

HOW TO USE FLASHMEETING

A QUICK GUIDE

1. You need Macromedia Flash 8 or greater plugin in order to use FlashMeeting. Please, make sure you have correctly installed it before starting to use the software. We recommend you install/update to the latest version of both Flash and your browser before you try FlashMeeting. At the very least you must have Flash Player 8. If you need to update your Flash Player go to www.adobe.com.
2. You need a webcam and a microphone to be able to communicate with the other participants in the meeting.
3. FlashMeeting runs in a normal web page, so all you have to do is **click the link, which the project coordinator Pixel will send you**.
4. After clicking the link you will be transferred to the "Sign In Screen". You have to tick "Enter the meeting as a guest" in order to enter the meeting room and fill in your details (name and e-mail) and then click on the button "CONTINUE". **DO NOT CLICK THE APPLY BUTTON** (it will lead you to a web page for creating a sign-in account, which is not necessary in order to participate in the meeting).

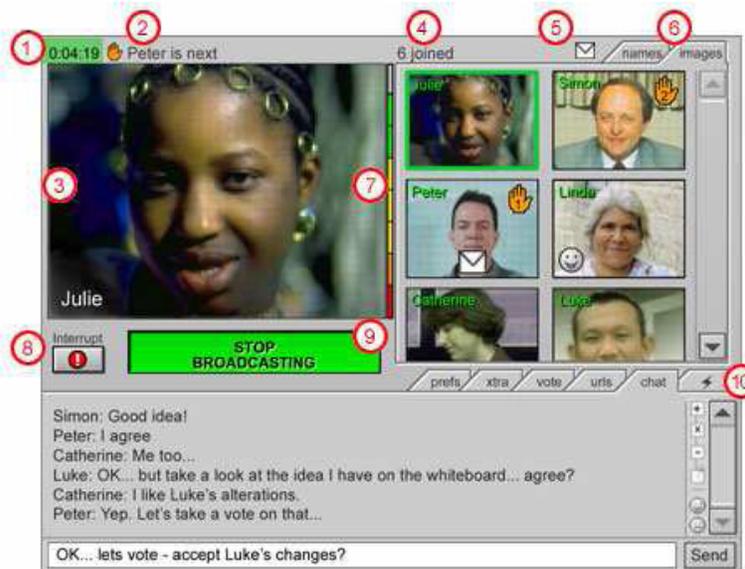


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5. Then you will see the “Title screen”. It will help you to check your audio and video and you will have to write your name as you want it to appear in the meeting room.



6. When you enter the room you will be able to see “The Main Screen”. See below for the explanations of every number marked in red.



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In order to talk you need to press the “Broadcast” button. Only one person can talk at a time. If you want to talk you have to join the “queue” (when you join the queue an orange hand with a number appears on the screen with your image; this number shows the order of people who will broadcast). When you want to stop talking you have to press “Stop broadcasting” button (if you do not press it the other people in the queue will not be able to start talking). If you just have to say something and cannot wait for a turn in the queue, clicking the button “interrupt” will immediately replace the person currently broadcasting with you!

If you click on the broadcast button (1), and no one is already 'broadcasting' you will broadcast your audio and video to the meeting until you click the button again to stop.

The button turns green when you are broadcasting (2). However, if someone else is broadcasting the button shows the length of the queue within brackets (3). If you click the button to join the 'queue' you will have to wait your turn to speak. The button then displays your position in the queue to the left of the brackets (4). If you click the button again you will leave the queue.



The first person in the queue automatically starts broadcasting when the current speaker stops, therefore there is no need to press the broadcast button if you are in the queue.

1. The countdown timer shows the time remaining to the end of the meeting. In addition it shows a green 'flag' with 5 minutes to go, orange with 3 minutes remaining and red when the meeting enters its final minute. Each colour change is accompanied by an audible warning.

2. The name of the first person in the 'queue', and therefore the next person to automatically begin broadcasting, appears here.

3. This is where the main broadcast images appear. The broadcaster's name appears at the bottom left. If the broadcaster only has a microphone, no image will appear but their audio will still be heard.

4. This area normally shows the total number of people participating in the meeting, however, if you 'rollover' a person's image with the mouse their name will appear here. This is useful when the images are reduced in size because of the increasing number participants.

5. Private text chat: If you are 'Signed In', by clicking on a thumbnail or list item you can enlarge the person's image. Clicking the 'X' in the top corner of the image will close it. If both you and they are 'Signed In', clicking the 'T' will open a private text chat between the two of you.

If you receive a private text message, an envelope appears on the sender's thumbnail to indicate a new message. Click the thumbnail to read it. In addition, an envelope appears above the image list, in case the thumbnail has been scrolled out of view. Clicking on this envelope shows a list of people from which you have new private messages. You can select one from the list to view their message.

6. Use the 'names' and 'images' tabs to switch between the names and images views.



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The images tab: shows the meeting's participants as a list of image 'thumbnails' with their name shown at the top left. If they join the broadcast queue a hand appears on their picture with the queue position on it. Also the broadcaster's image border turns green. The images reduce in size as more people join.

The names tag: lists participants as a text list. This is useful for slow internet connections and/or computers.

7. The audio level from your microphone appears here as coloured bars. Green coloured bars, with the occasional red bar, should be fine. If you get the red bar at the top continuously you probably sound distorted to listeners. Use the 'audio' button in the 'prefs' tab to open a panel allowing you to adjust the sound level.

8. If you just have to say something and can't wait for a turn in the queue, clicking this button will immediately replace the person currently broadcasting with you!

If you wish to return them after you have spoken you can Ctrl+click (Cmd+Click Macs) their image or name from the list, to 'force' them back to broadcasting. This 'technique' is only possible for the current broadcaster who has also 'Signed In'.

9. If you click on the broadcast button (1), and no one is already 'broadcasting' you will broadcast your audio and video to the meeting until you click the button again to stop. The button turns green when you are broadcasting (2).

However, if someone else is broadcasting the button shows the length of the queue within brackets (3). If you click the button to join the 'queue' you will have to wait your turn to speak. The button then displays your position in the queue to the left of the brackets (4). If you click the button again you will leave the queue.

The first person in the queue automatically starts broadcasting when the current speaker stops, therefore there is no need to press the broadcast button if you are in the queue.

The broadcast button can also be controlled by pressing the 'Page Up' or 'Page Down' key.



10. Use these tabs to switch between the interface's lower windows:

Chat tab: This tab allows you to text chat to the people in the meeting.

URLs tab: This tab allows you to share a URL during the meeting (you will only see the shared URL if your browser allows popup windows).

Vote Tab: The 'vote' tab allows people in a meeting to vote on a topic. Click on the small square buttons to choose between 'Yes', 'No' or 'Abstain' to have your vote counted.

Xtra Tab: The 'xtra' tab contains buttons that function depending on your 'Sign In' status and the type of meeting.

Manage Files: Click this button to upload, download or delete files relating to this meeting. This is a good way of sharing images or documents related to the meeting.

FlashBoard: Click this button to open the shared whiteboard for this meeting. See it described in detail below.

My Events: Click this button to open a new browser window listing your FlashMeeting events.

Prefs tab: This tab gives you access to both FlashMeeting and the Flash Player settings (video, audio, etc



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