

SARNET – Additional Features



The information contained in this document is designed to enhance your meeting room experience by guiding you through the use of some of the additional features introduced by the recent system upgrade.

For basic functionality and starting your first meeting, please refer to the meeting host guide.

Attendee Control

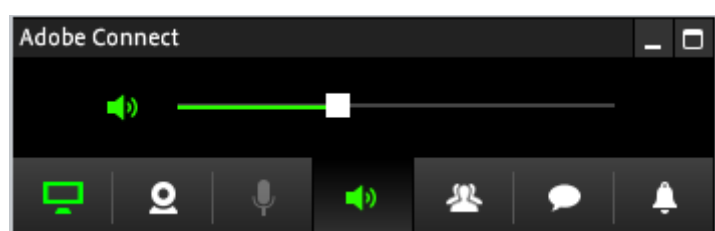
Access all controls to manage attendees from this option. You can change roles, grant rights and much more.



Camera, Speaker and Microphone Controls

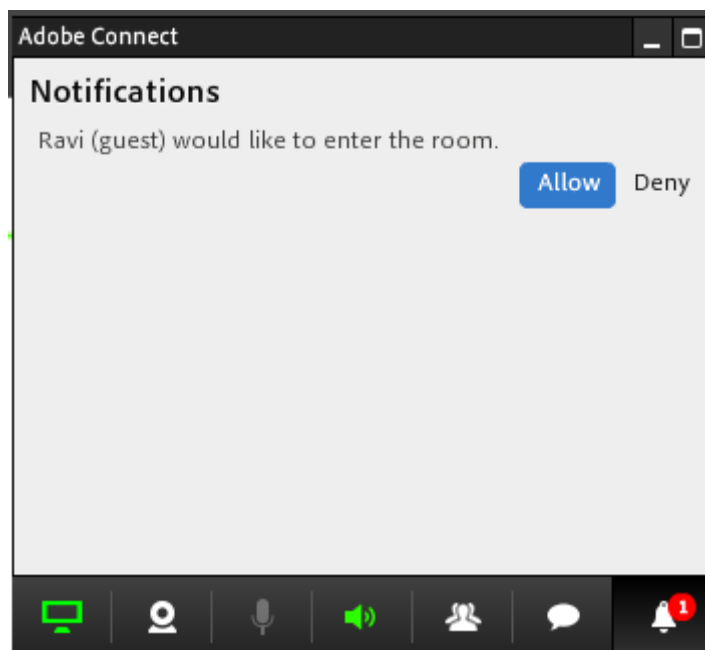
The next three set of options let you control your Web Camera, Speaker audio and Microphone audio respectively. You have a fully functional web cam pod here to start, pause and stop web cam feeds.

The Speaker and Microphone controls let you change the volume, mute and unmute your audio I/O devices.



Notification Control

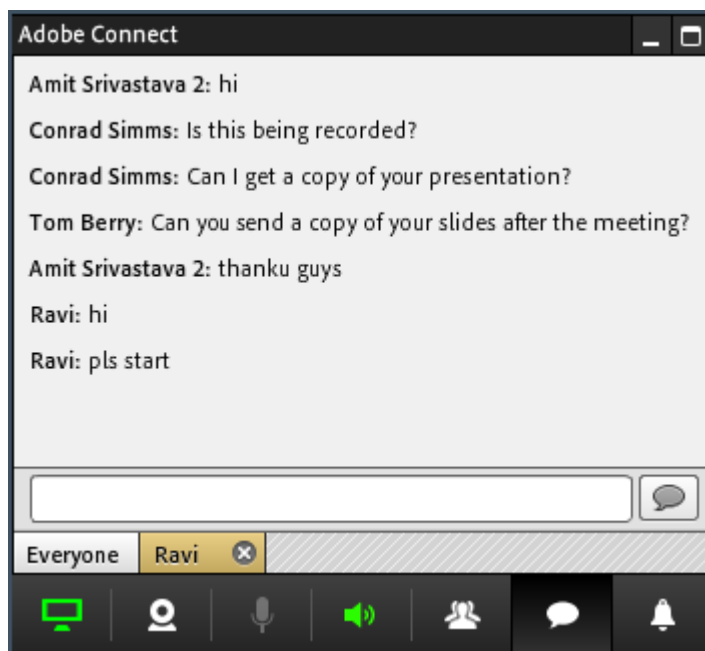
This option allows you to manage all your notifications such as allow/reject participants from joining the meeting and will show all the pending notifications that need your attention.



Chat Control

This option provides users to read and respond to all the chat messages in the meeting room. No more switching back to the meeting room just to check who is responding on the chat.

This great new feature lets you be interactive during Screen Sharing.



The panel on minimized mode notifies you about any new message received.

If you want to read it, simply click on the chat control icon. What's more, you can receive and respond to both public and private messages from here!

Screen Sharing

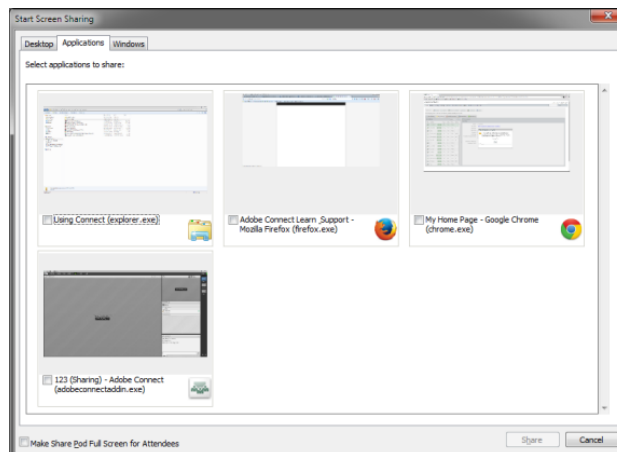
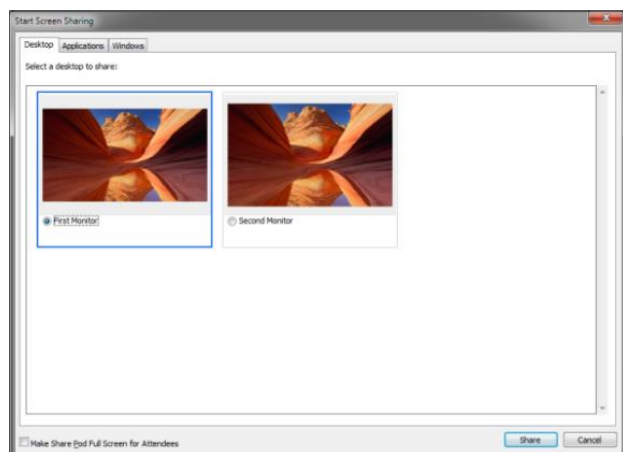
Preview of Windows and Applications



The screen sharing option dialog is designed to give you visual feedback of the available windows and applications.

This allows you to be sure of your current running applications. The blocked or blacklisted applications will not be shown in this screen.

Note: On Windows platform, this new dialog will come only for users who are using “Aero” theme, which provides the translucent experience. If Aero mode is off, users will be defaulted back to the earlier text list of applications. You can enable it by selecting an appropriate theme from personalize option when you right click on desktop.

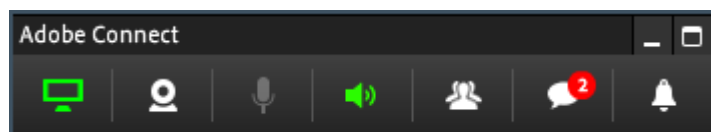


Screen Sharing MiniControl

Once you start screen sharing, the meeting room will give way to the new Screen Share MiniControl panel.

This panel provides tools that the presenter will need to control his meeting without having to end screen sharing or go back to the meeting room. All these options can be accessed by clicking on the individual icons.

The MiniControl panel itself is totally transparent to a participant, i.e. it will not cast any shadow on the screen being shared and users will see anything underneath it.



Note:

This panel is positioned in the bottom right corner of your screen by default. You can move this by clicking and dragging the top bar of the panel. The changed position will be honoured only for that session.

Compact Mode for MiniControl

The panel is transparent to end user, however if you still feel its obstructing your view, then it can be easily compacted. This can be done either of the following two ways:

- Click again on the icon of the current open view. For eg: if Share Area view is open, click on it again for the panel to minimize
- Double click on the top bar of the panel

As mentioned earlier, you can also move the panel by clicking and dragging the top bar.

Hiding the MiniControl

If for any reason you need to hide the MiniControl panel to task bar, simply click on the Hide icon. To bring back the panel, you simply need to click on the Connect icon in the task bar.



Hide MiniControl

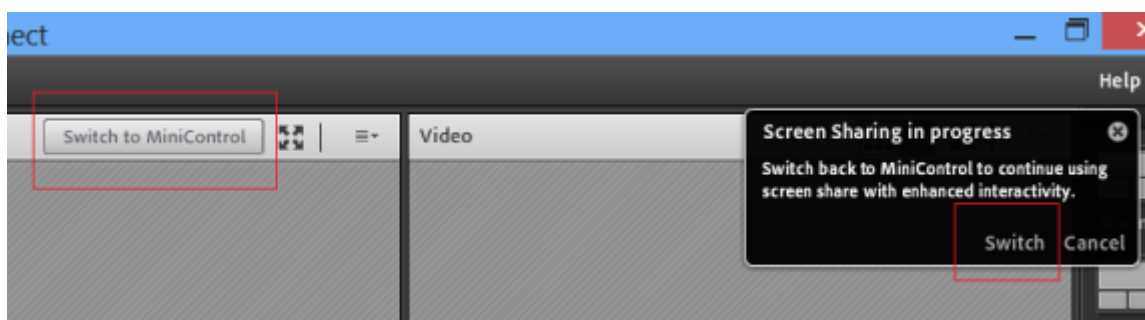


Switch to Full Meeting Room

In case the presenter needs to go back to the full meeting room to access functionalities not available in the panel, the option is available on the right top corner of the panel.

To open the full meeting room without stopping the screen share, click on the Switch to Meeting Room icon in the upper right corner of the MiniControl.

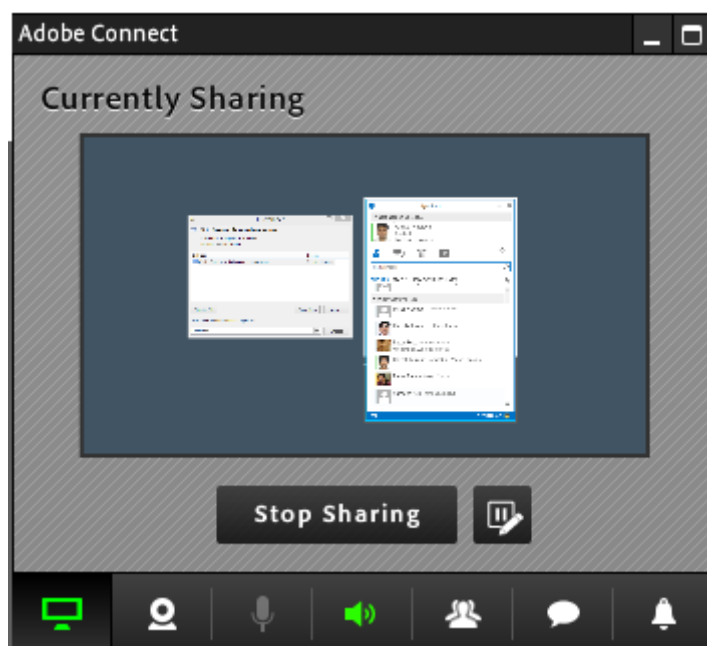
The presenter can come back to the MiniControl by simply click on the option in the share pod or from the Notification provided in the main meeting room.



Share Area

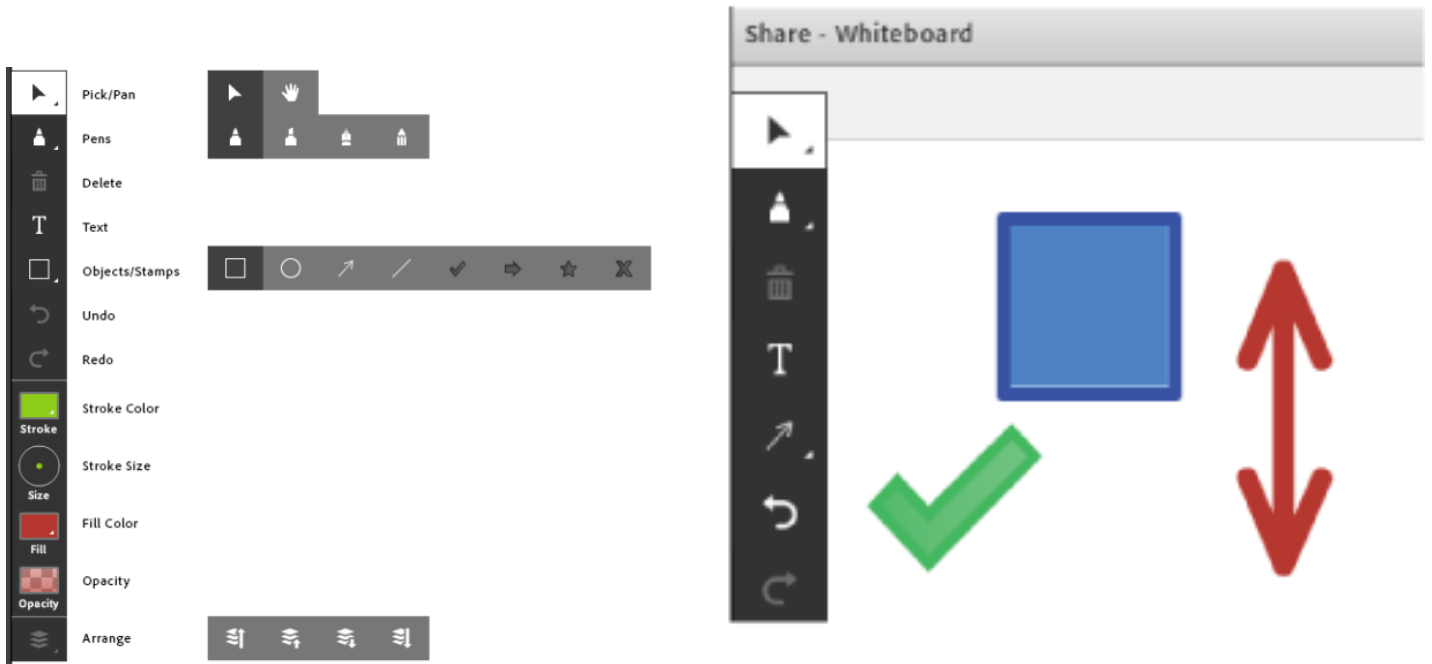
The first option is the most useful functionality and shows what exactly is being share with the end user.

It also provides the option to Stop Share and return to the full meeting room as well as option for pause and annotate.



Tool Palette

The palette is vertically oriented and the menus open horizontally. This closely matches the toolbar in Adobe Connect Mobile and is 'touch' friendly.

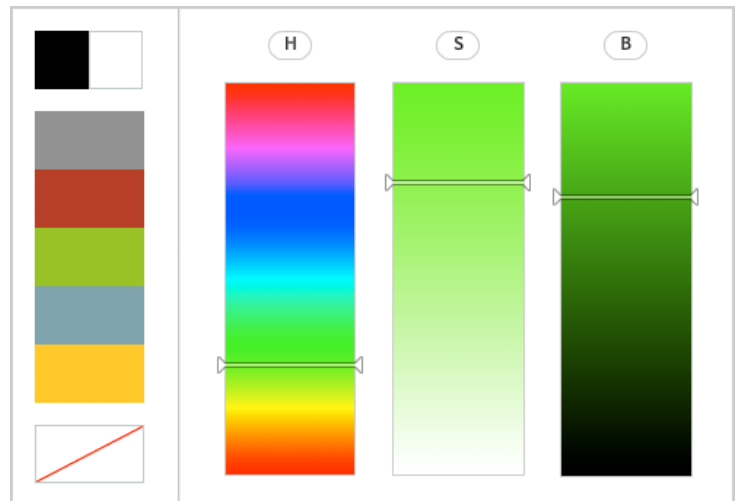


Pens

Marker		
Highlighter		
Pen		
Pencil		

You can select either a marker, highlighter, pen or pencil for your drawing

Colour Picker



This tool lets you pick colours by selecting hue, saturation, and brightness values using the vertical sliders.

Arrange Menu

The arrange menu lets you select objects that are behind, and move them forward, or objects in front, and move them behind other objects. The icons represent Move to Front, Move Forward, Move Backward, and Move to Back.

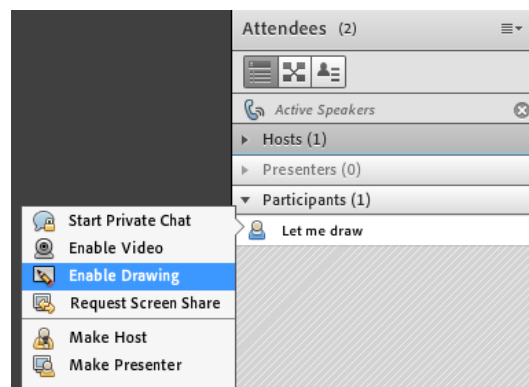


Permissions

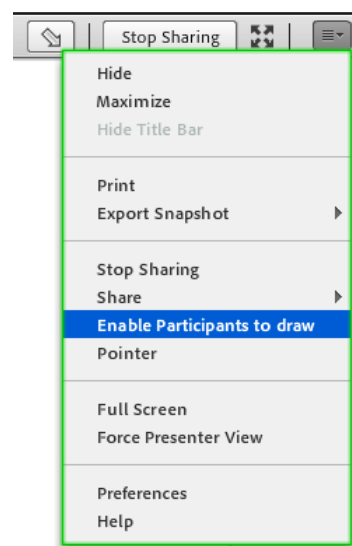
Hosts can grant drawing rights to Participants in three new ways.



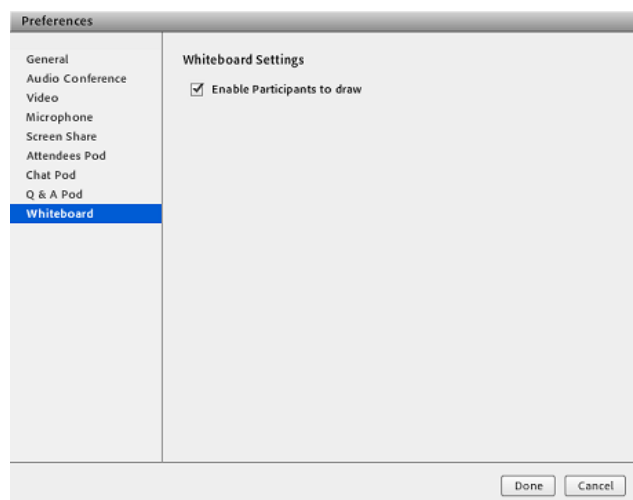
Individuals: If you just want to quickly give rights to one, two, or even a few Participants, simply select them from the Attendee List and hover over their names. You will see a menu allowing you to “Enable Drawing”. The menu will change to “Disable Drawing” if the participant already has drawing enabled to allow you to easily revoke the rights.



All participants for a single pod: If you would like to allow everyone to draw on a particular share pod or whiteboard, just select Allow Participants do draw from the context menu of that pod. You can easily disable the rights for everyone by selecting the menu again.



Everyone for all pods: If you always want to allow participants to draw, whenever the drawing tools are active, on any share pod or whiteboard, you can now set this as a preference for the meeting room. This preference will be remembered for every session you have in that particular room.



Export Your Drawings

When you're finished with your masterpiece, you can now easily export it, either saving locally or sending it to yourself and others. Just select the Export Snapshot from the context menu in the pod of choice.