**OpenMeetings tutorial for new users** 



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# **OpenMeetings 1.6**

# **Tutorial for (new) Users**

v. 1.0 January 2010



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# 1 General

**OpenMeetings** is a free browser-based software that allows you to set up instantly a conference in the Web. You can use your microphone or webcam, share documents on a white board, share your screen or record meetings. It is available as hosted service or you download and install a package on your server with no limitations in usage or users.

Get more Details at the Wiki Page

Demo-: http://www.openmeetings.de

Technology Portfolio provides :

- Client OpenLaszlo <u>http://www.openlaszlo.org</u>
- Server (Remoting and Streaming) Red5 <u>http://www.osflash.org/red5</u>
- Xuggler <u>http://www.xuggle.com</u>
- Persistent Layer: Hibernate <u>http://www.hibernate.org</u>
- Database: MySQL or Postgres, or any other with a Hibernate-Dialect (<u>full-list</u>)
- Document Converter: OpenOffice <u>http://www.openoffice.org</u> and JOD (<u>http://www.artofsolving.com/opensource/jodconverter</u>),
- Image Converter: <u>http://www.imagemagick.org</u>
- Axis2, see available/planned Services at SoapMethods

Next picture shows how technologies have been used to integrate the tool.



Figure 1 – Technologies graph



# 2 Logging in / Creating an user account

This is a tutorial to guide the Reader on how to use OpenMeetings as a **normal user** (for admins and moderators there is a different guide).

After having installed the system and the admin having configured the users, the following web page is shown.

D- 8-
• 🗅 • 🗲

Figure 2 – OpenMeetins login/sign-in page

Before to login, the User can change both language and color-style. If you have a slower connection than DSL connection you might want to use medium quality, which can be chosen from the Quality menu.



If you aren't a member you can sign up here

(**NOTE** : The sign up option might not be activated, the admin has the authority to enable or disable new members to sign up).



If you have a facebook account you can use such credentials for login (**NOTE** : This option might not be activated, the admin has the authority to enable or disable



new members to sign up via facebook).

# 2.1 Signing In for a New Account

### Not a member?

In case the "Not a member" feature is enabled (if this feature is not enabled you will have to ask an a**dmin** to create an account for you), click on it will then give you a new window which looks like this:

OpenMeetings	
	Sign up
	aign up
	First name
	Surname
	Username
	Password
	Re-enter password
	Email address
	Timezone Etc/GMT+1 (France, Germany, Spain, Italy)
	Country Switzerland
	Register Cancel

Figure 3 – Sign in popup

The sign up window requires the new user to provide some parameters i.e. username, the password you want to use, your firstname, lastname, your email, the timezone which you apply for and what country you come from.

Register

Once you have filled in the required information, click on the button "Register"

Sign in

If successful you should be able to login, so fill in your username and password (if it isn't filled in already) and click on button "Sign in".

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# 2.2 Signing In with a valid Facebook account

You can use OpenMeetings integrated into Facebook, visit <u>http://apps.facebook.com/openmeetings/</u>



# **3** Concepts

Before to enter into the User Manual, providing how to use the different pages, it is worth while introducing some concepts that shall drive the usage of the tool and that have been used to design the tool itself.

# 3.1 User Level and Rights

The tool allows different users types haing different privileges mainly devoted in the configuration of the tool itself.

User level	Admin	\$
	User	
	Moderator	
	Admin	

- Admin, can access the "Administration" tab and therefore can:
  - change the tool set up,
  - o create/delete public and private rooms
  - o add / remove users
  - o change look and feel
  - o create organizations

Home + Recordings + Rooms	Administration	
Users   Connections   Organisatio	I Conference rooms   Configuration	Language editor   Ldap   Backup

- User , an attendee of any Room. He can join all public rooms and the rooms for which its "Organisation" has rights to enter.
- **Moderator**, a Use that when is in a Room is by default a room moderator.



A normal user can become a "moderator" for of a specific room.



# 3.2 Rooms Roles

In a room there might be at least one per role of the following types:

• Attendee, also referred as "user" or "normal user" in a room, by default can just listen and watch the whiteboard and the screen sharing.

He can, if enables by the room type, request to :

- Ask a question
- o Draw in the whiteboard
- Share/record a screen
- Remote control a screen (when shared)
- Share Audio and Video

The request arrives to the Moderators as a popup in their whiteboard.

### Moderator, has rights to :

- o Draw in the whiteboard
- Allowed to share/record a screen
- o Allowed to remote control a screen (when shared)
- Share Audio and Video
- o Enable an Attendee to become a room Moderator himself
- Kick out an Attendee from the room.



Only moderators can upload and share a file with other users..

### 3.3 Rooms Tools

- Whiteboard, where allowed users and moderators can :
  - Draw objects and lines
  - Use a pointer shown to all users in a room
  - o Write text
  - o **Underline**
- File Uploading / Show, files of different types can be first uploaded, converted and then shared among users (conversion step is automatic after uploading). The following formats are supported :

.tga, .xcf, .wpg, .txt, .ico, .ttf, .pcd, .pcds, .ps, .psd, .tiff, .bmp, .svg, .dpx, .exr, .jpg, .jpeg, .gif, .png, .ppt, .odp, .odt, .sxw, .wpd, .doc,.rtf, .txt, .ods, .sxc, .xls, .sxi, .pdf.

Invite other to join the room (tool users and external users, via email)



Also external users, not having a valid account on the tool can be invited to join a meeting. They



will receive via email a link to directly join the room, jumping credentials.

# 3.4 Rooms Type

The admin can create rooms, public and private, having different type. Each type provides a specific need i.e. a specific interaction between the moderator and the attendees.

Туре	conference	÷
	conference	
	audience	
	restricted	
	interview	

Rooms can be configured by the admin to be limited in the number of users inside a room.

public Audience Room	ı		
Users 0 / 32	\$	Enter	>
public Conference Ro	Users in this room		
Users 0 / 32	\$	Enter	$\geq$
public Interview Room	n		
Users 0 / 16	\$	Enter	>
public Restricted Roor	m		
Users 0 / 100	\$	Enter	>
public Video And Whit	eboard Room		
Users 0 / 32	\$	Enter	>
public Video Only Roo	m		
Users 0 / 32	\$	Enter	>

Count dataila
Event details
New Event
Japuary 11 2011
14:00a GB 00 15:00a GB
Enter room
Description 🔻
Reminder
iCal email 🗘
Room type
Meeting room 🗘
Meeting room
Event room
Restricted
Attendees >
Save Delete

Rooms can be created and deleted by admin but can be also created by users on specific event/date (see "Home Tab" in section 4). Users created rooms can be of given and pre-set types :

- Event, corresponding to "Audience Room"
- Meeting, corresponding to "Conference Room"
- Restricted corresponding to "Restricted Room".

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### **3.4.1** Conference rooms

Conference rooms are where you have your meetings. Here everyone can talk / chat, upload files to the *whiteboard* and interact with the moderators.



### Figure 4 – The Conference Room look and feel



### 3.4.2 Audience rooms

Auditorium rooms are different from Conference rooms; in the auditorium rooms only the moderator is able to talk or allow users to talk/ be viewed on webcam. Other than that the room is just the same as the Conference rooms. It has a Whiteboard for the moderator to share documents on.



Figure 5 – The Audience Room look and feel

Moderator can click on the users in room picture and enable/disable features (e.g. user  $\rightarrow$  moderator)





### 3.4.3 Restricted rooms

It is a conference room with the possibility to manage more users as there is a restriction to the resource usage.



Figure 6 – The Restricted Room look and feel



### 3.4.4 Interview rooms

It is a room in which a moderator can interview directly another user and can record the interview. Similar to a Conference Room with two dedicated video boxes in the middle of the screen. No Whiteboard is available here, only the two video boxes and the chat.



### Figure 7 – The Interview Room look and feel



### 3.4.5 The Video and Whiteboard rooms

This is a conference room in which video is enabled by default when joining the room.

### 3.4.6 The Video Only rooms

This is a conference room in which video is enabled by default when joining the room.



### 4 User Manual

This section is devoted to provide practical informations on how to interact with the tool hmi's.

## 4.1 The Tool Tabs

Multi layer tabs drive the usage of the tool, navigating then on several web pages depending on the user needs.

### 4.1.1 The Home Tab

After logging in the User access automatically the Home tab. You can always reach this page while navigating the tool by clicking on the "Home" icon located in the upper left corner of the page, in the top bar.



Figure 8 – The HOME tab



This is the default view, where you can navigate through the whole tool, all along its functionalities expressed in the top bar :

- Home  $\rightarrow$  to set up a conference
- Recording -→ to record a video
- Rooms  $\rightarrow$  to access the rooms

There is a chat that is accessible by anyone able to log in, for providing requests and statement visible to all Users. If you want to clear the chat history you press the *statement* button.

We have several different tabs that all have their own sub-tabs, all driven by the layered bars available in the page depending on which tab is chosen in the top bar.

We shall go through them all one by one in the following sections in order to explain their usage

Home Recordings   Rooms			
Dashboard   Calendar			
Home   Recordings   Rooms			
Recordings			
Home   Recordings   Rooms			
Rooms			
😤 Public rooms	😤 Private rooms	🙈 My rooms	_

### Figure 9 – The layered bars

Before to enter the functionalities, it is worth while showing you what you can do in the edit and fill your profile.



### **Edit Profile**

# It is important to fill the profile completely as long as the avatar (a picture of you!!) as, if you don't plan to use a cam, an image can easily help other Users to recognize you in a conference.

The profile can be accessed accessing on of the two buttons available in the home mpage.

Hello Name Surname	
8	Upload new image Edit your profile
Help and support	
Project Webside (code.google.com/p/ope	enmeetings/)
User Mailing List	

Figure 10 – The Edit Profile access

Contacts and Messages Profile Logout     Home Recordings Rooms     Dashboard Calendar     My Profile Contacts and Messages     Edit settings        Dashboard Calendar     My Profile Contacts and Messages        Dashboard Calendar         My Profile Contacts and Messages	i Report a bug
OpenMeetings       Contacts and Messages       Profile       Logout         Home       Recordings       Rooms       Image: Contacts and Messages       Image: Contact data to contacts and Message	Report a bug
Home       Recordings       Rooms         Dashboard       Calendar       Edit settings       Search users           My Profile       Contacts and Messages       Edit settings       Search users           Washbard       Contacts and Messages       Edit settings       Search users           Washbard       Contacts and Messages       Edit settings       Search users           Washbard       User details       Upload new image         Password       Image       Image       Image         Re-enter password       Image       Image       Image       Image         Surname       Surname       Do not show audio/vide test before entering a conference more display options       Community settings         Email address       name.surname@gmail.com       Show contact data to contacts only       Show contact data to contacts only       Show contact data to contacts only       Show contact data to contects only       Add fields of interest the you after or that you are searching to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health essurance,)       Add fields of interest the dool       Image of the terms (for example: Medical Service, Health essurance,)         Post code/Twm       Eermuda       My offerings       I can evaluate the tool       I <th></th>	
Dashboard       Calendar I         Wy Profile       Contacts and Messages       Edit settings       Search users I         Wy Profile       Contacts and Messages       Edit settings       Search users I         Ware       Upload new image       Upload new image         Bassword       Image       Image       Image         Community settings       Image       Image       Image         Surname       Surname       Image       Image       Image       Image         Surname       Etc/GMT+1 (France, Germany, Spain, Ital)       Image       Image       Image       Image       Image         Bindadress       name.surname@gmail.com       Show contact data to everybody       Show contact data to nobody       Image       Image <thimage< th="">       Image       <thimage< th=""></thimage<></thimage<>	
My Profile Contacts and Messages Edit settings Search users     Image: Search users   Image: Search users     User details   Password Image: Search users     Password Image: Search users     Itile/first name   Mr Name   Surname   Surname Image: Search users     Community settings   Email address name.surname@gmail.com   Phone +39   Birthday 01.01.2010   Street/No Image: Search users     Post code/Town Image: Search users     Country Bermuda   My offerings   I can evaluate the tool I	
User details   Password   Re-enter password   Title/first name   Surname   Surname   Surname   Etc/GMT+1 (France, Germany, Spain, Italy)   Email address   name.surname@gmail.com   Phone   +39   Birthday   D1.01.2010   Street/No   Post code/Town   Country   Bermuda     Wy offerings      Upload new image I on ot show audio/video test before entering a conference more display options O not display options	
User details     Upload new image       Password	
Password     Image       Re-enter password     Image       Title/first name     Mr       Surname     Image       Surname     Image       Timezone     Etc/GMT+1 (France, Germany, Spain, Italy)       Email address     name.com       Phone     +39       Birthday     01.01.2010       Street/No     Image       Post code/Town     Image       Country     Bernuda	
Re-enter password     Itilde/first name     Mr     Name       Surname     Surname     Image: Do not show audio/video test before entering a conference image on the splay options       Timezone     Etc/GMT+1 (France, Germany, Spain, Italy)     Image: Do not show audio/video test before entering a conference image on the splay options       Email address     name.surname@gmail.com     Image: Do not show audio/video test before entering a conference image on the splay options       Phone     +39     Show contact data to everybody       Birthday     01.01.2010     Show contact data to nobody       Street/No     Image: Do not show audio/video test before entering a conference. Comma separate to find interest that you offer or that you are searching to find interest the trans (for example: Medical Service, Health assurance,)       Post code/Town     Ican evaluate the tool       Country     Bermuda	
Mr       Name         Surname       Surname         Timezone       Etc/GMT+1 (France, Germany, Spain, Italy)         Email address       name.surname@gmail.com         Phone       +39         Birthday       01.01.2010         Street/No       Add fields of interest that you offer or that you are searching to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)         Post code/Town       I can evaluate the tool         Country       Bermuda	
International information	
Surname     Surname       Timezone     Etc/GMT+1 (France, Germany, Spain, Italy =       Email address     name.surname@gmail.com       Phone     +39       Birthday     01.01.2010       Street/No     Image: Street/No       Post code/Town     Image: Street/No       Country     Bermuda	
Timezone       Etc/GMT+1 (France, Germany, Spain, Italy)       Community settings         Email address       name.surname@gmail.com       Image: Show contact data to everybody       Show contact data to everybody         Phone       +39       Show contact data to contacts only       Show contact data to contacts only         Birthday       01.01.2010       Add fields of interest that you offer or that you are searching to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)         Post code/Town       Ican evaluate the tool       Ican evaluate the tool         Country       Bermuda       Ican evaluate the tool       Ican evaluate the tool	
Email address     name.surname@gmail.com     Image: Show contact data to everybody       Phone     +39     Image: Show contact data to contacts only       Birthday     01.01.2010     Image: Show contact data to contacts only       Street/No     Image: Add fields of interest that you offer or that you are searching to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)       Post code/Town     Image: Im	
Phone     +39     Image: Show contact data to contact sonly       Birthday     01.01.2010     Show contact data to nobdy       Street/No     Image: Add fields of interest that you offer or that you are searching to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)       Post code/Town     Image: Country       Bermuda     My offerings	
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Street/No     to find interesting partners for a conference. Comma separate the terms (for example: Medical Service, Health assurance,)       Post code/Town     I can evaluate the tool       Country     Bermuda	
Post code/Town Country Bermuda My offerings I can evaluate the tool	
Country Bermuda My offerings	
Address	
test user	
My interests	
Organisation	
T	

Figure 11 – The Edit Profile page



This is the view of the edit profile page. Here a number of informations, if not set already by the **admin**, have to be provided. Their meaning is straight forward and it is not explained. Organizations can only be changed or added by an admin.

If you want to **change the password** you should just type the new password in the field next to password, and then retype the exact same password in the box below the password box.

When you have typed all the informations you find useful, just click the save button in the upper left corner of the page.

### Upload Avatar / Image

If you want (and it is worth while doing it) to upload an image you can do it from here or from the Main page, by clicking on **Upload new image**, which will prompt you a popup window that asks you to choose a file, here you:

STEP 1. Press *Select File* STEP 2. Locate the picture on your hard drive that you want to use as your avatar

- STEP 3. Once you have located the picture you want to use click *Open*
- STEP 4. Then click *Start Upload*

Now it might take a while until the picture is uploaded, when it is done the picture will automatically be used as an avatar for you.



### 4.1.1.1 Planning a Conference

In order to plan a new conference on any type, the User can take advantage of the "System" pane in the Home tab.

System			
How to conference	e:		
1	2	3	4
Press start	Choose room	Check setup	Start conference
OpenMeetings, yo	ur Web Conferencing	ı platform	START 🗲
			Plan a meeting     🕨

Figure 12 – The System Pane to plan a conference

In order to plan a conference, select the button "Plan a meeting" above and you get to a new tab, the Calendar tab.



Figure 13 – The Meeting Planner tab – access

Then select the day you want to plan a meeting/conference and the page will appear as follows



OnenMeetings					Contacts and Me	ssages   Pro	file   Lo	gout   Report	tat
spenrieerings									
tome Recordings R	ooms								
	Concerning and			-	10				_
SU MO TU WE TH FR SA	Timezone	Etc/GM1	T+1 (France, Ge	rmany, Spain, It	aly)			AND REVENCE	
2 3 4 5 6 7 8	Design of the second	C. Constantine							
9 10 11 12 13 14 15	Eunday.	-menday	Tuesday.	THEODETHAY.	1		TODAY	1 Sameray	
23 24 25 26 27 28 29		The state of the s			the second se			in the second se	
00 01 5 5 7 4 5									
Need help?	1		1		1				
etup a conference you can									
a new event in the calendar	9	10	11	12	13			15	
endar of contacts			1.					1000	
Your contacts need to	16	17	10	19	20			22	
to see their calendar.					120	Ť.			
					1				
					2				
					5+				
					61				
					7.				
					0+				
					9+				
						14			
	20	24	25	26 ;	27/1			29	
	10 m 10 m 10							and the second s	
	30	31			1			-	
								A CONTRACTOR OF	

Figure 14 – The Meeting Planner tab – selected the day

Now select the time in which the meeting has to be planned and the page turns as follows.





### Figure 15 – The Meeting Planner tab – selected broad time

At this point the user has to enter event name, date and decide how the event has to be notified to the Attendees that have been carefully selected.

The room type shall decide which kind of conference shall be done (see section 3.4).

Attendees can be internal (with active and valid account on the tool) or external (via email).

Click on "Save" to create and to send and invitation according to the selection. From such moment onward the event shall be visible to all users being invited to the conference in the same tab.



Figure 16 – The Meeting Planner tab – already planned



### 4.1.2 The Recordings Tab

This tab is used to play and download any recording that has been done in any video conference in the tool in the past.

			8
🖌 🚀 OpenMeetings 🛛 🛛 🗙	¢		
← → C ☆ http://172.	30.5.48:508	30/openmeetings/	F-
		Contacts and Messages   Profile   Logout   Penort a h	10
OpenMeetings			'y
Home Recordings R	ooms		
Home Recordings R	.001113		_
Recordings			_
Mu recordings		Video	
V 😁 Public recordings			
<b>Z</b> ( <b>1</b>			
	<b>T</b>		
Home drive cize	0 MBytec		
Public drive size	0 MBytes		
<b>∨</b> Info			
Shift (in ms) of	0		
Loudpass Left 0 Right			
Name			
Length			
Date			
Boom			-
	-*		

Figure 17 – The Recording Tab

Selecting an existing video it can be played in the page as well as downloaded to local disk and AVI or FLV.



### 4.1.3 The Rooms Tab

### 4.1.3.1 Rooms available

Once the "Rooms" tab is selected the user is redirected automatically to the "Public Rooms" tab. Other two tabs are anyhow available to locate "Private" (belonging to the same Organization) and "My Rooms" (created by the user)



Figure 18 – The Rooms Tab



### 4.1.3.2 Entering a Conference room

Start with entering a room by clicking next to one of the rooms, this will take you to that conference room.

If not yet already snoozed, you may be requested before entering to perform a test on the audio and video peripherals you intend to use in the conference.

Test setup			×
Use audio or video setup before you e then replay your recording to check y	enter a room our voice ar	by recording for a few s d picture.	econds. You car
Choose webcam			
Periferica video USB	÷		
Choose micro			
Microsoft® LifeCam VX-2000	÷.		
Start recording			
		Level-meter	
You may proceed without testin Participants without audio or vio desktop or write chat messages	g if you do n deo can still	ot plan to publish your v use the whiteboard, shar	oice or picture. •e their
🔲 Don't show this test anymore		Start conference	Cancel

Once you have entered the room you will be prompted with a question to choose published devices, your choices are:

Audio and Video	(For this you will need a webcam and a microphone)
Audio only	(For this you will need a microphone only)
Video only	(For this you will need only a webcam)
No Audio/Video (static Image)	(This requires neither webcam nor a microphone)

Audio and Video		* ¥
Choose webcam:		
Logitech QuickCam P Choose micro:	ro 3000 (08B0)	÷
Realtek AC97 Audio		*
	ok	



When joining a room for the first time you will be prompted by this screen, asking you to choose published devices including what webcam you want to use, and what microphone. Clicking in the "Do not ask again" will save the information so it will automatically be used the next time you log in.

Once you have filled all those in and clicked ok, a new window will appear:



This window asks if you want to allow OpenMeetings to use your web camera and microphone. Here you should click "Allow" if you click "Deny" you will not be heard nor seen in OpenMeetings.

Once you have done that you will be able to talk to / see the ones in the room, depending on the Rom type (see 3.4).



# 4.2 The Whiteboard

The whiteboard is a very handy tool, it is capable of showing files that you upload, may it be .pdf files, jpg files or OpenOffice.org impress presentations, you can upload many other things as well, these are just examples.



Here is the view of a Conference room, the Whiteboard and a PPT file opened in it. Once more and more members join in you will be able to see everyone using a webcam, and be able to hear what they are saying. The size of the webcam windows can be increased or decreased as well. All users in the room will share the same view in the Dashboard and can use, according to right, pointers and underline tools.



#### 4.2.1 The toolbar

The toolbar located in the upper middle area is used to draw or point out things that are on the whiteboard.



The properties tab is when you select an object, you can move it to a certain X, Y coordinate, define its width and height.





change linecolor.



disable / enable linecolor or fillcolor.



the upper one means "*change line width* and the lower one changes *transparency*"



n Denfera ida usvina fransketi Zeletič (Bab		
	A a Balance	
Ins Actions Moderator: 🍊 🚍 Share your Screen		_
Isers Whiteboard		
I Construction to whiteboard       1 <td><text><text><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></text></text></td> <td></td>	<text><text><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></text></text>	

Here you can see an OpenOffice.org impress presentation, marked with red you can see that it is currently displaying page 1 of 2. The controls are very easy to navigate with.

All documents will be converted to a .pdf file and a bunch of .png's or flash files which can be used in the conference (drag n drop to the whiteboard)

The original file and the .pdf file can be downloaded in the "Files" tab.





### 4.2.2 Upload a file to the whiteboard

If you want to upload a file to the whiteboard you click File Upload, and a new window will appear that says - Choose a file, here you:

- STEP 1. Click Select File
- STEP 2. Locate the file on your hard drive that you want to upload to the whiteboard
- STEP 3. Once you have located the picture you want to use click *Open*
- STEP 4. Then click Start Upload
- STEP 5. It might take a while but once the file is uploaded but you will see a new entry in the Files





Now we want the file we uploaded to be shown in the whiteboard (Note: you have to be a moderator):

- STEP 1. Clicking on the new item twice
- STEP 2. Clicking anywhere within the field that says "Load Presentation to whiteboard"
- STEP 3. Now the file you have chosen will be uploaded onto the whiteboard.







# 4.3 Configuring microphone and webcam

If you need to change the volume on your microphone or need to change webcam you can easily do this by following these simple directions:

- 1. Right clicking somewhere in a room
- 2. Click Settings



3. Click on the microphone icon



- 4. Drag the volume slider up or down to increase or decrease the volume from your microphone
- 5. Click on the webcam icon



6. Here you can choose what webcam you want to use, if you have several that is.

**OpenMeetings tutorial for new users** 



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## 4.4 The Actions menu

The actions menu is found in all rooms in the upper left corner and looks like this:

Actions				
Send invitation				
Share/record screen				
Camera and mic settings	ALT+Shift+1			
Whiteboard settings	ALT+Shift+2			
Apply to be moderator				
Apply for whiteboard access				
Apply for audio/video acc	ess			
Create a poll	ALT+Shift+P			
Poll results	ALT+Shift+R			
Vote	ALT+Shift+V			
Edit default settings	ALT+Shift+9			

This is the Actions menu pull down, here you can find various options.

Apply for Moderation means you can apply for moderation in the channel, this will give the moderator the question to give you the moderator status, instead of the current moderator.

Send invitation will bring up this window as seen in picture 16 below

Send invitatio	n	×
Recipient		Τ
Subject	Invitation To OpenMeetings	
Message		*
Password prot	ected	
Validity period	💿 Endless 🍘 Period 🍘 One-Time	_
Valid From:	27.08.2009 🔟 10:29	
Valid to:	28.08.2009	
	Send cancel	]

When sending invitation by mail this window pops up for you to fill.



Recipie	nt	_	Here you fill in the person's e-mail address.
Subject	:	-	Subject of the mail.
Message –		-	The message you want the recipient to receive.
Password protected		-	The person you have invited will be asked to verify the password before
			being able to log into OpenMeetings.
Validity	/ period	-	Here you can choose from 3 different types
1.	Endless		The invitation is valid forever, no ending date.
2.	Period		The invitation is valid for a certain time.
3.	One-Time		The invitation is valid only once.
4.			

Cam and Mic Settings -

Here you can choose what webcam or what microphone you want to use.

### Whiteboard settings



Here you can see what options you can set for the whiteboard.

Create a poll	-	If you by any chance want to create a poll, asking a question and want everyone to answer, you can do so with this option, you can have them answer with a number 1-10 or simply yes or no.
Poll results	-	Check the results of a previous poll.
Vote!	-	If a poll is under way you can vote on it by clicking this option.



# 5 APPENDIX : Revision and Release Notes

### [http://code.google.com/p/openmeetings/wiki/ChangeLog]

### Major changes in Version 1.6 RC1 (released on Thursday 11.11.2010)

- Watch the small demo about new features: <u>http://www.youtube.com/user/sebastwagner#p/u/0/EriKb0zY0IM</u>
- You can login using your Facebook account now
- Private message center, send users messages, organize them in folders, you can book conference rooms by sending private messages, the booked event is automatically in your and the participants calendar, changes to that event will be populated to all users booked to the event.
- User contacts, you can search users, add them to your contacts
- Share your calendar with your contacts
- Add offerings and interest to your profile to find people with similar interest
- Reworked Full-fit functionality, Full-fit does rescale the document on the screen to be 100% visible on all screens, no matter what screen
  resolution you got. So the zoom might be 60% on one pc and 79% on a participant with different screen resolution
- Objects drawn on the whiteboard do now zoom according to the document and the zoom itself can be now between 0 and 200% of the actual pixel size
- Encrpyted PDFs do work now
- The backup does contain various fixes and includes the complete folder structure of the recordings + recordorded files, and all data that is generated by the new features private messages and user contacts
- Some new timezones and fixes for the release 1.5 regarding wrong time zones in some mail notifications
- New SOAP calls to login to the dashboard and to show a popup to choose a custom nickname when you go directly to a conference room

### Major changes in Version 1.5 RC1 (released on Sunday 26.09.2010)

- Timezone support in User Profile, Calendar and Invitations. Users can now organize Events with people from different timezones and the system will keep track on handling the event time correctly, see also TimeZoneHandling
- Re-Styling and fixing some layout aspects
- Quick-link button next to each user-name in dashboard user list and in every chat box to quickly guide people to a conference room
- small Bug fixes

### Major changes in Version 1.4 RC1 (released on Wednesday 25.08.2010)

New Features:

- Remote Desktop Control (RDC) in Screen Sharing and separated right for RDC in user list, Moderators are able by default to do RDC other users can apply for it using the right-buttons
- New separated right for allowing Screen Sharing and Recording
- Multi-Domain Support: Separated Admin interface for configuring multiple LDAP configurations with a single OpenMeetings Instance, in the Login Box you are able to choose different domains now, each domain represents a LDAP config (you can still use the internal DB all the time, the internal DB is always in the list)
- New Room features: Close and open conference rooms. Additionally with a redirect-URL in case the room is closed and SOAP Methods
  to remotely open and close room. Moderators can also close a room from inside the conference room (Menubar: Actions > Close room).
  Users which are already loggedin will then be redirected to the redirect URL
- Fix missing attributes in Backup file and add Meeting-Members
- New Language: Danish, thx to ALO, update Spanish thx to Jesmargo
- Various small Bugfixes

### Major changes in Version 1.3 RC1 (release on Wednesday 23.06.2010)

New Features:

- Drawings stay on slide when you turn the page of a document on the whiteboard
- Restricted Room Type further optimization for 100++ participants. We have done some Stress test with the University of Umeå from Sweden and Vasaa in Finland with about 120-130 participants in a Single Conference Room (Type Restricted). They went successfull. Thanks to the Team of http://www.openkvarken.fi again
- Quality Settings in Screen Sharing Clients, contributed by Giovanni Possemato / Bitflow (http://www.bitflow.it) + RTMP-Tunneling Version of ScreenSharer fixed
- New SOAP Calls to get User-Object List including Streamname to broadcast a Video Stream out of a Conference directly
- Screen Sharing/Recording is now a separated right, therefore new layout for User-List in all room-types
- Deption in Room-Settings and Administration "Audio Only" so users can only do Voice Conference in those rooms



- Video Pod hidden (Conference-Roomtype) or minimized (Webinar/Restricted-Roomtype) if User selects only Audio as device to broadcast
- Activity-Icon highlights when user speaks, now also in User-List (Room-Type Conference) instead of Video-Pod
- System Backup and Import You can export now completely Users + Rooms + Organizations + all associations + all uploaded Files into a single ZIP and re-import that ZIP in a freshly installed OpenMeetings (of course you need an OpenMeetings Version greater 1.3 to be able to import the ZIP again) see also UpdateOpenMeetings

Major Bug fixes:

- Invitations Password does not work
- Reminder Email not beeing send before scheduled Meetings (now send 15 minutes upfront no matter if ICAL or simple Mail)
- lots of small things

#### Major changes in Version 1.2 RC1 (release on Wednesday 03.03.2010)

- Performance Fixes
- New Integration Code and SOAP Methods
- Moodle Plugin Update with performance fix
- New Sugar CRM Plugin see SugarCRMModule in Version 1.0

#### Major changes in Version 1.1 RC1 (release on Monday 08.02.2010)

New ScreenSharing:

- Uses RTMP as protocol
- Automatic switch to RTMPT
- In that way it uses the exact same ports as Audio/Video transmission, so if you can share your cam, you can share your screen + record

### New Recording Function:

- Platform independent
- Download recorded file as FLV or as AVI File (to watch offline, publish on your website or through Youtube)
- Private and Public Recordings via a Drag and Drop File-Browser like interface and folders to organize recordings
- Recording time line gives additional information who is speaking and at what time
- Record hole screen + share screen at the same time
- Seek in the integrated player to any point of the recording

New Translations:

Greek, Dutch, Brazilian Portuguese

Major and minor Issues fixed in various areas of the Application, see: http://code.google.com/p/openmeetings/issues/list?can=1&q=milestone%3DRelease1.1

New integration features:

- New SOAP Methods
- New SOAP Methods + API to access Recordings directly
- New Method to use OpenMeetings for InstantCommunication

#### Major changes in Version 1.0 RC1

- New third room-type: "Restricted"
- New Calendar Module to Plan Meetings
- New Room configuration with option to add Default Moderators and Super Moderator
- Super Moderators (cannot be removed)
- Simplified and reworked UI, various bugfixes and help-texts
- New Secure Method for generating HASH's for direct Login via SOAP
- OpenMeetings as WAR-Version
- Various fixes and improvements
- Change to Eclipse Public License for OpenMeetings

### Major changes in Version 0.9 RC5

- New Screen Sharing Sharer and Clients using the OpenMeetings Screen Sharing Protocol, see also the Announcement at the Mailing List
- New Flexible Room Layout and Full Size Whiteboard Option
- Various Bugfixes



#### Major changes Version 0.9 RC4

- Fix error in installation and startup
- Updated Red5 Server to red5 revision 3823

#### Major changes Version 0.9 RC3

- Fix for special characters in Uploaded Images
- Fix for special characters in Uploaded Documents
- Fix for UTF-8 Problem when using Linux Flash Player

#### Major changes in MileStone 0.9 RC2

- Multiple Moderators: A moderator can make other Users also Moderator (add or remove Moderation flag)
- No Confirmation from all users needed anymore to get Moderator (you just send a message to the Moderator)
- Completely refactored Event Modus with: Multiple Moderators, allow any User to draw to the whiteboard, Moderators can allow or deny any user to share his Cam or Microphone (Raise hand function)
- New Module Configuration XML-File to runtime configure Plugins and Modules
- New Language Translations: Swedish and Finnish contributed by www.openkvarken.fi
- Refactored parts of Calendar to fit into Layout and design
- Various Modifications and fixes
- A complete list of all Issue working and worked on MileStone 0.9 can be seen at:

http://code.google.com/p/openmeetings/issues/list?can=1&q=milestone%3DRelease0.9

#### Major changes in 0.8.4

Release 0.8.4 basically adds some new SOAP Functions for directly entering and editing a Room. Some Room-Attributes have been removed that concern the Layout of a Room. However you may still use the previous SOAP Calls but it is recommended to Update to use the latest API-Calls see SoapMethods.

The Moodle Plugin enables you now to use more feature of OpenMeetings:

- Create both Room Types Conference Room (Multiple Videos) and Event Room (Single Bigger Video)
- Set an individual Room Language and Max Number of Participant per Room
- Set a Flag for a Room so that Students and Guests have to wait and will NOT become the Moderation Role in a Conference Room by default, they will have to wait untill a Moodle-Teacher, -Admin or -Creating-Teacher comes and enters a Room.

We would like to thank all Contributors, User, Developers of OpenMeetings and Open Kvarken for supporting us.

#### Notes:

In the Administration I just encountered an Issue with 0.8.4: In the Admin Panel of Rooms as => the Admin-Panel expects that there is at least a number in the Field demo-Time ... so when you try to add a new Room it says System Error. You can workaround that by enabling Demo Room (the checkbox) enter a number in demo Time ... you can then disable that again and save the Room. r2100 should fix this already.

#### Major Changes in 0.7 RC2

- Release RC2 has a new User Interface for the Conference Room and some new styling
- Fixes DB connection Issues with MySQL
- Adds possibility to draw simultaneously to the whiteboard (moderated) in Conference Room
- an new Participants Panel in the Conference Modus
- some Bug-Fixes like the Text-Tool in the Whiteboard is usable again, Clear Chat history, Scaling of Screen-Sharing Images to whiteboard Size.
- Updated Italian Lang-File
- Fixed Button to Invitation (moved to Menu Bar)

### Major Changes in 0.7 RC1

Information:

Starting with Release 0.7 OpenMeetings uses a later version of Red5. We will work on updating to the very latest versions continuously to keep in track with the new features. Same for the Client side which is now build with OpenLaszlo 4.2.0 (but still SWF8). OpenMeetings will only run with the Red5 version recommended in our Instructions out of the box. Also still experimental recorder does now use FFMpeg to generate a whiteboard.swf for each recording.

Major Changes:

- OpenMeetings and red5 are together in one zip to prevent users from choosing wrong red5 version
- updated to Red5 Revision 3200 and OpenLaszlo 4.2.0



- changed UI for Whiteboard and Whiteboard Tools
- improved Tools and replaced arrow-tool
- Property editor
- Reworked Recorder (still beta), will produce a whiteboard.swf using FFMpeg
- export whiteboard drawings (beta) does not include Presentation Files
- LDap auth configuration
- database changes to !MyISAM for performance
- changed video / audio settings
- max clients in room changed (4,8,16,... 1000)
- resize videos for Meeting and Event Modus
- database scheme updates (recording features and phone number)
- reworked Application Adapter to keep better control of Ghost-Connections and handle larger number of Users in each room
- Possibility to kick User (Administration Panel > Connections), List of connected Users
- experimental rtmps support
- fixes Bug to load Documents to Whiteboard with Flash Player 10
- updated and added language files (thai,ukranian, turkish new)
- right to left languages

... and a lot more

#### Major Changes in 0.5.2

The Release 0.5.2 is a development snapshot

Fixed Issues/new Features:

- a Pointer Tool, also non Moderators can click on the Whiteboard and everybody will see that.
- removed the annoying bandwidth warning in the Screen-Sharing Client
- Screen Sharing Client does stop broadcasting screens to all users if the user leaves the room
- new Toolbars
- new translation (Hungarian)
- new Property Inspector
- some minor issues like removed browser feature, disabled recording button, changed window resizer
- a new Servlet for Direct-Login/Invoking SOAP Methods without using SOAP see MethodGateway

#### Major Changes in 0.5.1

The Release 0.5.1 is a development snapshot to enable developers and Administrators to use the new SOAP-Gateway to embed OpenMeetings into their existing environment. The SOAP-Gateway uses Axis2 to generate WSDL-Files and provide Methods, see: SoapMethods. Besides the SOAP-Gateway some Issue's have been fixed, including a reworked Video-API.

The complete list of Methods can be seen here: SoapMethods

Besides Issues connected to the SOAP-Gateway, additional fixed Issues:

- Issue 427 Invitation Mail Link Problem When Set To Port 80
- Issue 432 : ODT/PPT documents not converted with OpenOffice 2.4 and JOD 2.0.1
- Issue 436 : use room\_id for file-system-logic
- Issue 439 : rework messageing to use room\_id everywhere
- Issue 407 : buffer full stream buffer empty messages repeatedly
- Issue 408 : seems like the client(s) mute but doesn't un-mute
- Issue 419 : make the Singleton Variant Thread-Save
- Issue 415 : Document Converter Broken
- Issue 371 : upload file: bug in conversion
- Issue 406 : recorder does not show recorded video-views next to each other
- Issue 414 : Multiple Videoview in Conference
- Issue 421 : rename package-name from xmlcrm to openmeetings
- Issue 425 : remove duplicated JARs and rewrite ANT-Script

For installation see: InstallationOfRelease051

#### 0.5 Beta6 and Beta7 Changes

Main Changes:



- new Layout (Container)
- new Chat Module see: ChatModul
- User Profile with Image
- advanced Language editing with import/export see: LanguageEditor
- Backup Module to import/export userdata see: BackupPanel
- Mute Button to turn sound off, if a somebody has bad audio/strong echo/bad bandwidth
- remote Activity (green Light if somebody is speaking in Video-Box)
- Japanese Language-File added (thx to H.Kuze from net8/Open-Laszlo.jp)

#### Minor Changes:

- improved Local-Storage (Login-Box remembers)
- improved Dashboard
- Some Fixes for Administration Panels
- Better List-view (jump to first/last and change row-count)
- improved tooltips
- tests and fixes to run without problems on mysql and postgres

#### 0.5 Beta5 Changes

Main Changes:

- improved audio / video quality settings
- choose a/v quality at login
- compability to red5-0.6.3
- reworked video/audio components (now independent from OpenLaszlo Components)
- Bugfixes
- fixes video-freeze bug from Issue178

#### Minor Changes:

- repaired invitation-system
- choose language combobox for invited users

### 0.5 Beta4 Changes

Main Changes:

- SWF Presentation Viewer for Documents see SWFPresentationViewer
- Auto Cast for Objects (backend)
- Improved Configuration / Administration
- Solved Session-Problems
- Added Dashboard
- more languages (korean, chinese-simplefied, chinese-traditional, swedish)

Minor Changes:

- Repaired ScreenViewer (Problems cause of changed JNLP-File)
- added mysql5 driver instead of mysql3
- changed splash
- linked Project Page and News
- fixings of various bugs

#### 0.5 Beta3 Changes

Main Changes:

- Screen Viewer Application see ScreenViewer
- Installation for Postgres, MySQL and any database supported by hibernate
- no more database skeleton's (scheme will be created by hibernate)
- Fully Multi-Plattform compatible (Linux, MacOSX, Windows)
- Thumbnails in Library for all Uploaded Data

#### Minor Changes:

- Removed unnecessary jboss-%.jars (crashes Application with Red5 JMX-Console)
- Improved docs for OpenOfficeConverter
- Improved config.xml to use right syntax
- Repaired Bug with JPG's (did not generate Thumbs)
- Added batch files for Windows convertion jobs



- Repaired Organisation Handling (Could not store new Organisation / or add Users to Organisations)
- Debug Version of the Application added

### 0.5 Beta2 Changes

Main Changes:

- Laszlo Application in solo modus, only one webapp
- Easier Installation (no openlaszlo seperated installation needed)
- Language Files added
- More Document-Types for importing
- better performance (non proxied)

#### Details:

- all images loaded as JPG's
- Thumbnails in library
- error and timeout handlers for images (no more blockings if image could not be loaded)
- less cpu and server stress (cause no images proxing, no second openlaszlo server)
- rewritten invitation system
- better feedback in registration form
- offline installation and running
- lot of bug fixes

### **0.4 and Previous versions**

those Versions have been part of the Dokeos E-Learning Platform