

Rich Content Share : Application Share & Desktop Share (3)

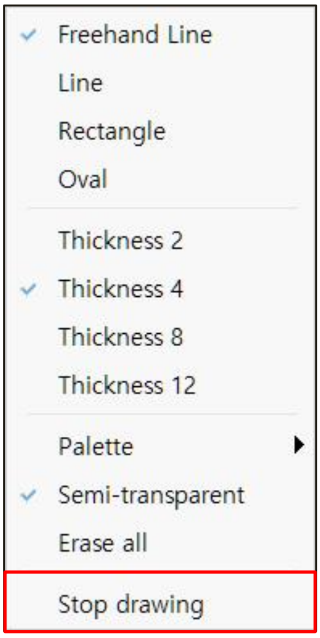
Drawing Tools


Control
Draw
Stop share

When sharing a desktop screen, clicking the [Draw] button on the screen shared controls bar brings up a pencil icon for drawing on the shared screen.

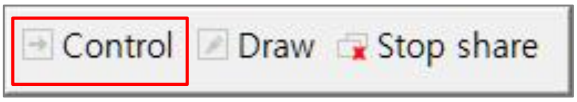
Right-click on preview window and drawing tools menu pops up. The presenter or speaker can select a tool and draw themselves.

Note) When the drawing is activated by clicking the [Draw] button, the screen sharing control bar is disappeared, and it is displayed again by selecting 'Stop Drawing' at the bottom of the drawing tool menu.

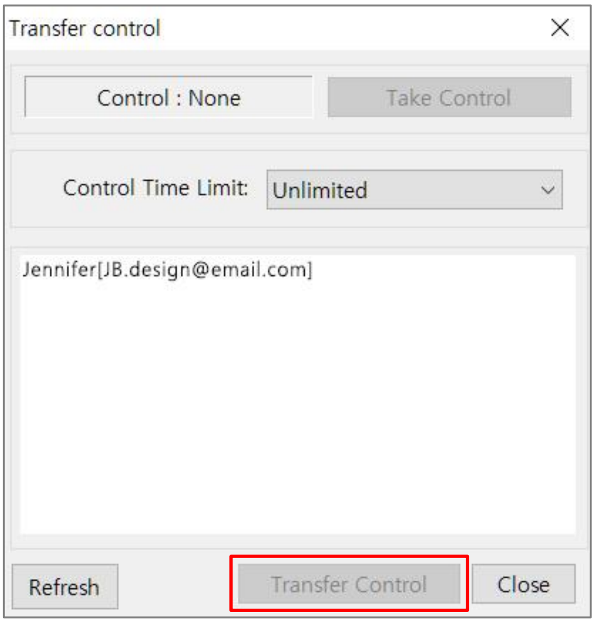

✓ Freehand Line
Line
Rectangle
Oval
Thickness 2
✓ Thickness 4
Thickness 8
Thickness 12
Palette
✓ Semi-transparent
Erase all
Stop drawing

Rich Content Share : Application Share & Desktop Share (4)

Application Share Control Bar


Control
Draw
Stop share

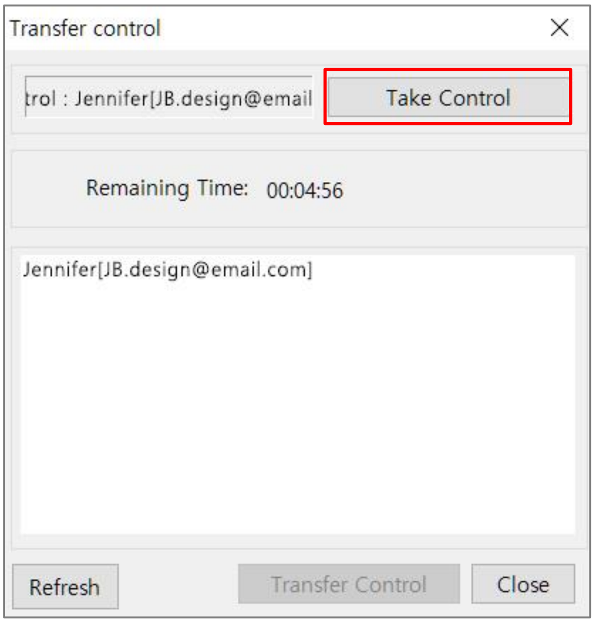
① Click on [Control] button from the application share control bar and pop-up window appears. Select a participant to transfer the control and click on [Transfer Control] button. To take back the control, click on [Take Control] button.


Transfer control
Take Control
Refresh
Transfer Control
Close

Control : None

Control Time Limit: Unlimited

Jennifer[JB.design@email.com]


Transfer control
Take Control
Refresh
Transfer Control
Close

trol : Jennifer[JB.design@email

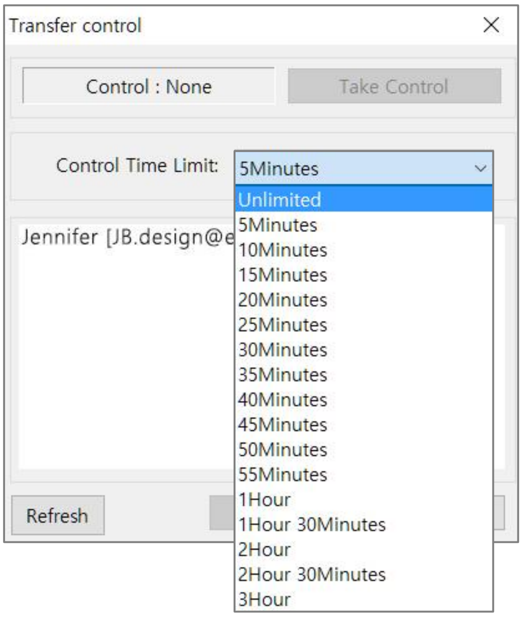
Remaining Time: 00:04:56

Jennifer[JB.design@email.com]

② To stop share, click on [Stop Share] button.

③ Please note [Draw] button is disabled in application share control bar while enabled in desktop share control bar. Note) To use Draw function to annotate on shared screen, please use desktop share.

Control Time Limit


Transfer control
Take Control
Unlimited
5Minutes
10Minutes
15Minutes
20Minutes
25Minutes
30Minutes
35Minutes
40Minutes
45Minutes
50Minutes
55Minutes
1Hour
1Hour 30Minutes
2Hour
2Hour 30Minutes
3Hour
Refresh

Control : None

Control Time Limit: 5Minutes

Jennifer [JB.design@e

This control function limits the time for which a participant owns the transferred control. Click on time selection list and select the time to use application control. Once the time limit is set and the control is transferred, remaining time countdown gets started and displayed. Once the control time reaches the limit, the control automatically returns to a host/presenter.

Note) General participants can share their application screen with other participants once they are granted a host/presenter privilege.

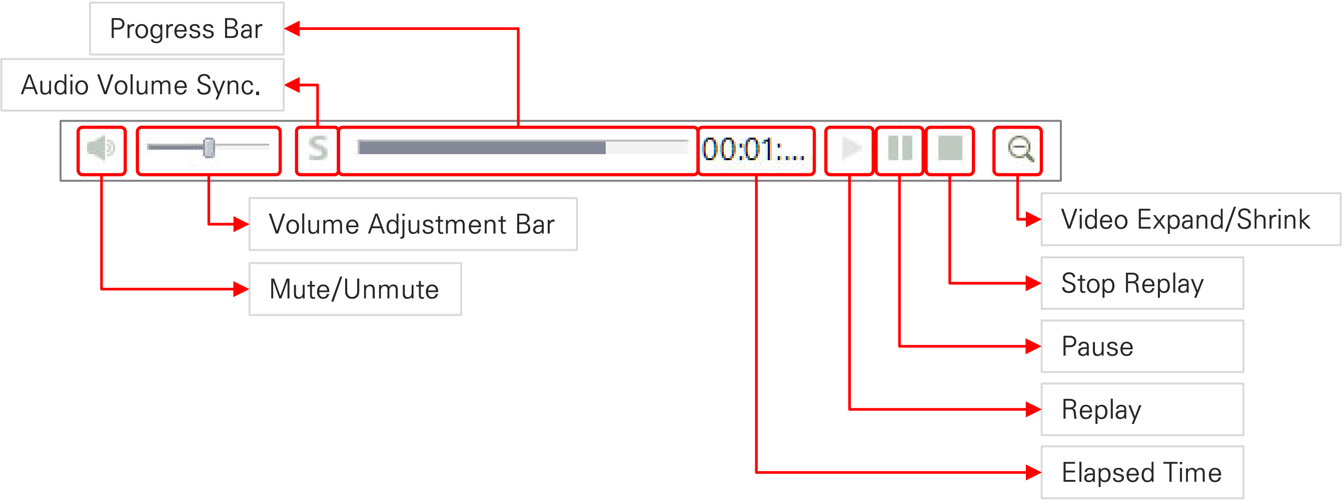
Rich Content Share : Transmit streaming video/audio

A host/presenter can share video/audio files such as media files including WMV, MPEG, FLA, MP3 and other video/audio files in real-time with participants.

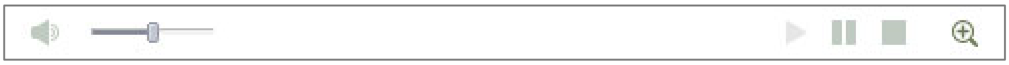
① **Select [Share→Transmit streaming video/audio] in the menu bar.**

② **Select a file and click on [Open] button from file open window and media file starts to be played on the video/content display and shared.**

③ **Content Display Tool Bar**
When streaming media starts to be played, Contents Display Tool Bar shows up at the bottom of the video/content display. A host/presenter can adjust volume, pause, replay, move and stop video/audio and also see elapsed time.



Mute/Unmute Button	Click on the button and the speaker is muted. Click again and the speaker is unmuted.
Volume Adjustment Bar	Participants can adjust their speaker volume level by moving the volume bar left or right with Mouse.
Audio Volume Sync. Button	When a host/presenter clicks on the button after adjusting the speaker volume, all participants will have the same volume level as a host/presenter does. Clicking on the button, the volume on all participants is synchronized to same level.
Progress Bar	All participants including a host/presenter can see video/audio progress and a host/presenter also can move back and forth the video.
Elapsed Time	It shows elapsed time.



Note) On participant side, Mute/Unmute buttons, Volume adjustment bar, Stop replay button and Video expand/shrink button only appear.

Rich Content Share : Transmit external video/audio

Video/audio captured from external device can be transmitted and shared on the content display. This function is normally used to share external video contents such as high quality video(HD), DVD, document camera, electron microscope and etc.. Select 'Share → Transmit External Video/Audio' in the menu bar.

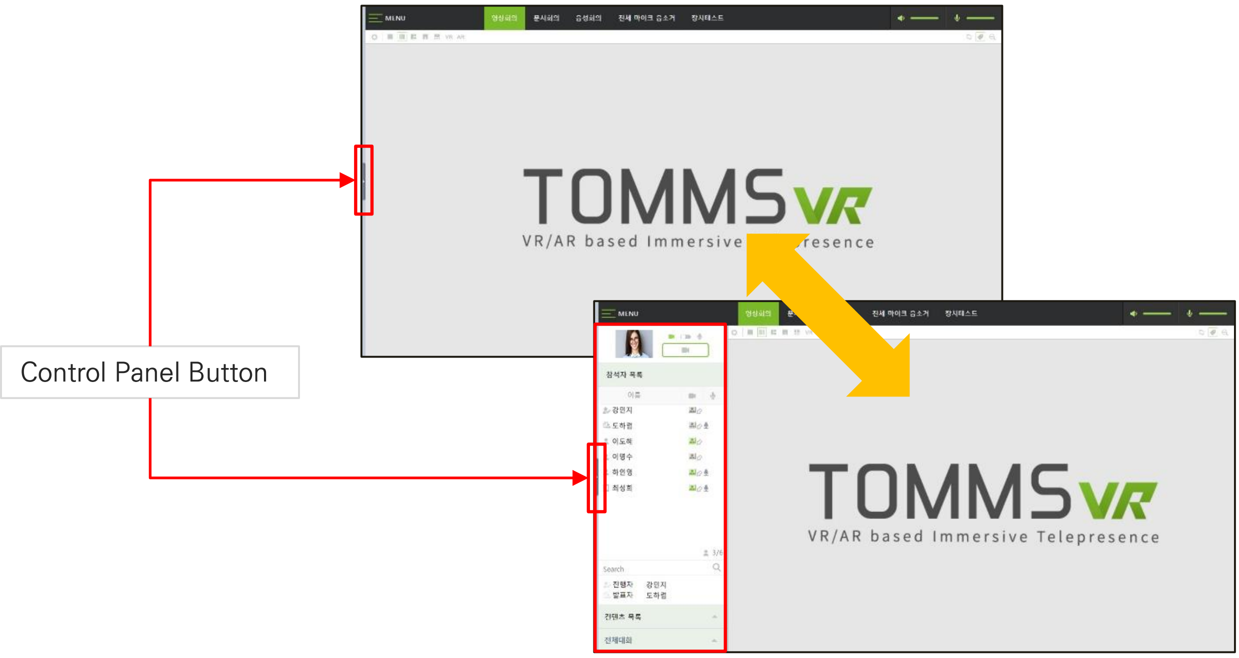
Note 1) Transferred videos are not registered in the Content List.

Note 2) For the connection settings of the capture board, high-definition camera and external video device, refer to 'Environment Setup (2) : Transmit external video/audio'

Audio Transmission	To transmit audio with the video, select 'Yes'.
Video Quality	Select one from CIF (352*288 pixel), VGA(640*480), HD720 (1280*720) and HD1080(1920*1080, Full HD). Note) To transmit full HD video, PC's CPU power must be Intel i7 or higher.
Frame	Frame is FPS(Frames Per Second). Select from 1 to 30 FPS, moving back and forth the sliding bar.

Full Screen

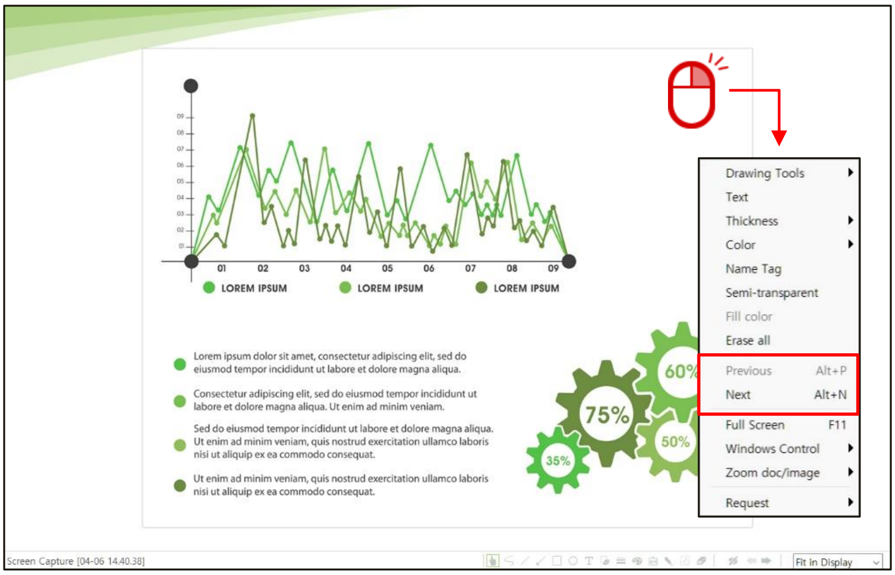
Press 〈F11〉 key or select [Full Screen] from the menu to change conference screen to full screen mode. In full screen, the screen returns to main screen by pressing 〈Esc〉 or F11 key. When clicking on Control Panel button on the left side of full screen, the control panel appears. Clicking on it again, control panel will disappear.


MENU
TOMMS VR
VR/AR based Immersive Telepresence
Control Panel Button
참석자 목록
Search
진행자
발표자
컨텐츠 목록
전체대화

Presentation Mode

Press the 〈F12〉 key to switch to the presentation mode. All user interfaces such as the top window border, the menu bar, and the Windows taskbar will disappear and the screen will fill up with images or content. Press F12 again to return to the original state.

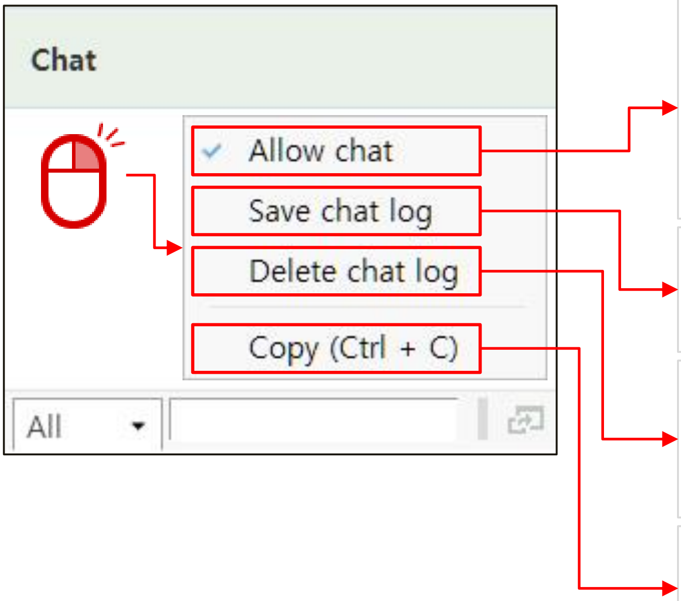
Note) If you want to move the content slide forward or backward, right click on the Mouse and select [Previous Document (Alt-P)] or [Next Document (Alt-N)] from the pop-up menu.


01
02
03
04
05
06
07
08
09
LOREM IPSUM
LOREM IPSUM
LOREM IPSUM
75%
60%
50%
35%
Drawing Tools
Text
Thickness
Color
Name Tag
Semi-transparent
Fill color
Erase all
Previous Alt+P
Next Alt+N
Full Screen F11
Windows Control
Zoom doc/image
Request
Screen Capture [04-06 14.40.38]
Fit in Display

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.
- Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Chat

During a conference, you can text chat with all participants, and you can erase all text in the conversation window or save it as a file. You can chat 1: 1 with a certain person, and when you right-click in the window, a chat menu appears.


Chat
Allow chat
Save chat log
Delete chat log
Copy (Ctrl + C)
All

Allow
A host/presenter can allow or disallow chat for participants by clicking on the menu item. When 'Allow' menu is not checked, only a host can chat while other participants including a presenter are not allowed to chat.

Save Chat Log
All participants can save chat log to a file in their computer.

Delete Chat Log
All participant can delete messages displayed their own Chat Window, while others' message boxes stay not deleted.

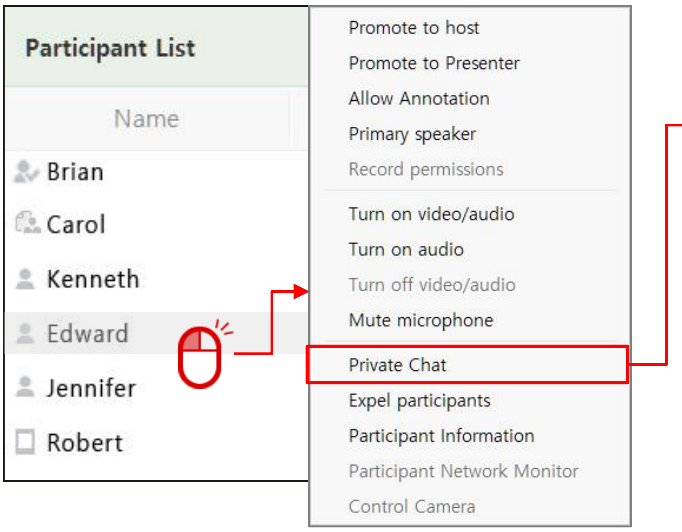
Copy
Participants can copy chat messages and paste into other applications.

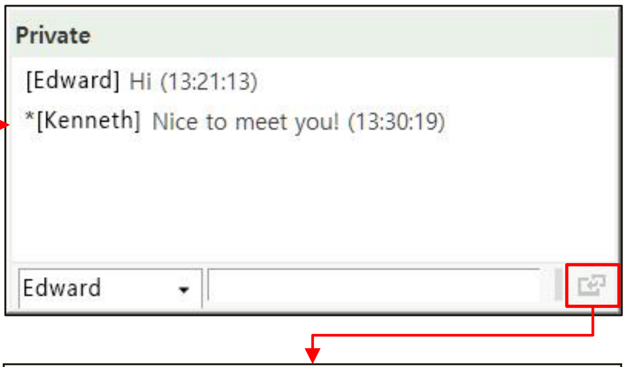
Private Chat

Private chat message is only visible to a designated participant. An asterisk(*) is followed by the participant name to distinguish from public chat messages. There are two way to do private one-to-one chat.

Separate Chat Window

You can click the Separate/Join button to separate the Chat Window into a separate window or join it to the control panel.


Participant List
Name
Brian
Carol
Kenneth
Edward
Jennifer
Robert
Promote to host
Promote to Presenter
Allow Annotation
Primary speaker
Record permissions
Turn on video/audio
Turn on audio
Turn off video/audio
Mute microphone
Private Chat
Expel participants
Participant Information
Participant Network Monitor
Control Camera


Private
Edward

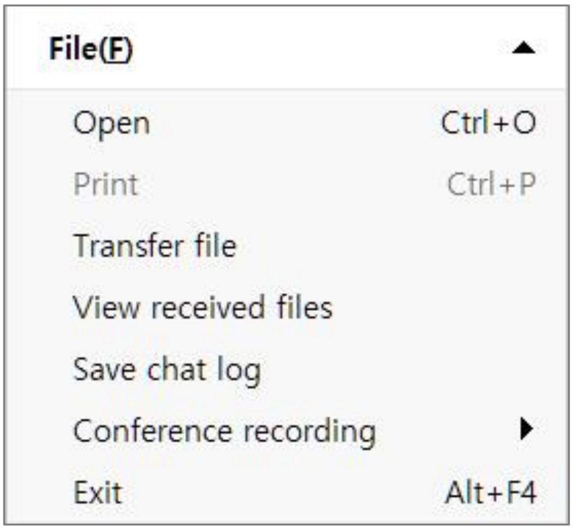
[Edward] Hi (13:21:13)
*[Kenneth] Nice to meet you! (13:30:19)

Separate / Join Chat Window

Chat window is separated from the Control Panel.

Chat window is back to the Control Panel.

Main Menu : File (1)


File(F)
Open Ctrl+O
Print Ctrl+P
Transfer file
View received files
Save chat log
Conference recording
Exit Alt+F4

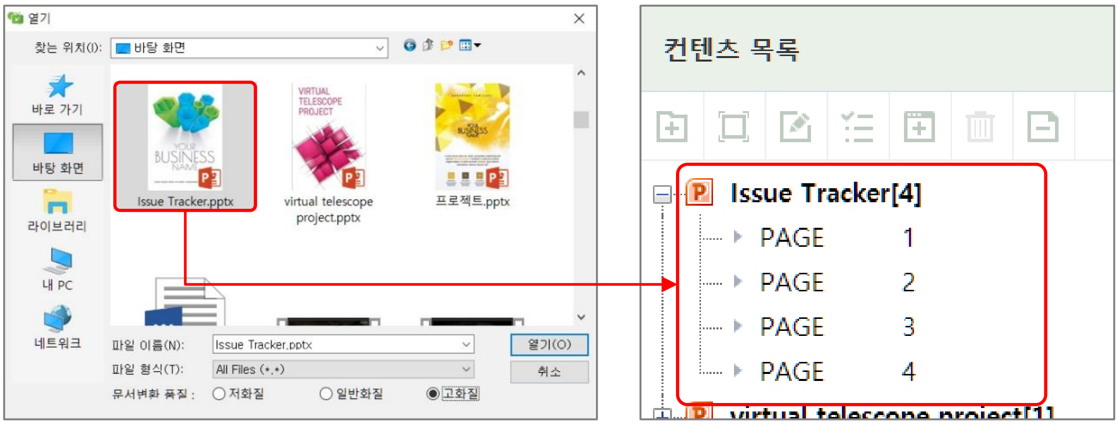
There are basic functions that you need while you are in a video conference.

Open

A host/presenter can open and upload a file/image/video file to share from PC.

① Select ‘Open’ and open window appears.

② Select a file and click on [Open] button. The file is uploaded to Content List window and double-click on the content item to share with participants.


열기
찾는 위치(I): 바탕 화면
바로 가기
바탕 화면
라이브러리
내 PC
네트워크
Issue Tracker.pptx
virtual telescope project.pptx
프로젝트.pptx
열기(O)
취소
컨텐츠 목록
Issue Tracker[4]
PAGE 1
PAGE 2
PAGE 3
PAGE 4
virtual telescope project[1]

파일 이름(N): Issue Tracker.pptx

파일 형식(T): All Files (*.*)

문서변화 품질 : ○저화질 ○일반화질 ●고화질

Print

Any participants can print the content being shared on the video/content display.

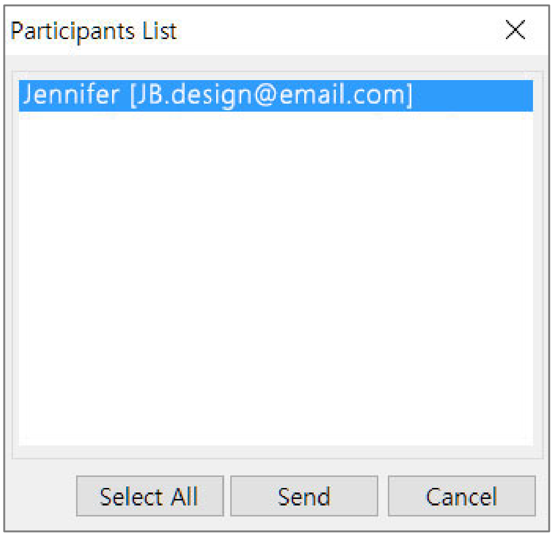
Main Menu : File (2)

File Transfer

A host/presenter can transfer a file to all or selected participants during the conference.

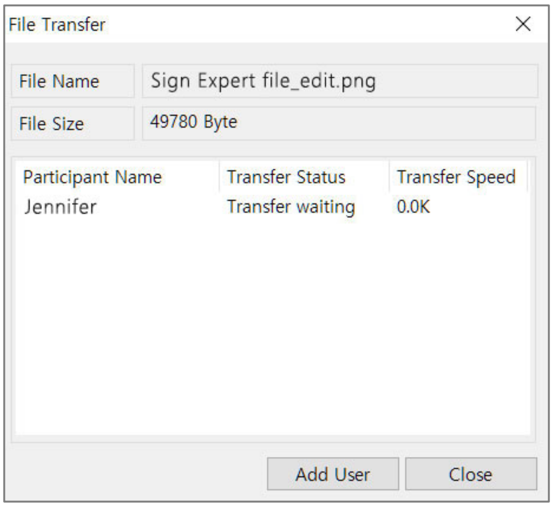
① Select a file and click on [Open] button

② Select a participant and click on [Send] button



Jennifer [JB.design@email.com]

③ To add more participants to receive the file, select additional participant and click on [Add User] button.

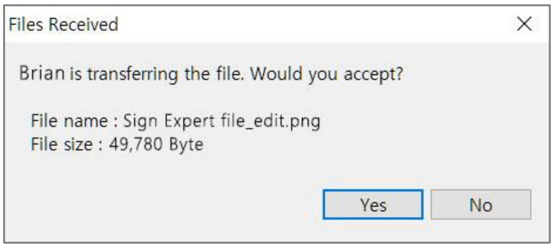


File Name: Sign Expert file_edit.png

File Size: 49780 Byte

Participant Name	Transfer Status	Transfer Speed
Jennifer	Transfer waiting	0.0K

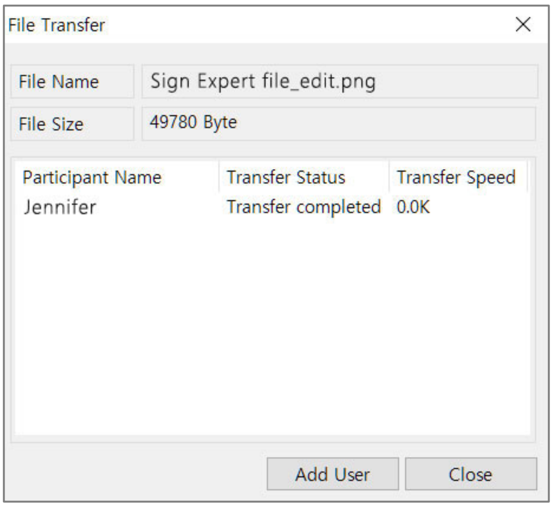
④ Receiving participants click on [Yes] button to accept the receipt of file.



Brian is transferring the file. Would you accept?

File name : Sign Expert file_edit.png
File size : 49,780 Byte

⑤ File transfer has been completed.



File Name: Sign Expert file_edit.png

File Size: 49780 Byte

Participant Name	Transfer Status	Transfer Speed
Jennifer	Transfer completed	0.0K

⑥ Received Files folder is open to participants' screen when file receipt is completed.

View Received Files

Participants can open Received File folder to read the file.

Save Chat Log

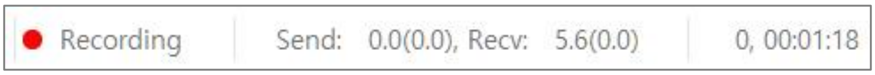
Chat messages in the Chat Window is saved as a Rich Text Format (RTF) file. Select the desired folder and click on [Save] button.

Main Menu : File (3)

Conference Recording

A host/presenter/participant with recording privilege can record the conference and save the recording file into their computer. There are 3 recording types such as full screen, content and voice recording. Text chat is not included in the recording file.

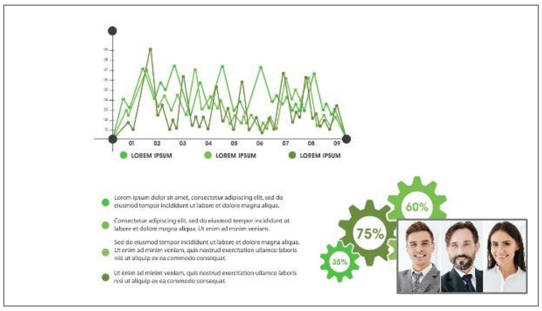
Note) Recording is in progress, recording indicator shows up on the Status Bar.



● Recording | Send: 0.0(0.0), Recv: 5.6(0.0) | 0, 00:01:18

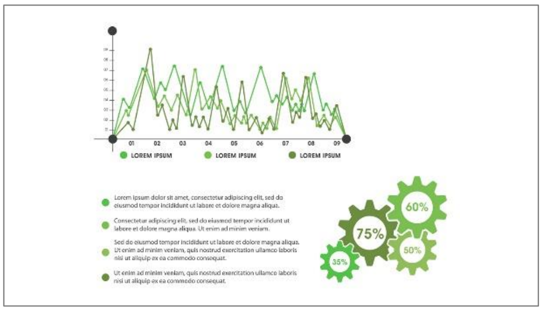
- **Full screen recording**
  In Video Mode, participants' video is recorded. In Document Mode, contents/document is recorded along with participants' video located at the bottom right corner.

Video Mode



Document Mode

- **Content recording**
  In Video Mode, participants' video is recorded. In Document Mode, contents/document is recorded along with participants' video located at the bottom right corner.



Content Recording

- **Voice recording**
  When selecting this option, audio is only recorded.

- **Stop Recording**

- When stopping recording while a conference session is in progress, recording file is created until that time. You can restart recording to create another recording file. If you exit the conference during recording, recording file is created for that period.

Main Menu : File (4)

Post-recording process

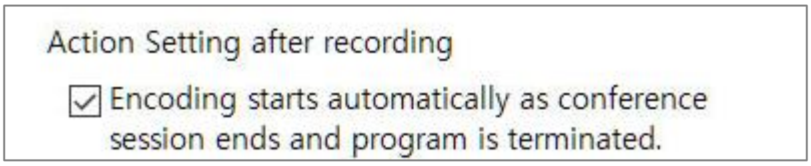
When you exit the conference after recording, recorded video/voice is converted into video/audio files in the target folder. The folder can be designated in the 'Conference Recording' in Environment Setup.

Note) Check 'Saved file folder opens…' if you want to see and check out the recorded files. The folder with recorded files will be open automatically right after encoding process is completed.

Recording file

Serial number is attached to file name as recording for one session is conducted more than one times.

- **PlayList_0000.m3u**
  Play list file which plays recording files in a row.
- **REC_0000.mp4**
  Video and voice recording are all MP4 type.
- **Recording source file, RecStorage.trd**
  In case that recording is done but post recording process(rendering) is missed for some reasons, recording files are not generated. This file is used for post rendering.
  Note) When following option is not checked in the conference recording of Environment Setup, encoding is not performed.



Action Setting after recording

☑ Encoding starts automatically as conference session ends and program is terminated.

How to encode a recording source file using Post Encoder

TwPostEncoder.exe

Run the Post Encoder program(TwPostEncoder.exe) in following path and select a recording source file, RecStorage.trd. Then recording file is created.

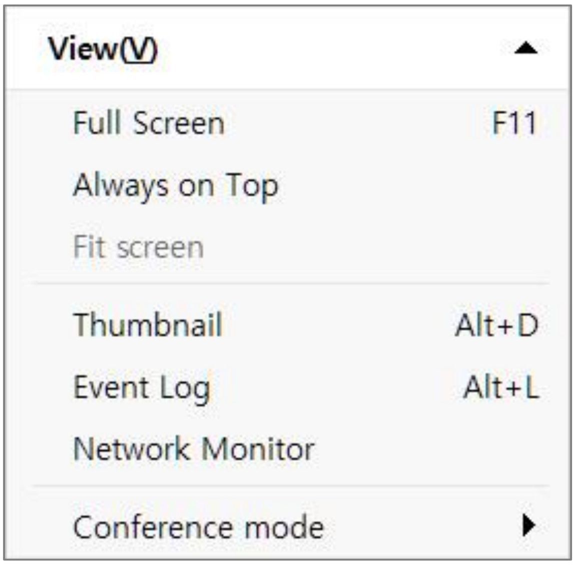
Program Filesx86) 〉 HaedenBridge 〉 Tw 〉 TwPostEncorder.exe

Exit

When a regular participant ends the conference, they leave the conference.

When the host ends the conference, all participants are disconnected.

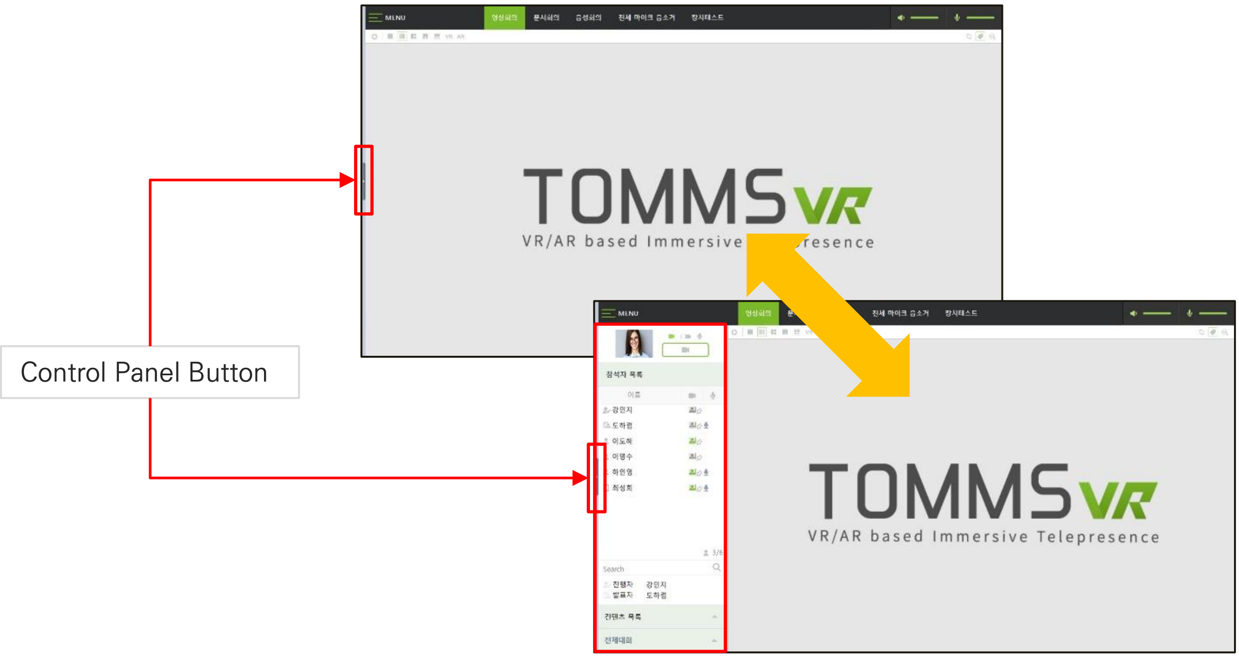
Main Menu : View (1)


View(V)
Full Screen F11
Always on Top
Fit screen
Thumbnail Alt+D
Event Log Alt+L
Network Monitor
Conference mode

You can open the video conference screen to the full screen, a thumbnail window to display the contents of the contents list as an image, and an event log window to monitor events occurring during the conference (event). [Screen Share Screen Size Alignment] is used when the screen of the host does not match the content display area of the participant when sharing the application or sharing the screen.

Full Screen

Press 〈F11〉 key or select 'Full Screen' from the menu to change conference screen to full screen mode. In full screen, the screen returns to main screen by pressing 〈Esc〉 or F11 key. When clicking on Control Panel button on the left side of full screen, the control panel appears. Clicking on it again, control panel will disappear.

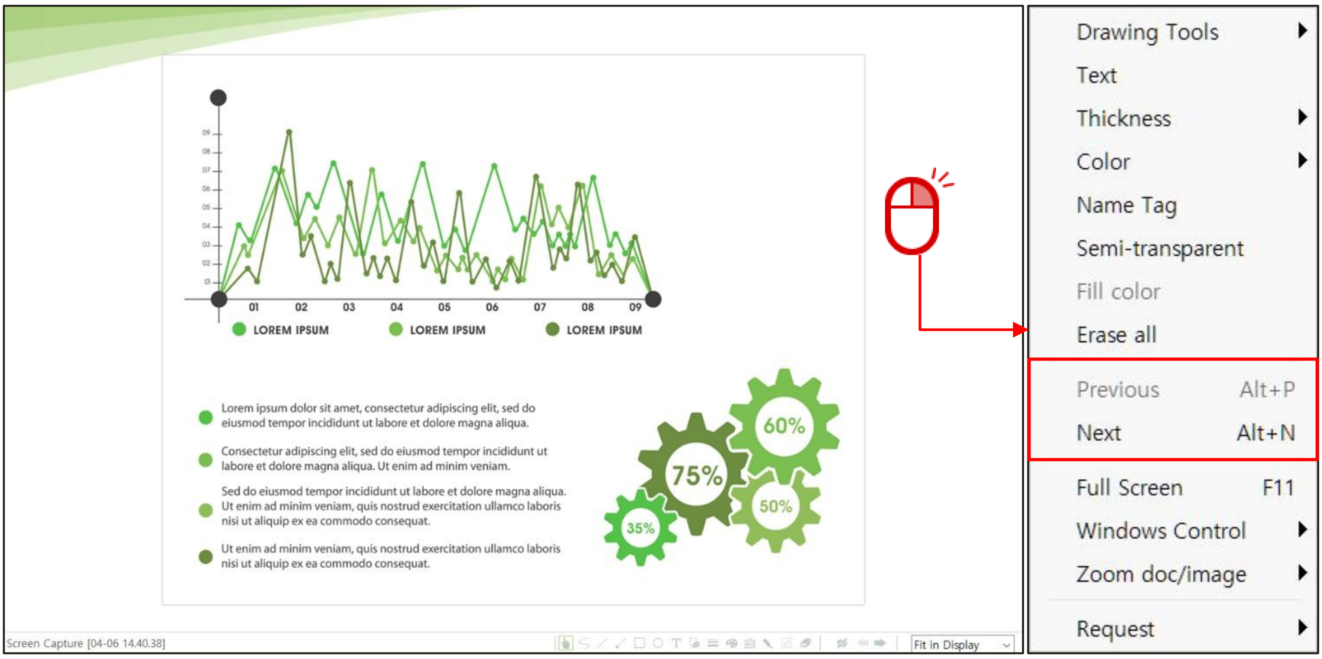

Control Panel Button
MENU
TOMMS VR
VR/AR based Immersive Telepresence

Main Menu : View (2)

Presentation Mode

Press the F12 key to switch to the presentation mode. All user interfaces such as the top window border, the menu bar, and the Windows taskbar will disappear and the screen will fill up with images or content. Press F12 again to return to the original state.

Note) If you want to move the content slide forward or backward, right click on the Mouse and select 'Previous Document (Alt-P)' or 'Next Document (Alt-N)' from the pop-up menu.



- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam.
- Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

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LOREM IPSUM
LOREM IPSUM
75%
60%
50%
35%
Screen Capture [04-06 14.40.38]
Fit in Display
Drawing Tools
Text
Thickness
Color
Name Tag
Semi-transparent
Fill color
Erase all
Previous Alt+P
Next Alt+N
Full Screen F11
Windows Control
Zoom doc/image
Request

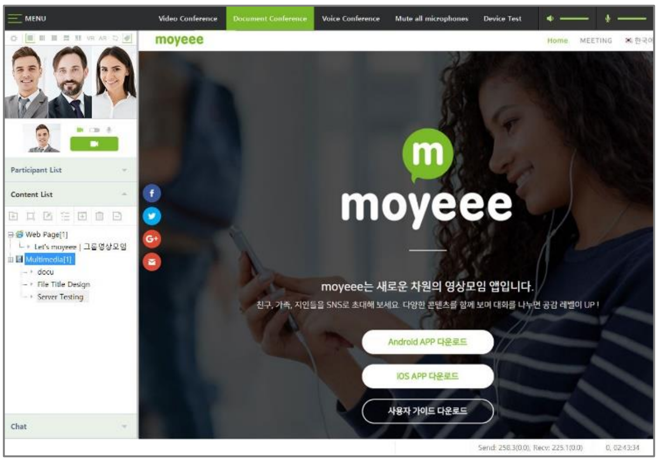
Main Menu : View (3)

Always on Top

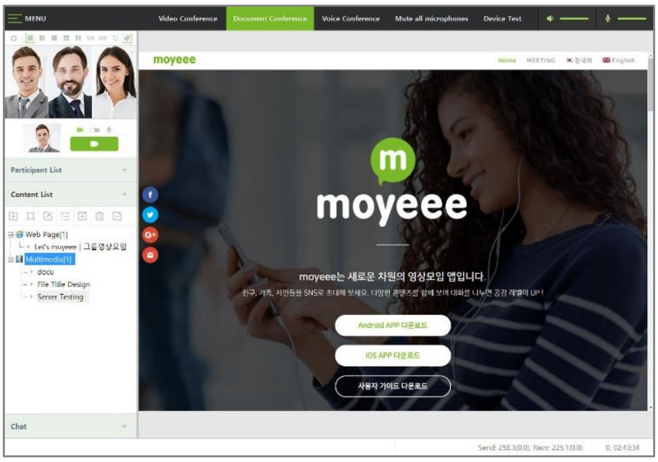
In case that other application programs like messenger and email run on your PC, sometimes popup window appears unintentionally on the conference screen. If participants including a host/presenter want to avoid this situation, select this. Conference program will be always on top of the PC screen.

Fit screen

Due to the difference of computer screen resolution between a host/presenter and general participants, participants' shared view do not fit in their program screen. In this case, select View→Fit screen from the menu bar and shared screen of a host/presenter will fit in participants' computer screen.


MENU
Video Conference
Document Conference
Voice Conference
Mute all microphones
Device Test
Participant List
Content List
Web Page[1]
Multimedia[1]
docu
File Title Design
Server Testing
Chat
moyeee
moyeee는 새로운 차원의 영상모임 앱입니다.
Android APP 다운로드
iOS APP 다운로드
사용자 가이드 다운로드

no Fit screen

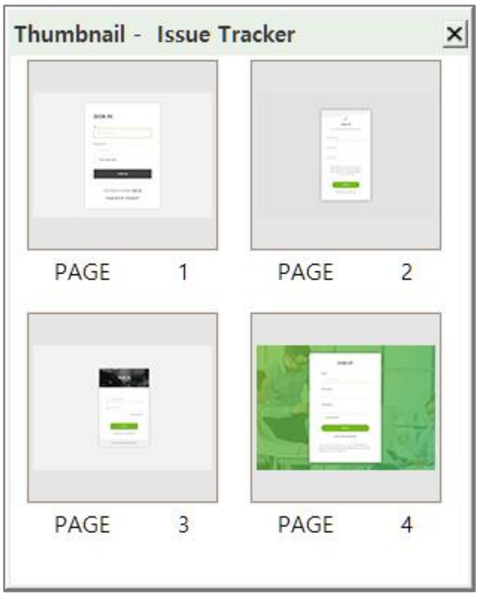

MENU
Video Conference
Document Conference
Voice Conference
Mute all microphones
Device Test
Participant List
Content List
Web Page[1]
Multimedia[1]
docu
File Title Design
Server Testing
Chat
moyeee
moyeee는 새로운 차원의 영상모임 앱입니다.
Android APP 다운로드
iOS APP 다운로드
사용자 가이드 다운로드

Fit screen

Thumbnail

Thumbnail window is used to show documents in the Content List in thumbnail images, allowing participants including a host/presenter to easily recognize the documents which are not shared on the content display.

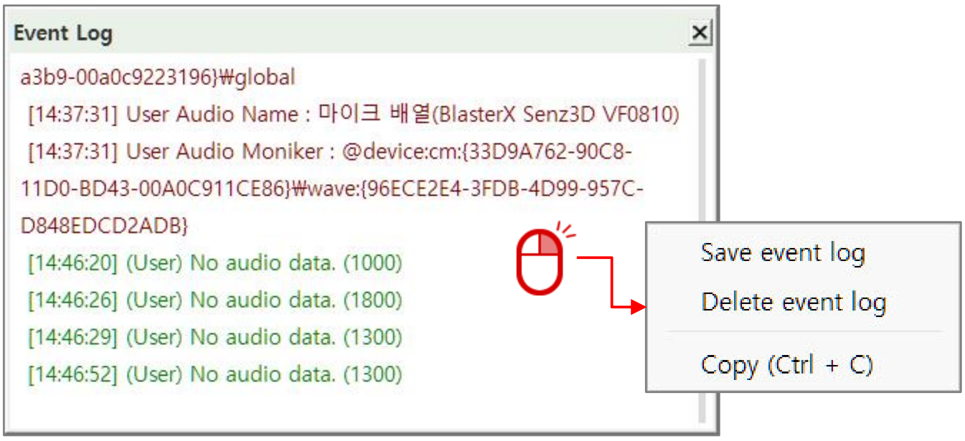
Select [Thumbnail] from [View] menu and Thumbnail window opens.


Thumbnail - Issue Tracker
PAGE 1
PAGE 2
PAGE 3
PAGE 4

Main Menu : View (4)

Event Log

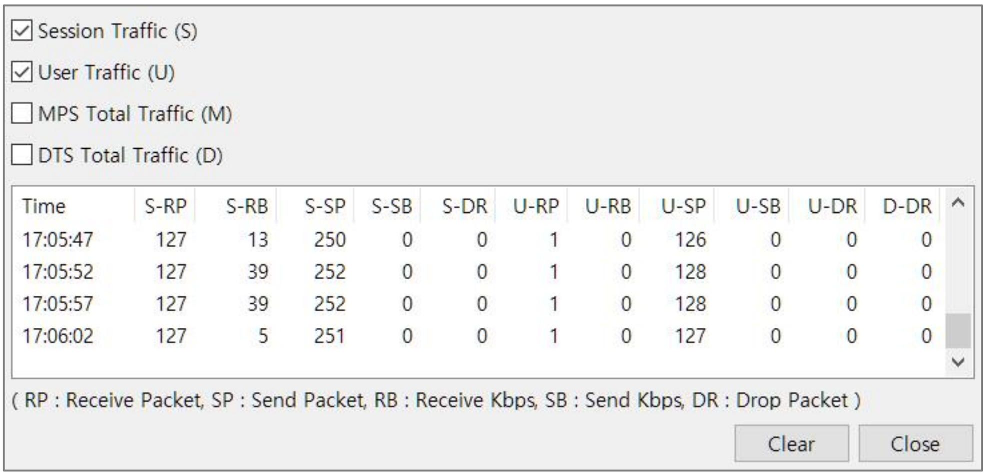
System event messages such as participant's connection, privilege transfer, system error and other information are recorded and viewed. Right-click on the window and a menu appears to save/delete/copy log.



```
a3b9-00a0c9223196}₩global
 [14:37:31] User Audio Name : 마이크 배열(BlasterX Senz3D VF0810)
 [14:37:31] User Audio Moniker : @device:cm:{33D9A762-90C8-
11D0-BD43-00A0C911CE86}₩wave:{96ECE2E4-3FDB-4D99-957C-
D848EDCD2ADB}
 [14:46:20] (User) No audio data. (1000)
 [14:46:26] (User) No audio data. (1800)
 [14:46:29] (User) No audio data. (1300)
 [14:46:52] (User) No audio data. (1300)
```

Network Monitor

It shows the number of send/receive packets and data transfer status every 5 seconds. Please refer to Administrator Guide for more information.



☑ Session Traffic (S)
☑ User Traffic (U)
☐ MPS Total Traffic (M)
☐ DTS Total Traffic (D)

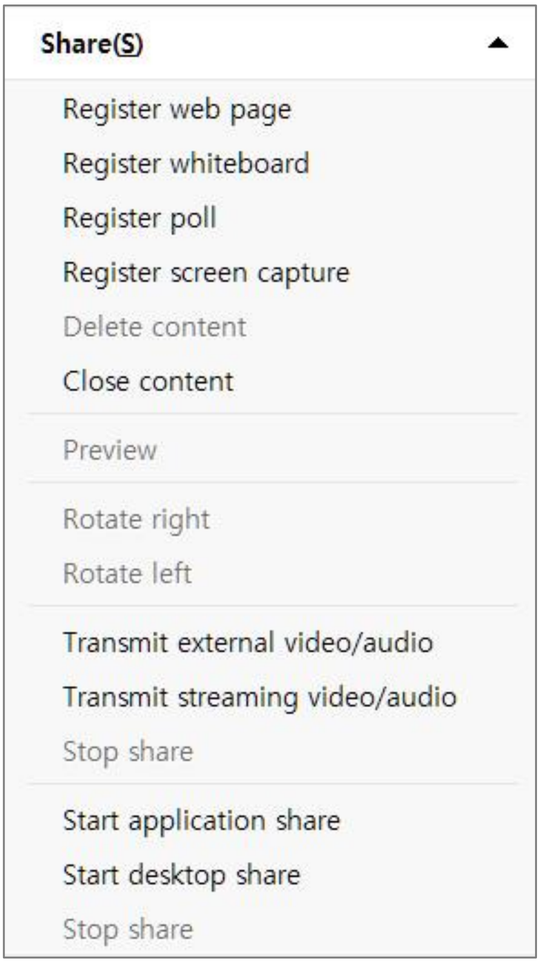
Time	S-RP	S-RB	S-SP	S-SB	S-DR	U-RP	U-RB	U-SP	U-SB	U-DR	D-DR
17:05:47	127	13	250	0	0	1	0	126	0	0	0
17:05:52	127	39	252	0	0	1	0	128	0	0	0
17:05:57	127	39	252	0	0	1	0	128	0	0	0
17:06:02	127	5	251	0	0	1	0	127	0	0	0

(RP : Receive Packet, SP : Send Packet, RB : Receive Kbps, SB : Send Kbps, DR : Drop Packet)

Conference Mode

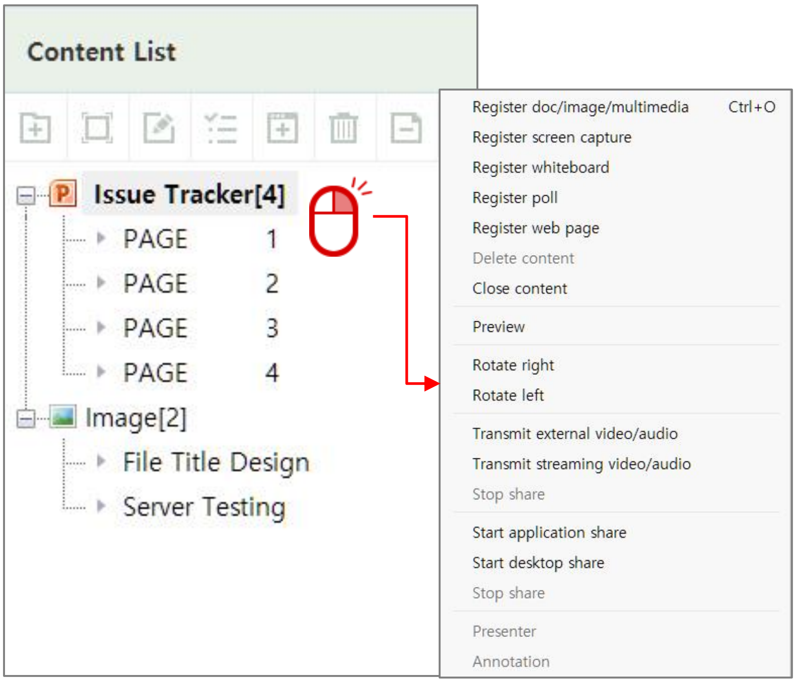
It switched conference screen between Video and Document Modes.

Main Menu : Share

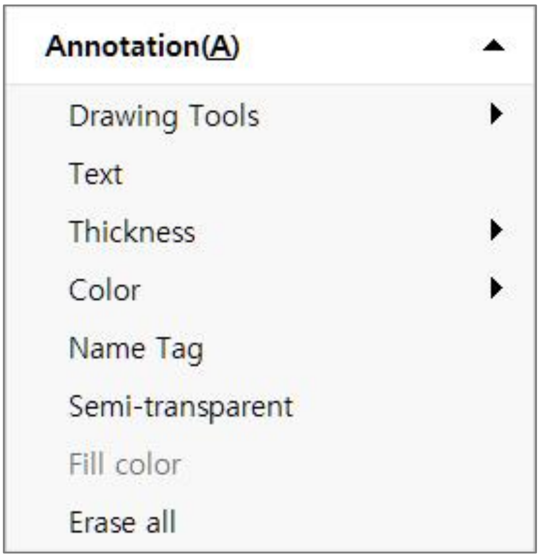

Share(S)
Register web page
Register whiteboard
Register poll
Register screen capture
Delete content
Close content
Preview
Rotate right
Rotate left
Transmit external video/audio
Transmit streaming video/audio
Stop share
Start application share
Start desktop share
Stop share

For more information, please refer to 'Content Share' or 'Rich Content Share' in this user guide.

Note) Right-clicking in the Content List window, menu for sharing content shows up.


Content List
Issue Tracker[4]
PAGE 1
PAGE 2
PAGE 3
PAGE 4
Image[2]
File Title Design
Server Testing
Register doc/image/multimedia Ctrl+O
Register screen capture
Register whiteboard
Register poll
Register web page
Delete content
Close content
Preview
Rotate right
Rotate left
Transmit external video/audio
Transmit streaming video/audio
Stop share
Start application share
Start desktop share
Stop share
Presenter
Annotation

Main Menu : Annotation (1)

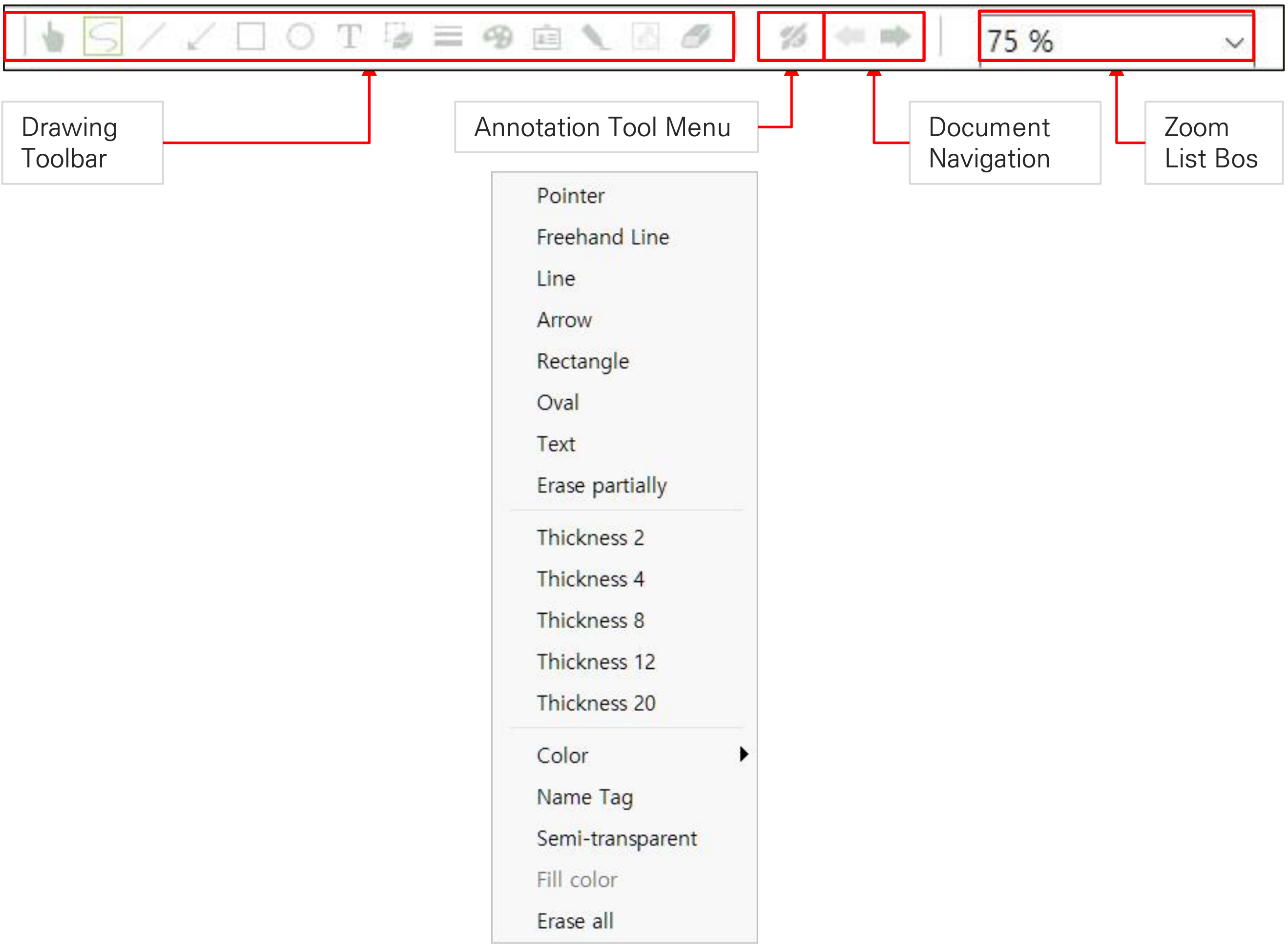

Annotation(A)
Drawing Tools
Text
Thickness
Color
Name Tag
Semi-transparent
Fill color
Erase all

A host/presenter can make annotations on shared documents, images or whiteboards. All participants can view the same annotations on their screens in real−time when you starts annotating. Other participants may also annotate shared contents when they get the annotation privilege by requesting a host/presenter to allow. Annotation menu can also be accessed at the bottom of the video/content display.

Note) [Erase All] can be performed by a host/presenter only.

Drawing Tools

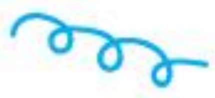
Participants with drawing privilege can select the tool from the menu or tool bar at the bottom of the video/content display.


75 %
Drawing Toolbar
Annotation Tool Menu
Document Navigation
Zoom List Bos
Pointer
Freehand Line
Line
Arrow
Rectangle
Oval
Text
Erase partially
Thickness 2
Thickness 4
Thickness 8
Thickness 12
Thickness 20
Color
Name Tag
Semi-transparent
Fill color
Erase all

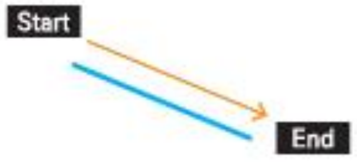
Main Menu : Annotation (2)

Pointer	Indicate specific location on the content.
Freehand Line	Draw freehand line or curve as Mouse is moved.
Line	Draw straight line.
Arrow	Draw straight line with arrow at one end.
Rectangle	Draw rectangle filled with outlined color.
Oval	Draw oval filled with outlined color.
Text	Select the text area using Mouse drag–and–drop and type text.
Erase Partially	Erase annotations in selected area.
Thickness	Select the line thickness of drawing tools.
Color	Select the color of drawing tools.
Name Tag	You can see the name tag on each annotation when selecting this menu option. It helps participants recognize who annotate where.
Semi–transparent	Annotations becomes semi–transparent so that underlying contents can be seen.
Fill Color	Selecting this option, you can draw rectangle and oval filled with color.
Erase All	You can erase all annotations/drawings on the content. It is only allowed for a host/presenter while other participants can erase annotation partially.

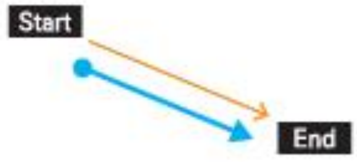
Freehand Line



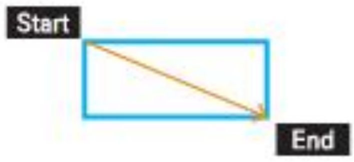
Line



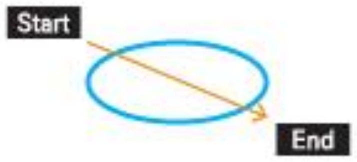
Arrow



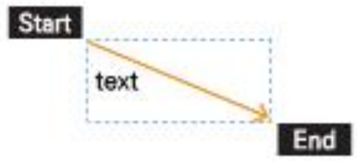
Rectangle



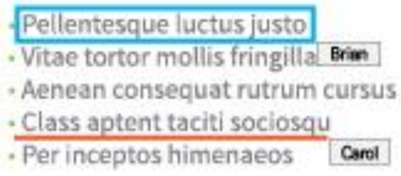
Oval



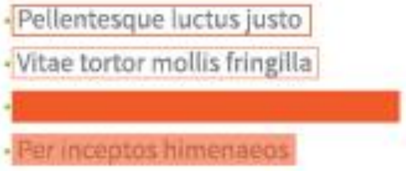
Text


Start
text
End

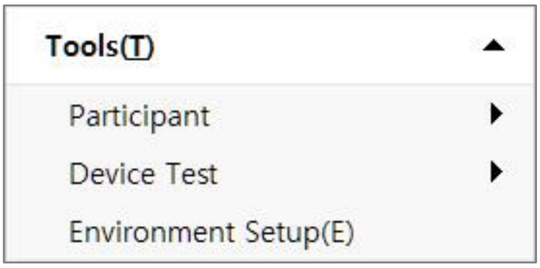
Name Tag


Pellentesque luctus justo
Vitae tortor mollis fringilla
Brian
Aenean consequat rutrum cursus
Class aptent taciti sociosqu
Per inceptos himenaeos
Carol

Semi–transparent & Fill Color


Pellentesque luctus justo
Vitae tortor mollis fringilla
Per inceptos himenaeos

Main Menu : Tool (1)



Tools menu provides functions with regard to participants, including participant invitation, device test and environment setup.

Participant

- **Turn On/Off My Video**
  Participants can turn on or off their video/audio themselves.
- **Allow Video**
  A host/presenter can allow participants to turn on their videos themselves by clicking on the menu item. To disallow them to turn on or off their video/audio, click on the menu again and the menu item is unchecked.
- **Allow Chat**
  A host/presenter can allow/disallow participants to use chatting. When this menu item is unchecked, input box of participant's Chat Window is disabled and the host/presenter are only allowed to chat.
- **Allow private chat**
  A host/presenter can allow participants to use private chat.
- **Allow to Unmute mic**
  General participants' can unmute the mic.
- **Mute All Microphone**
  A host/presenter can mute/unmute participants' microphones. The icon of menu item is changed to mute state.
- **Request**
  Participants can ask a host/presenter for conference privileges.

Allow	When 'Allow' is checked, participants are allowed to ask for privileges such as video/audio turn-on, host, presenter and annotation.
View	Requests from participants are listed in the window and participants are granted the privilege when a host accepts the request by selecting a participant's request and clicking on [Accept] button. To delete requests, select a request and click on [Delete] button.

Device Test

- **General Device**
  It is the test on participant's web camera and headset(or speaker phone) and the test is just same as 'Device Test' in this manual.
- **External Device**
  It is the video/audio device connected via capture board(Analog/Digital Converter) to play high-quality video .

Main Menu : Tool (2)

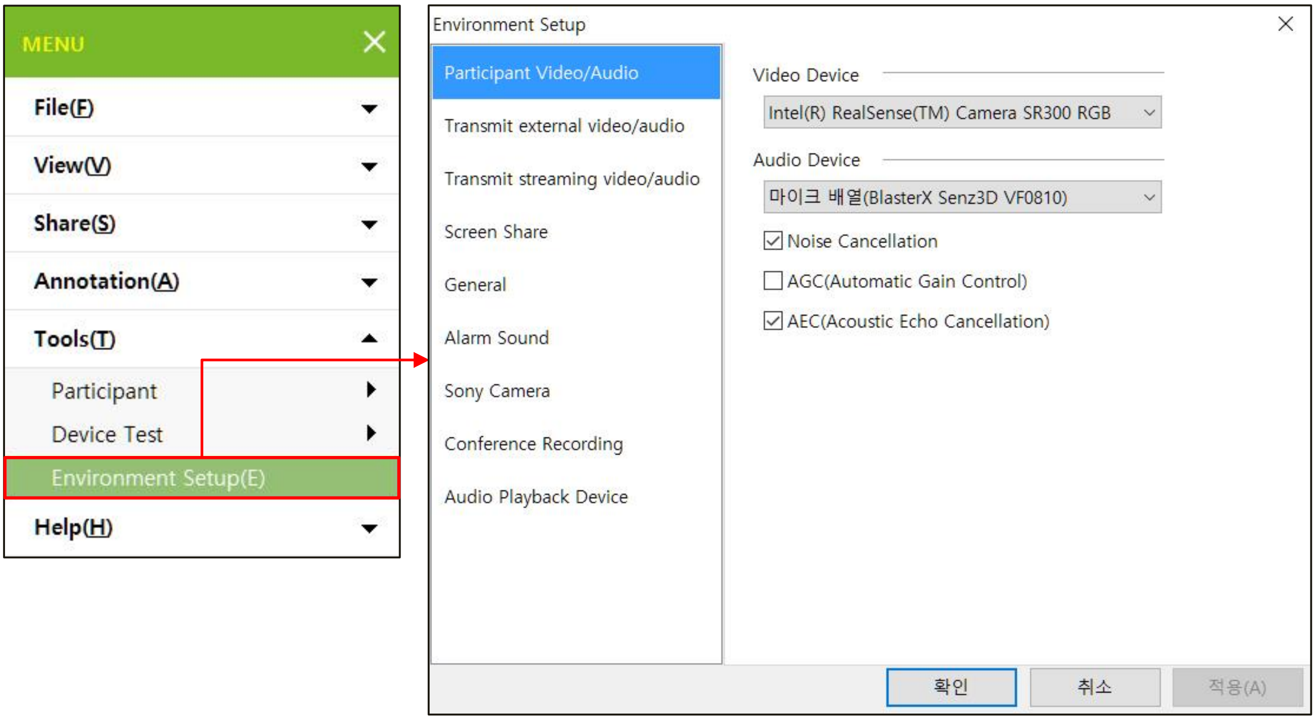
Invite (Customer's request separately)

There may be two invitation cases during conference session. For users who join the session using moyeee conference client on PC, a host/presenter need to send an invitation message using something like messenger program. And when users use other types of video conferencing tools such as standard hardware CODEC and softphone, a host/presenter can invite them via outbound call.

- **Invite**
  During a conference, you can invite people by email or instant messenger. If you select conference Invite, a new invitation screen appears in a new window or tab. If you enter ID or a name in the search box and click the [Search] button, the user will appear in the search result window and click the [+] button on the right side of the name, and the user will appear in the lower inviter window. To cancel the invitation, click the [−] button to the right of the invitee's name and the selected user will disappear from the inviter window.
  When the invitee has been selected, click the [Invite] button in the bottom right corner. Depending on your system's settings, invitations will be sent to the invitees by email or instant messenger.

Environment Setup

Each participant can set devices and other options according to the conference environment by selecting Tools → Preferences from the menu


MENU
File(F)
View(V)
Share(S)
Annotation(A)
Tools(T)
Participant
Device Test
Environment Setup(E)
Help(H)
Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

Video Device: Intel(R) RealSense(TM) Camera SR300 RGB

Audio Device: 마이크 배열(BlasterX Senz3D VF0810)

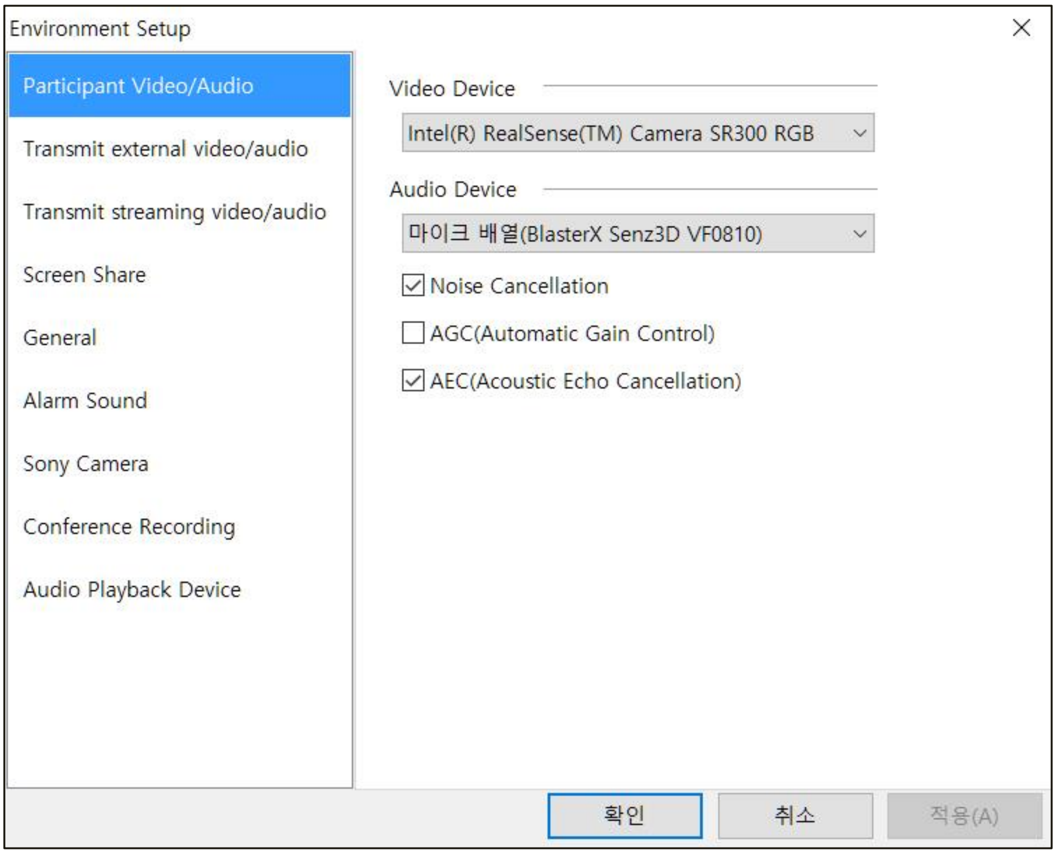
☑ Noise Cancellation

☐ AGC(Automatic Gain Control)

☑ AEC(Acoustic Echo Cancellation)

Participant Video/Audio	Participants can select video/audio devices and set audio options.
Transmit External Video/Audio	External video/audio devices such as HD camera/DVD player can be used to transmit video/audio contents to participants.
Transmit Streaming Video/Audio	When transmitting video/audio from PC files, set Frame(FPS) and Bit Rate. Depending on the values set, video quality differs. The more values are set, the better video quality is guaranteed.
Screen Share	Set Frame(FPS) and Bit Rate for sharing Desktop and Application screen with participants. The more values are set, the better quality of screen is shared.
General	You can set whether or not to use a dual monitor, display the status bar, and display names of participants.
Alarm Sound	When each option is selected, alarm sound is played in following events; New Participant, Chat Message, Ending Time.
Sony Camera	Setup Sony camera to be remote-controlled.
Conference Recording	Recording options determine where to save recording files, action after recording and recording quality.
Audio Playback Device	Select a device for audio playback.

Environment Setup (1) : Participant Video/Audio


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

Video Device
Intel(R) RealSense(TM) Camera SR300 RGB

Audio Device
마이크 배열(BlasterX Senz3D VF0810)

☑ Noise Cancellation

☐ AGC(Automatic Gain Control)

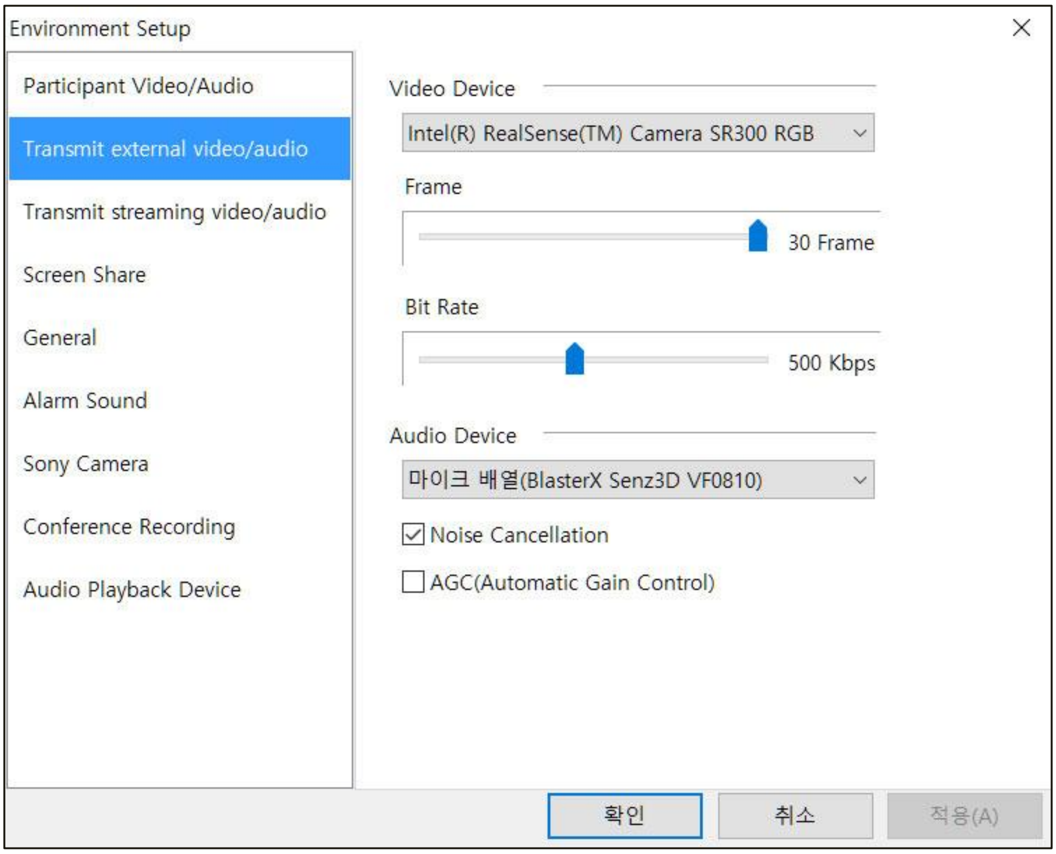
☑ AEC(Acoustic Echo Cancellation)

Participant Video/Audio

Participants can select video/audio devices and set audio options.

Video Device	Participants who use more than two video/audio devices can select or change them. Select the video device to transmit the participant’s video. Normally web camera is used for participants.
Audio Device	Select the audio device like PC sound card to transmit participant voice.
Noise Cancellation	From time to time ambient or electrically incurred noises are encountered during the conference, hindering effective communication. This option removes such noises.
AGC(Automatic Gain Control)	When this option is selected, microphone input is automatically adjusted to regulated volume level. Especially it is effective in case that the output of audio device is low.
AEC(Acoustic Echo Cancellation)	Echoes occur when other participant’s audio from your speakers is being picked up by your microphone and retransmitted to other participants. AEC cancels the echo between microphone and speakers. It is useful when participants use laptop computer without using headset.

Environment Setup (2) : Transmit external video/audio


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

Video Device: Intel(R) RealSense(TM) Camera SR300 RGB

Frame: 30 Frame

Bit Rate: 500 Kbps

Audio Device: 마이크 배열(BlasterX Senz3D VF0810)

☑ Noise Cancellation

☐ AGC(Automatic Gain Control)

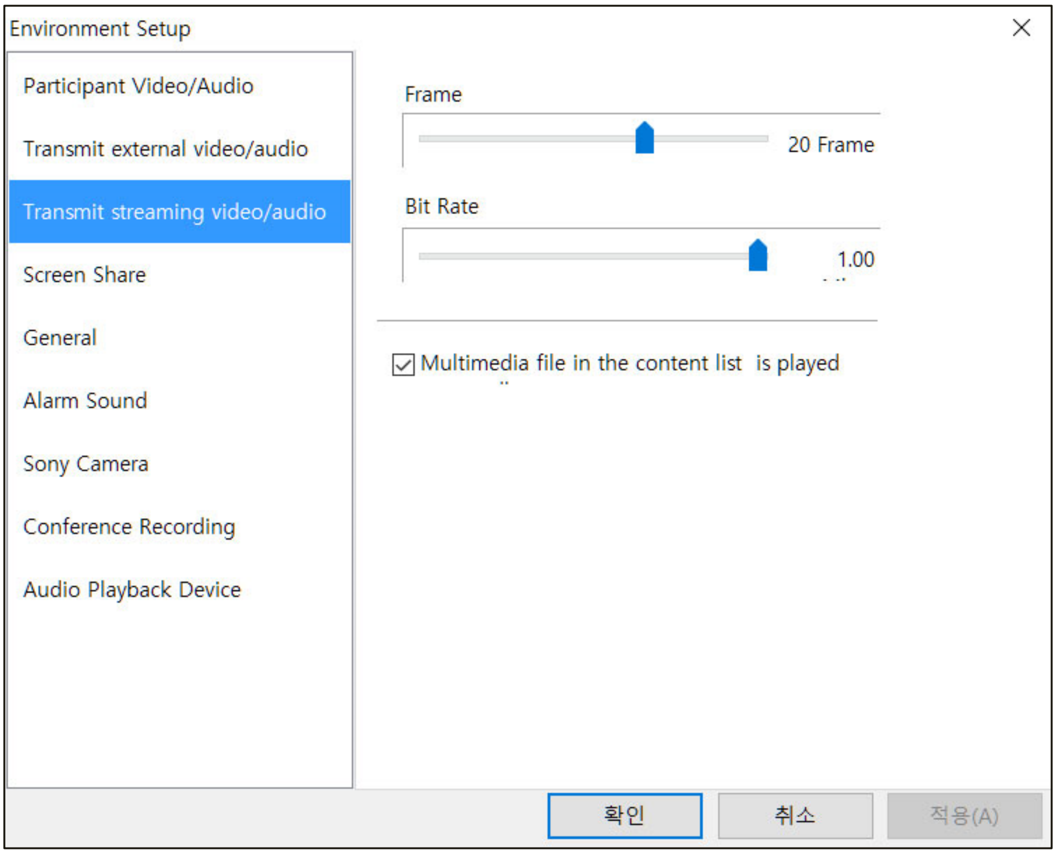
Transmit external video/audio

When transmitting video/audio from PC files, set Frame(FPS) and Bit Rate. Depending on the values set, video quality differs. The more values are set, the better video quality is guaranteed. Please check on the option, 'Multimedia file …' if you want the video to be played repeatedly.

Video Device	Select a capture board from which high quality video like HD/SD and DVD is transmitted. The video is displayed and shared in the content display.
Frame	Set FPS (Frames Per Second) for video. The more FPS participants set, the smoother video they will get while the more data traffic is generated.
Bit rate	Set bit rate to adjust the data traffic and video quality.
Audio Device	Select audio device to transmit audio along with the video.
Video Device	Select a capture board from which high quality video like HD/SD and DVD is transmitted. The video is displayed and shared in the content display.
Frame	Set FPS (Frames Per Second) for video. The more FPS participants set, the smoother video they will get while the more data traffic is generated.

For Noise cancellation and AGC, please refer to 'Participant Video/Audio' as described above.

Environment Setup (3) : Transmit streaming video/audio


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

Frame: 20 Frame

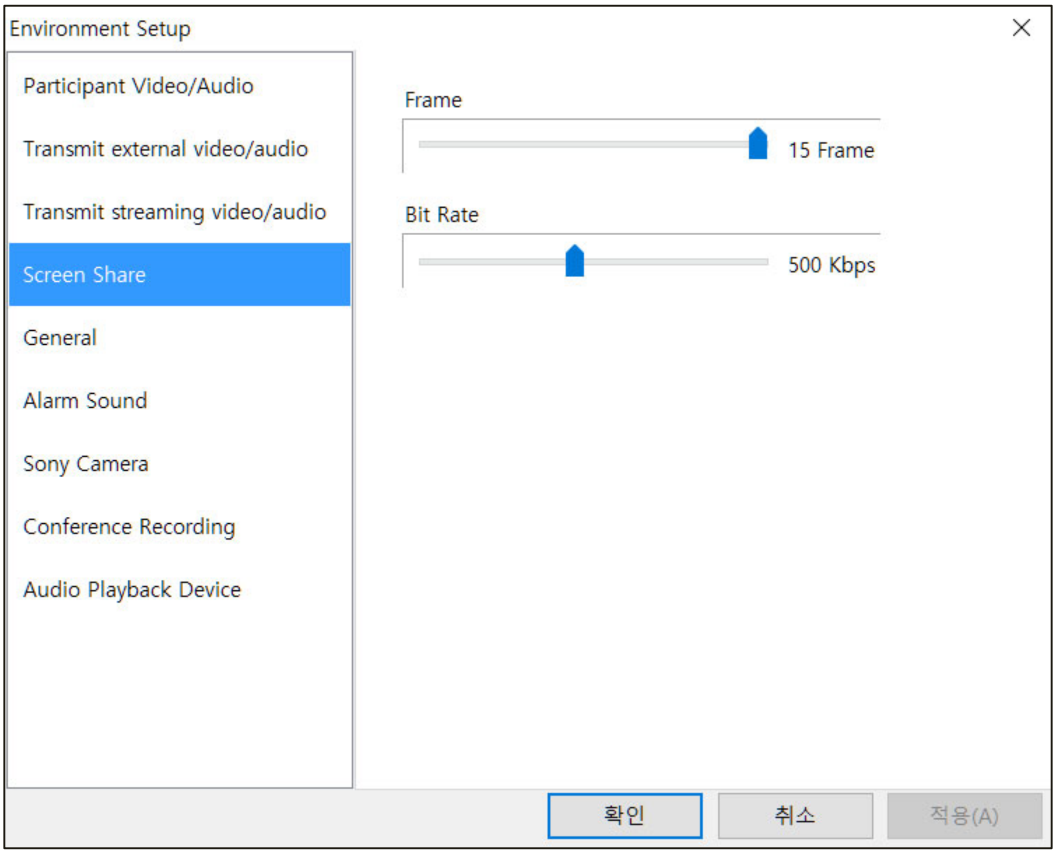
Bit Rate: 1.00

☑ Multimedia file in the content list is played

Transmit streaming video/audio

When transmitting video/audio from PC files, set Frame(FPS) and Bit Rate. Depending on the values set, video quality differs. The more values are set, the better video quality is guaranteed. Please check on the option, ‘Multimedia file …’ if you want the video to be played repeatedly.

Environment Setup (4) : Screen Share



Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

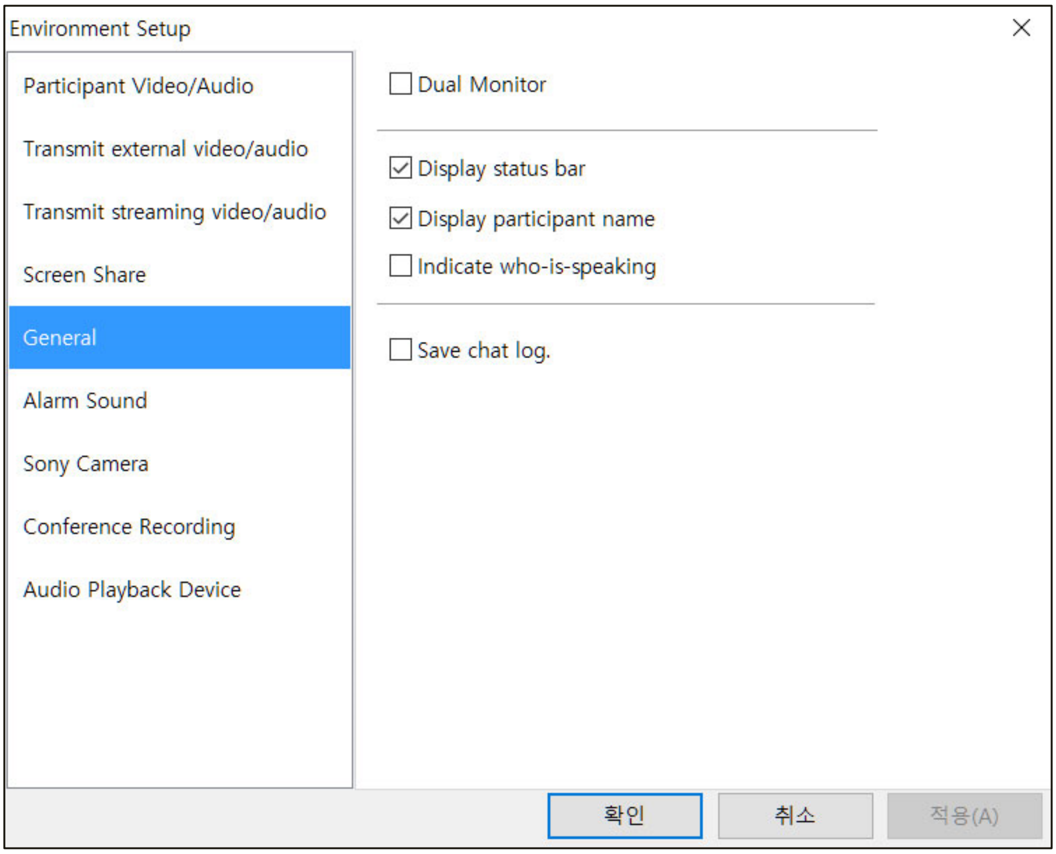
Frame: 15 Frame

Bit Rate: 500 Kbps

Screen Share

Set Frame(FPS) and Bit Rate for sharing Desktop and Application screen with participants. The more values are set, the better quality of screen is shared.

Environment Setup (5) : General


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

☐ Dual Monitor

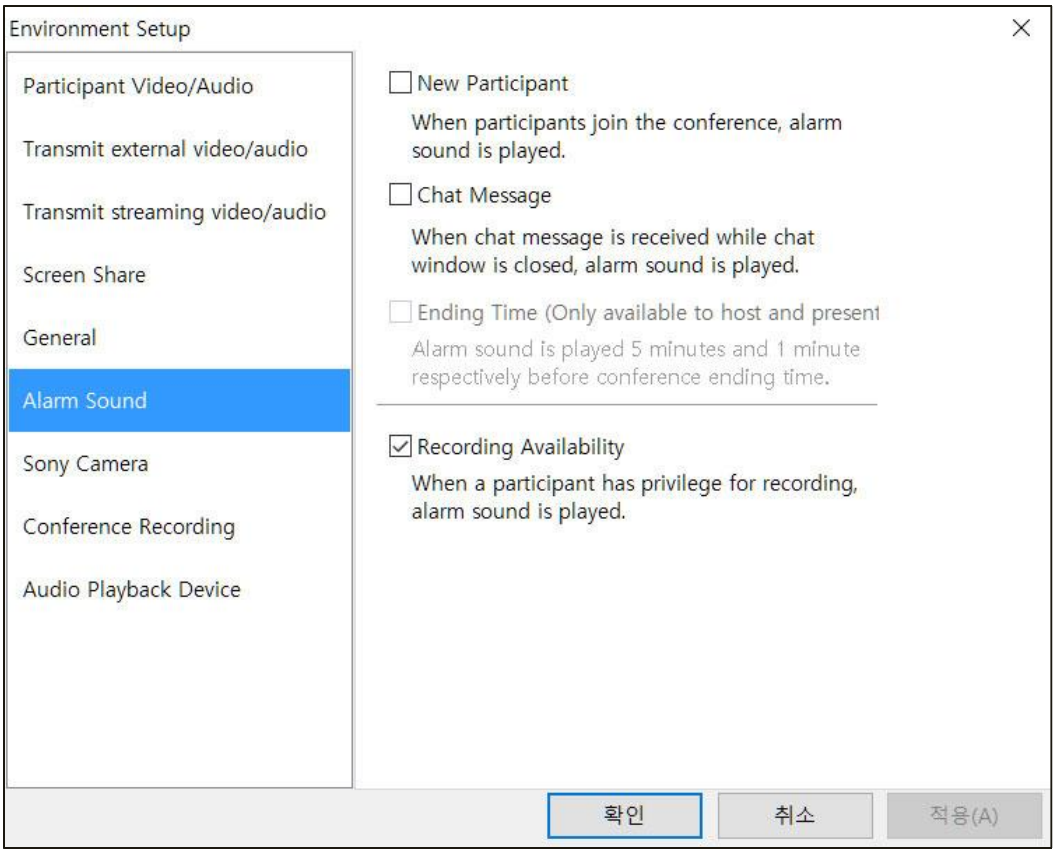
☑ Display status bar
☑ Display participant name
☐ Indicate who-is-speaking

☐ Save chat log.

General

Dual Monitor	Some participants may want to use two monitors for a conference. In case of using a beam projector and a PDP/LCD monitor, for example, content can be displayed and shared on the beam projector and participants' videos on large monitor, respectively.
Display Status Bar	Selecting the option, the status bar is seen at the bottom of the content display. It shows real-time send/receive data traffic and remaining conference time.
Display Participant Name	Selecting this option, name tag is seen on each participant's video.
indicate Who-is-speaking	When this option is selected, yellow-line is flashing around the video box of currently-speaking participant. It would help other participants recognize who is speaking.
Save Chat/Logs	When this option is checked, chat messages are automatically saved in a file. File location is \HaedenBridge\TW\LogFiles(*.log)

Environment Setup (6) : Alarm Sound



Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

☐ New Participant

When participants join the conference, alarm sound is played.

☐ Chat Message

When chat message is received while chat window is closed, alarm sound is played.

☐ Ending Time (Only available to host and present

Alarm sound is played 5 minutes and 1 minute respectively before conference ending time.

☑ Recording Availability

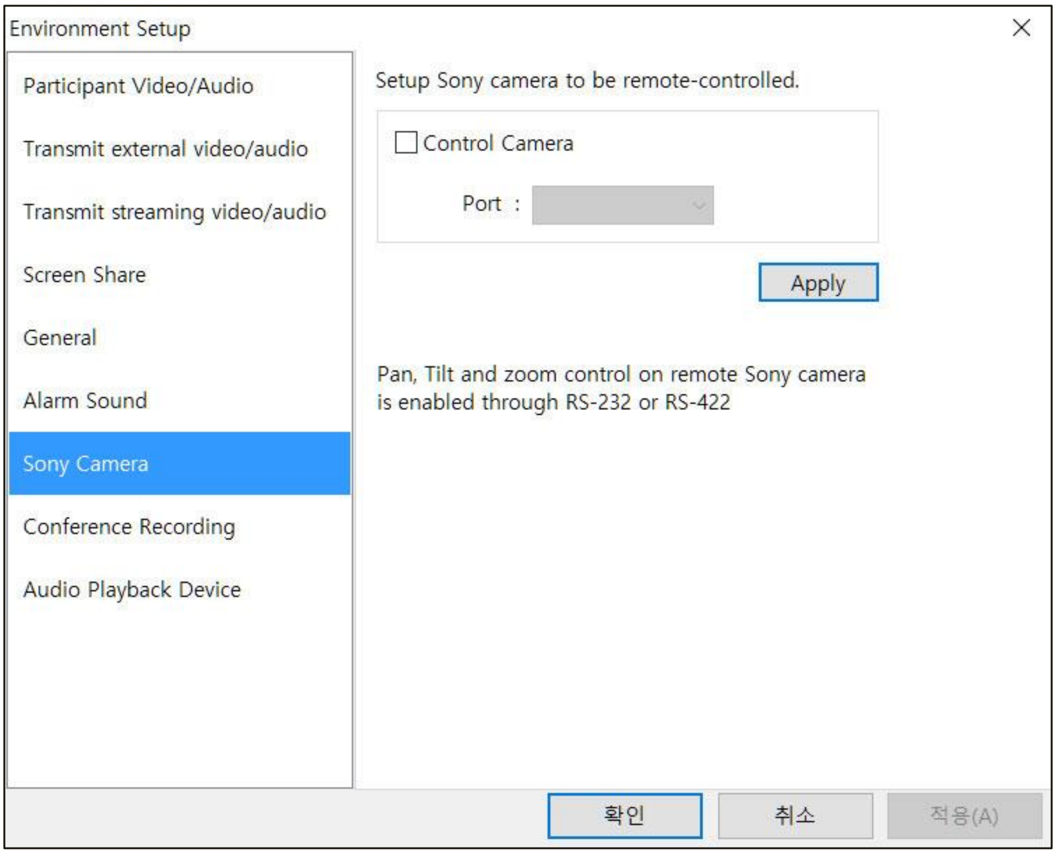
When a participant has privilege for recording, alarm sound is played.

Alarm Sound

When each option is selected, alarm sound is played in following events;

New Participant	A participant joins the conference.
Chat Message	Chat message is received in the state that Chat Window is closed.
Ending Time	Alarm sound is played at 5 minutes and 1 minute respectively before conference ending time.
Recording Availability	When participants including a host/presenter have a recording privilege join the conference room, pop-up window appears, asking whether or not they start recording.

Environment Setup (7) : Sony Camera


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
Apply
확인
취소
적용(A)

Setup Sony camera to be remote-controlled.

☐ Control Camera

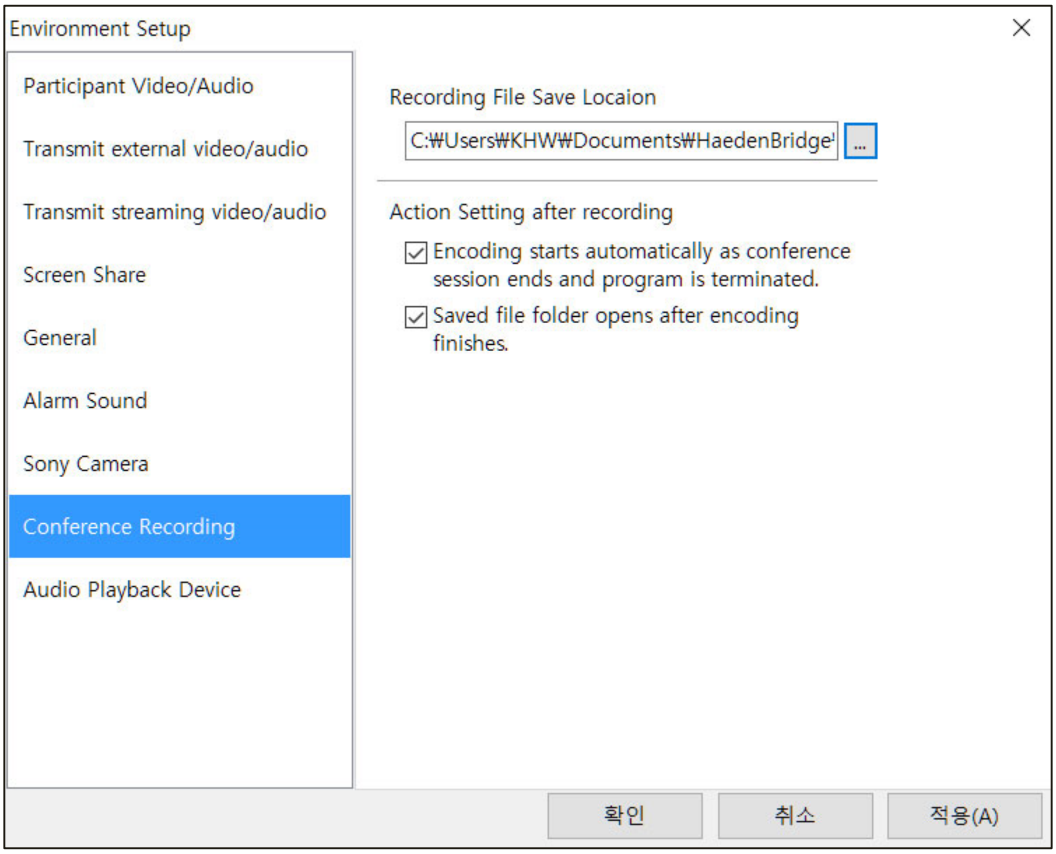
Port :

Pan, Tilt and zoom control on remote Sony camera is enabled through RS-232 or RS-422

Sony Camera

You can control the camera's pan / tilt / zoom remotely when using certain Sony cameras.

Environment Setup (8) : Conference Recording



Environment Setup

Recording File Save Locaion

C:₩Users₩KHW₩Documents₩HaedenBridge

Action Setting after recording

☑ Encoding starts automatically as conference session ends and program is terminated.

☑ Saved file folder opens after encoding finishes.

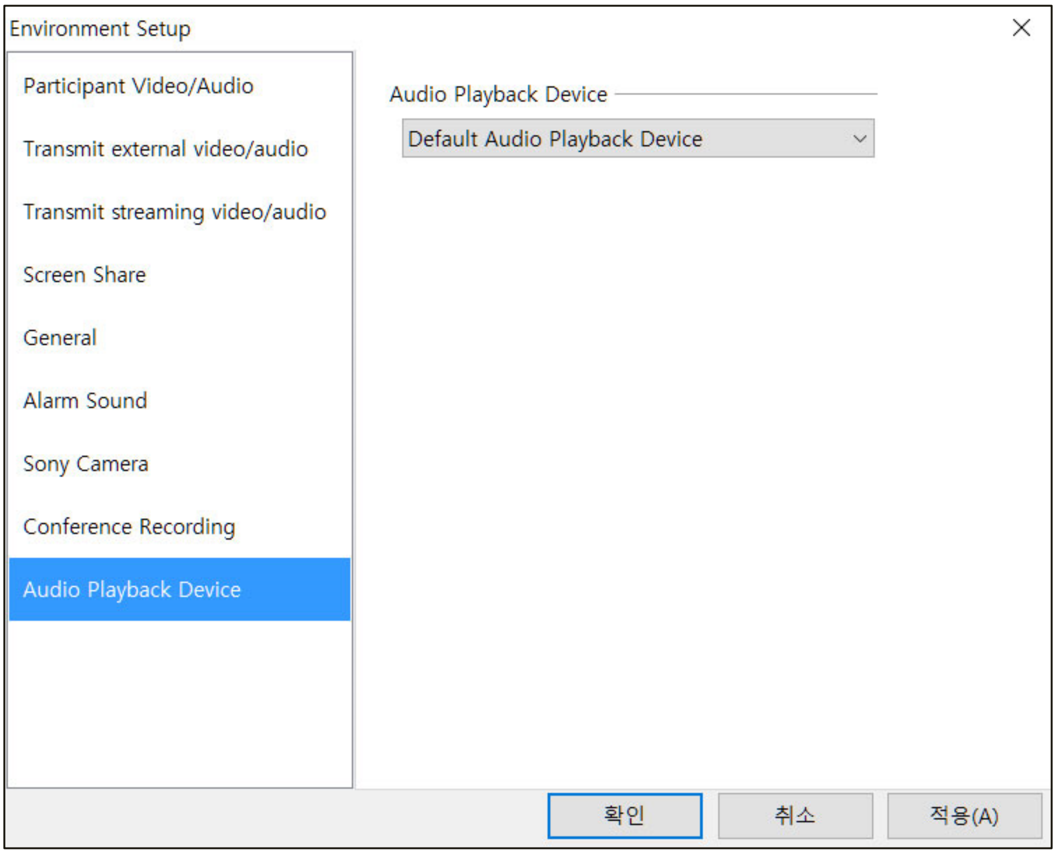
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
...
확인
취소
적용(A)

Conference Recording

Recording options determine where to save recording files, action after recording and recording quality.

Recording File Save Location	Select the folder where recording file is saved.
Action Setting after recording	Set for post-processing behavior for recording when you end a conference

Environment Setup (9) : Audio Playback Device


Environment Setup
Participant Video/Audio
Transmit external video/audio
Transmit streaming video/audio
Screen Share
General
Alarm Sound
Sony Camera
Conference Recording
Audio Playback Device
확인
취소
적용(A)

Audio Playback Device: Default Audio Playback Device

Audio Playback Device

You can optionally use two or more sound cards installed in your PC.

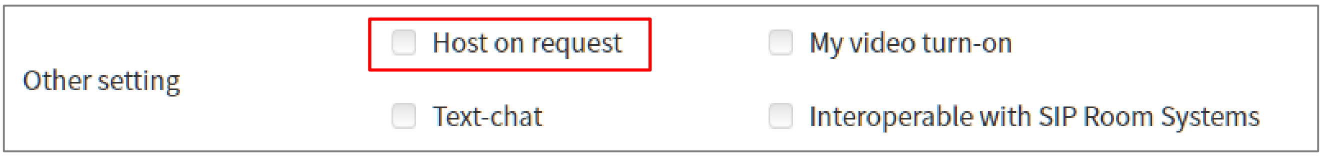
Conference Privileges (1)

There are three main privileges such as host, presenter and annotation. A host takes all the privileges, controlling the conference, participants and privileges including contents share and annotation.

Basically a conference creator becomes a conference host and also host privilege can be transferred to other participants and taken back by a host. When ‘Host on request’, one of the conference options is selected, any participants can take host/presenter privilege during the conference.

If it is not selected, however, a host and presenter privileges are owned exclusively by hosts unless they are not transferred to other participants. There may be one or more hosts in a conference session. Annotation privilege can be granted to one or more participants and taken back by a host or presenter.

Note) Users with conference creator authority in user information can take the host/presenter privilege regardless of ‘Host on request’ option in other setting of conference information.



Other setting

☐ Host on request
☐ My video turn-on
☐ Text-chat
☐ Interoperable with SIP Room Systems

Host

A host can take all of conference control functions as listed below and also promote a participant to host or presenter.

- Control the participant’s engagement level such as video/audio, annotation and chat.
- Change video layout and options.
- Upload, delete and share contents.
- Promote participants to a host or presenter, and grant annotation and recording privileges to participants.
- Assign participants as primary speaker.
- Accept privilege request from participants.
- Expel participants.
- Share applications and desktop screen.
- Transmit and share high quality live video and multimedia files including video and audio.
- Transfer files to participants.
- Erase annotations on the content.
- Mute all participants.
- End conference and remove a conference from conference list.

Presenter

A participant with presenter privilege can upload, delete and share contents with other participants and also perform almost same functions except inviting participants during conference session.

Annotation

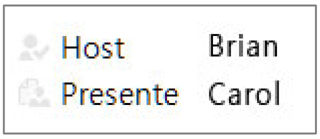
Participants with annotation privilege can draw to make note or indication on shared contents including documents, images and whiteboards.

Conference Privileges (2)

Transfer conference privilege

When 'Host on request' option is checked during conference creation, any participants can take host/presenter privilege on their own by clicking on [Host] or [Presenter] button.

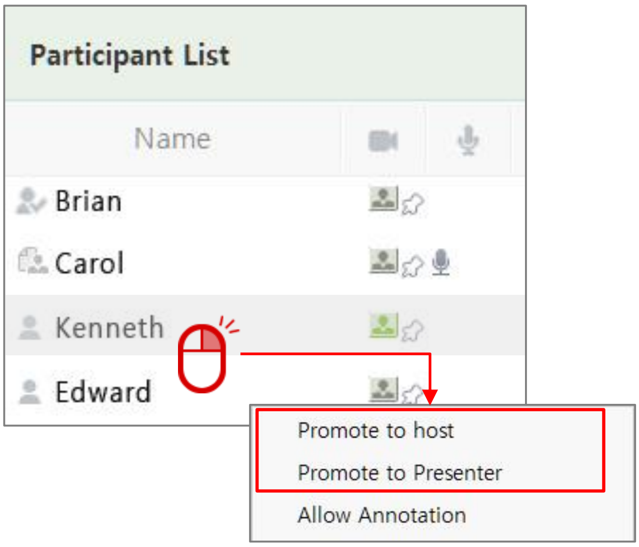
Following privilege status in the participants list window shows that Brian and Carol are taking host and presenter privileges, respectively.



Host	Brian
Presente	Carol

Promote to host/presenter

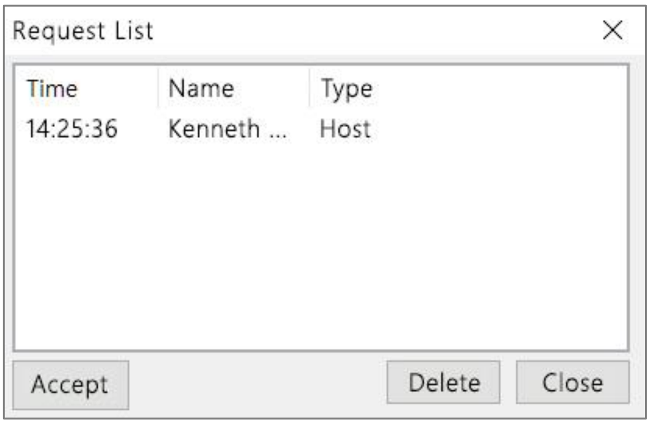
Host and presenter privileges can be transferred to other participants. Right-click on participant's name whom you want to promote to in the participant list window and a pop-up menu appears as below. Host privilege is transferred to the participant when you click on 'Promote to Host' and presenter privilege when clicking on 'Promote to Presenter'. To take back the privileges, click on [Host] or [Presenter] button in the participant list window.



Privilege Request

Participants can ask a host for privileges by "Tools → Participant → Request" from the Main Manu

- If 'Allow' in [Request] menu is checked, participants are allowed to ask for privileges such as Video/Audio turn-on, host, presenter and annotation.
- Click on 'View' from [Request] menu and request list window appears. Requests from participants are listed in the window and participants can take the privilege when a host accepts the request by selecting a participant's request and clicking on [Accept] button. To delete requests, select a request and click on [Delete] button. Click on [Close] button and the window is closed.



Time	Name	Type
14:25:36	Kenneth ...	Host

Thank you for using

TOMMSVR

HAEDEN BRIDGE
VR/AR BASED IMMERSIVE TELEPRESENCE