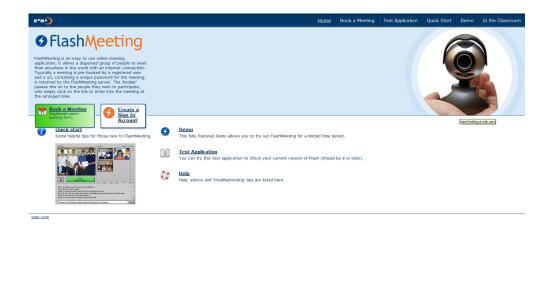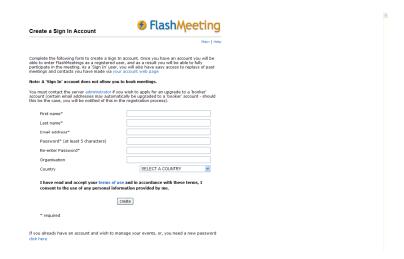# FlashMeeting

How to use Flashmeeting

1. Create a sign in account

2. You must contact the server administrator if you wish to apply for an upgrade to a 'booker' account (certain email addresses may automatically be upgraded to a 'booker' account - should this be the case, you will be notified of this in the registration process).

3. Book a meeting

Some tips for FlashMeeting.

If you want a more detailed explanation or technical help, see the main Help page. FlashMeeting has been designed to be easy to use!

FlashMeeting runs in a normal web page, so if you have a modern web browser with the Flash 8 (or greater) plugin correctly installed you can use FlashMeeting.
If you have a properly installed web cam and microphone you will be able to communicate with friends and colleagues anywhere in the world. The Welcome Screen.

The Welcome Screen
The password input field on the title screen should be filled in automatically in most circumstances and normally you will not need to do anything on this screen. However, if you have to enter the password, use the information given to you by the meeting organizer and click the 'Enter' button to continue.

The Sign In Screen

- To enter the meeting 'Signed In', enter your FlashMeeting account details into the input boxes. You can tick one or both of the 'Remember' boxes, so that you don't have to do this each time you enter a new FlashMeeting. Make sure the 'Enter meeting Signed In' radio button is selected and click the 'continue' button.

- lTo enter as a Guest choose the 'Enter meeting as a guest' radio button and click the continue button. You do not need to enter any details for this.

- If you want to register for a 'Sign In' account click the 'Apply' button (this does not appear on the FlashMeeting demo).

- If you do not have a FlashMeeting 'Sign In' account, you can visit the meeting before the start time or use this link and request an account. A password will be automatically emailed to you, so you need to leave time for this to take place.

Note: a 'Sign In' account does not allow you to book meetings. See the **FlashMeeting Account Types** for the differences between account types.
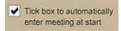
The Title Screen

Enter the name you want to appear on your image into the text field and click the ENTER button.

- If you did not Sign In to the meeting, click the round button at the bottom left if you wish to 'Sign In' to the meeting from this screen.

You must tick the box that confirms you agree to the FlashMeeting terms before you may enter.

 You will see displayed either how long you have to wait for the meeting to start, or how long to the meeting's end if it has already begun. If you arrive early, 'Sign In' and you can 'check' the tick box to enter the meeting automatically when the start time is reached. Make sure you enter your name as this will not work if the name field is left blank.

If the meeting organizer has chosen to record the meeting, you will see a 'notice' indicating that this is the case.

Use this screen to check your camera and microphone before entering the meeting!
Your web cam image should appear in the box to the left and lights should appear on the audio 'ladder' when you speak. If not, click the 'Open Test Application' button to test your set-up, or right click on FlashMeeting to open the Flash settings panel. Here you can select your camera or microphone from the 'drop down' menu and make any adjustments required.

The Main Screen

The 'standard' interface is described below. The 'presenter' interface contains the same controls and functions but with an integrated FlashBoard.

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.
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

FlashMeeting Account Types

The chart below illustrates the differences between the different account types available for FlashMeeting.

The three major account types are:

- **Guest** Account - no registration required, limited access to some features.

- **lSign In** Account - self registration required, has full access to features in meetings.
- **Booker** Account - application for account required, can book, manage and has full access to features in meetings.

Feature	Guest	Sign In	Booker
Enter Meeting	Yes	Yes	Yes
Broadcast	Yes	Yes	Yes
Use Emoticons	Yes	Yes	Yes
Use Text Chat	Yes	Yes	Yes
Use Vote	Yes	Yes	Yes
Send Urls	Yes	Yes	Yes
Send Private Chat	No	Yes	Yes
Upload and Delete Files	No	Yes	Yes
Download Files	Yes	Yes	Yes
View FlashBoard	Yes	Yes	Yes
Use FlashBoard	No	Yes	Yes
Book a Meeting	No	No	Yes
Keep Portfolio of Meetings	No	Yes	Yes
Keep Portfolio of 'Contacts' Made	No	Yes	Yes
Manage Meetings Booked	No	No	Yes
Edit Memo Replays (if given url)	Yes	Yes	Yes
Lock Memo Replays	No	No	Yes
Command Line Entry	Some	Most	All

Detailed instructions: http://flashmeeting.e2bn.net/quickstart.html