Teleconferencing

User’s Manual for NetMeeting and Image Studio
NetMeeting ..........................................................................................................................3
Overview..........................................................................................................................3
Setting Up NetMeeting on Your Computer (one-time only) ...........................................3
Placing a Call .....................................................................................................................8
Share a Program ..............................................................................................................9
Chat ..................................................................................................................................9
White Board ...................................................................................................................9
Transfer Files ..................................................................................................................9
Troubleshooting ...............................................................................................................9
Image Studio ......................................................................................................................10
Overview .........................................................................................................................10
Setting Up Image Studio on Your Computer ................................................................10
Taking a snapshot ............................................................................................................10
Recording a Video ............................................................................................................10
NetMeeting

Overview

NetMeeting is a real-time net conferencing tool that allows users to communicate more effectively with each other, whether by video conferencing, chat, or sharing data together.

- Video and audio conferencing -- see and talk to each other; works best between two contacts at a time. In a group meeting with more than two, only two will have video capabilities.
- Whiteboard -- work as a team in a graphic workspace by drawing lines, shapes in different colors. Can also copy and paste existing graphics and screenshots.
- Chat -- text based, works like most other internet chat environments
- File transfer (FTP) – send your documents directly to the other users
- Program sharing -- Open an application program such as MS PowerPoint or Excel, and allow everyone in the meeting to see and even edit the data displayed.
- Remote desktop sharing -- remotely control your own desktop
- Advance calling -- Internet-to-phone call, secure call
- Security- Ensure that your call is secure and “un-hackable”

Setting Up NetMeeting on Your Computer (one-time only)

1. For Windows 2000 computers, go to Start/Programs/Accessories/Communications/Netmeeting.
2. For Windows XP, go to C:\Program Files\NetMeeting
   - Double click the conf.exe file to launch NetMeeting.
   - Double click the downloaded file to launch the installation
3. The first screen gives an introduction to features of NetMeeting.

![NetMeeting Introduction](image1.jpg)

4. Click "Next" and the next window asks for your identity and **Liberty email address**. Your email will be used by others to call you in NetMeeting.

![NetMeeting Identity Entry](image2.jpg)
5. The next dialog box lets you enter the default directory server. Enter **Directory.Liberty.edu** for the server name. Make sure you have the top box checked.

![NetMeeting dialog box](image)

6. The following screen does not need any input. Click Next.

![NetMeeting screen](image)
7. To make it easier to open in the future, choose place a checkmark in the top option.

8. On the following screen, click ‘next’.
9. The next few dialog boxes let you check your video card (for video conferencing) and speaker/microphone settings (for audio conferencing). If you don't have these accessories, just click "Next" to move on. They will NOT affect your use of others tools such as chat, whiteboard, and file transfer. You can re-configure audio and video settings later, if necessary.
10. After you are finished with the audio/video settings, click "Finish" and NetMeeting should automatically launch. Note: You are "NOT in a call" at this time. You have however, finished the one-time set up.

**Placing a Call**

- To place a call, click the address book icon on the right.
- In the address book, you will be able to see who is currently logged on.
- Double click the name of the person you want to connect to.
- The person you are calling will see a pop-up window asking them to accept or decline your call.
- During call you may choose to start or stop the video from your camera without ending the call.
- To end a call, either participant may click on the End Call Icon.
**Share a Program**

- Click on the Share Icon
- From the new window, choose the program you wish to share from the list
- Click on the Share button on the right
- May choose the Unshare button at any point
- If you wish the viewer to be able to control your shared application, click on the Allow Control button
- May choose to regain control at any point by double-clicking anywhere on the screen (or choose the Remove Control button)

**Chat**

- Click on the Chat Icon
- Works as other Chat programs (i.e. Instant Messenger, etc.)
- Type your entry and hit Enter
- Others can reply

**White Board**

- Click on the White Board Icon
- Works as other drawing tools
- Others can see and/or add to your drawing

**Transfer Files**

- To activate NetMeeting after the initial set up, use the shortcut you created in the original set up or navigate through your program files.

**Troubleshooting**

Problem: The other person doesn’t see my video image.
Possible Solution: Choose Tools/Video/click on Send

Problem: I can’t see the other person’s video image.
Possible Solution: Choose Tools/Options/Video Tab. Make sure the top two boxes are checked.

Problem: We are experiencing audio problems.
Possible Solution: Choose Tools/Audio Tuning Wizard.

Problem: The sound is cutting off during our discussion.
Possible Solution: Only one person can speak at a time. The mic shuts out all but one person, so if there is a lot of background noise, that mic gets all of the ‘speaking’ time.
Image Studio

Overview

Image Studio can be used to record snapshots and movies. These files can be emailed to others, or used as you would any other digital picture.

Setting Up Image Studio on Your Computer

Logitech Images or Image Studio should appear on your desktop once it is loaded onto the computer by a technician. If not, use the search feature to search for ‘Logitech Image Studio’. When it appears in the search function, click on it to open it. Follow the wizard for Image Studio to activate it.

Taking a snapshot

Click on the Take a Picture button
The file will show up in the right section of the screen

Recording a Video

Click on the Record a Video button
Click the stop button when finished
The file will show up in the right section of the screen