

PEDESTRIAN GUIDE FOR VIRTUAL CONFERENCING

<http://www.cosmovia.org/>

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1 - Compatibility

The system is compatible with Mac OSX - Windows XP, VISTA and Linux.

2 - Enter a Virtual Room

Three rooms are available in VIA, 1 - PARIS Lecture room 2 - ASPERA Meeting room 3 - LHC Meeting room or GWR
Click on « enter into a room» **[A]**, a window appears **[B]**, in which you should fill in the form “Enter as a Guest” your name and surname, then click on the icon « Enter Room» and then wait for some time, while administrator authorises your entrance.



3 - Your Interface in the Room

The window **[C]** shows all the participants, who are present in the room.
As presenter, you have many tools.

Webcam and Sound :

You can activate your webcam and microphone.

The status of the webcam and the microphone of you and/or other presenters are shown in the window **[D]**.

Presentation format :

Unfortunately, the system does not accept yet presentations in pdf or doc format. Therefore, please, prepare your lecture in the power point format (PPT, version 97 - 2003).To upload the presentation, you should click «share» **[K]**, then «Documents», then «Select from my Computer» and in the window **[E]** you can present your lecture in format ppt, changing slides with the use of arrows(Back / Forward **[J]**).

You can also underline, mark or comment on some details with the use of electronic pencil.

Dialogue with participants :
The chat **[G]** can be used to answer to questions or exchange messages with participants or other presenter or to make comments.

If you have a question during the conference, use the icon «Raise Hand» **[M]** to warn other participants



Activate or Pause your webcam



WEBCAM & TALK

There are two possibilities to speak:

1. You can press one time on the lock icon : in this case the sound is always activated. It's not recommended if there are many presenters because it can bring strong noise.
2. You press the "Talk" button, when you talk, and stop pressing it, when you finish talking. In this case your microphone is switched out, when you don't talk. The second variant is preferable for discussion!

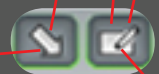
SHARE

You can share ppt, swf, jpg, flv files, or open a new page of the whiteboard.

Activate the pointer.

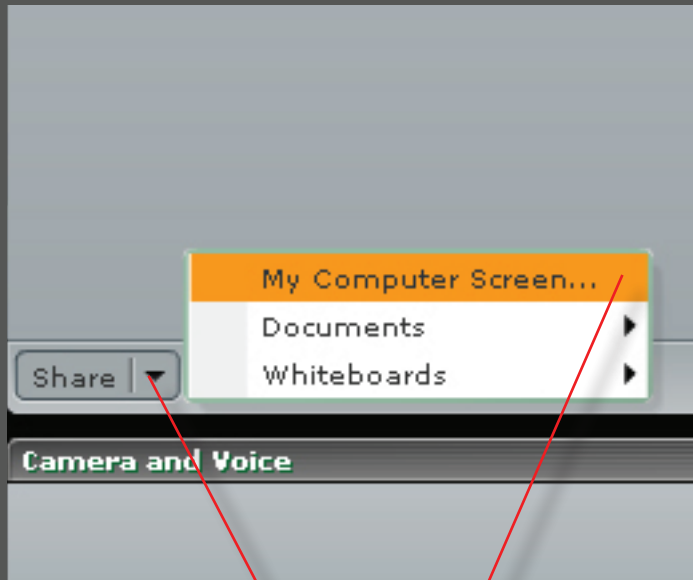
WHITEBOARD

Activate the tools of the whiteboard in the slides of ppt presentation.

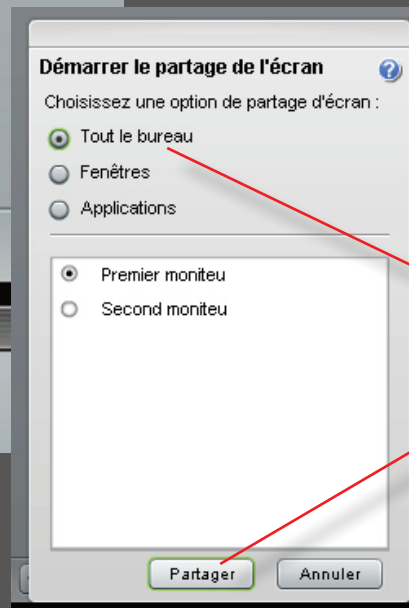


4 - Sharing your screen

You have the possibility to share your computer screen with all participants present in the virtual room as well as to take control over a remote computer in order to configure its webcam or microphone. **[K]**



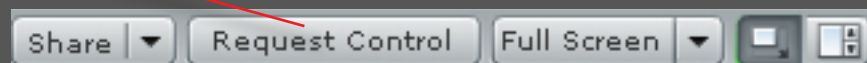
1- Click on button «Share», «My computer Screen»



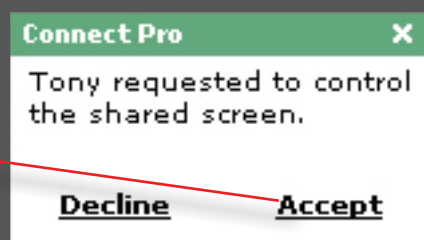
2- A new window appears, select « Tout le bureau» and after click on the button «Partager».

The participants can see now your desktop.

3 - Click on this button to «Request control» of the remote computer



4 - This message appears on the remote computer.
It's necessary to click «Accept» in order to provide control of a distant computer

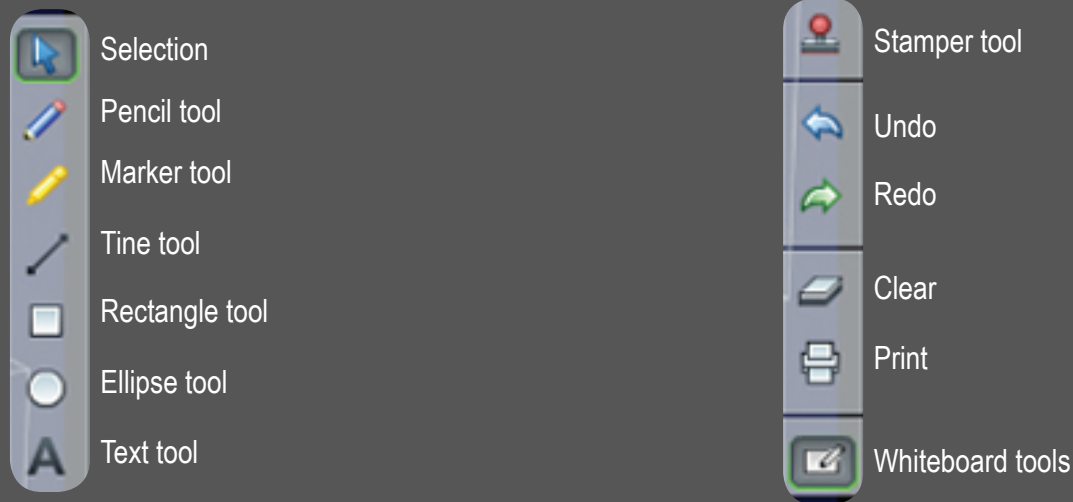


For more convenience it is recommended to download free of charge the last version of plug in flash player 10 from the following address :
<http://www.adobe.com/products/flashplayer/>



5 - The tools of the whiteboard (only for presenter)

Here are the tools of the whiteboard in details **E+** (useful to point on an object or to write on the presentation).



6 - Questions / Answers

- a - What should I do, if the window of the room is too small and I even can not see any detail?
➡ Click on the button «Meeting» and select «Full screen» and you window expands to full display
- b - What should I do, if there is no sound in my speakers?
➡ Check in the properties of your audio system to see if the volume of your speakers is activated and their if the level is high enough.
➡ Check their connection to your computer.
- c - What should I do, if there are errors on display due to the software of the virtual conference?
➡ Check if the plug in flash 9.0 is well installed, even if the minimal requirement of the system is flash player 7.0. Anyway it's always better to have the up dated version to download here:
<http://www.adobe.com/products/flashplayer/>
- d - What should I do, if I click on «enter into the conference» and nothing happens?
➡ Check that your popup killer is desactivated, since, when you click, you involve popup for connection.
➡ Check your version of flash player (see question c)
- e - Why application proceeds so long?
➡ The problem can be related either to your software, or to the Internet connection.
➡ The minimal requirement for convenient use is a computer of type Pentium 4, 2,2ghz or equivalent to 512 DDR1, graphics card of type Gforce or ATI 64Mo and a internet connection of 512 mo minimum.

For more convenience it is recommended to download free of charge the last version of plug in flash player 9.0 from the following address :
<http://www.adobe.com/products/flashplayer/>



7 - Contact

In case of any problem, please, contact :

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