Netviewer one2meet 5.0 – Short Instruction for Participants

With the Netviewer web conference system you have the possibility of participating in meetings from your PC via the intranet or internet. You can have a conversation with up to 10 spatially distributed participants, look at a common screen, edit documents and much more.

A moderator distributes invitations to the participants of the conference via email or telephone, determines the date, the time and the working materials.

The Voice-over-IP solution (VoIP, the transmission of the voice signal over the data line) integrated in the software has limitations with regard to band width and number of participants and requires the appropriate hardware at the workstation (headset). Therefore, parallel to the visual Netviewer session a telephone conference can be summoned, the access data of which you will get from the moderator.

Start session

Start the Netviewer one2meet participant program. You find the path for your location in the TKMS net under Organisation & IT → Leistungsangebot → Infrastruktur.

External participants can download the program as .zip or .exe file here:

http://www.thyssenkrupp-marinesystems.de/conference

Note: If you use the Internet-Explorer you will be able to execute the .exe file immediately. With other browser first save the file locally on your computer and then execute it.

In the Start session dialogue enter the session number as communicated to you by the moderator and the session password in case the session is password protected. In addition, here you can modify the name, which identifies you during the session.
After a mouse click on "Connect" you still have to answer the query regarding your sound and video sources for the conference.

If you want to transmit your VoIP signal please select your microphone and playback device (mostly headset). Whether you are allowed to activate the video transmission depends on the safety regulations of your TKMS site. Please gather more details from the instructions of your security department in the TKMS net.

Alternatively to the VoIP transmission the moderator can summon a telephone conference via the Genesys Conferencing System. Your moderator informs you about the access data for this.

Select the access number then and follow the telephonic hints.

During the telephone conference you can mute yourself by entering *6*. (To cancel the muting, dial the command *6* again.)

With a click on "OK" the Netviewer session can start!

**In Watch Mode**

As a participant you start in the watch mode, i.e. you see the moderator's or another participant's screen in the Netviewer window.

In the Netviewer window you can either use a pointer by clicking on the left mouse key or the moderator hands over the remote control to you. With the remote control you have access to the approved applications and can control the mouse of the session partner.

On the right edge of the screen you see the control panel that makes the Netviewer one2meet functions available for you. The control panel can also be minimized to the so-called clip that remains visible on the right edge of the screen.
Functions of the Netviewer Control Panel

The control panel comprises different trays that can be opened and closed. With drag & drop the trays of the control panel can be dragged away from the control panel, dropped anywhere on the screen and resized as desired.

In the Session tray you can...

- check the status of the screen transfer to the session participants (if the point is not coloured the transfer is limited with regard to quality).
- determine, which participant shows his screen (show mode) – you yourself, the moderator or another participant.
- see, who has the remote control right for the displayed screen.
- see, whose voice and video signal is being transmitted (maximal 6 participants).
- select different actions, e.g.
  - Use emoticons to inform the other session participants about your mood, your status or your needs.
  - Rename yourself.

Note: Only the moderator assigns the right of displaying, remote control, video and speech.

Would you like to transfer your own VoIP microphone signal to the session partners? Click into the Netviewer window with the right button. There a speech bubble with your name will appear visible for everybody. Now the moderator can grant you the speech rights.

In the other trays you can...

Application selection
Determine in show mode, which applications and screen elements are transmitted to the session partners.
(The basically approved applications are determined by HDW-CON. Applications, which are not enabled, are represented in grey and cannot be selected. Please contact the HDW Helpdesk if another application should be enabled.)

Monitor
Check the screen transfer to the session partners. Select the transferred depth of colour and thus the transfer speed and quality via the context menu (right click on the monitor tray).

VoIP
Activate and adjust the voice transfer by Voice over IP.

Video
See the video or freeze frames of the session partner. With drag & drop you can drag the individual windows from the control panel, drop them on you screen and resize them as desired.

My video
See the own video or freeze frame and control the transmission to the session partners. Here also a freeze frame can be implemented for transmission. (Open tray and select the option “picture” with the arrow at the lower edge of the tray, insert a graphic)

Chat
Send text messages to all or only selected session partners. In case of new messages the tray flashes.
**Whiteboard**
Activate the whiteboard function to be able to draw jointly on the screen - with different colours for each session participant.
Two modes are available: The screenshot mode (screen freezes) and the live mode (screen transmission continues without restriction).

**Favorites**
Create links to access files quickly.

**TIP:** Should other participants be allowed to look at your screen during the conference, you can best prepare for this by dragging and dropping the appropriate documents into the favorites tray after a session has started. There links to the documents will be created, which you only have to click during the conference without having to search in the file system for a long time.

**Notes**
Make notes during the session. During closing of the session you will be asked whether to save the notes.

**In Show Mode**
Before your screen is displayed to the others, you will initially be queried. Your screen content is only transferred after you have agreed to this. You decide upon what you like to transfer in show mode with the Application selection.
If you have granted *remote control* to a session partner you can revoke this at any time with a simple press on the *security key* (default F11).

**Exit the Session**
To exit a session, click on the “Close”-button in the Netviewer window or in the mini-panel.
Have fun Netviewing!

**For Questions and Problems**
You find the complete user manual of Netviewer one2meet in the TKMS net under “Documentations & Manuals”.
In case of problems please contact the Helpdesk at your site:

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