

BreakOut PC App Full Guide

Version 1.0



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66 Conference Privileges

Basic Usage

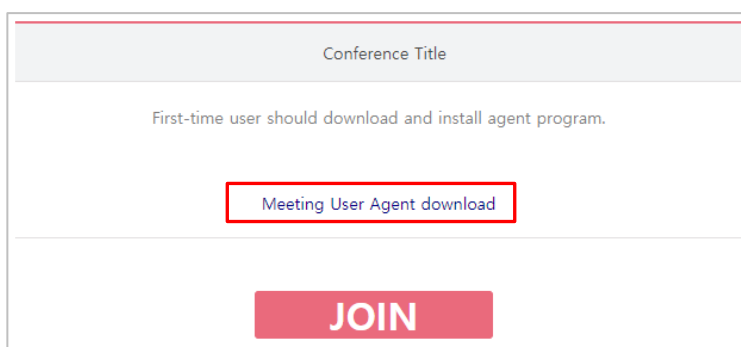
User Agent Installation & Client Program Installation

To join BreakOut, you must first install an agent program that supports a variety of web browsers and a PC app program that runs BreakOut.

HB Agent Installation

When you install the agent program, you can also run BreakOut in browsers such as Chrome and Firefox, which do not support Active-X except for Internet Explorer.

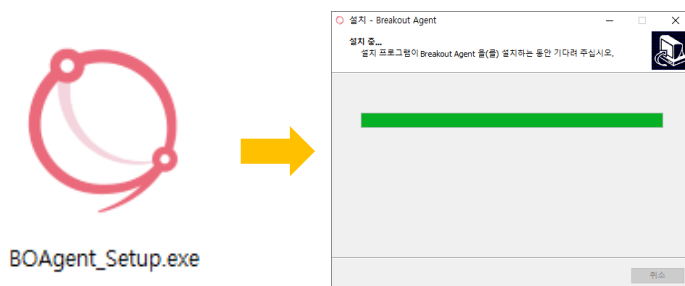
- ① Click the link to download or run the agent installation program.



- ② Installation proceeds as follows. You can download it from the [Download] page. : MEETING User Agent



- ③ BreakOut client program is automatically downloaded and installed right after user agent program is installed.

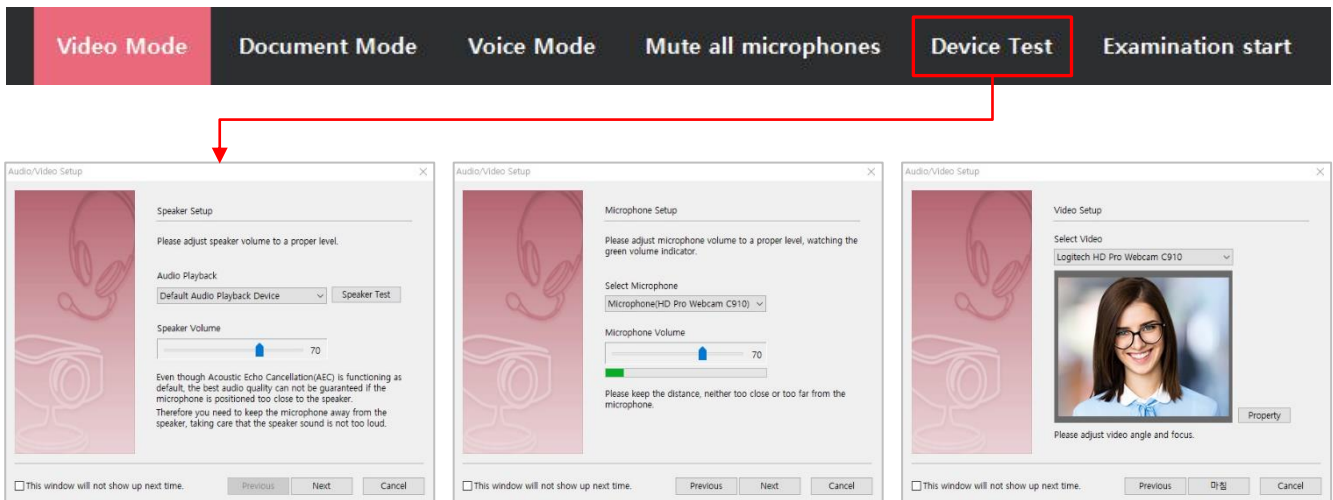


Basic Usage

Device Test

You can check the image and voice devices used in the meeting in the device test and adjust the volume.

Device testing is available at any time during a meeting. Click Test Device in the menu bar at the top of the PC App Program screen to launch it. If you run a device test during a meeting, your own image and voice are turned off and turned on automatically when you finish testing the device.



1. Speaker Setup

When you run a device test, the speaker settings appear first. You can adjust the volume to the right size by listening to the test sound, etc. at the speaker settings. When you're done setting up, press Next to move on to the next.

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.

3. Video Setup

Test the camera to which you want to transfer. If installed normally, the image appears as shown in the picture on the left. If you don't see any images, finish testing your device and check your camera, connection, etc., or reinstall your camera.

- **Capture** : You can change the avatar image through capture after selecting Use web cam or avatar image in Select Image Device.
 - Move the selection box to position: The key to the left and right.
 - Zoom selection box: -/+Key, scroll mouse up/down
- **Properties**: To change the intensity or hue of the image, you can adjust brightness, exposure, color, etc. in Properties.

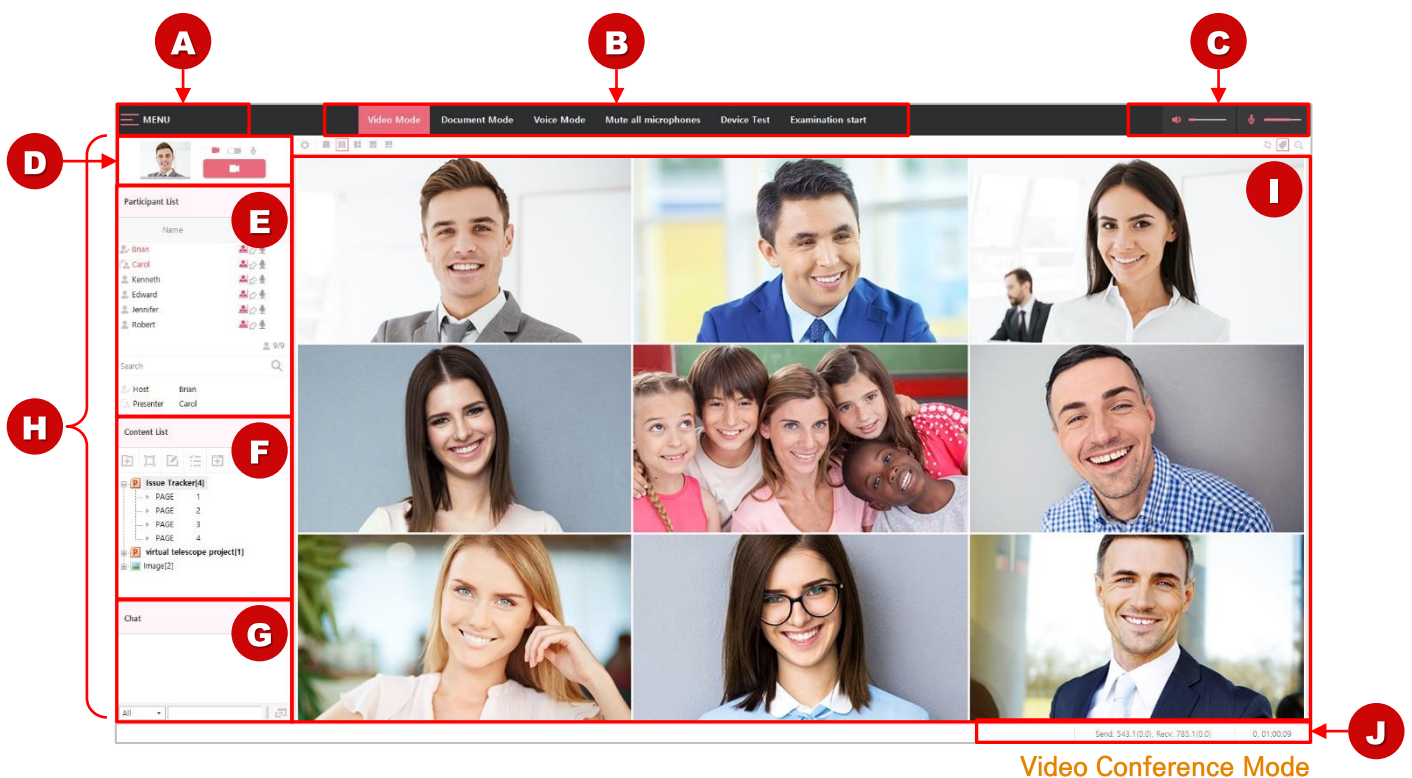
When finished, press Finish to finish testing the device.

Basic Usage

Main Screen (1)

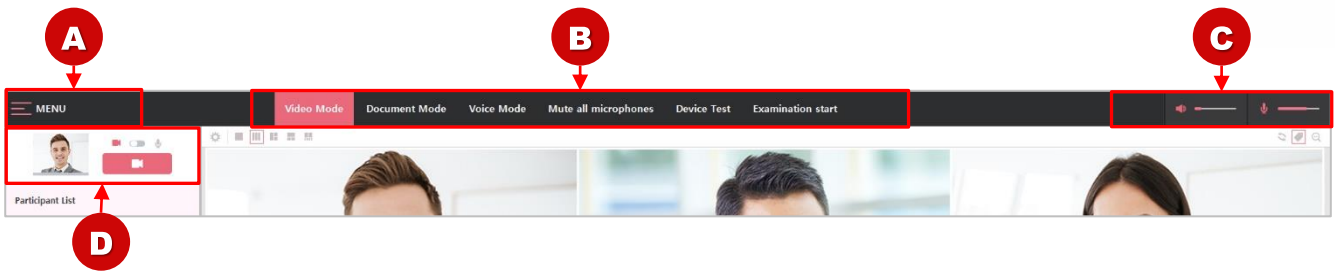
When you start the meeting, Video Conference Mode appears as the default screen. In Video Conference Mode, participants' videos appear in the Video/Content Display area as shown below. When you start to share content, it automatically switches to content sharing mode. In the Document Conference Mode, 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.



Basic Usage

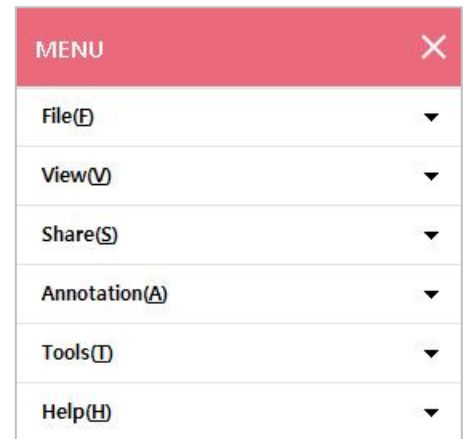
Main Screen (2)



A. Main Menu

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

- **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.
- **Tool** : Tools provides participant invitation, contents share, device test and environment setting.
- **Help** : This is an online BreakOut user guide.



B. Menu Bar

Main tool bar provides frequently used functions.

- **Video Conference** : This button switches conference screen to Video Conference Mode.
- **Document Conference** : This button switches conference screen into Document Conference 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.
- **Examination start** : Start the Examination that the host has registered before the conference.

C. Speaker/Microphone Control Bar

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

D. A/V Monitor Window

In case of video conference 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

Basic Usage

Main Screen (3)

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

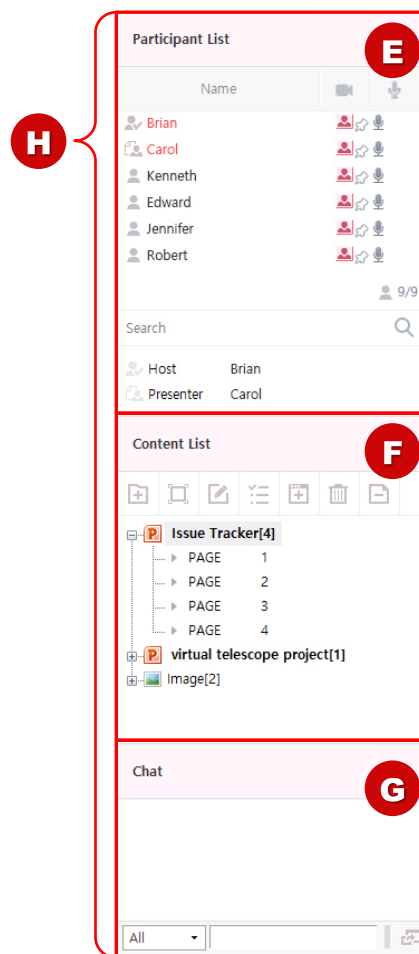
Control panel contains main conference functions such as A/V monitor, Participant list, Content list and text-Chat Windows.

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.



State : Recording

Basic Usage

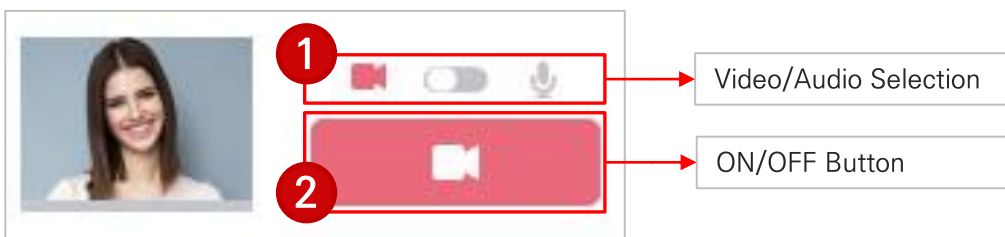
Conference Process Overview (1)

The meeting 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.

Video Turn On/Off



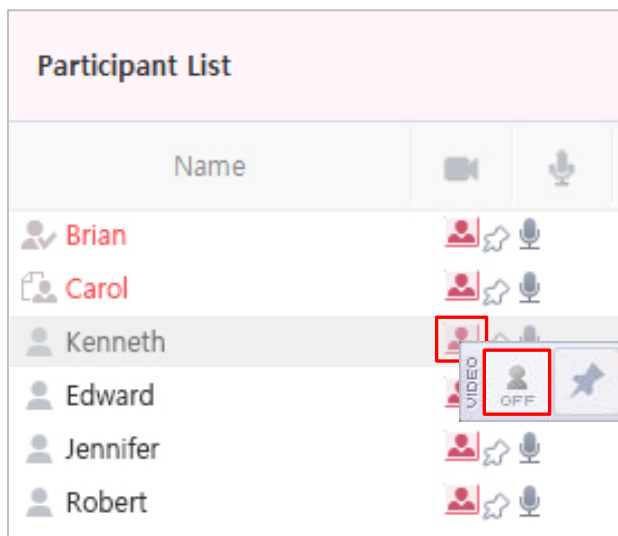
- **How participants turn on/off video/audio**
When 'My video turn-on' is selected during conference creation, participants can turn on/off their videos/audios. In the A/V Monitor Window, Check the [Use Video], then click on On/Off button. Please refer to the description of the next slide [Video&Audio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

* Check the [A/V Monitor Window] : P16

Or, in the Attendee 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.

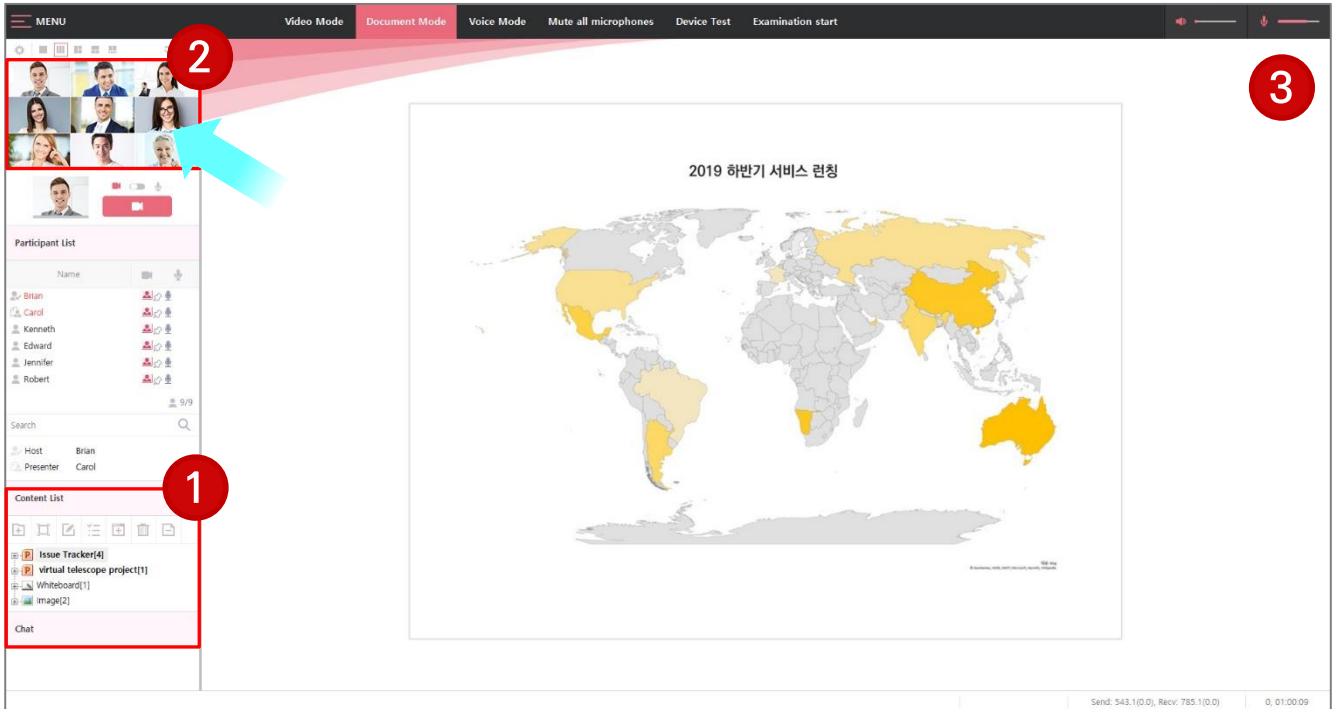
- **How a host/presenter turns on participants' videos/audios.**

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.



Basic Usage

Conference Proses Overview (2)



Document Mode

Content Share

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

- 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 Conference Mode.

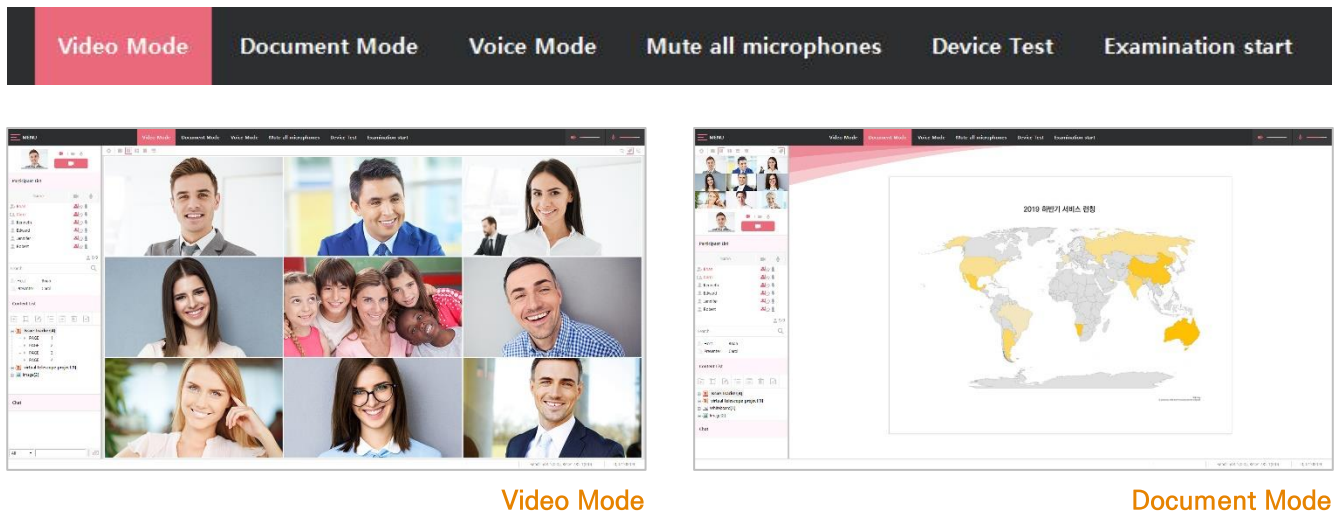
Exit Conference

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

Video/Document/Voice Conference Modes

In video conference 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 conference 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 Conference Mode (Default Mode)

In the Video Conference 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.

- ❖ 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 Conference Mode

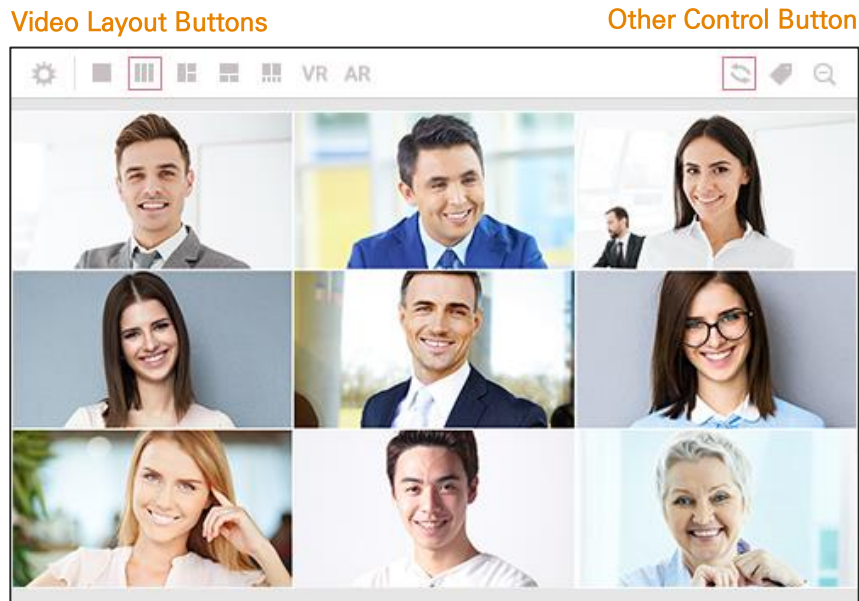
Starting to share the content or clicking on Document Conference Mode Switching button, conference screen is switched into document conference mode. Participants' videos move to A/V Monitor Window. Clicking on Video Conference Mode Switching button in A/V Monitor Window, conference screen is switched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

Voice Conference Mode

Click on the [Voice Conference] 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

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

- | | |
|--|--|
|  Mixing Video Setting |  Speaker-centric Mode |
|  Speaker Only Mode |  1:1 Report Mode |
|  Grid Mode |  VR Mode |
|  Polygonal Mode |  AR Mode |

- **Main Speaker Concentration Mode** 

In Main Speaker mode, you can change the image area size of the main speaker.

- ① Select main speaker mode
- ② Select the number of images as 3/4/5/6/9/13 in the mixing image setting.
- ③ Click on the video area
- ④ Change image size: CTRL key + mouse up/down scroll or up/down/left/right key

Video Layout/Control (2)

Other Control Button   



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.



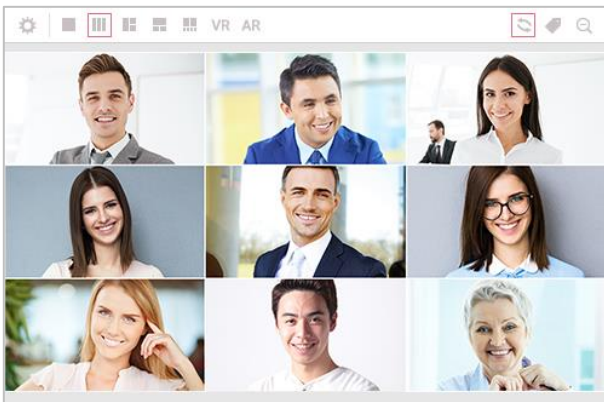
Name Tag button

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

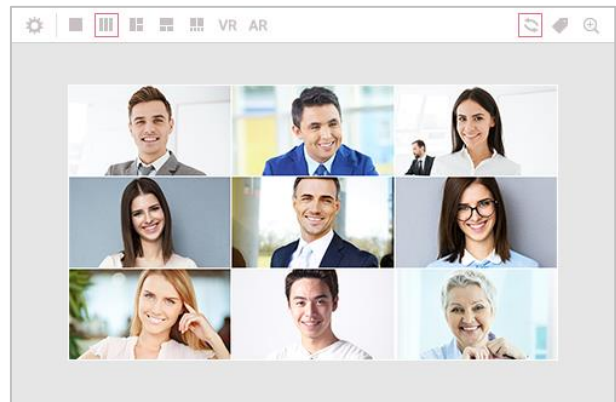


Video Shrink/Expand button

Participants can shrink/expand videos in the video/content display, not affecting other participants' screens. If the image resolution is low, the image can not be Shrink/Expand.



Video Expand



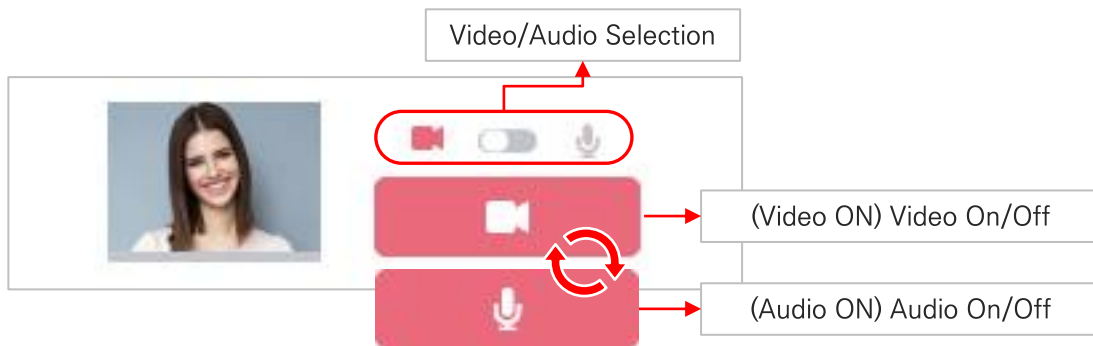
Video Shrink

Video/Audio

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.

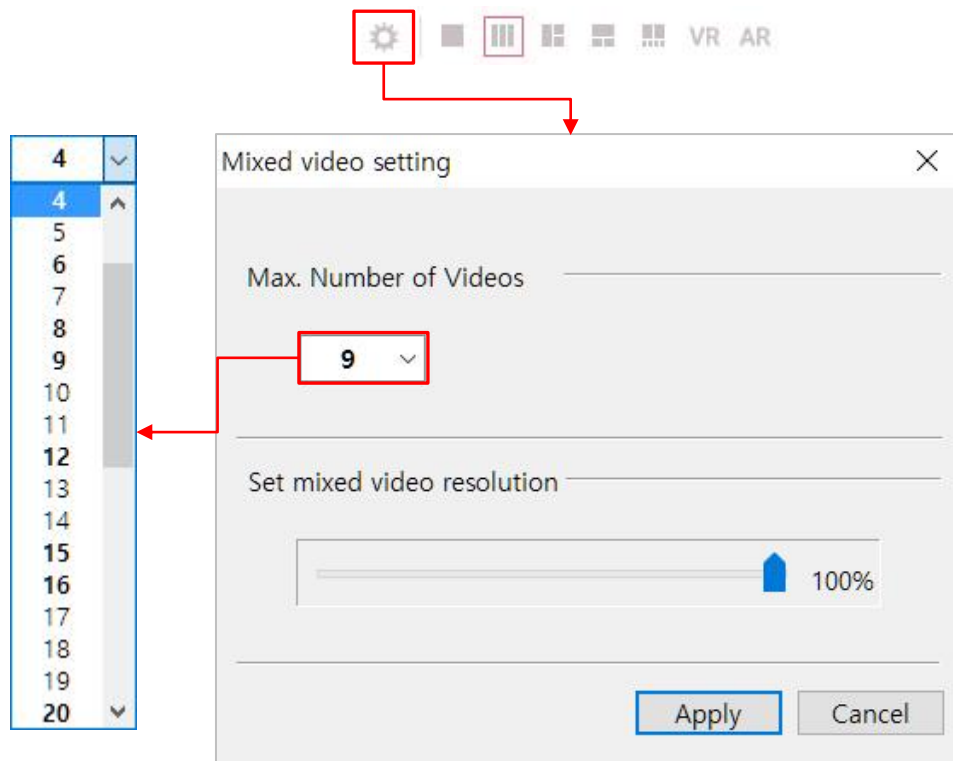
❖ When you click the camera on / off button, the button changes to the microphone on / off button.



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.

Mixed Video Setting

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

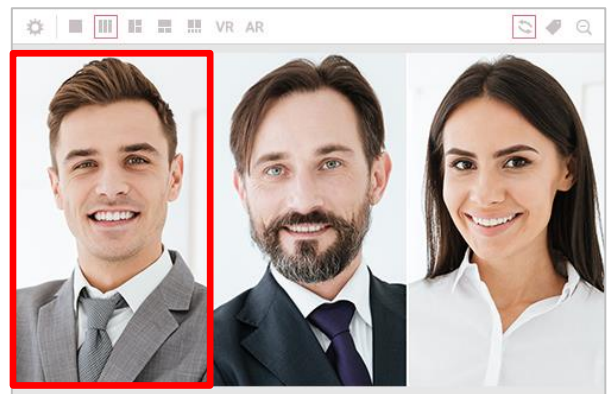
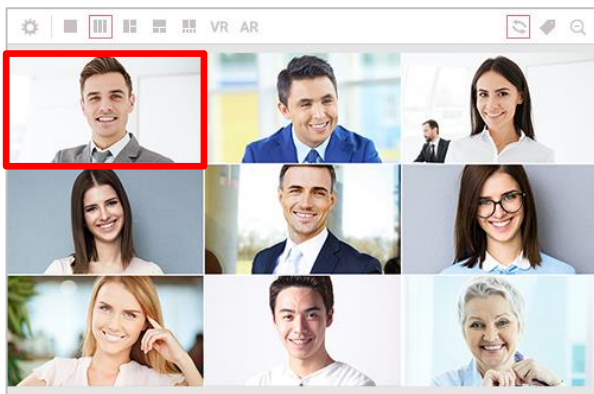
Video Switching (1)

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 (Redbox).



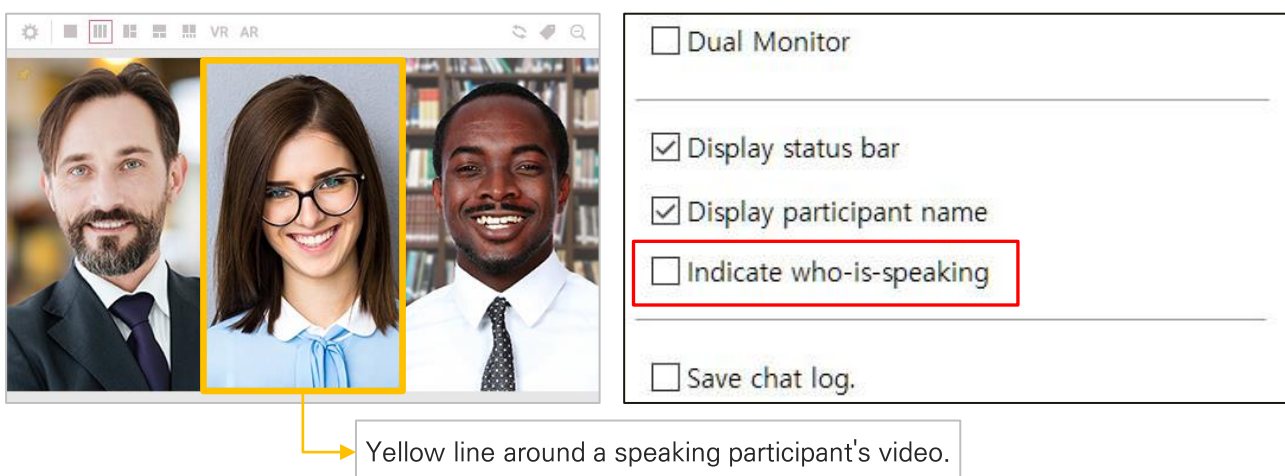
- 2) Privileged participants such as a primary speaker, host and presenter have their videos fixed, not affected by video switching.
- 3) A host/presenter can move privileged participants' videos by dragging-and-drop. In case that a host/presenter moves privileged participants to current speaker position. 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) Indication who-is-speaking
Instead of video switching, yellow line around a speaking participant's video flickers for other participants to easily recognize who's speaking.

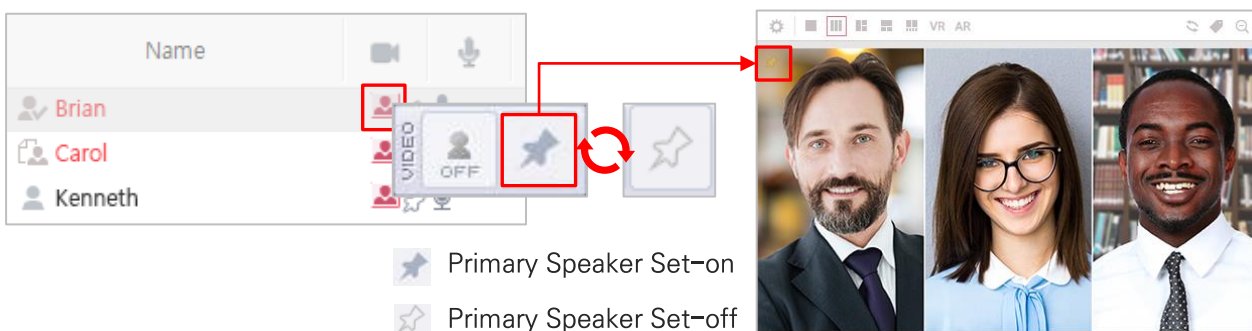


Primary Speaker

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.

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.

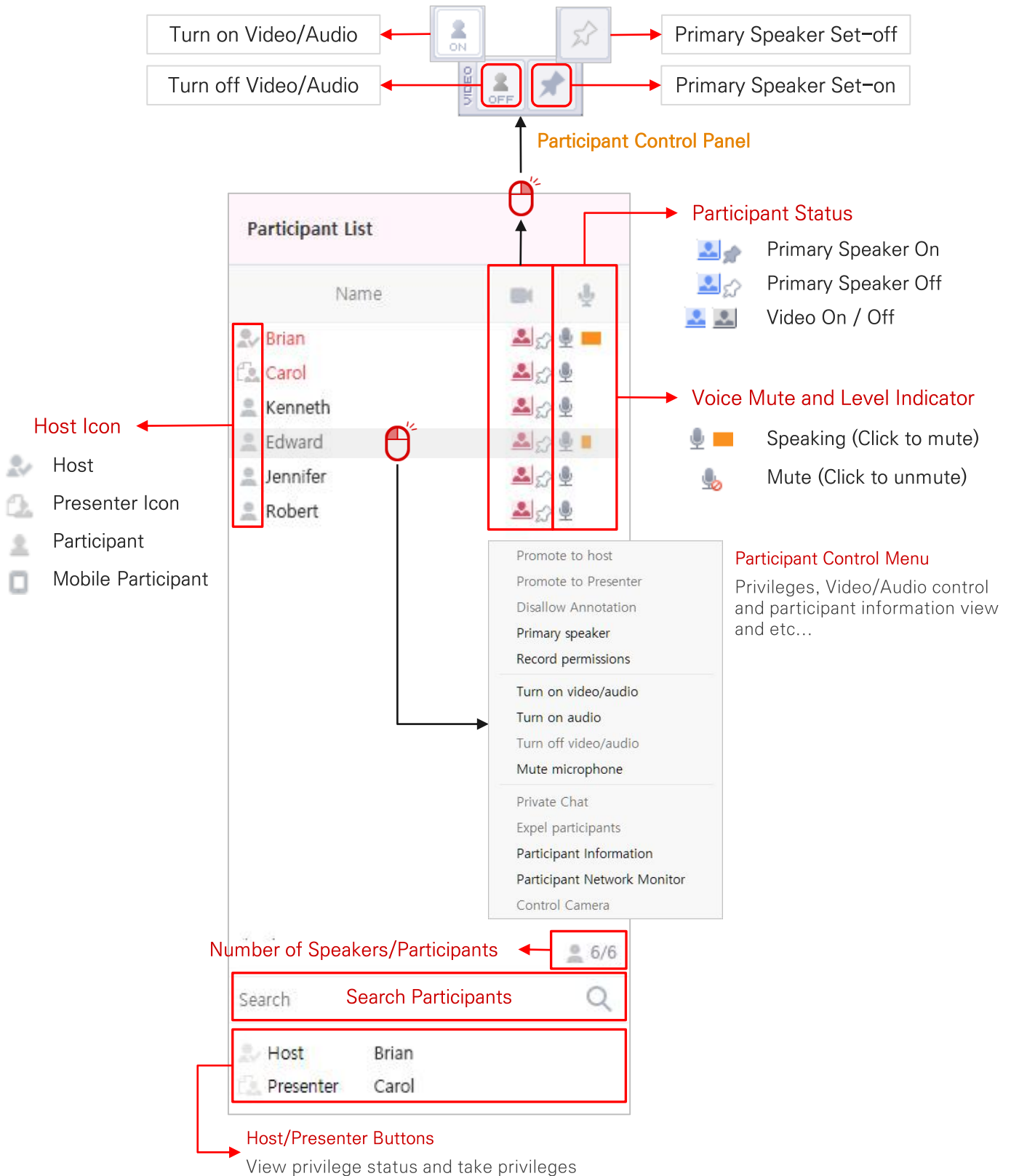
- ❖ A host and presenter are basically granted primary speaker privilege.
- ❖ A host and presenter do not lose primary speaker privilege in any case.
- ❖ Primary speakers have the Pin mark on top left corner of their videos.



Participant Control

Participant Control

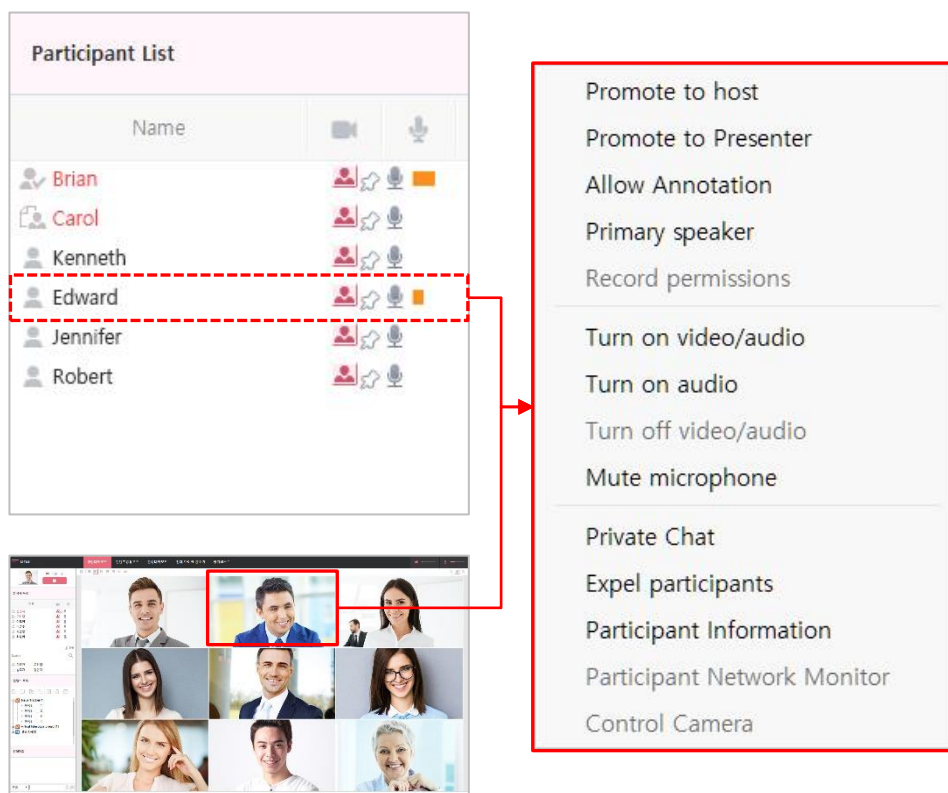
A host/presenter can take control on other participants in the participant list window.



Participant Control

Participant Control Menu (1)

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



- ❖ 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.

Expel participants

A host/presenter can expel participants from the conference.

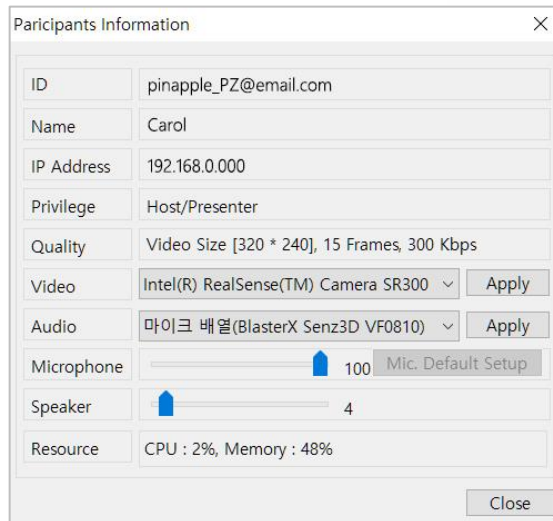
Participant Control

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.

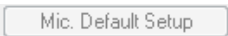
They also can adjust other participant's microphone and speaker volume and change video/audio devices being used in case that she/he has more than 2 video/audio devices available. To make the change effective, participant's video should be reset (turned off and on).



- **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**



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 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)

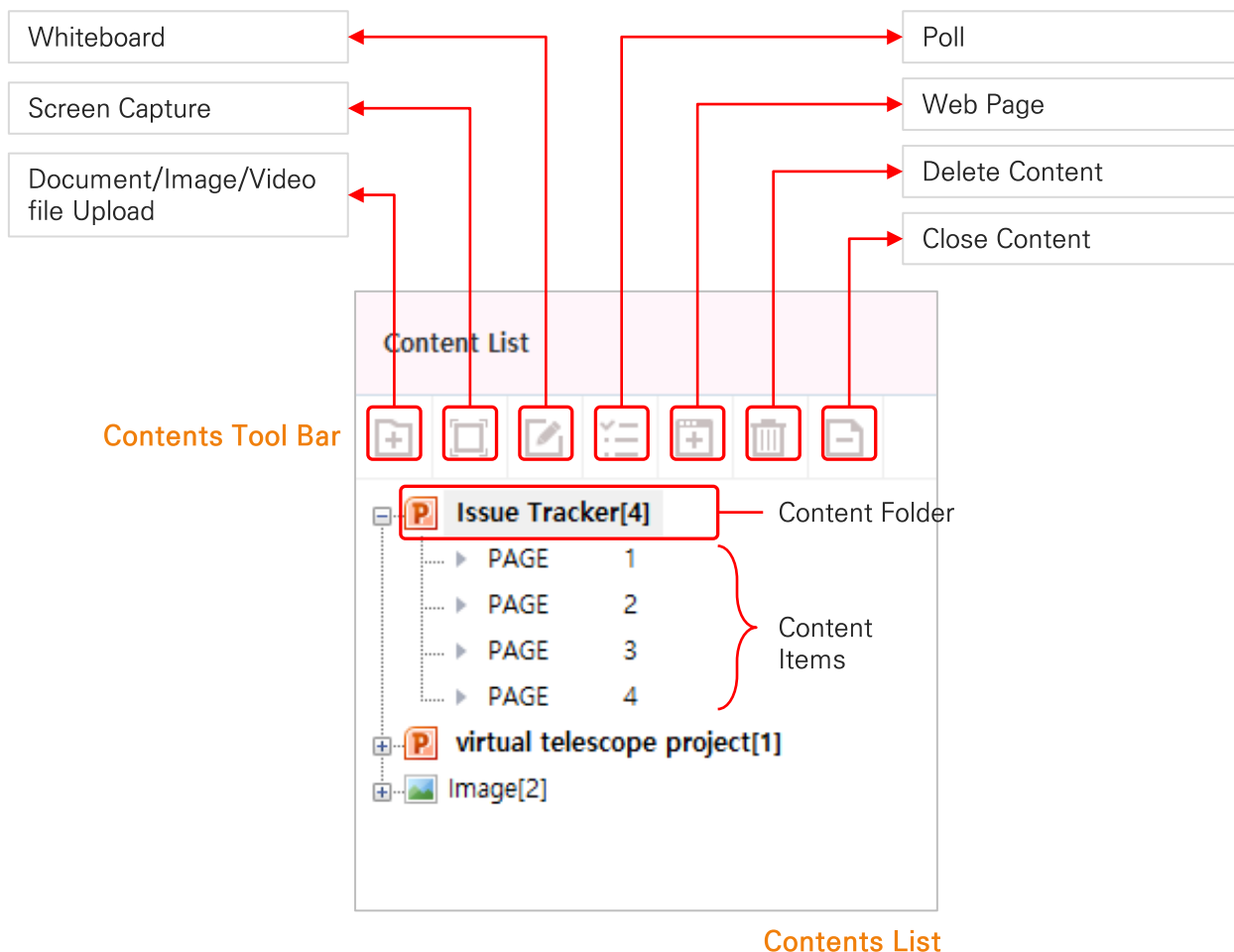
Time	S-RP	S-RB	S-SP	S-SB	S-DR	U-RP	U-RB	U-SP	U-SB	U-DR	D-DR
17:05:47	127	13	250	0	0	1	0	126	0	0	0
17:05:52	127	39	252	0	0	1	0	128	0	0	0
17:05:57	127	39	252	0	0	1	0	128	0	0	0
17:06:02	127	5	251	0	0	1	0	127	0	0	0

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

Content Share

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.



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

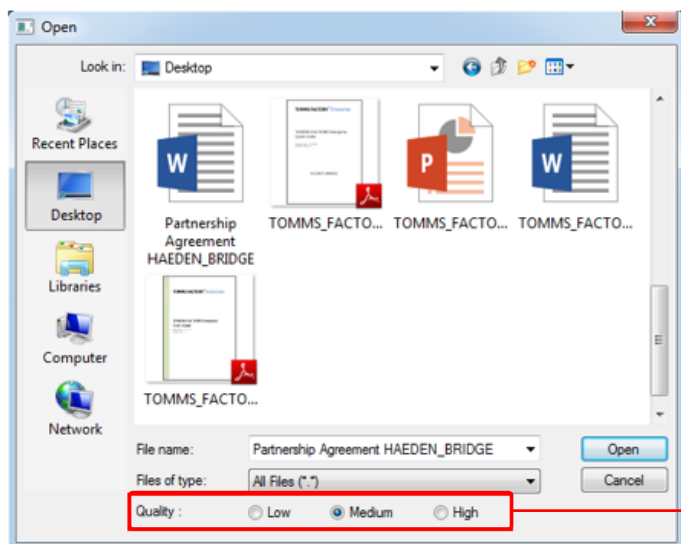
Content Share (2)

Document/Image/Video

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

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.

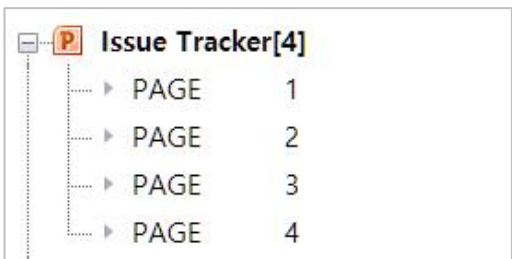
- In case of document or image contents, resolution can be selected before upload as follows. As resolution gets higher, shared contents quality gets higher whilst network traffic is increased and document navigation is slower.



Resolution

- Low : 100 dpi
- Medium : 150 dpi
- High : 300 dpi

- 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.

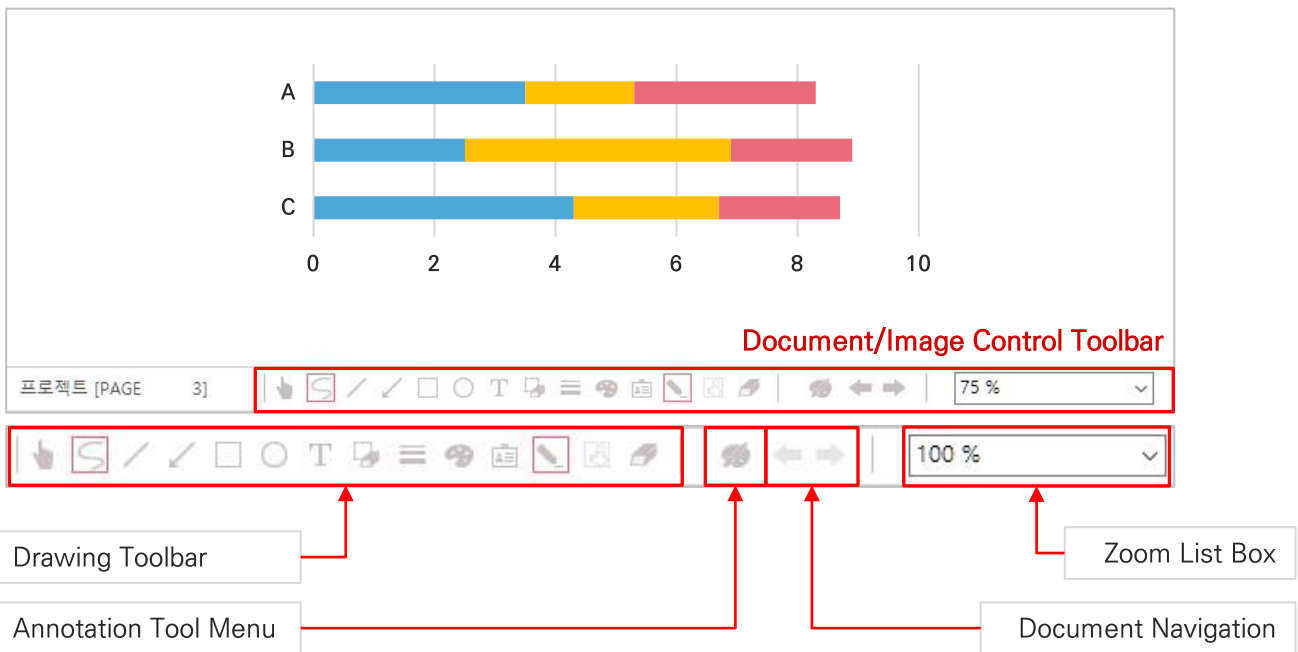


Content Share (3)

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

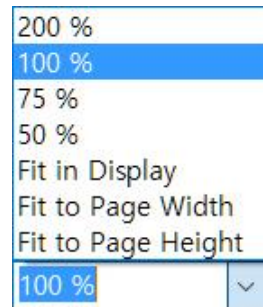
Video/content display tool bar consists of content title/page, drawing tool bar, annotation tool menu button, document navigation buttons and zoom list box.

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.

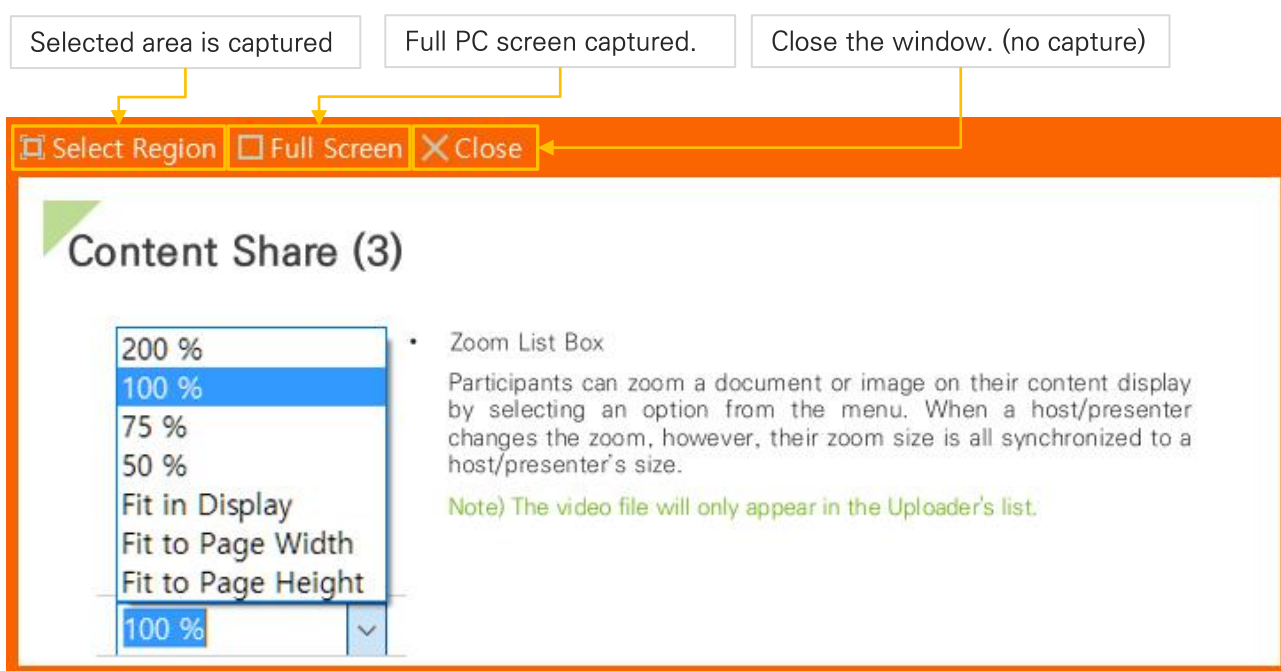


200 / 100 / 75 / 50%	Enlarge or collapse the translated document image in the contents/image display area to its proportions. You can also enter any scale.
Fit in Display	A document or image is displayed fitting in the video/content display.
Fit to Page Width	A document or image is displayed fitting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



Whiteboard

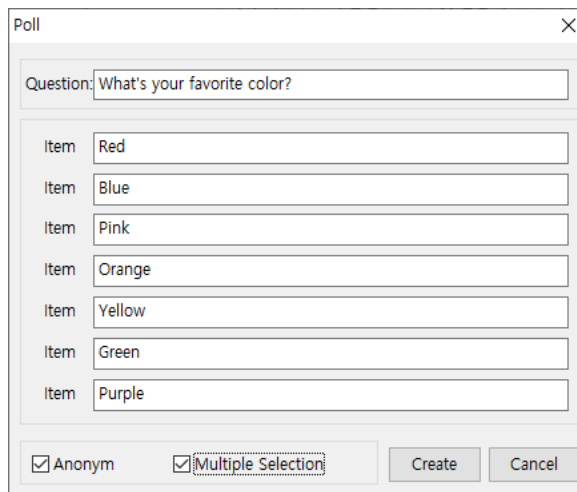
Click on [Whiteboard] button and a whiteboard is uploaded to the video/Content List for share. Participants with annotation privilege can draw using a mouse (pen-mouse is preferred) on the whiteboard. Whiteboards can be added as many as desired into the Content List.

Content Share (5)

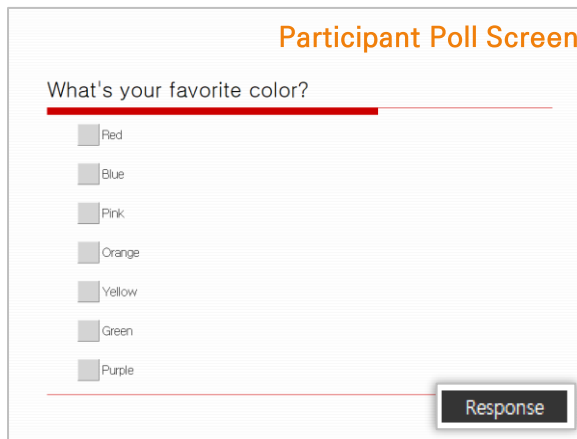
Poll

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

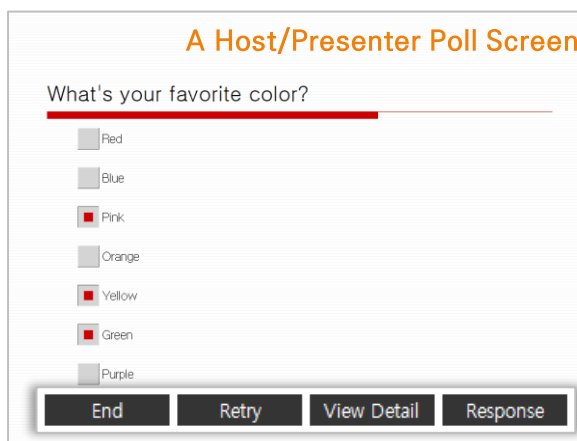
- ① Click on [Poll] button and following form appears. Fill in the form with a question and possible answers. 'Anonym' prevents participant names from appearing in the poll result. 'Multiple selection' allows participants to select multiple answers. Click on [Create] button to add the poll into the Content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



- 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.



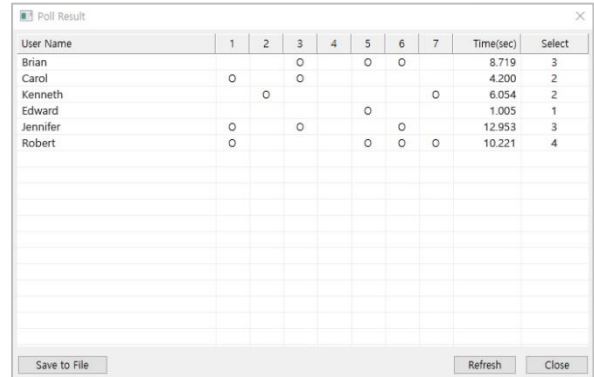
- ③ Response result from participants is shown at percentage on the left side of each answer. The result can be seen participant too.



Content Share

Content Share (6)

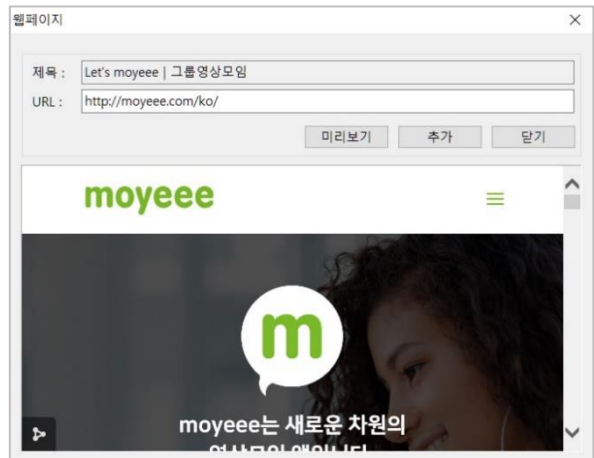
- To do the same poll again, click on [Retry] button. Then the previous result on the poll screen is all erased. All participants can select answers and click on [Response] button to reply.
- A host/presenter can view the poll result in more detail. Click on [View Detail] and see the poll detail like 'Who select What' and response time by participants.
- 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	7	Time(sec)	Select
Brian			o		o	o		8.719	3
Carol	o		o					4.200	2
Kenneth		o					o	6.054	2
Edward					o			1.005	1
Jennifer	o		o			o		12.953	3
Robert	o				o	o	o	10.221	4

Webpage

- ① 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.
- ② Double-click on the web page from the Content List and it is displayed in the video/content display for share.



- ← Previous Page
- Next Page
- ↻ Refresh
- + Add this Web Page at List

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.

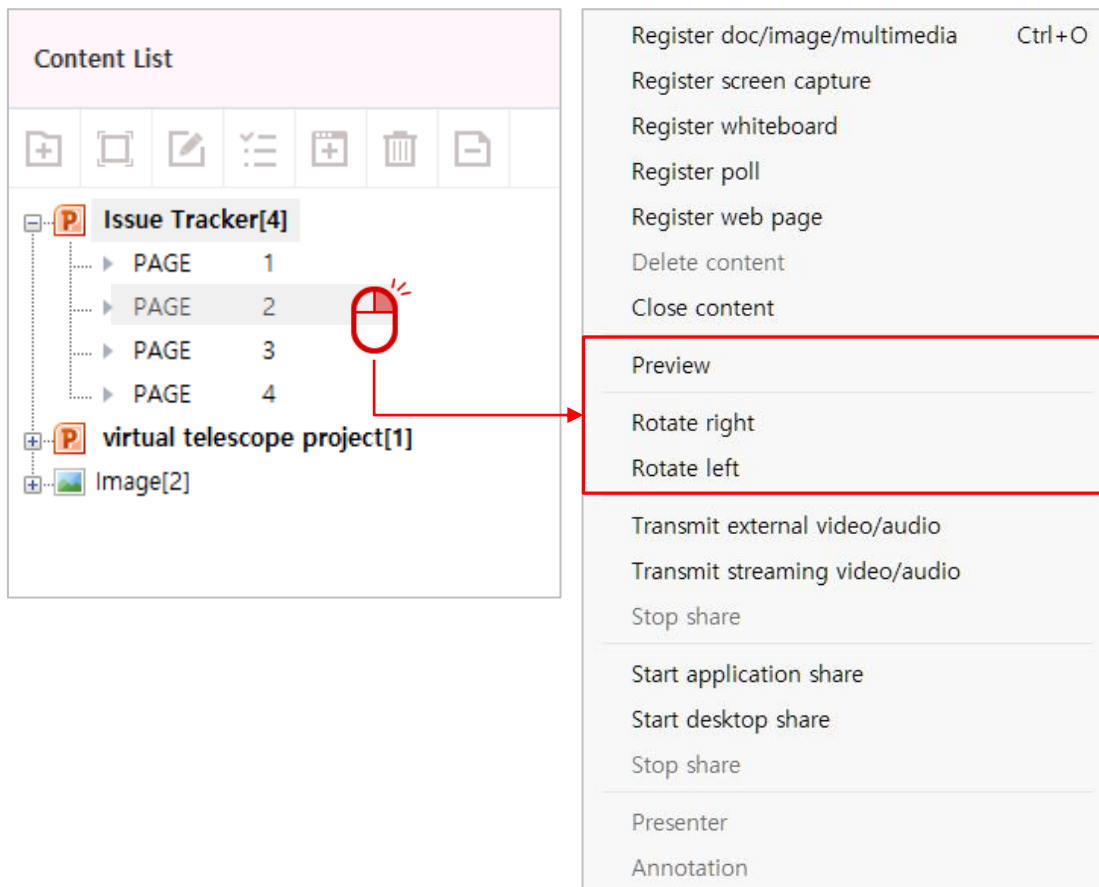
Content Share

Content Share (7)

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.

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.



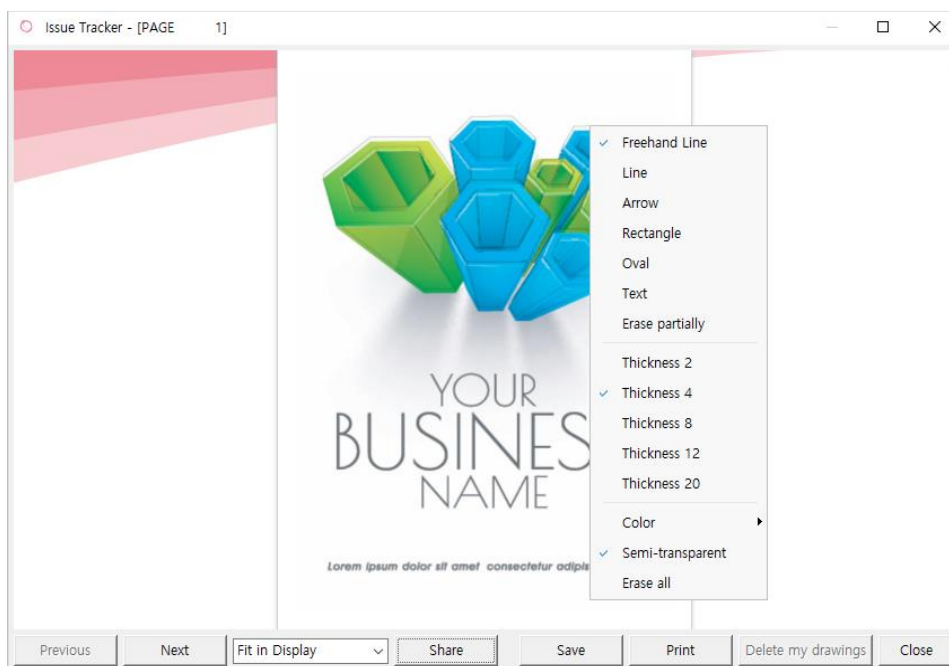
Content Share (8)

- **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.

- **Drawing Tools**

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



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.
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.

Content Share (9)

- **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.
------------------------	---

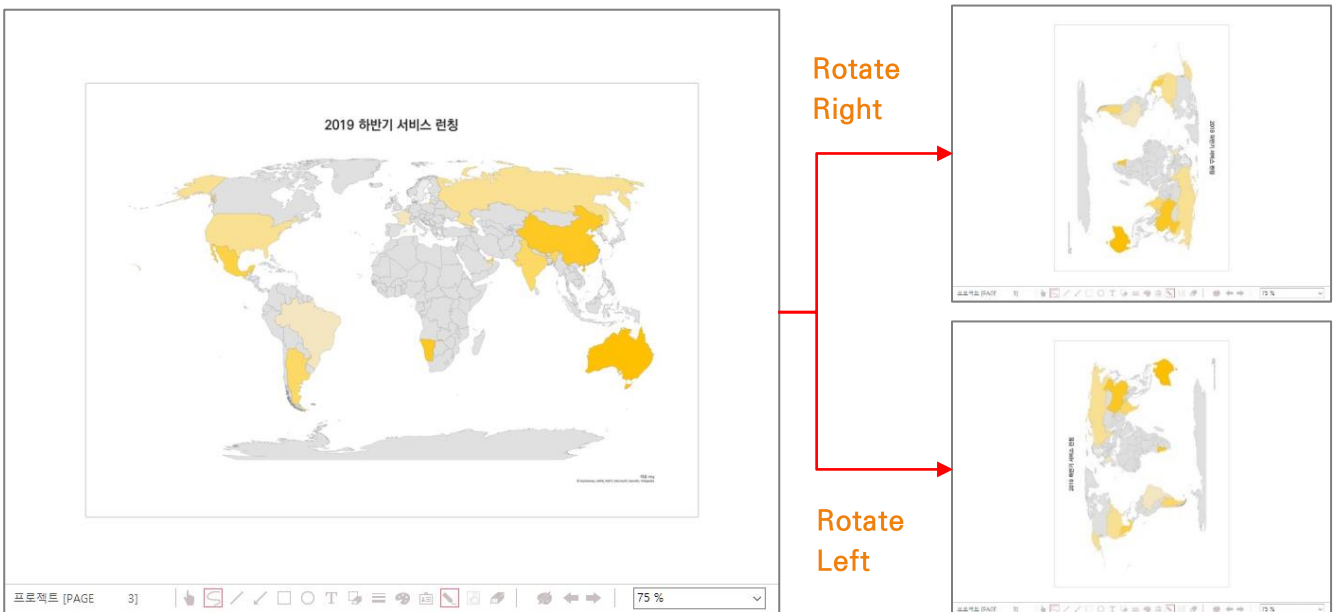
All content	All contents in the concerned folder are saved to PC or printed.
--------------------	--

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.

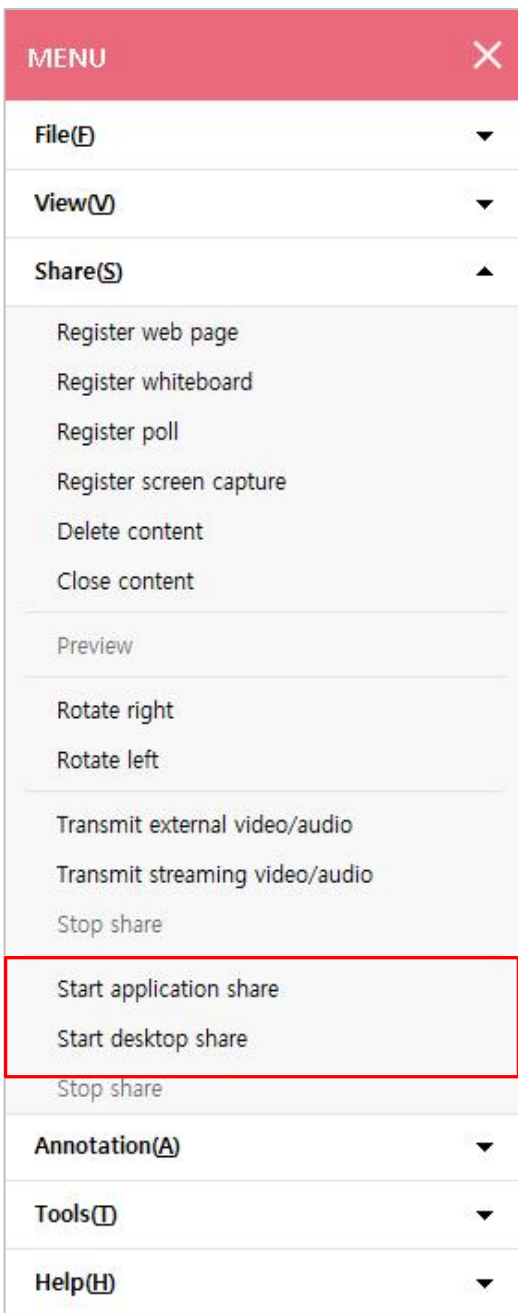


Content Share

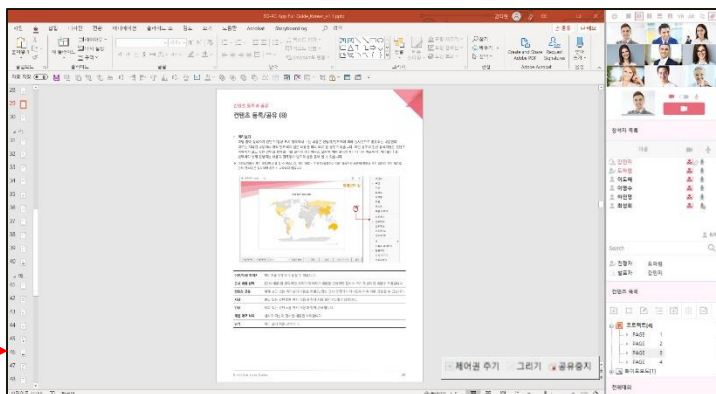
Rich Content Share

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.

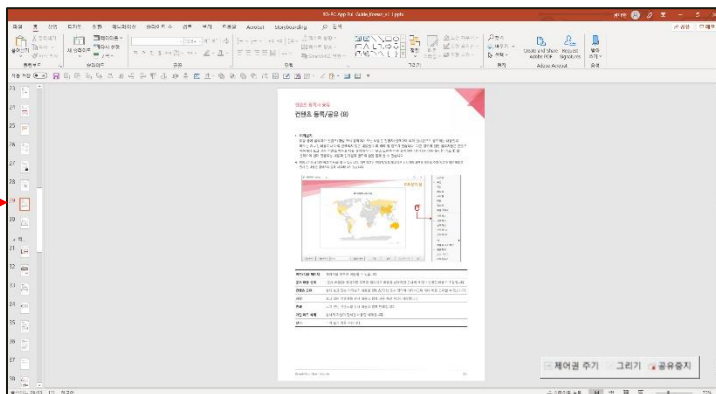
Rich content consumes more bandwidth than text image contents when they are shared across the network. Application and Desktop share can be conducted from Share menu in the Main Menu.



Menu → Share



Application Share Mode



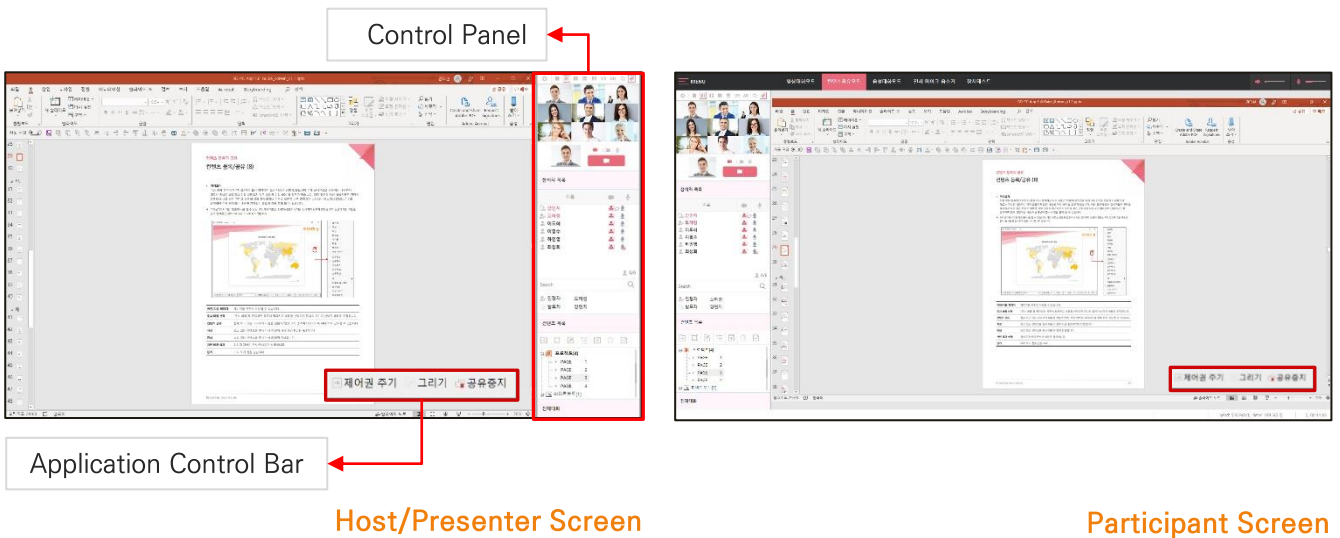
Desktop Share Mode

Rich Content Share : Application Share (1)

Application Share

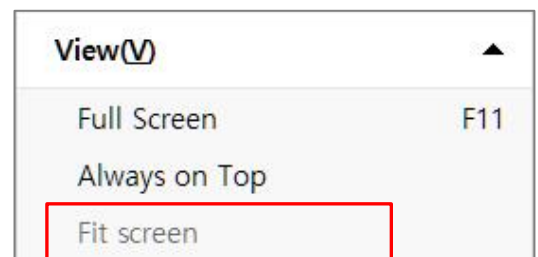
A host/presenter can share application programs running on your computer with other participants. She/he can perform document collaboration with other participants while exchanging the control.

Click on to start application screen share.

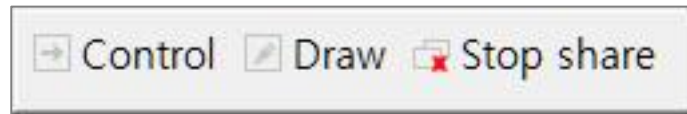


- **Host/Presenter Screen**
The screen consists of shared application, control panel and application share control bar
- **Participant Screen**
Control panel is on the left side and the shared screen of host/presenter is on the right side.

❖ 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 (2)



Application Control Bar

Application Share Control Bar

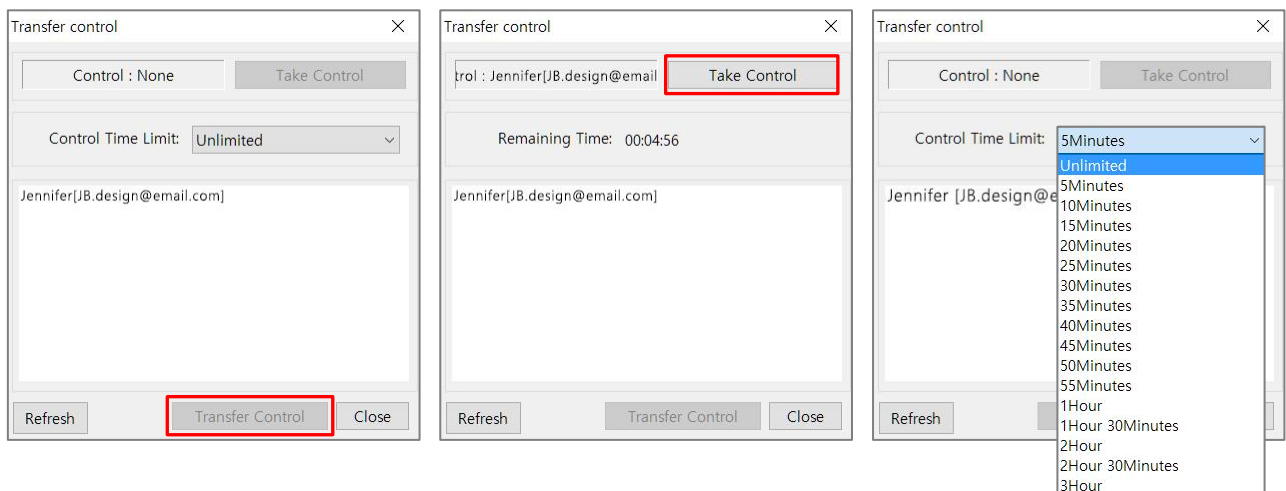
- **Control**

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.

- **Control Time Limit**

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.

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



- **Draw**

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

- **Stop share**

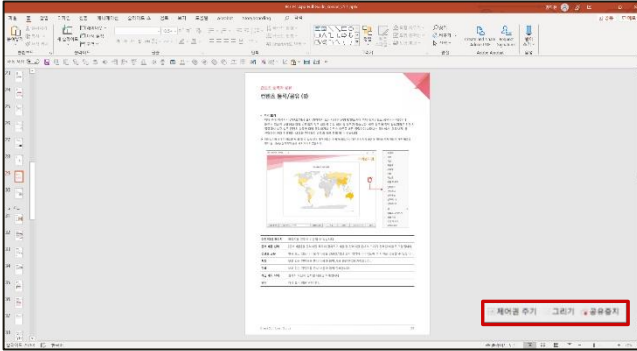
To stop share, click on [Stop Share] button.

Content Share

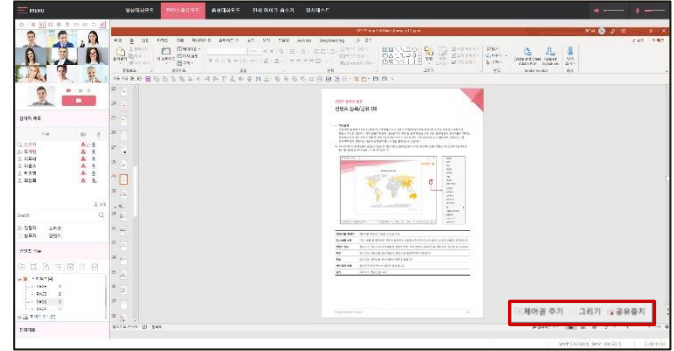
Rich Content Share : Desktop Share (1)

Desktop Share

A host/presenter can share your computer desktop screen with other participants. Click on [Start desktop share] from 'Main Menu → Share'.



Host/Presenter Screen



Participant Screen

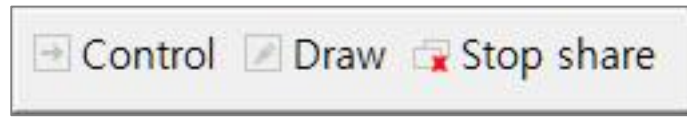
- **Host/Presenter Screen**

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

- **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.

Rich Content Share : Desktop Share (2)



Application Control Bar

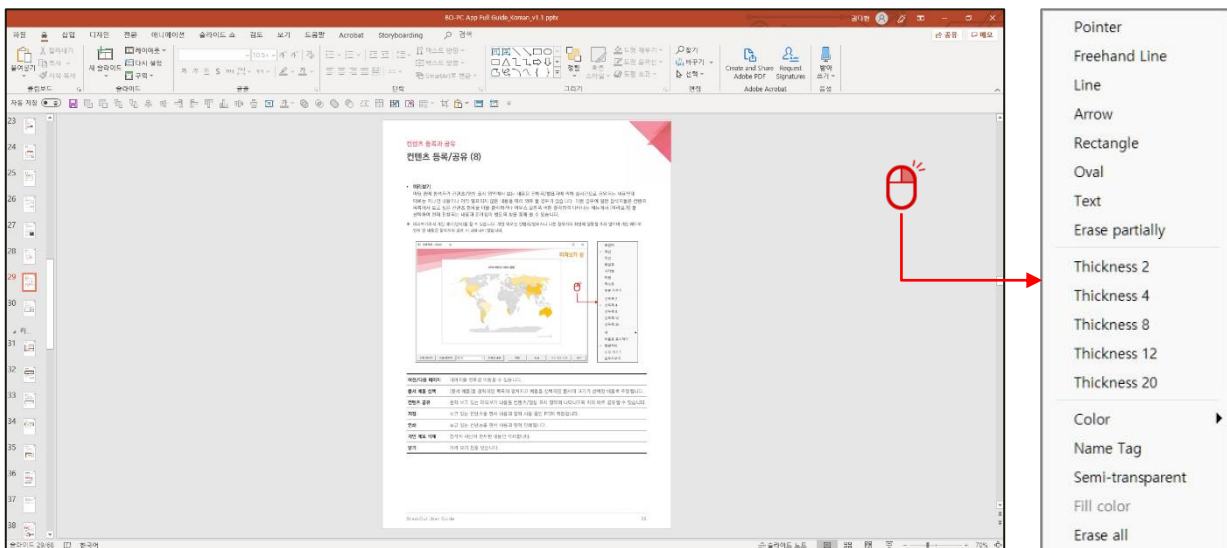
Application Share Control Bar

- **Control**

Just like application share, a host/presenter can transfer the control so that other participants can remotely control a host/presenter's computer.

- **Draw**

- ① Click on [Draw] button in desktop share control bar and a pen appears on the shared screen while desktop share control bar disappears. A host/presenter can draw/annotate on the screen.
- ② Right-click on shared screen and drawing menu appears.
- ③ Select Stop Drawing from the menu and drawing tool menu disappears and desktop share control bar appears again. Please refer to Annotation in Menu bar for more information.
- ④ To stop sharing and go back to previous screen, click on [Stop Share] button.



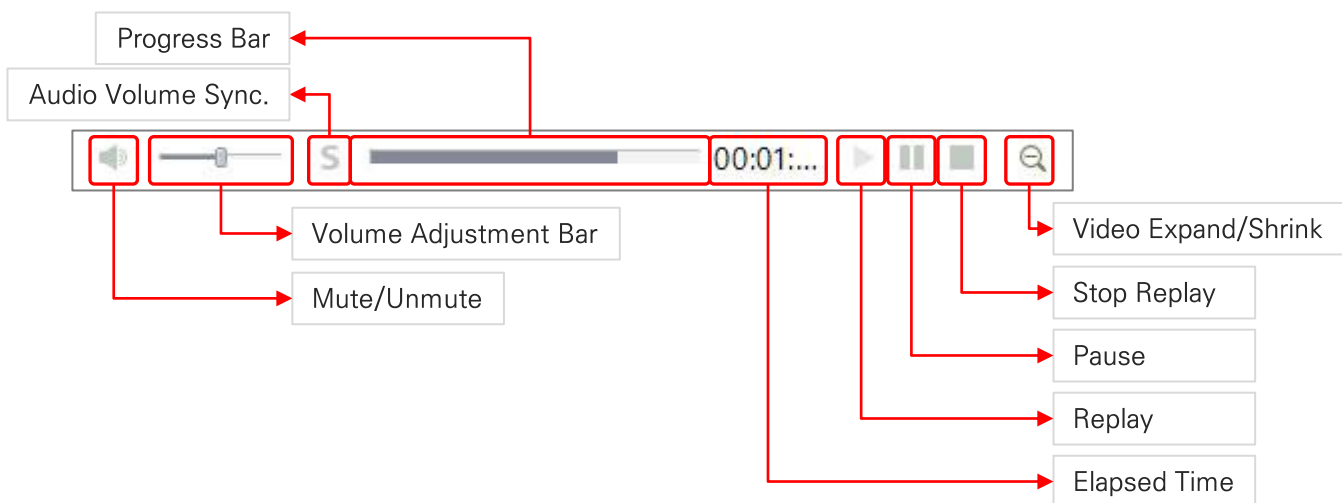
- **Stop share**

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

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.



- ❖ 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.

- ❖ Transferred videos are not registered in the Content List.
- ❖ 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). ※ 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.

Chat

During a meeting, you can text chat with all attendees, 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)

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

Edward

Separate / Join Chat Window

- Chat window is separated from the Control Panel.
- Chat window is back to the Control Panel.

E-Test (1)

The problem-solving function is a function that allows you to evaluate participants through a problem-solving or questionnaire in a meeting room after a meeting or training. The problem-solving function is empowered by the meeting organizer. After establishing a meeting, the founder can submit a question through [Problem Correction/Correction] in the meeting information before the meeting.

미팅 정보

기획팀 분임회의	
미팅 시간 *	2020-03-26 10:30 ~ 2020-03-26 12:00
비밀번호	
미팅룸 번호	170902093
미팅룸 링크	http://61.36.98.189/join/170902093 미팅 정보 복사
단일배경 선택	
단일배경 서버지원	<input checked="" type="checkbox"/> 사용
분임조	분임조 생성
기타설정	<input checked="" type="checkbox"/> 진행권 자동이양 <input checked="" type="checkbox"/> 내 영상 켜기 <input checked="" type="checkbox"/> 영상 자동켜기 <input checked="" type="checkbox"/> 채팅 허용 <input type="checkbox"/> 영상회의실(SIP) 연결 <input checked="" type="checkbox"/> 분임조 사용

삭제
수정
세션 접속 상태
시험
목록

Start problem entry

When the meeting organizer clicks the Issue/Modify Problem button in the meeting information, a pop-up window opens for the problem to be available.

- Test/Survey : Select the type of problem pool.
- Subject : Enter the title of the test/ questionnaire.
- Timeout : Enter the time limit for the test/survey.
- Pass score : Enter the pass score for the test. Pass marks do not appear during the survey.

출제 정보

종류 : 시험 설문

제목 :

제한시간 (분) :

합격점수 (점) :

문제풀이 팝업창

When the setup is complete, click Start Export to move on to the next step.

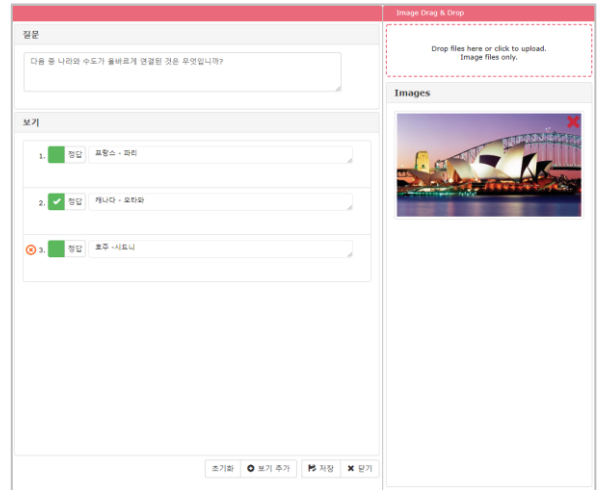
E-Test (2)

Entering a problem

This is the page to enter the question. The problem is multiple choice, and you can increase your choices through Add View. You can have up to 6 options per question.

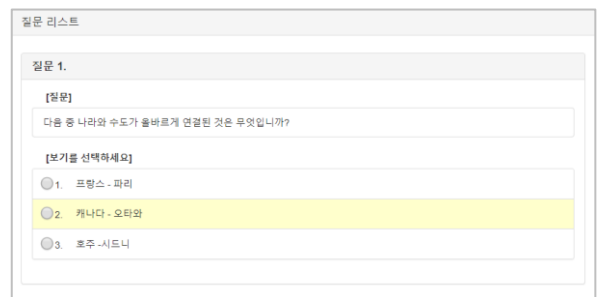
To select the correct answer, press the [Correct Answer] button on the left side of the view, and the view is set as the correct answer. The correct answer can be duplicated.

You can attach an image to a problem by dragging and dropping the image.



Preview

Once all problems have been entered, click the Exit / Preview button to complete the exam. When you click the OK button on the pop-up message that appears after completion, a preview window opens for you to preview the issue. The preview provides a final look at the type of problem, examples, and correct and incorrect



Start E-Test and check results

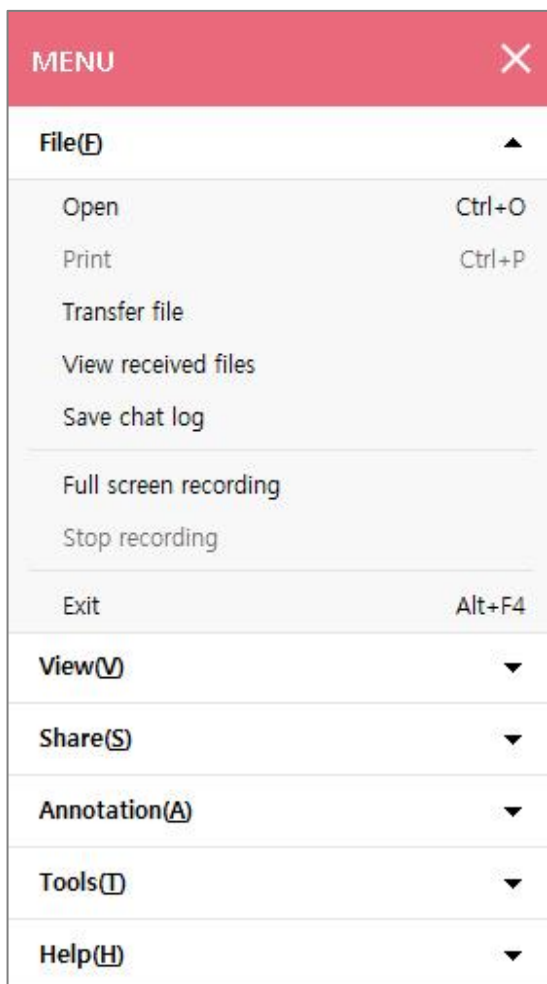
After attending a meeting, the moderator (openers) can start solving the problem by clicking Start E-Test the menu bar. When the problem pool starts, a test challenge window appears for all attendees and a timeout window appears at the top of the window.

Participants can complete the exam by clearing the questions and clicking the Submit button. Upon completion, attendees can check the results of the exam on the Submit answers page.



Main Menu

Main Menu : File (1)



During video conferencing, you can open the necessary shared documents, print, transfer files, view received files, save chat log, conference recording and exit.

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.

Print

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

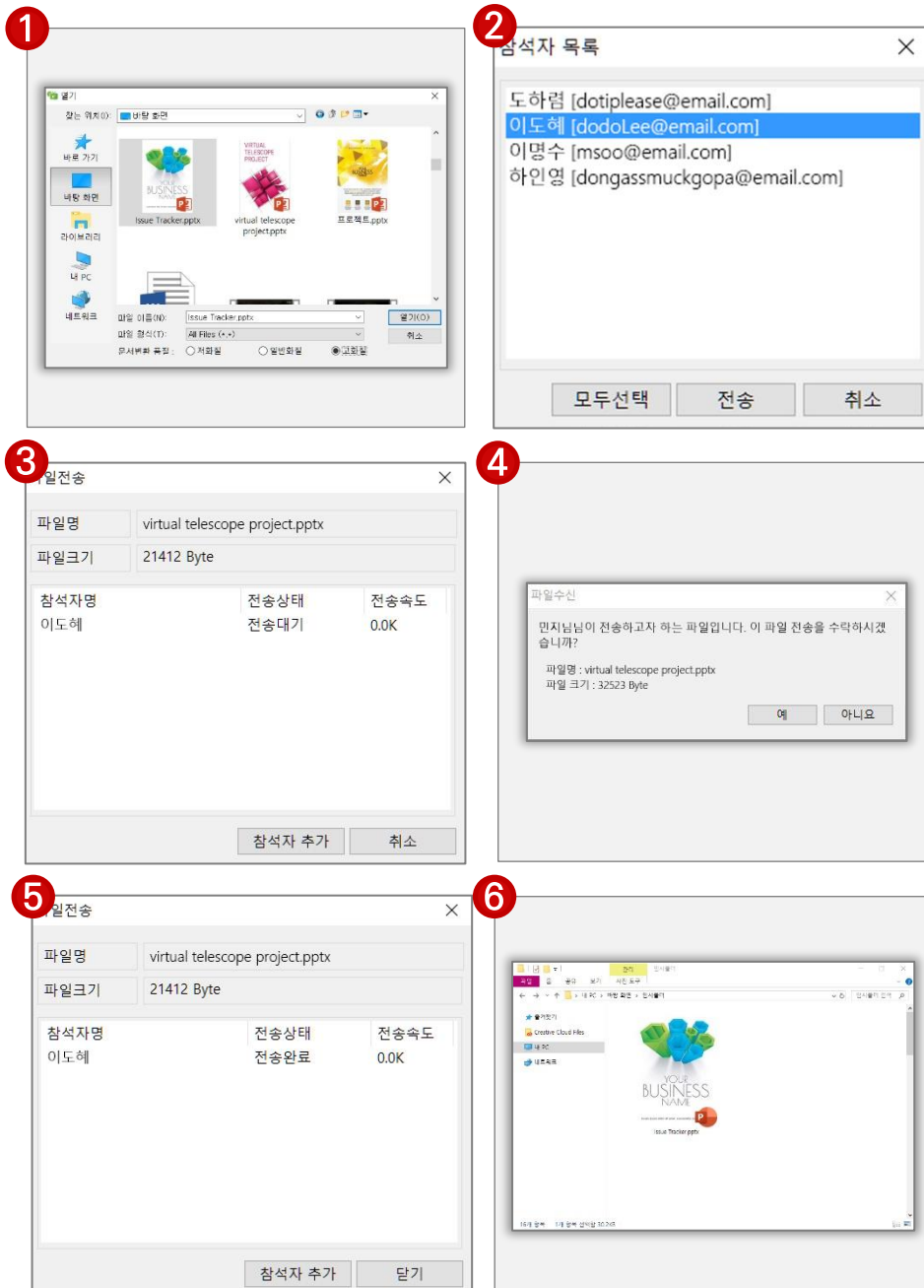
Main Menu

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.
- ③ To add more participants to receive the file, select additional participant and click on [Add User] button.
- ④ Receiving participants click on [Yes] button to accept the receipt of file.
- ⑤ File transfer has been completed.
- ⑥ Received Files folder is open to participants' screen when file receipt is completed.



Main Menu

Main Menu : File (3)

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.

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.

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



- **Full screen recording**

In video conference mode, participants' video is recorded. In document conference mode, contents/document is recorded along with participants' video located at the bottom right corner.

- **Content recording**

In video conference mode, participants' video is recorded. In document conference mode, contents/document is recorded along with participants' video located at the bottom right corner.

- **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.

- ❖ 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.
- ❖ ※ 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**



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

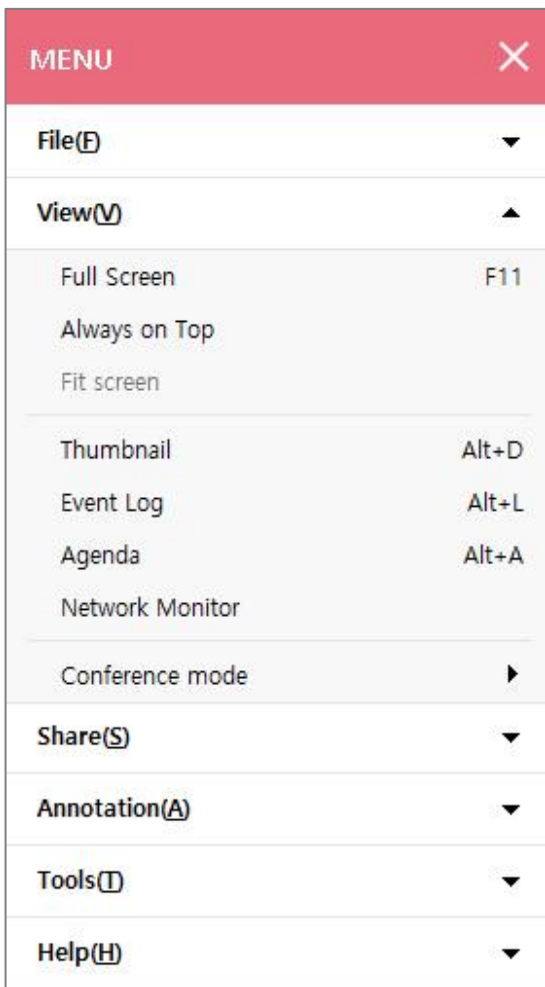
Program Filesx86) > HaedenBridge > Tw > TwPostEncoder.exe

Exit

When participants exit the meeting, they leave the meeting. When the host ends the meeting, all participants are disconnected.

Main Menu

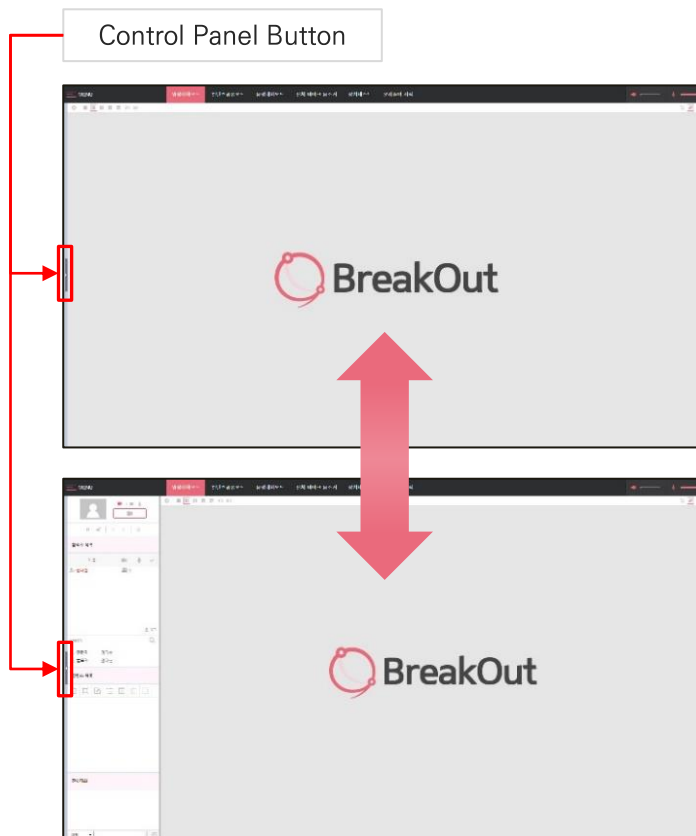
Main Menu : View (1)



You can open the video meeting 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 meeting (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.



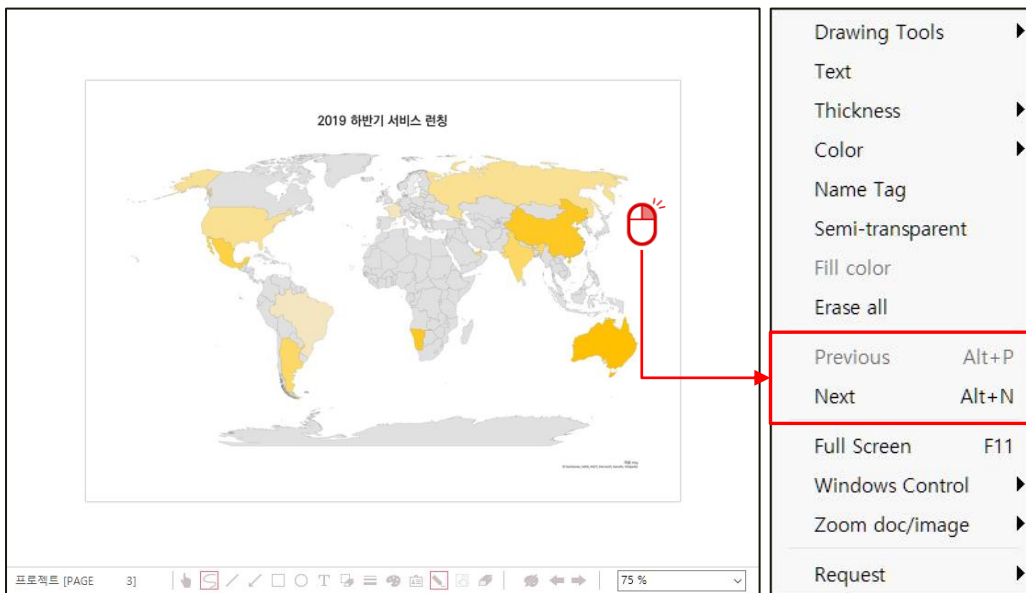
Main Menu

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.

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.

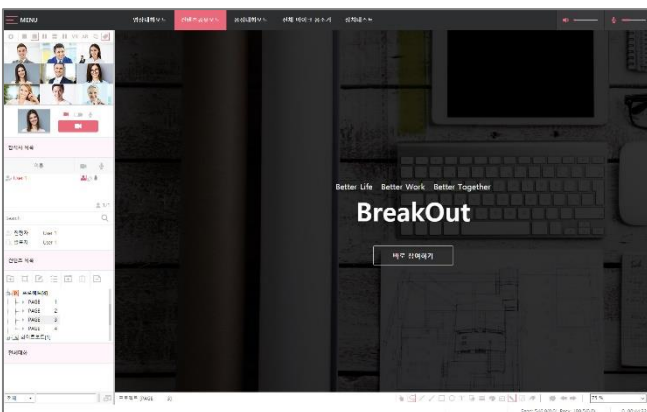


Always on Top

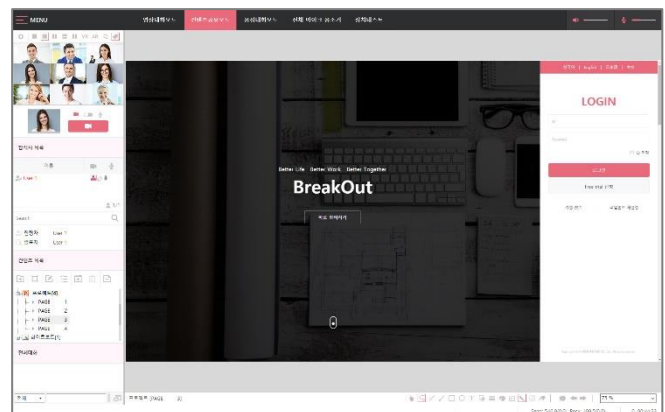
In case that other application programs like messenger and email run on your PC, sometimes popup window appears unintentionally on the conference screen. If participants including a host/presenter want to avoid this situation, select this. Conference program will be always on top of the PC screen.

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.



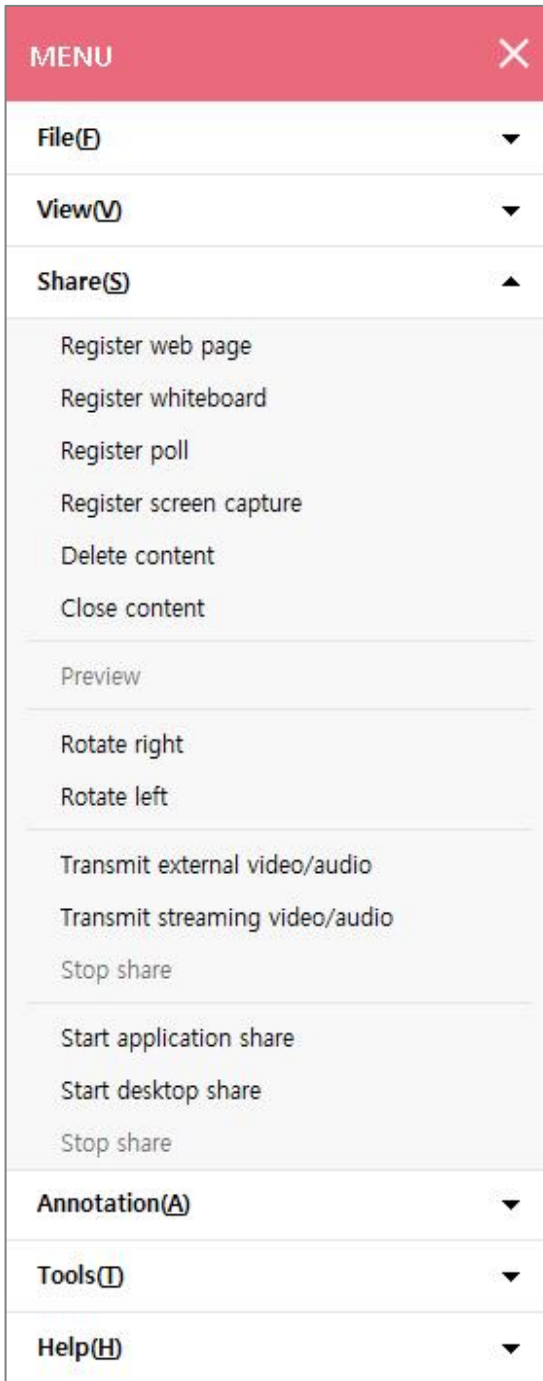
no Fit screen



Fit screen

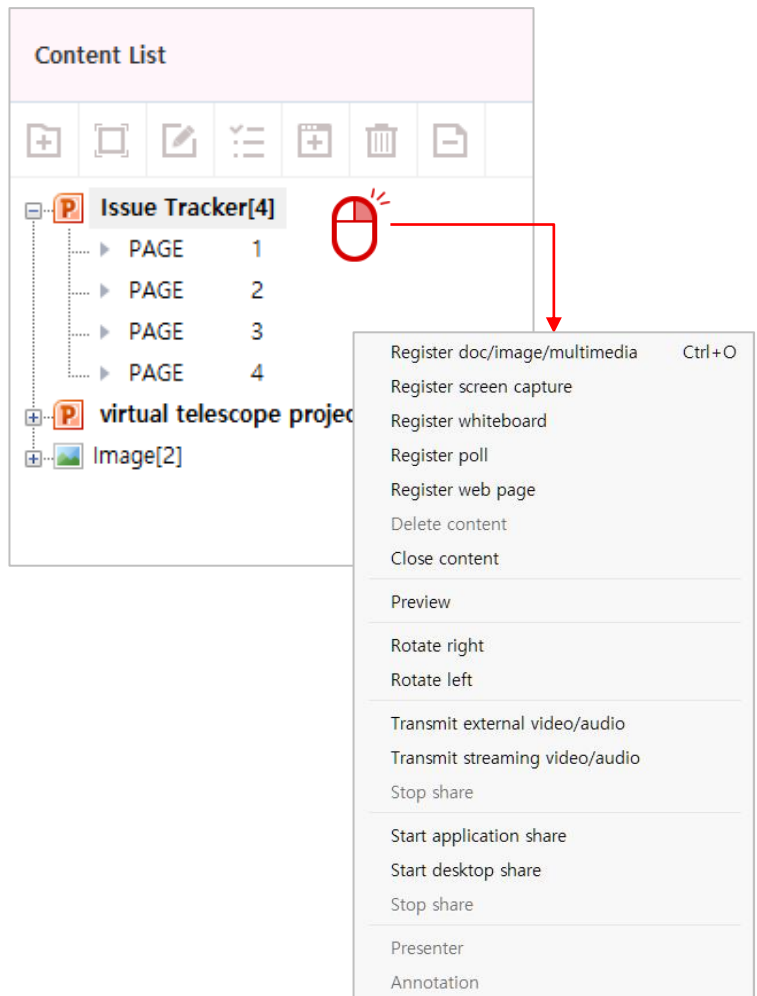
Main Menu

Main Menu : Share



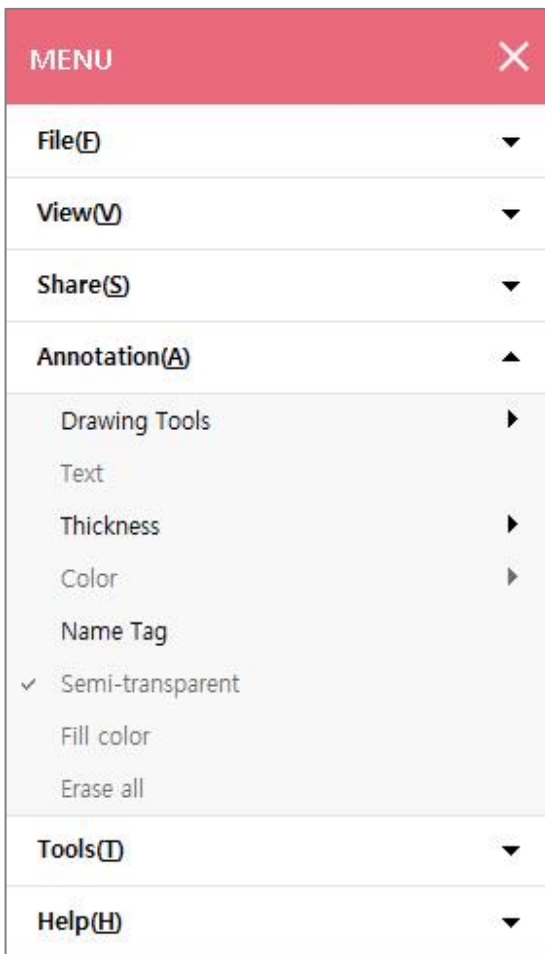
For more information, please refer to 'Content Share' or 'Rich Content Share' in this user guide.

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



Main Menu

Main Menu : Annotation (1)

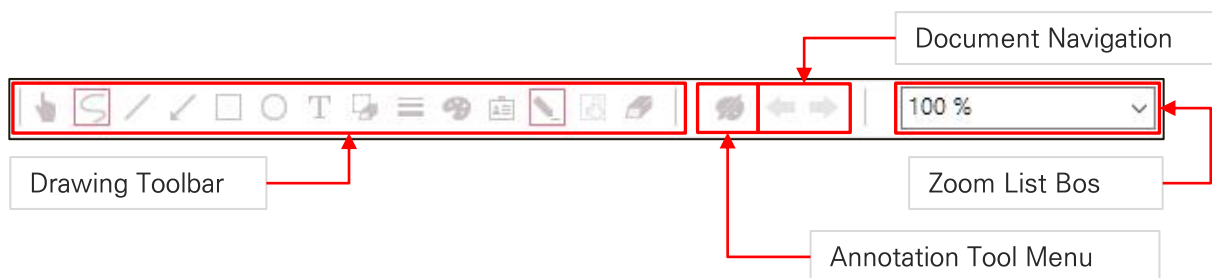


A host/presenter can make annotations on shared documents, images or whiteboards. All participants can view the same annotations on their screens in real-time when you starts annotating. Other participants may also annotate shared contents when they get the annotation privilege by requesting a host/presenter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















- ❖ '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.



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.

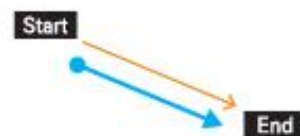
Freehand Line



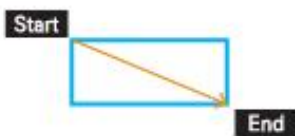
Line



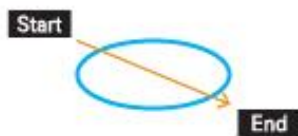
Arrow



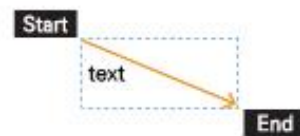
Rectangle



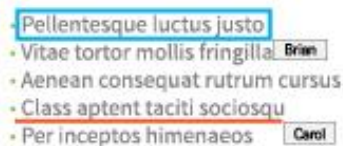
Oval



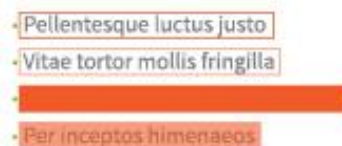
Text



Name Tag



Semi-transparent & Fill Color



Main Menu

Main Menu : Tools (1)

MENU	✕
File(F)	▼
View(V)	▼
Share(S)	▼
Annotation(A)	▼
Tools(T)	▲
Participant	▶
Examination start	
Device Test	▶
Environment Setup(E)	
Help(H)	▼

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.

Main Menu : Tools (2)

- **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





Breakout (1)

Breakout (Customer's request separately)



[Breakout] is implemented by BreakOut, which organizes sub-committees in the training center of various organizations to discuss special topics, organize them, and present the sub-committees at the plenary meeting.


- ❖ Available in [Menu → Tools] when a licensed customer create a meeting by selecting the [Use breakout] in Other Setting and having host privilege.

Host/Modify a MEETING


Date/Time * 2020-07-13  11  Hour 41  Minute ~ 30  Duration(minutes)

Title *

Video Quality * Quality Option  Default video count 16 

Password 

Select Participants

단일배경 선택 

분임조 사용 Duration(minutes)

Setting Host on request My video turn-on Text-chat Automatic video turn-on

Interoperable with SIP Room Systems

- **Single Background**

When setting up a meeting, you can select a single background to use in the subgroup in Select Single Background. The user can increase the immersion of the meeting by removing the background of the user and applying a unified background in a new time even with a regular web camera and software without the need for a separate blue screen.



Normal video



Single Background video

Breakout (2)

- Breakout

If the host selects [Menu → Tools → Breakout], a window containing various functions for Breakout operation will appear. A list of attendees is automatically generated from the Attendees list.

- ① You can start setting/creating a sub-partition by pressing the Create Binary Meeting button.
- ② When you run Create Partition, the Create Partition window appears, allowing you to set the number of subdivisions.

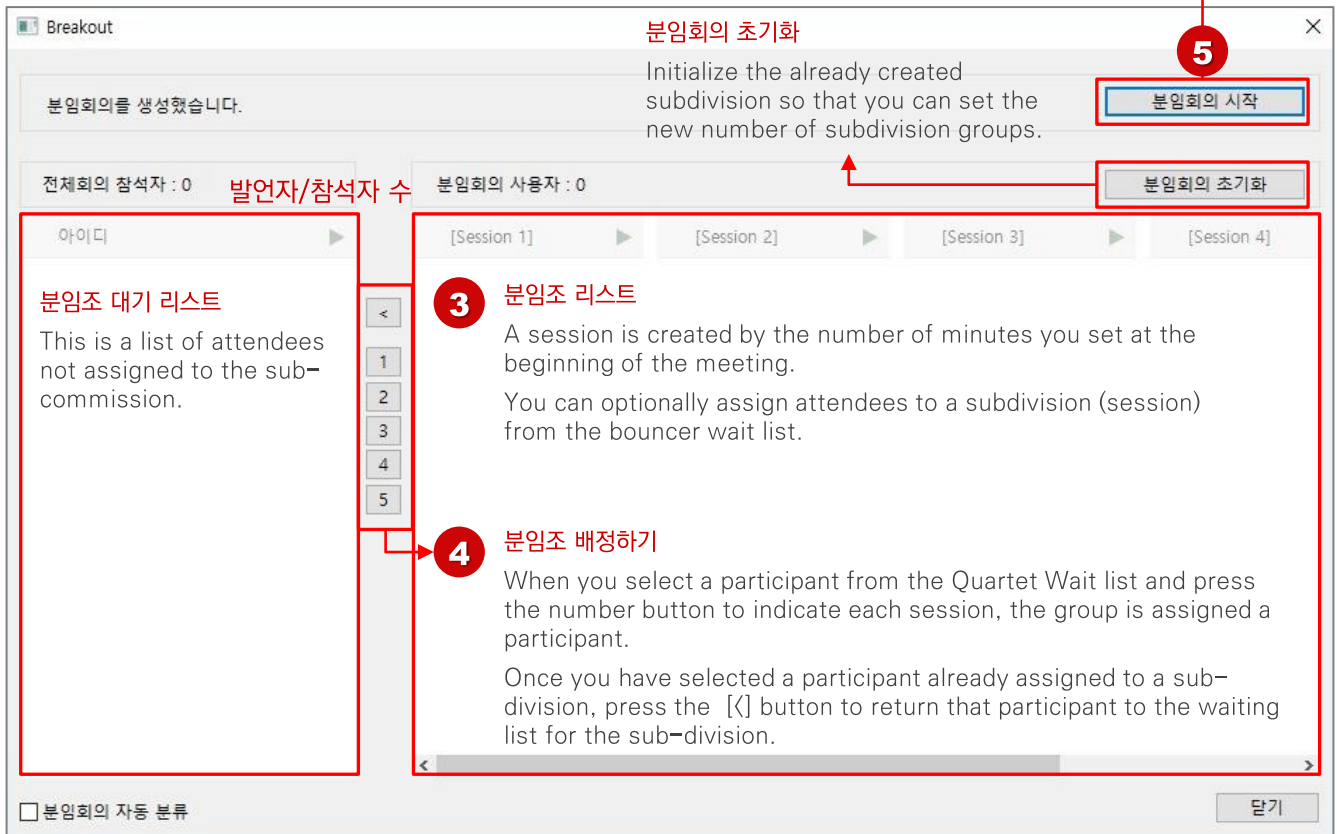


Breakout (3)

- ③ When you complete the creation of the bouncertificate, the subdivision (session) is created by the number entered.
- ④ You can select a participant from the waiting list for a sub-division and assign it to that subgroup via the Assign Sub-Committee button. Attendees assigned to a subdivision are shown in the subdivision list and can be selected from the subdivision list and sent back to the group waiting list by pressing the [button.
- ⑤ Once you have completed the assignment of participants, you can start the meeting by pressing the Start button of the meeting. Pressing the start button of the bouncer meeting opens a window where you can set the automatic termination of the bouncer meeting. When you check the settings, the meeting automatically ends after the specified time, and the members of the delegation automatically return to the plenary session.

분임회의 시작

This function allows participants to start a sub-partition meeting after they have been assigned by the generated. When you select the start of a meeting, you will see a window where you can set the time for the meeting, as shown in Figure 5. Choosing to start the meeting will begin moving the attendees to the assigned meeting.



분임회의 자동 종료 창

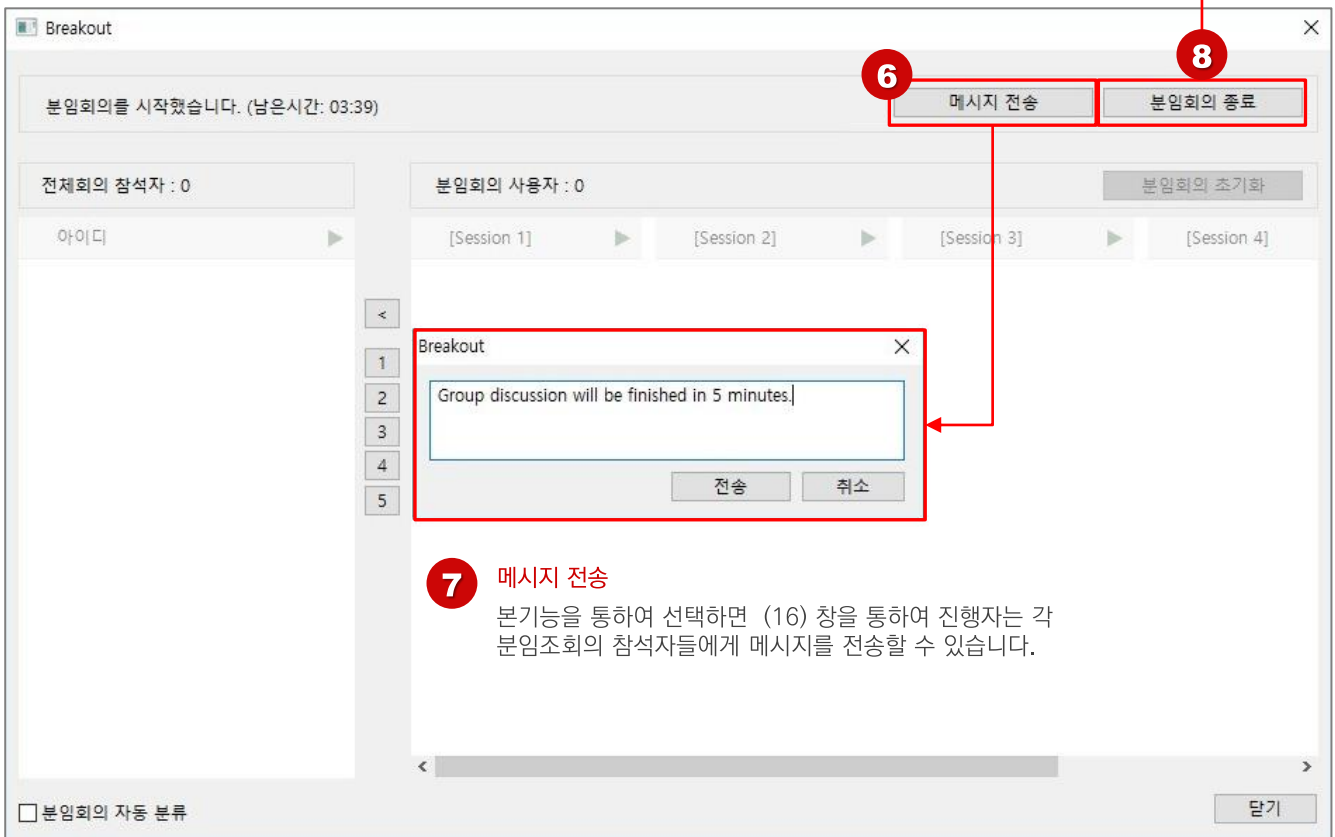
[분임회의 시작] 버튼을 누르면 나타나며 분임회의 자동 종료를 설정할 수 있습니다.

Breakout (4)

- ⑥ The Message Transfer and Termination functions appear during a sub-session.
- ⑦ Press the [Send Message] button to open a window for entering a message. Messages can be posted as a notice in the entire subdivision.
- ⑧ Pressing the [End Partition] button ends the sub-partition meeting, and each sub-participant automatically returns to the session.

분임회의 종료

분임회의를 종료할 수 있는 기능입니다. 본 기능이 실행되면 각 분임조 참석자들은 전체회의로 자동으로 복귀합니다.

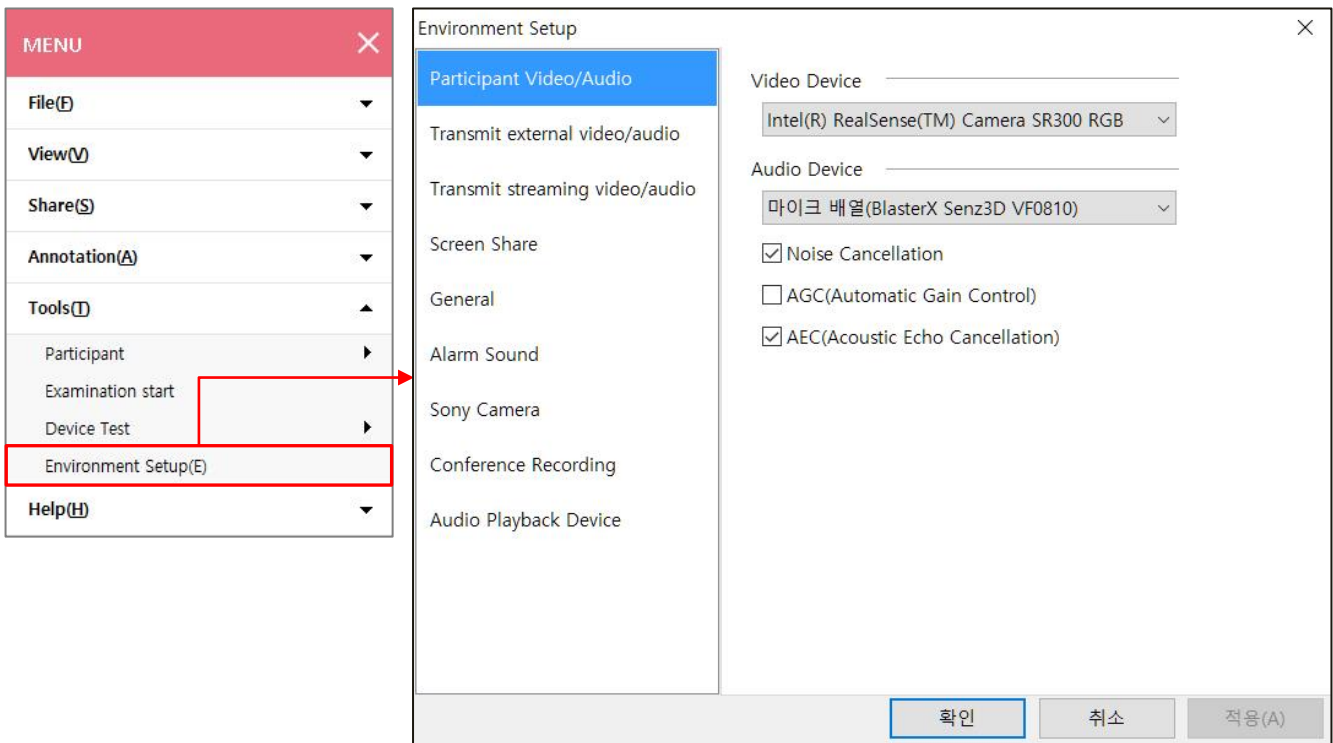


7 메시지 전송

본기능을 통하여 선택하면 (16) 창을 통하여 진행자는 각 분임조회의 참석자들에게 메시지를 전송할 수 있습니다.

Environment Setup (1) : Participant Video/Audio

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

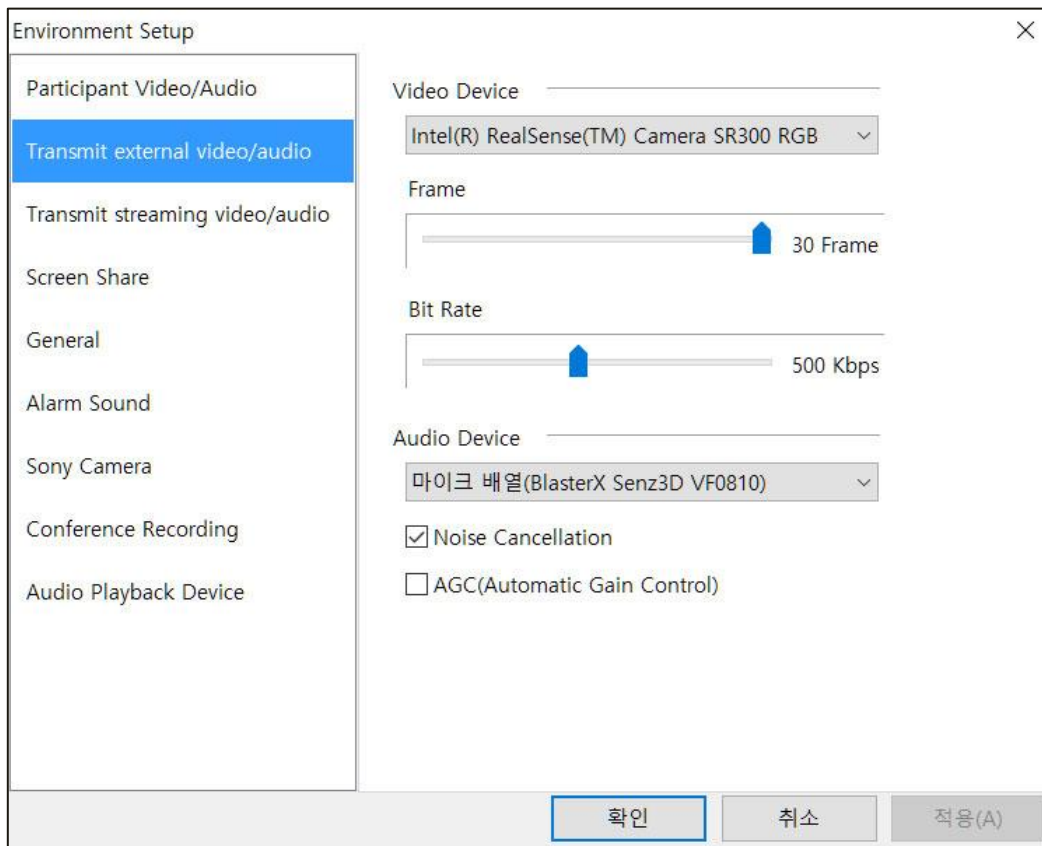


Participant Video/Audio

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

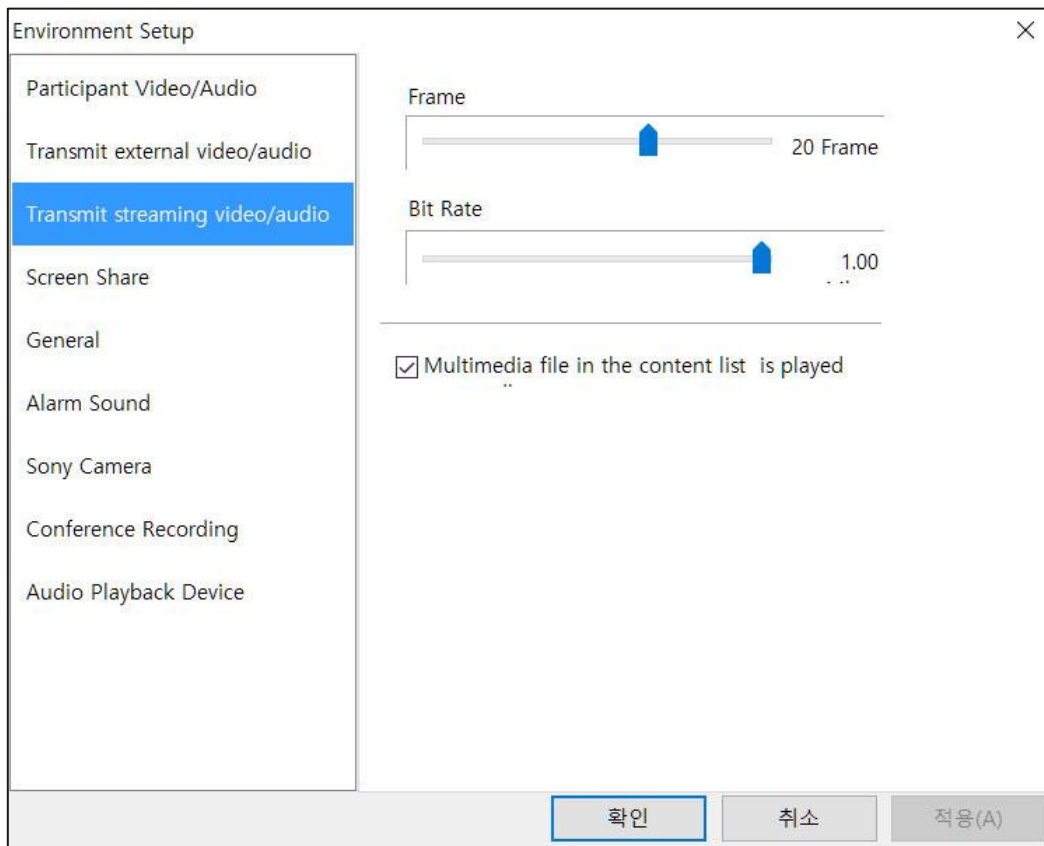


Transmit external video/audio

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.

Environment Setup (3) : Transmit streaming video/audio

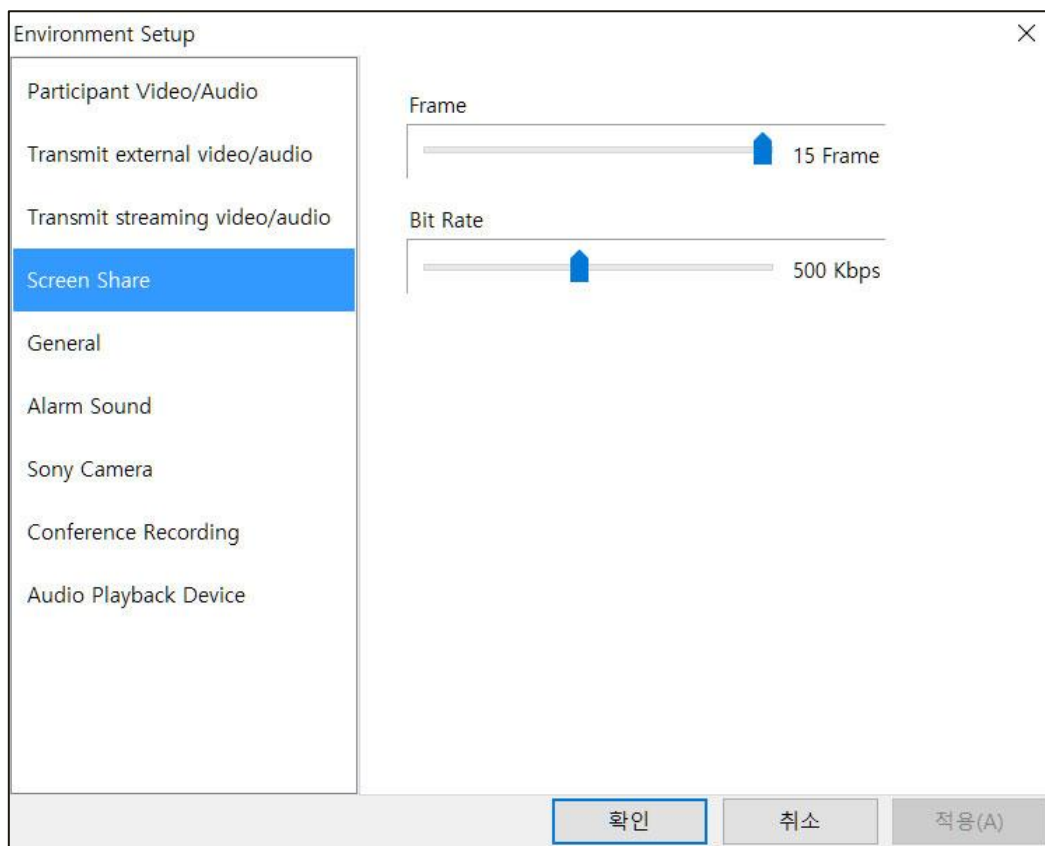


Transmit streaming video/audio

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.

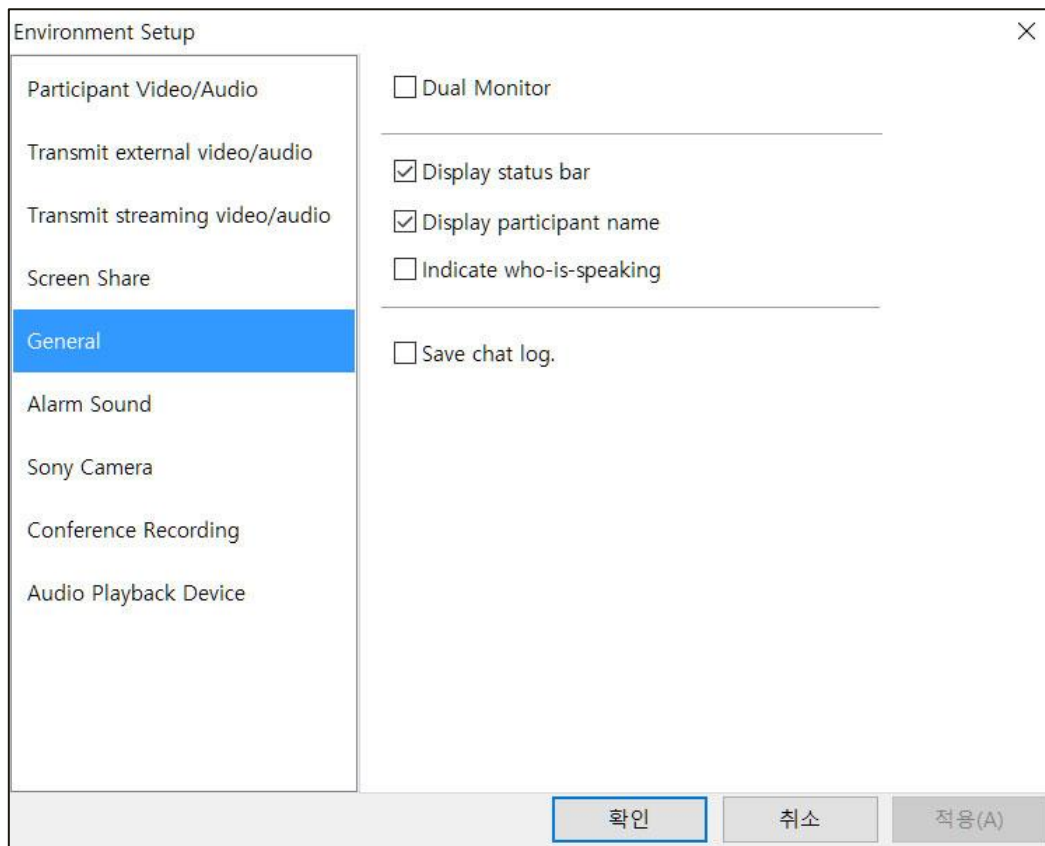
Environment Setup (4) : Screen Share



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.

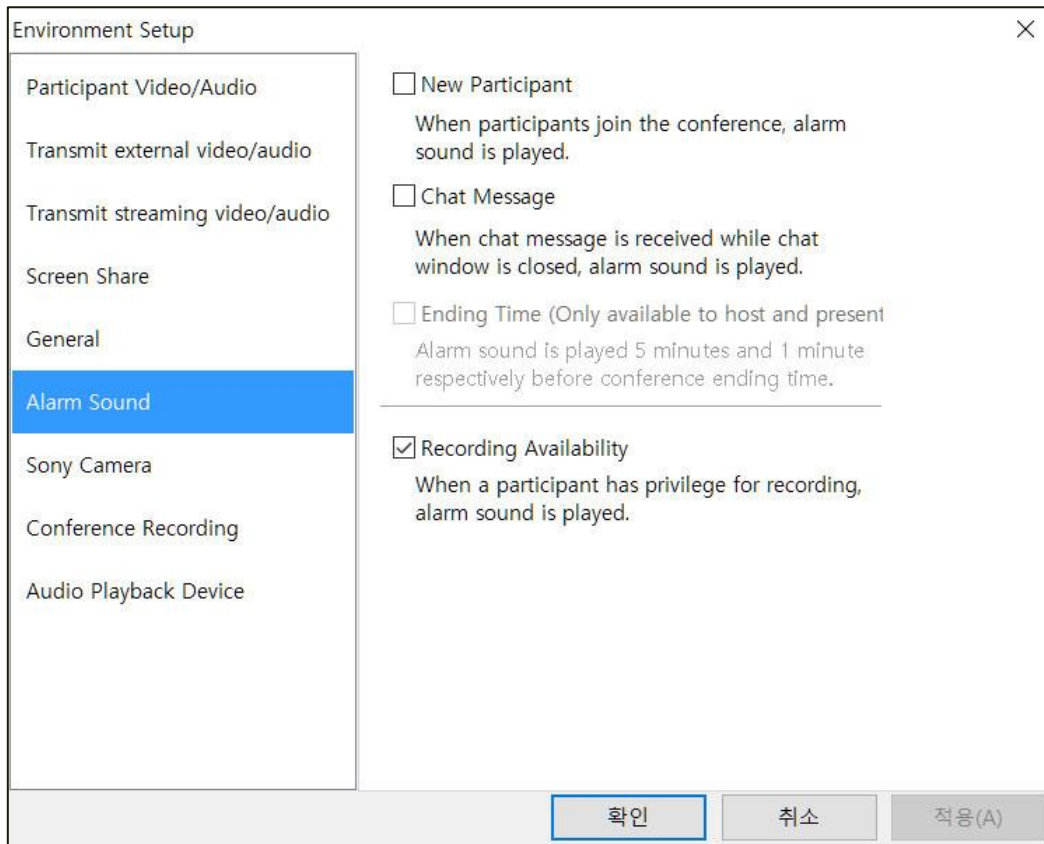
Environment Setup (5) : General



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)
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.

Environment Setup (6) : Alarm Sound

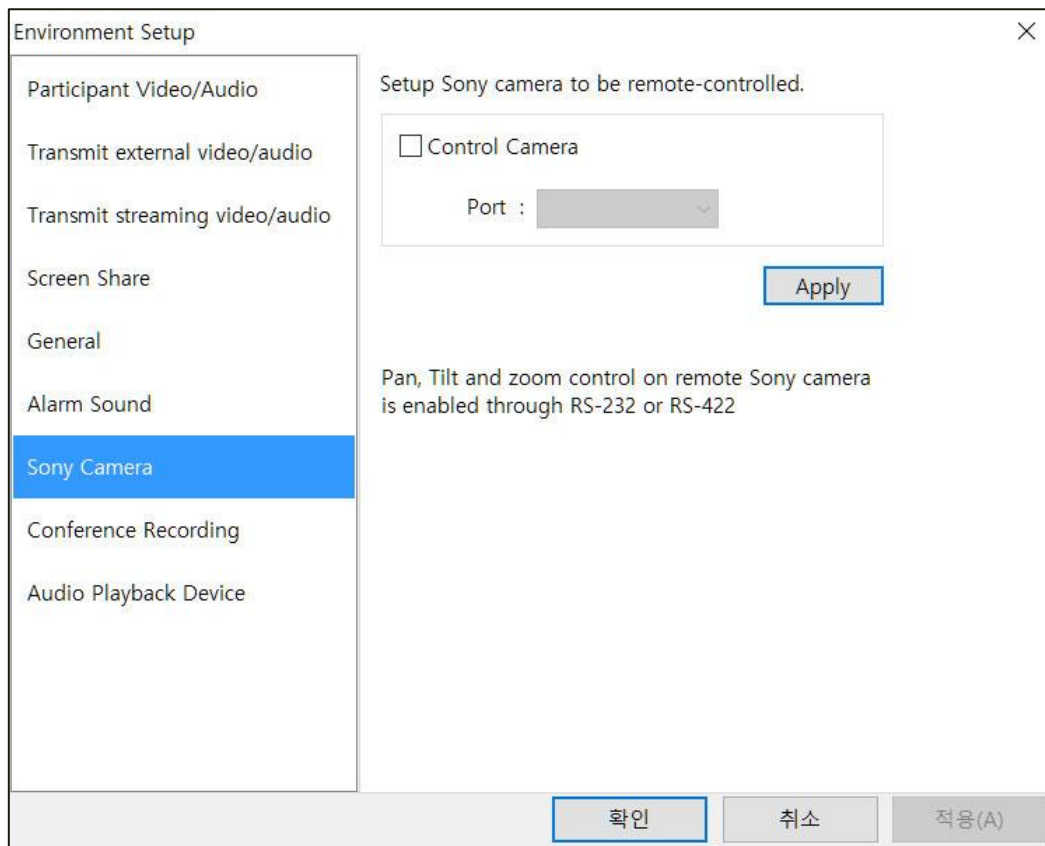


Alarm Sound

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.

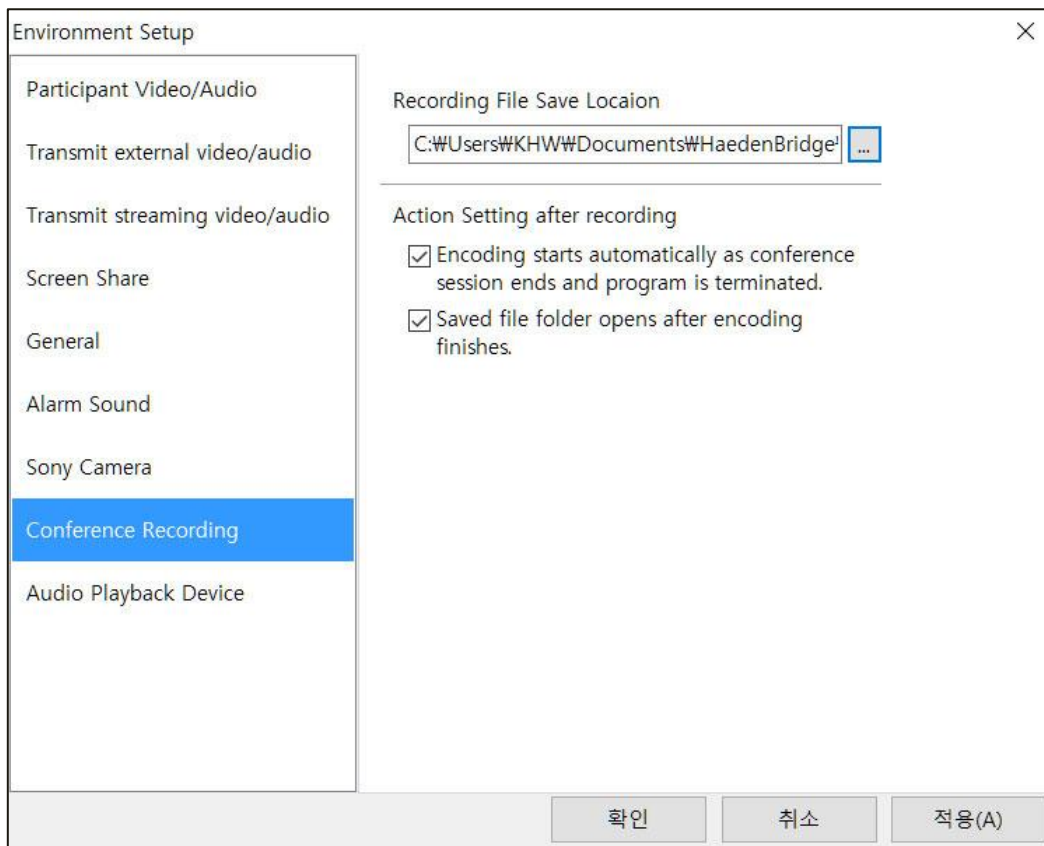
Environment Setup (7) : Sony Camera



Sony Camera

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

Environment Setup (8) : Conference Recording

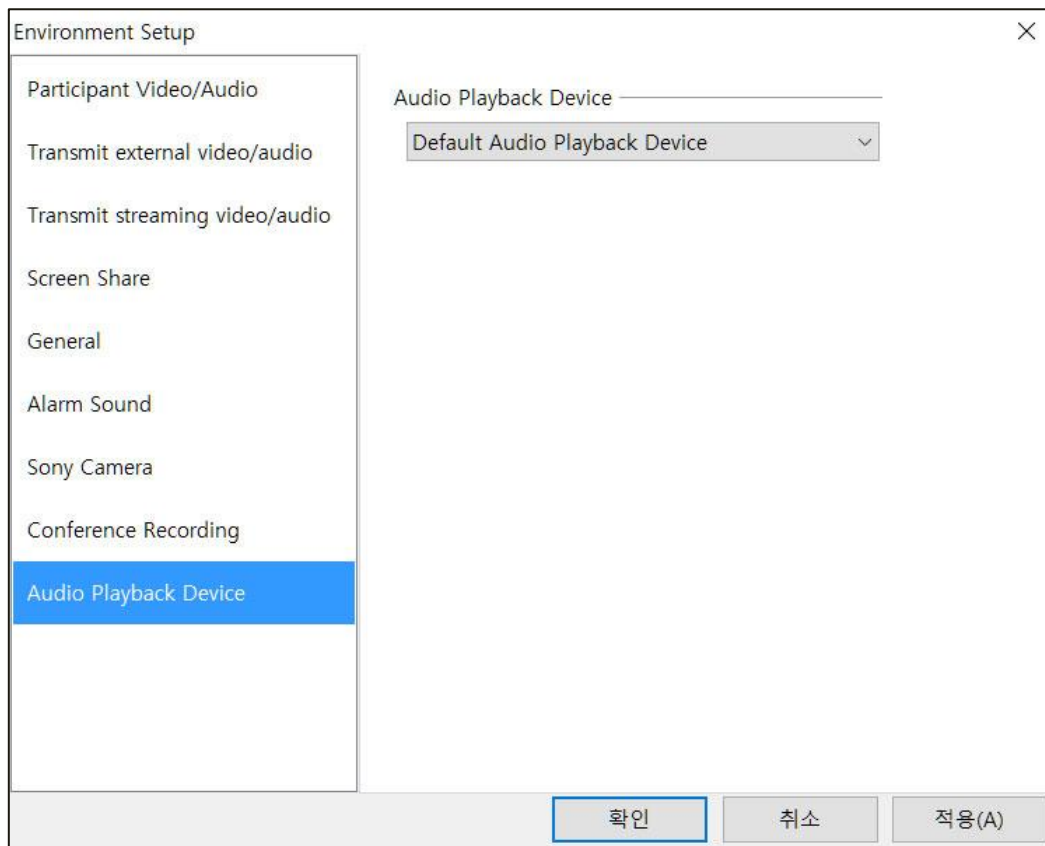


Conference Recording

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 meeting

Environment Setup (9) : Audio Playback Device



Audio Playback Device

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

Conference Privileges

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.

- ❖ 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.



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.

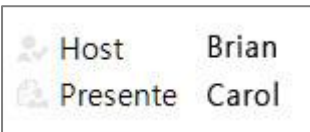
Conference Privileges

Conference Privileges (1)

Transfer conference privilege

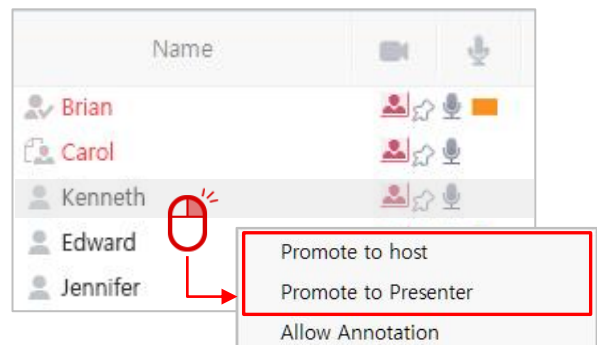
When 'Host on request' option is checked during conference creation, any participants can take host/presenter privilege on their own by clicking on [Host] or [Presenter] button.

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



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.

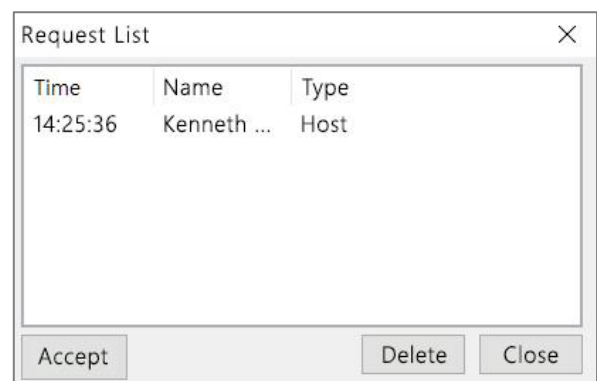


Privilege Request

Participants can ask a host for privileges by [Tools → Participant → Request] from the Main Menu

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.



Thank you for using BreakOut

For more information, contact the following address, please.

E-mail enquire@haedenbridge.com

Website <http://www.tomms.com/>