

DinSys Connect – User Guide

DinSys desktop conferencing system (DinSys Connect) is a powerful enterprise collaboration tool that can be used for peer to peer as well as multi party audio, video and IM chat sessions. Besides the audio and visual transmission of meeting activities, it supports chat, file transfer, sharing of desktop, browser and presentations. It also supports recording of conference session with audio and video.

There is no limit on number of participants from application perspective and this number is limited only by the network capacity. Each of the participants has individual control over what he wishes to receive from other participants. Individual participant can also selectively chat with any other participant. Video windows on one's screen can sized to suit ones requirements.

NOTE: The system is for Windows operating system only.

Setting up a Meeting:

Any participant can setup a meeting. Login into DinSys Connect with your username and password. As login/password for demo purpose you can use alpha/alpha, bravo/bravo, charlie/charlie, delta/delta, echo/echo. After login, the main welcome page shows the existing meetings configured in the system. To start a new meeting, provide details in left hand panel "Start New Meeting". You can intimate the password to other participants as this will be required by them at the time of joining this meeting. Press "Start" button after completing details and the new meeting should now be listed in the right hand panel of meetings. The new meeting is now configured on server, the meetings are persistent and you may wish to logout now. Any participant logging in subsequently will see this new meeting. Already logged in participants can use "Refresh Meeting List" button over right panel to update their meeting list from server.

At this point of time other meeting management features such as scheduling, auto emailing etc are not enabled.

The screenshot shows the DinSys Connect web interface. At the top left, it says 'DinSys Connect' and at the top right, 'Welcome !! demo'. On the left side, there is a 'Start New Meeting' section with a 'Meeting Details' form. The form includes a 'Topic' dropdown menu with 'Demo Meeting' selected, a 'Password' text box with 'demo' entered, and a 'Date' dropdown menu with '8/12/2011' selected. A 'Start' button is located below the form. On the right side, there is a 'List of meetings currently going on.' section with a 'Refresh Meeting List' link. Below this is a table with the following data:

Meeting Code	Topic	Date	Presenter	Action	Action
58698	Londen burning	11-08-2011	ichand73@yahoo.c	join	
41201	asd	8/11/2011	alpha	join	

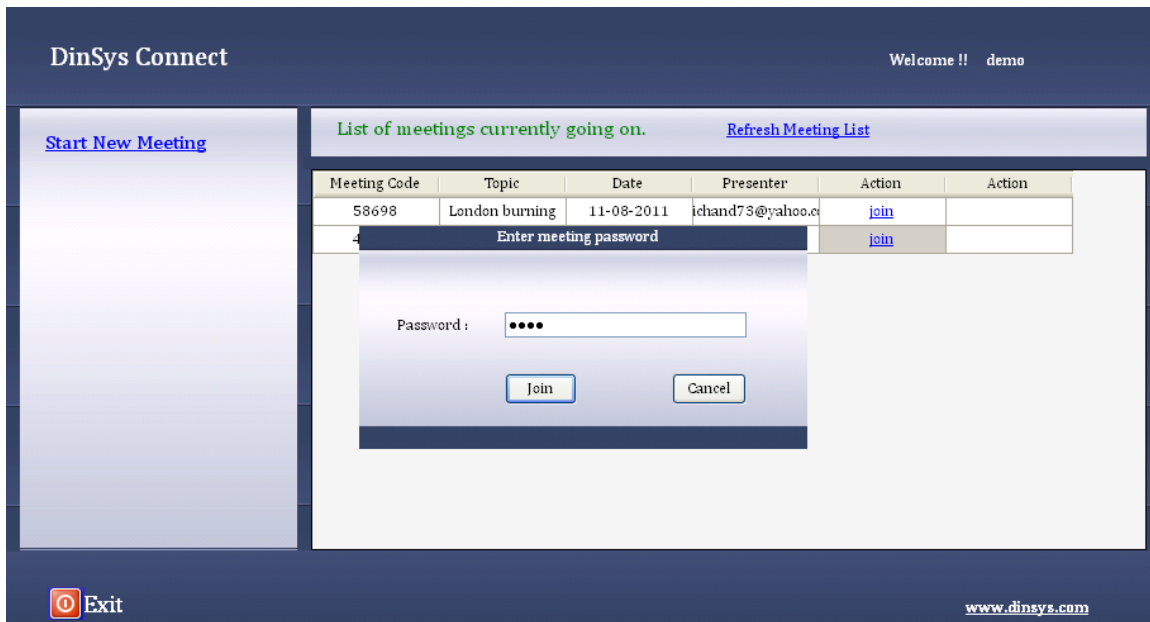
At the bottom left, there is an 'Exit' button with a red circle icon. At the bottom right, the website URL 'www.dinsys.com' is displayed.

Deleting a Meeting:

The participant who created this meeting is called its default “*presenter*”. Presenter’s name is listed in the Presenter column of meetings list. *Presenter* has special privileges and rights in meeting. In *presenter’s* meeting list, the last “Action” column “Close” link is enabled. *Presenter* can click on this “Close” link to remove a meeting from the list. *Presenter* has special significance during the meeting as well (explained later in this document).

Joining a Meeting:

From the main welcome page, participant can join a meeting on clicking “Join” link against that meeting. The participant is prompted for the meeting password, which was set during meeting setup. On correct password, the meeting screen is shown.



During a meeting:

Participant's own name is listed on title-bar at center. The list of participants is shown in the topmost section in control panel (right hand side of screen).

Chat: The lowermost section in right hand control panel is for chat. Participant can select "Send To" to "All Participants" or to a particular participant to which message is to be sent. Chat is enabled by default, no other configuration is required.

Audio: Sending and receiving of audio is enabled by default. Whenever a participant joins a meeting, his audio is sent to all the existing participants and he starts receiving audio of all other participants. As soon as you join a meeting, you shall see messages to that effect. When you are receiving audio of a participant, the speaker icon besides his name in participant list will have a red (to enable stop) icon. The number besides the speaker is the bandwidth (in kbps) at which you are receiving that participant's audio.

Control over Sending Audio: To stop sending your audio, you need to click the 'Stop Audio' button in the middle section on control panel. To start sending your audio again, you need to click the same button again ('Send Audio'). The settings button shows audio settings where you can change the preferred audio input device (microphone) and the bandwidth at which you want to send your audio. Anything above 15 kbps gives good quality audio. You

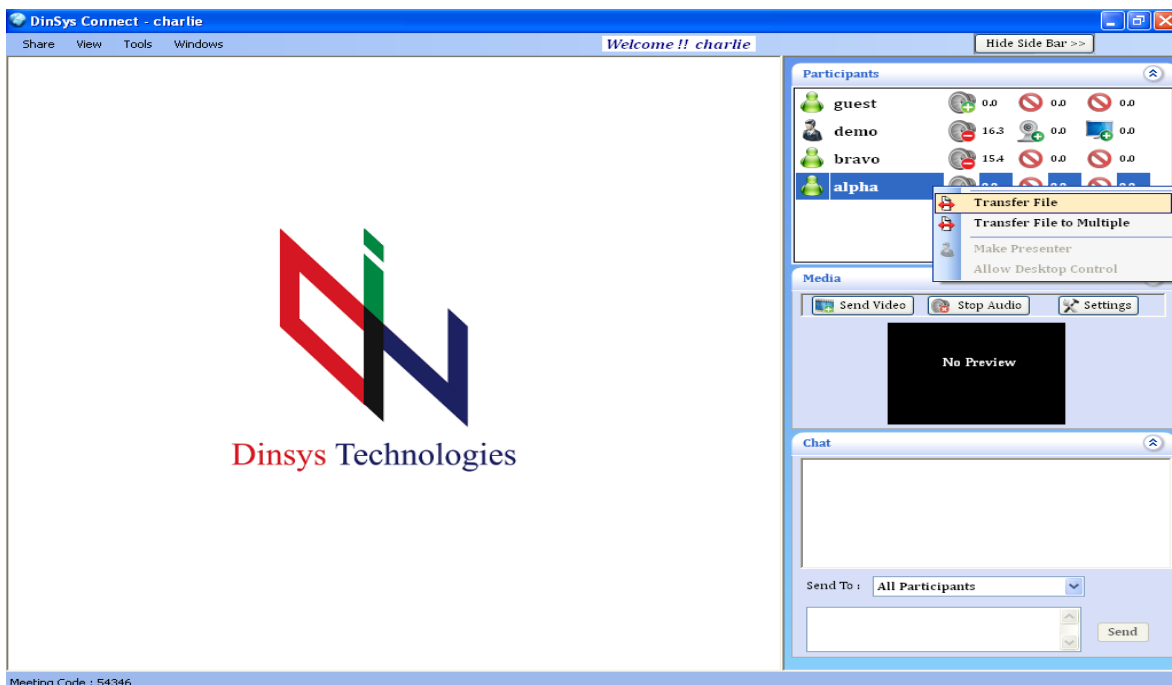
will need to stop and start sending your audio for the change in settings to take effect. In case you are using external microphones, please click on settings button and select the appropriate device by looking at the volume meter.

Control over Receiving Audio: To stop receiving audio of a particular participant, you need to click the (red) speaker icon besides that participant’s name. If a participant is sending his audio, you will see a green sign with his speaker icon. You can click this green icon to start that participant’s audio.

Video: Video streams are not started by default. The middle “Video” section in the right hand control panel is for sending audio and video.

Control over Sending Video: Click “Send Video” button to start sending your video. The icon changes from green to red and it means your video is being transmitted to the server. Each participant who wants to share his video needs to perform this step. This starts streaming your media to the server. For configuration of bandwidth and selection of video camera device, use the settings button. If you want to change the settings, you will need to stop video and then start again for the new setting to take effect. Audio and Video can be started/stopped independently of each other.

Control over Receiving Video: When a remote participant is sending his video, a green camera icon is visible besides his name in participants list. Participant’s video can be viewed by clicking on that green camera icon. To stop viewing a participant’s video, close the video window of that participant. Video can also be stopped by clicking the same camera icon besides participant’s name in participants list.



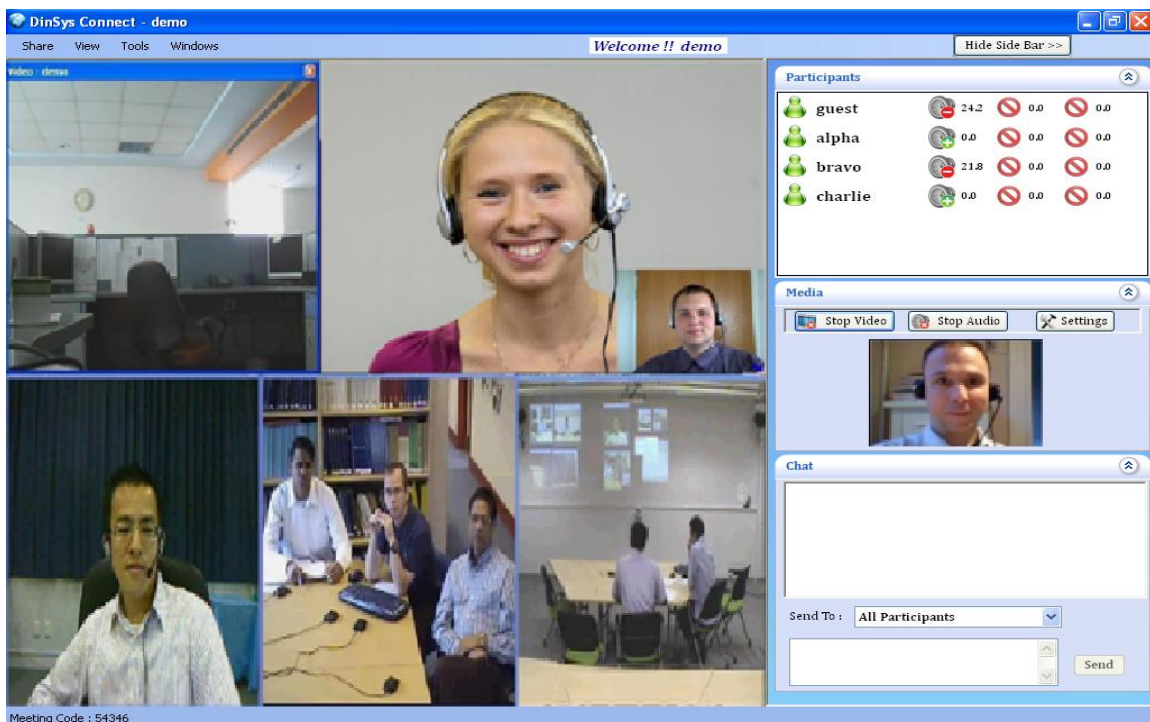
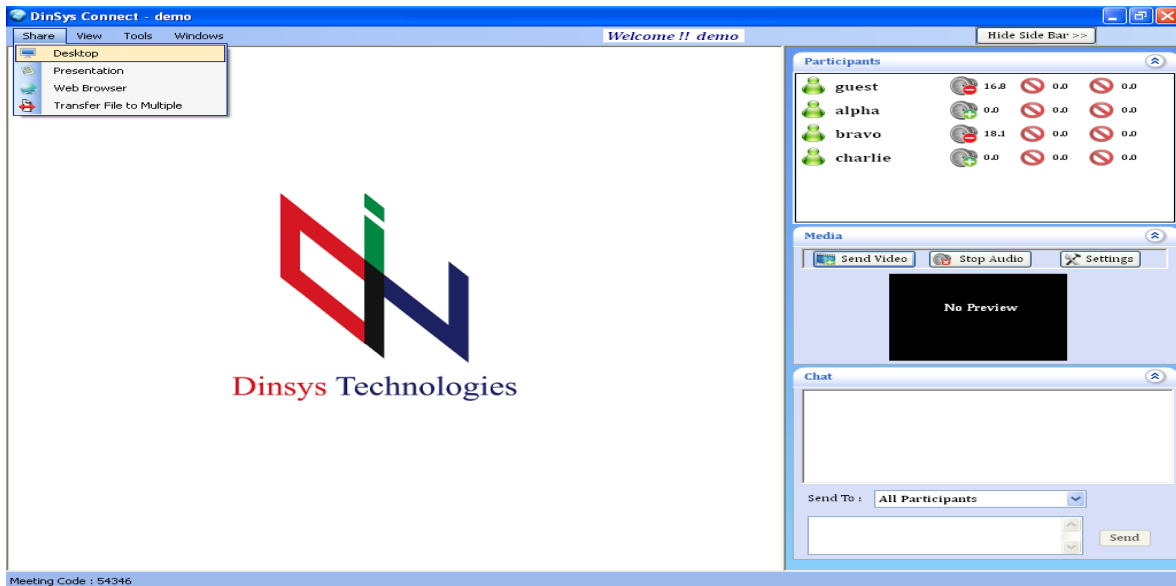
Desktop Sharing: Audio, Video and chat can be shared by all participants in meeting. However, other media like desktop, presentations and browser etc. can be shared only by the *presenter* of meeting. The participant who created the meeting is its default *presenter*.

Sharing Desktop: *Presenter* can start sharing his desktop by clicking on “Desktop” on “Share” menu on the top menu bar. When *presenter* starts sharing his desktop, computer icon appears with his name in participants list to all other participants in meeting. *Presenter* can stop sharing his desktop from the “Desktop” on “Share” menu on the top menu bar.

Viewing Desktop: Remote participants can view *presenter’s* desktop by clicking on the computer/monitor icon besides *presenter* name in participants list. Participant can stop viewing *presenter’s* desktop by closing the desktop window or by clicking the same computer/monitor icon again.

Allowing Remote Control: By default the desktop sharing is view-only, i.e. remote participants can only view the *presenter’s* desktop, and they cannot control it. However, *presenter* can enable a participant to remotely take control of his desktop. *Presenter* can right click on a participant in participants list and enable him to take control from popup menu. To discontinue the remote control: *presenter* can right click again on the controlling participant and disable his control and make it view-only again.

Changing Presenter of a Conference: Though default *presenter* is the meeting originator, he can make other participant as *presenter* during the meeting. All the *presenter’s* privileges then shift to the new *presenter*. Participant can right click on a remote participant and make him the *presenter* from the pop-up menu. The point to be noted is that at any given time only one person can be the *presenter* and only he can share his desktop, browser or PPT.



Microsoft PowerPoint Presentation Sharing: *Presenter* can start sharing a PPT file by his 'Share' menu on top menu bar. The presentation automatically simultaneously opens up at all other participants. *Presenter* can navigate through his PPT by using keyboard or mouse clicks. All other participants are automatically navigated in sync with the *presenter*.

NOTE: For participants to be able to navigate and view PPT, they should have Microsoft Power Point application installed on their computers. Also note that the presented PPT file should be of a version that is supported by participants' installed version.

NOTE: A participant joining after the Presenter has started a presentation will not be able to see the ongoing presentation. In order to make the presentation available to late arriving participants, *presenter* needs to restart his presentation. There is no overhead as the system uses intelligent caching to reuse data, and efficient technique for passing navigation information among participants.

Sharing Web Content/Browser: *Presenter* can also share Web Content or Web Browser by clicking "Share" menu on the top menu bar. When *presenter* navigates through different links in his browser, the system automatically navigates the browsers at all participants to keep them in sync with *presenter*.

File Transfer: A System has elaborate file transfer mechanism. Any participant can transfer file to a single participant by right clicking on participant's name in participants list. Participant can share a file simultaneously to all other participants by using "Share" menu, or from right click in participants list. Real-time detailed visual indication of file transfer is displayed to users.

Save Chat Transcript: Participant can save chat contents in different formats like rtf, txt, html for future use from the File menu on the top. Participant is prompted to save transcript when he closes the application.

Multiple Language Support: The application supports multiple languages that can be configured during runtime. User can change the display language by using "Language" menu in the top bar.

Leaving the Meeting:

Participant can leave meeting and logout of the system by closing the application.