



**LLL ERASMUS PROGRAM MULTILATERAL VIRTUAL CAMPUSES PROJECT
TEACAMP - TEACHER VIRTUAL CAMPUS: RESEARCH, PRACTICE, APPLY
PROJECT ID 502102-LLP-1-2009-1-LT-ERASMUS-EVC**

DIMDIM VIDEO CONFERENCING TOOL USER GUIDE

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Chapter 1: Host Meeting

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Web Meeting Home Page

After clicking on Host Meeting your system will undergo a startup check to ensure your Operating System , Browser, Flash Player Version are compatible. Once the checks are successful you can enter the meeting room.



Web Meeting
November 26, 2008



Click to Start the Meeting



Start Meeting

Join Meeting





Start Meeting Form – General Tab.

After clicking on Host Meeting please fill up the below

Web Meeting

- 1. Room Name:** Room Name of your Meeting Room.
- 2. Start Button:** Click to Start Your Web Meeting.
- 3. Agenda:** Your Meeting Agenda
- 3. Invite:** Provide List of Email IDs who needs to attend this Web Meeting. Please note you need to list the email ids separated by commas.
- 4. Meeting Key:** This is an optional field, should be specified to secure the meeting with an additional Key. Attendees who intend to join this meeting need to be aware of the Meeting Key apart from Room Name.
- 5. Host Key :** This is an optional field, should be specified by the Host of the Web Meeting. This key is used whenever the Host needs to reenter the meeting. A typical use case being that the Host of the Meeting crashes out of the meeting because of network/browser/machine crash and he/she intends to rejoin the Meeting they need to provide the host key in order to rejoin. This key prevents from someone else hijacking the meeting while the Host is out of the meeting.

General Features Dial-in

1 → Room Name

2 →

Optional _____

3 → Agenda

4 → Invitees

5 → Meeting Key

6 → Host Key

Note: Entering a meeting key will make your meeting private.

Start Meeting Form – Feature Tab.

- 1. Audio/Video:** Choose your AV options.
- 2. Private Chat:** Enable / Disable Private Chat.
- 3. Public Chat:** Enable / Disable Public Chat.
- 4. Computer Screen:** Enable / Disable Computer Screen.
- 5. Whiteboard:** Enable / Disable Whiteboard.
- 6. Participants List :** Enable / Disable Participants List
- 7. Lobby:** Enable / Disable Lobby.
- 8. Auto Mic:** Enable / Disable Automatic Mic Assignments.
- 9. Auto Hands free:** Enable / Disable Automatic Handfree Option.
- 10. Attendee Invite:** Enable / Disable Attendee Invite.
- 11. Network:** Choose your Network Options.
- 12. Meeting Length:** Specify the Length of the Web Meeting.
- 13. Return URL:** Specify the URL where the Users should land once the meeting is closed..
- 14. Start:** Click on the Start Button.

The screenshot shows the 'Features' tab of the 'Start Meeting Form'. The form is divided into three sections: 'General', 'Features', and 'Dial-in'. The 'Features' section is active and contains the following settings:

- 1:** Audio/Video: Camera & Microphone (dropdown menu)
- 2:** Private Chat: ON (toggle)
- 3:** Public Chat: ON (toggle)
- 4:** Computer Screen: ON (toggle)
- 5:** Whiteboard: ON (toggle)
- 6:** Participant List: ON (toggle)
- 7:** Lobby: OFF (toggle)
- 8:** Auto Mic: OFF (toggle)
- 9:** Auto HandsFree: OFF (toggle)
- 10:** Attendee Invite: OFF (toggle)
- 11:** Network: cable/dsl (dropdown menu)
- 12:** Meeting Length: 1 hours 0 minutes (dropdown menus)
- 13:** Return URL: (text input field)
- 14:** Start: (green button)

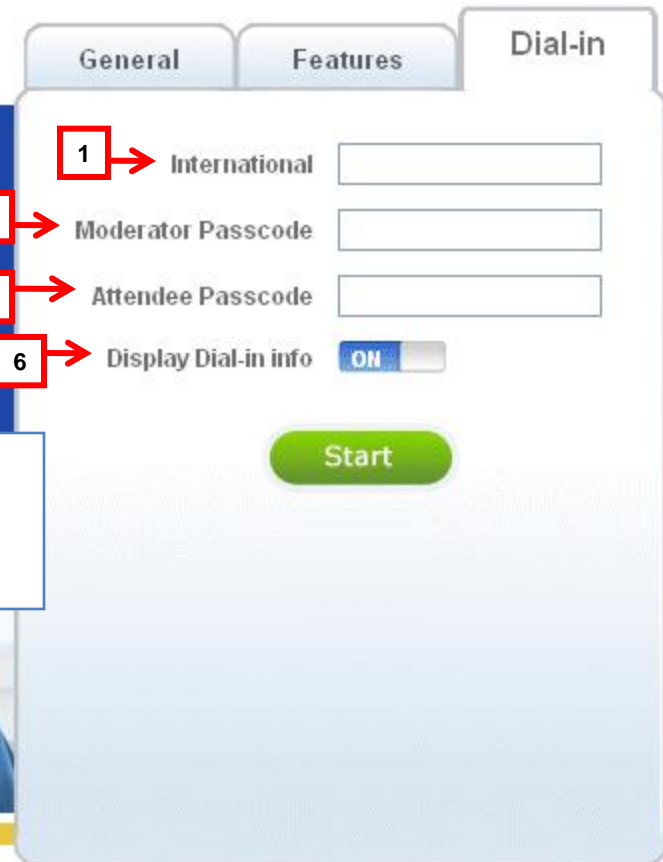


Start Meeting Form – Dial In Tab.

Web Meeting

November 26, 2008

1. **International:** Conference Dial In Number
2. **Moderator Passcode:** Passcode of the Conference Moderator.
3. **Attendee Passcode:** Passcode of the Attendees.
4. **Display Dial-In Info:** Enable / Disable Showing the Dial In Details on Meeting Console.



General Features Dial-in

1 → International

2 → Moderator Passcode

4 → Attendee Passcode

6 → Display Dial-in info

Start



Web Meeting startup check

After clicking on Host Meeting or Join Meeting your system will undergo a startup check to ensure your Operating System, Browser, Flash Player Version are compatible. Once the checks are successful you can enter the meeting room.

Web Meeting startup check

This may take a moment. Thanks for your patience.



Operating System Check

Web Meeting can be started on Windows 2000/XP, Mac and Linux.



Browser Support Check

The browser you are using is Internet Explorer 7



Flash Player Version Check

Adobe Flash Player (version 9 or higher) is needed to participate in a meeting. Your machine satisfies this requirement.



Description

Web Meeting can be started on Windows 2000/XP, Mac and Linux.

Web Meeting can be joined via Firefox 1.5, 2.x, IE 6 & IE7 & Safari 2 &3.

Web Meeting requires Adobe Flash Player (version 9 or higher). Click on this [link](#) to download and install.

Dimdim Plug-in is required to share desktop screen. (Currently Windows only)

If you are not able to enter the meeting please follow the instructions on the screen

Presenter's View

The screenshot displays the Dimdim Web Meeting interface in Presenter's View. The top header bar includes the room name 'santu01.dimdim', dial-in number '712-432-6139', passcode '736880', a 'Tools' dropdown menu, and a timer showing '00:26:17' with an 'End Meeting' button. The main content area shows a shared workspace with the text 'Now Sharing: Web Meeting Collaboration Workspace' and 'SynchronoLive Synchronized Live Communication Platform'. A 'Full Screen' button is visible in the top right of the workspace. The left sidebar contains a 'Show Items (2)' menu with options for 'Computer Screen', 'Whiteboard', 'Documents', and 'Web Pages'. Below this is a 'Participants (3)' list with names 'Tuhin', 'Dave Wats...', and 'Spartacus...', each with a dropdown arrow. A 'Video Broadcaster' window for 'Tuhin' is open at the bottom left, showing a video feed and controls for 'Hands Free' and 'Talk'. The right sidebar features a 'Public Chat' window with a message history and a text input field at the bottom. Callouts highlight the 'Tools' dropdown menu, the 'Full Screen' button, the 'Show Items' menu, the 'Participants' dropdown controls, the 'Video Broadcaster' window, and the 'Public Chat' input field.

Dimdim Web Meeting

Room Name : santu01.dimdim Dial-in : 712-432-6139 Passcode : 736880 Tools 00 : 26 : 17 End Meeting

Show Items (2)

- Computer Screen
- Whiteboard
- Documents
- Web Pages

Participants (3)

- Tuhin
- Dave Wats...
- Spartacus...

Invite... Manage

Now Sharing: Web Meeting Collaboration Workspace

Full Screen

Show Desktop, Whiteboard, PPT/PDF, Web Pages

Full Screen

Dimdim Video Tour Talk to us Live?

Click to Signup

Video Broadcaster window and functions

Tuhin (Video Broadcaster)

Live

Hands Free Talk

Public Chat

Public Chat

Welcome to your Web Meeting.
Spartacus has joined the meeting.
Dave Watson has joined the meeting.

Powered by dimdim Emotion

Type text and press Enter.



Presenter > Show Items and Participants

Dimdim Web Meeting

Show Items (2)

- 1 → Computer Screen
- 2 → Whiteboard
- 3 → Documents
- 4 → Web Pages

1. **Computer:** Show your entire desktop to your attendees .
2. **Whiteboard:** Show your whiteboard and all attendees will be redirected to it.
3. **Documents:** Show a PPT or PDF file by uploading it from here.
4. **Web Pages:** Show any webpage by entering the web address/URL here.

Participants (2)

Host	Manage	Host
Spartacus...	Invite...	Invite...

5 → Invite...
6 → Take Control Back
7 → Set Display Name
8 → Set Mood
9 → Restart A/V broadcaster
10 → End Meeting...

5. **Invite:** use this option to send an email invite to an attendee
6. **Take Control Back:** if you have made an attendee an Presenter take control back from here
7. **Set Display Name:** use this option to change the display name
8. **Set Mood:** this is a mood indicator feature and you can change your status
9. **Restart A/V broadcaster:** you can restart your A/V Broadcaster from here
10. **End Meeting:** to close or end the meeting you can click here

11. **Chat Private:** use this option to send a private chat message
12. **Assign Microphone:** This option will all you to assign mike to an attendee
13. **Make Presenter:** if you want to give presenter permission to the attendee use this options
14. **Remove From Meeting:** use this option if you want to remove an attendee from the meeting

Participants (2)

Host	Manage	Spartacus
Spartacus...	Invite...	Chat Privately...

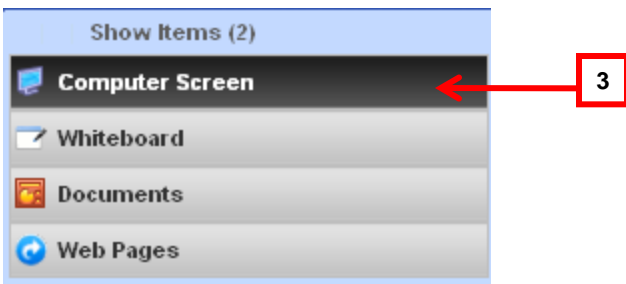
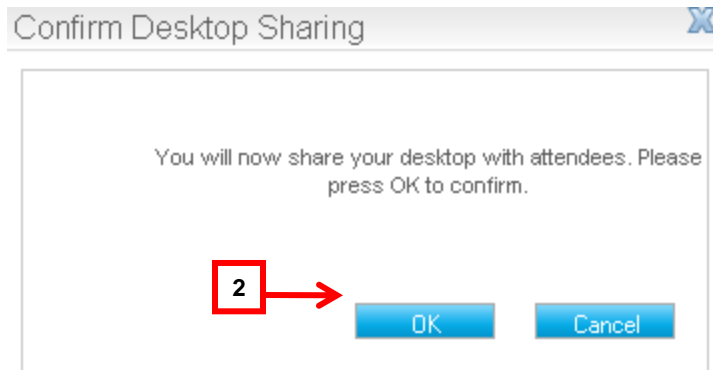
11 → Chat Privately...
12 → Assign Microphone (3 left)
13 → Make Presenter
14 → Remove From Meeting



Presenter > Show Items > Computer Screen

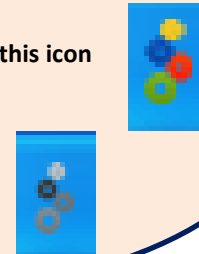


1. Click on Share Desktop to share your desktop with your attendees
2. A window "Confirm Desktop Sharing" will pop up. Once you click "OK" Desktop Sharing will start
3. This icon indicates that Desktop Sharing has started. To Stop sharing click on Stop Sharing Desktop



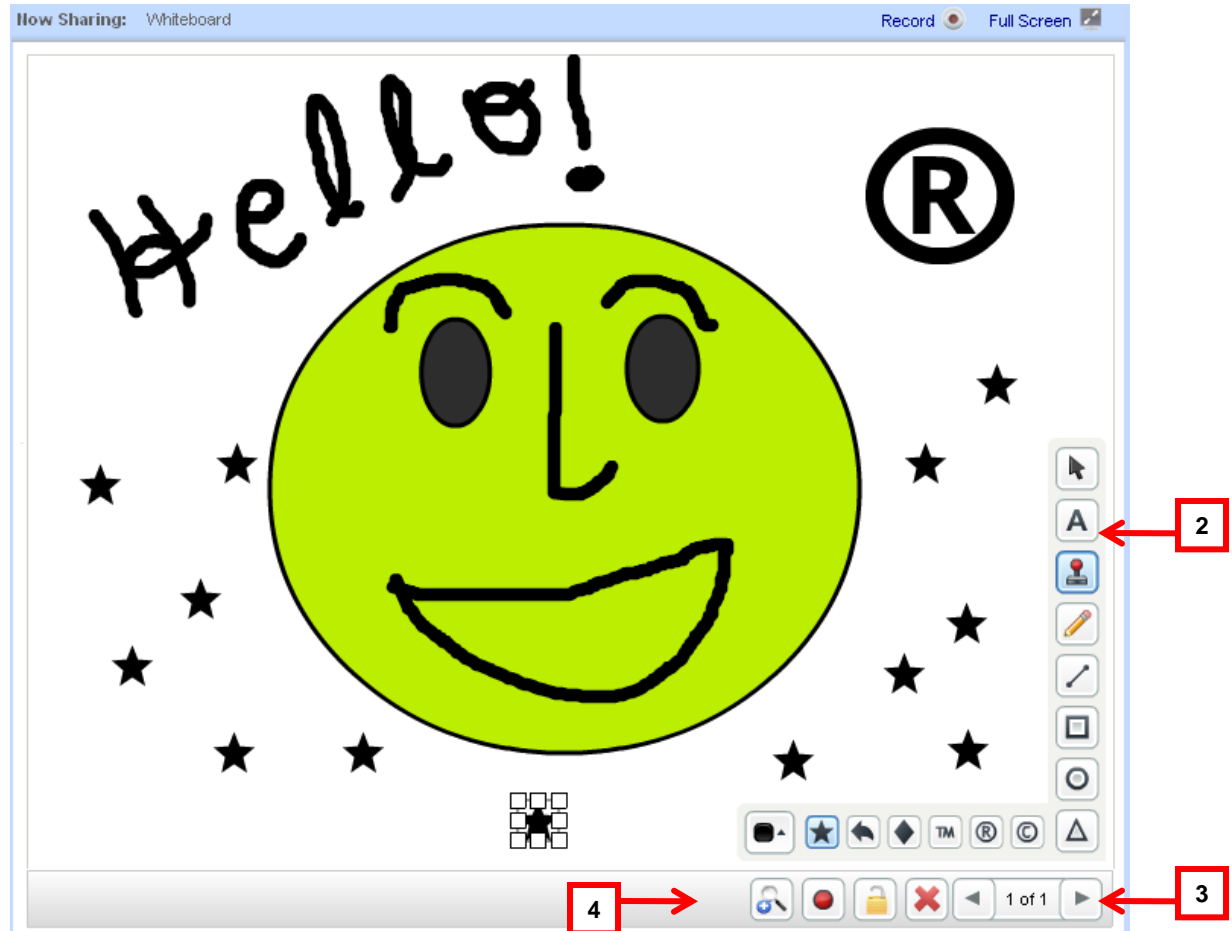
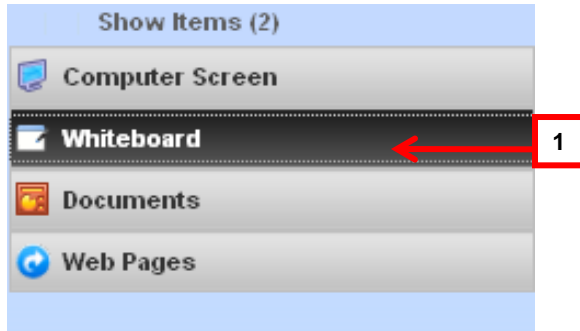
When you do Share Desktop this icon displays in the taskbar:

When not sharing this icon





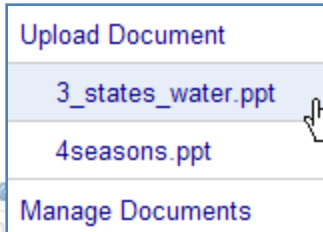
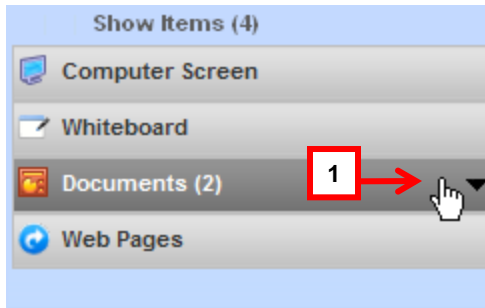
Presenter > Show Items > Show Whiteboard



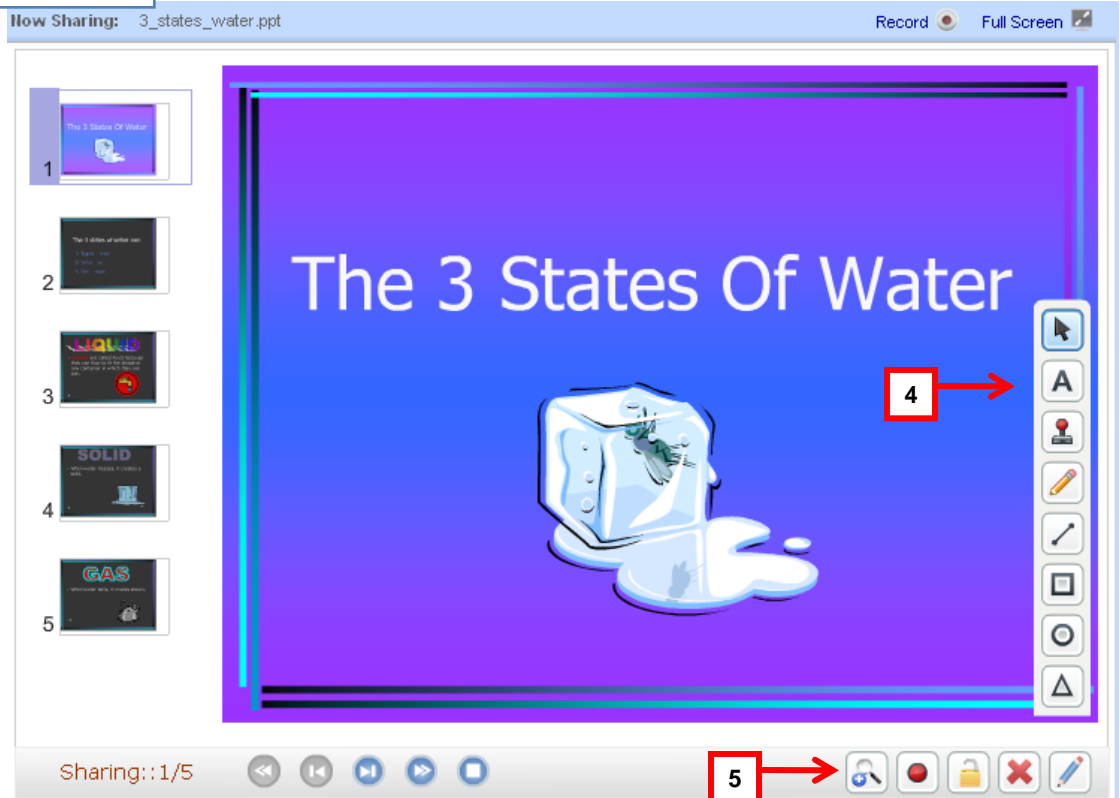
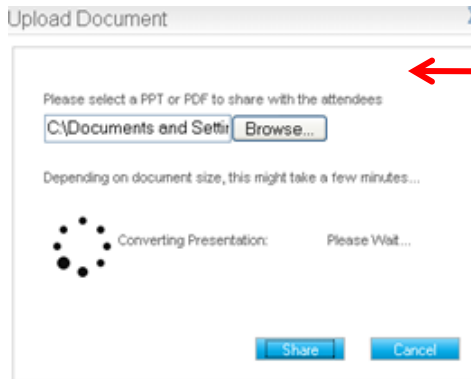
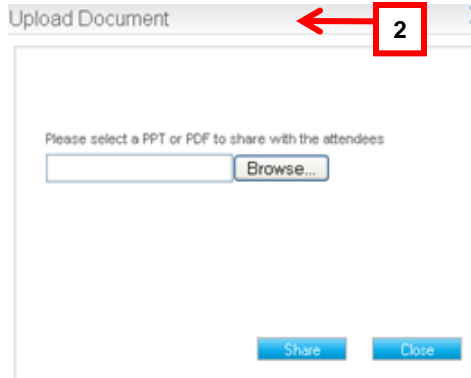
1. Click on Whiteboard to enable it. To stop showing Whiteboard please click on this section again.
2. Presenters and attendees can use annotation tools provided in the toolbar
3. Whiteboard navigation
4. Presenters can zoom, show pointer, lock and delete shapes from here



Presenter > Show Items > Documents(PPT/PDF)

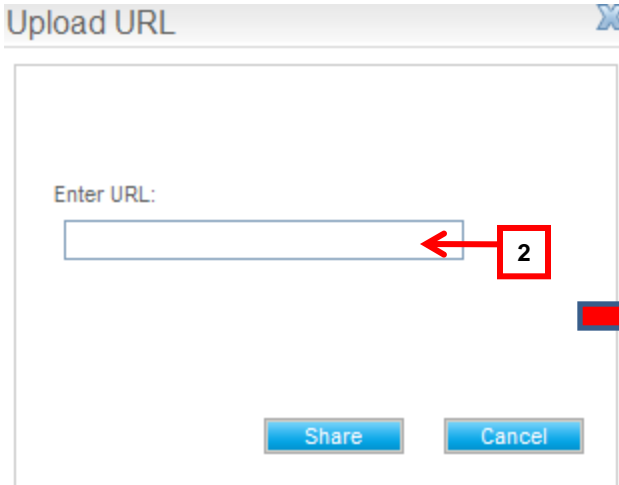
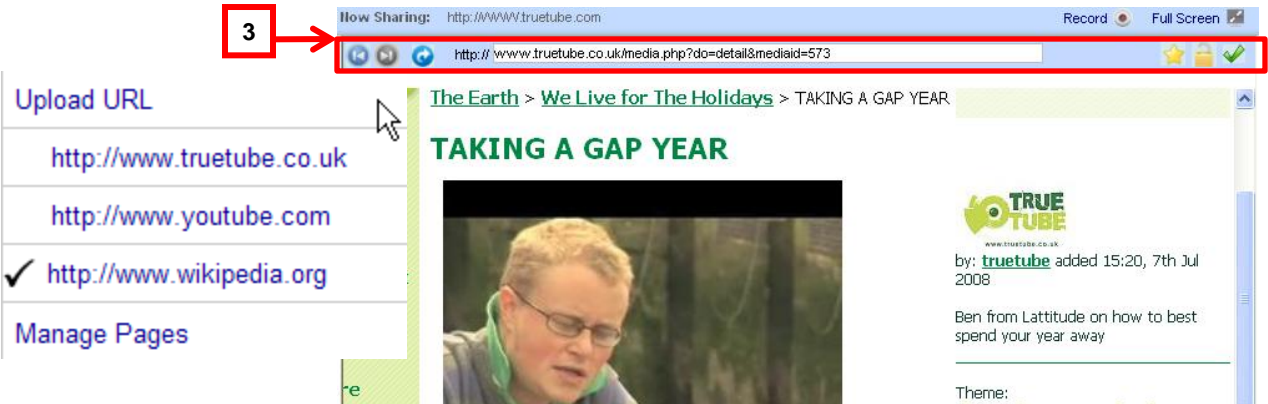
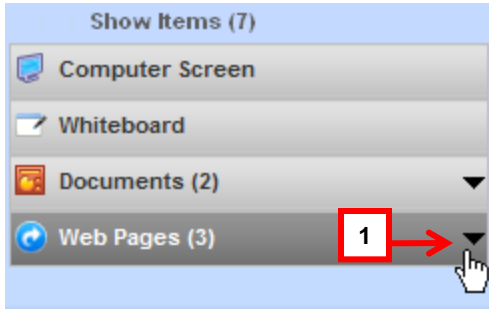


1. Use the Documents dropdown menu list to upload PPT/PDF
2. A window call " Upload Document" will pop up. Please click on Browse to locate the PPT/PDF File and then click on Share.
3. Depending on the size of the document it may take a few minutes to convert the PPT/PDF. Once converted, the controls on the next page will be presented as shown in the example below
4. Annotation toolbar
5. Presenter can zoom, show pointer, lock, delete annotation shapes



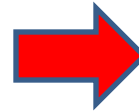
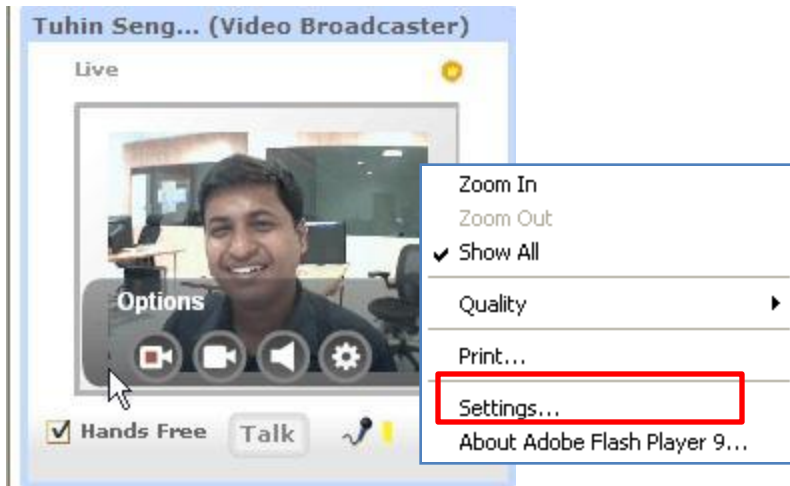
Presenter > Show Items > Web Pages

1. Use the WebPages dropdown menu list to upload
2. A window called "Upload URL" will pop up. Please enter the URL address here for example www.dimdim.com
3. To navigate, bookmark, lock use the options available here



Presenter > A/V Broadcaster Settings

To select your correct microphone or Webcam, right-click on the A/V window and click on “Settings.....”
Select the respective icon to make the necessary changes.



Note: Mac users can
“Control-click” to
bring up this menu



Presenter > A/V Broadcaster Settings



Play: allows you to stop or start the A/V Broadcaster. Attendees will not be able to see or hear you when stopped. Click to restart.



Mute Video: allows you to stop streaming your video while still broadcasting your audio. Attendees will see a still frame.



Mute Audio: allows you to mute the Audio while still broadcasting your video. Attendees will hear you but not see you.



Presenter > A/V Broadcaster Settings

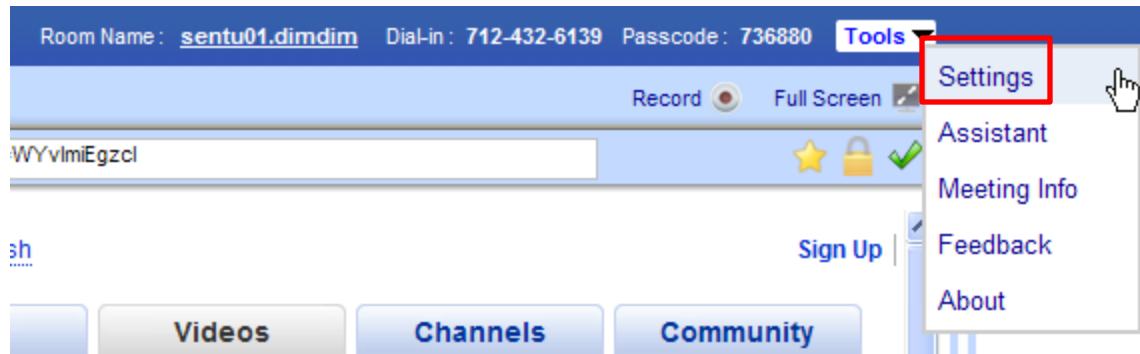


Settings: allows you to change broadcaster settings as mentioned below. Reducing Video Quality and Frames Per Second can free up bandwidth

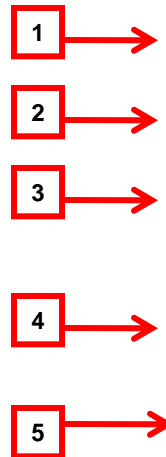




Presenter > Tools > Settings



1. **Waiting Area:** a security feature that lets the host admit attendees to the meeting room from a waiting area. Also known as a lobby.
2. **AV Quality Setting:** this option lets you choose an appropriate network connection based on your internet connection speed.
3. **Maximum Participants:** choose the number of attendees for the meeting session. The maximum limit will depend on the plan which you have chosen.
4. **Extend Meeting Length:** this option allows you to extend the meeting time.
5. **Return URL:** directs the attendees to the specified URL after the meeting has ended.



Web Meeting Settings

Change settings for your meeting. These will be effective only for the duration of this meeting.

Waiting Area: enable disable

AV Quality Setting: Low Medium High

Maximum Participants: 20

Current Meeting Length: 4 hours 0 minutes

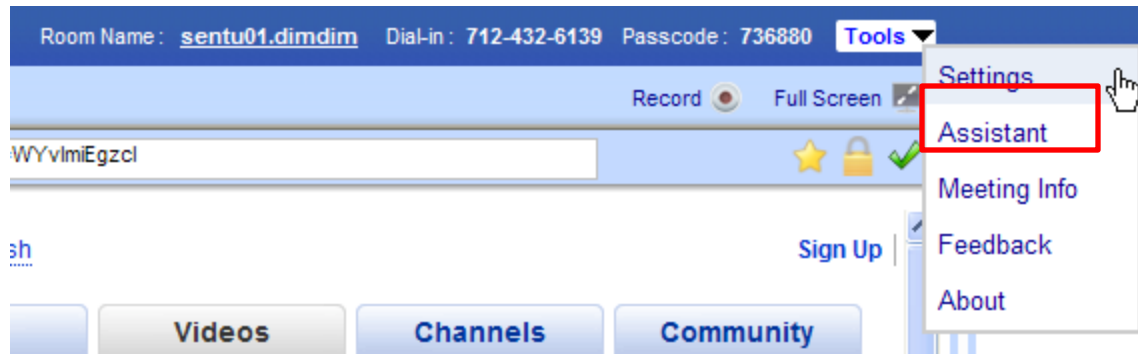
Extend Meeting Length By: 0 hours 0 minutes

Return URL: <http://www.dimdim.com/tr>

OK Cancel



Presenter > Tools > Assistant

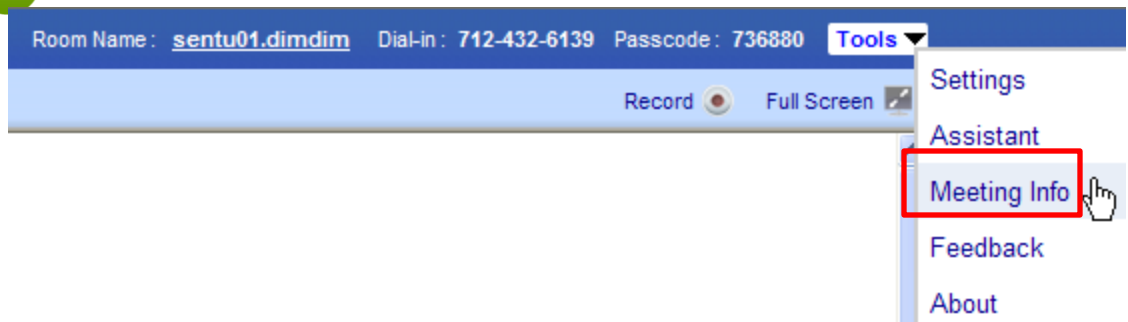


On clicking on Assistant a window will pop up which will have "one click" shortcuts to share Desktop/Whiteboard/Presentation.

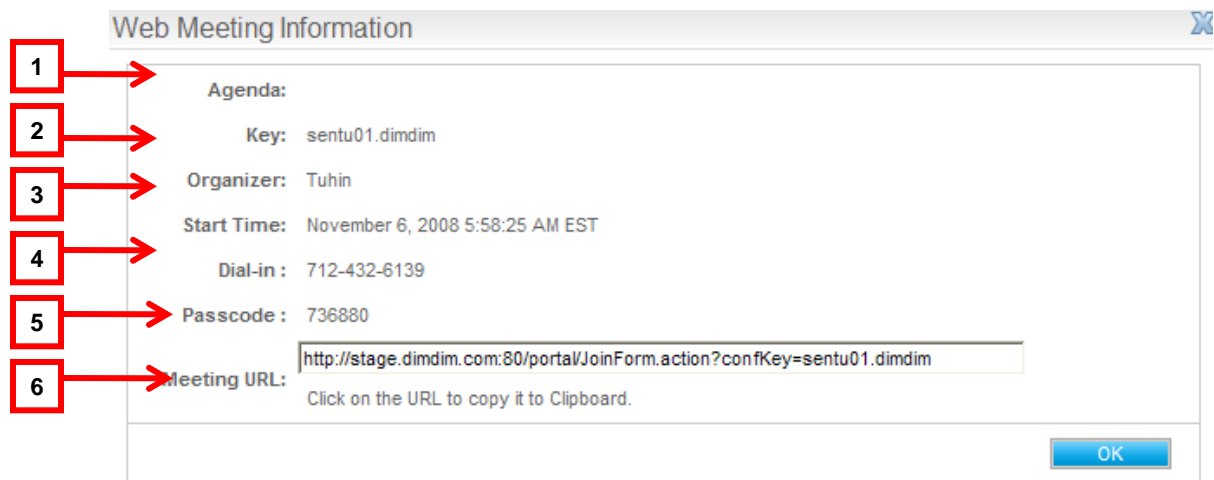




Presenter > Tools > Meeting Info



- 1. Key:** this is the meeting key which can be used to join a public meeting. For a private meeting attendee will require the Attendee Code
- 2. Organizer:** displays the name of the meeting Host
- 3. Start Time:** displays time and date when the meeting started
- 4. Dial In:** this is the number to be use for audio conferencing
- 5. Passcode:** this is the passcode for the audio conference
- 6. Meeting URL:** this URL can be provided to anyone who wants to join the meeting. To copy the URL you just need to click on it once and it gets copied to Clipboard





Web Meeting Home Page



Web Meeting

November 26, 2008



Start Meeting

Click to Join the Meeting

Join Meeting





Join Meeting Form



Web Meeting

1. **Room Name:** Enter the Room Name of the Web Meeting which you wish to join.
2. **Your Name:** Enter your name which would be displayed on the Web Meeting Console

1 → Enter Room Name

2 → Enter Your Name

Join





Attendee's View

Tools Dropdown menu, Leave Meeting

Room Name: sentu01.dimdim Dial-in: 712-432-6139 Passcode: 736880 **Tools** 00:09:04 [Leave Meeting](#)

Participants (4) Tuhin Michael Spartacus... Dave [Show All](#)

Drop Down Menu Controls for Attendee

Enable Full Screen

Enable hands free or push the Talk button to speak

Hands free

Video Broadcaster window and functions

Type here to chat with all

Public Chat
Welcome to your Web Meeting.

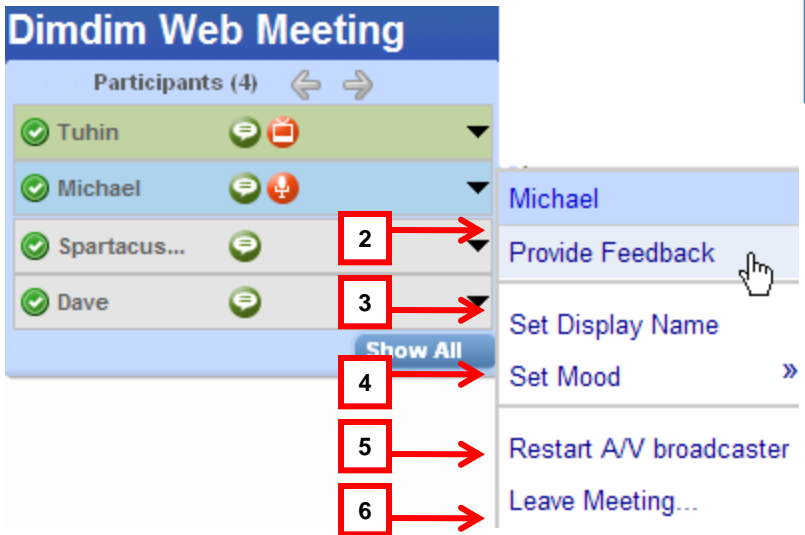
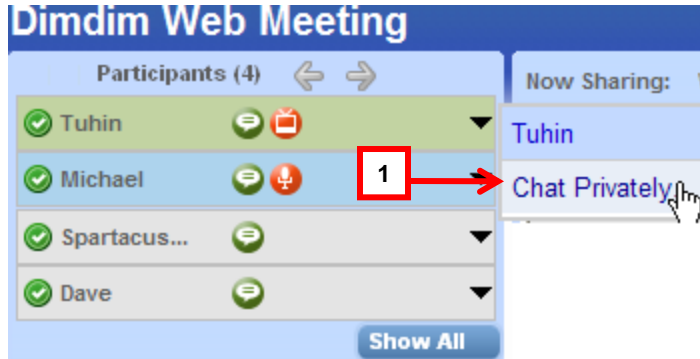
Powered By [Yahoo!](#) Emotion

Type text and press Enter.

dimdim



Attendee Audio-Video Options



Attendee's Controls

1. Chat Private
2. Send Feedback
3. Change the Display Name
4. Set Mood here
5. Restart your A/V Broadcaster
6. Leave the Meeting

