



C-Meeting

Web Conferencing

User Guide



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C-Meeting
CONFERENCING & COLLABORATION

Welcome to C-Meeting

Go to the C-Meeting website through your web browser www.c-meeting.com

Select *Log in* and enter your C-Meeting credentials:

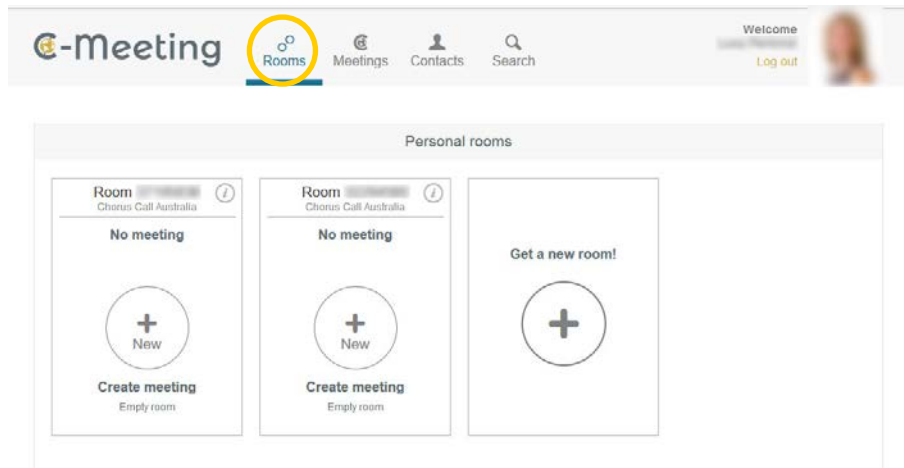




C-Meeting
Consistent Collaboration

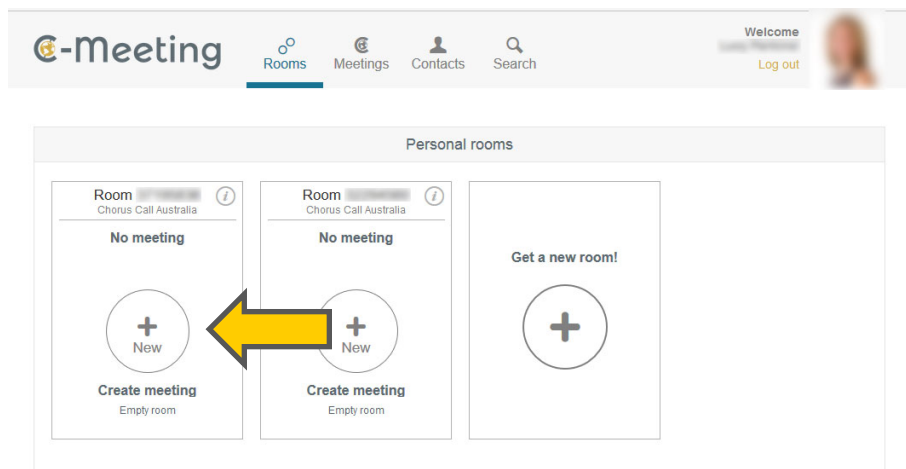
Creating your C-Meeting

Select *Rooms* from the top of your C-Meeting dashboard:



Click *Create meeting*:

(You will then be given the option to repeat the settings for the last meeting you held, or alternatively create a brand new meeting)



Input the details of your meeting:

The screenshot shows a 'Create' meeting window. It includes a meeting picture, a 'Change meeting picture' link, a 'Title' input field, a 'Preset' dropdown menu (set to 'Business'), a 'Description' field, an 'Auto extend' dropdown menu (set to 'Enabled'), and three radio buttons for scheduling: 'Always available', 'Start now' (selected), and 'Scheduled'. The 'Duration' is set to '1 Hour(s)'. At the bottom, there is a 'Selected room' section with a grid of time slots from 14:00 to 03:00. The 20:00 slot is highlighted in yellow. A 'Cancel' button and a 'Done' button are at the bottom right.

Title: Input the title for your meeting

Preset: This determines the setting for your meeting, (but can be customised further), ie:

- *Business:* An interactive mode where delegates participate in the meeting both verbally and logistically.
- *Town Hall:* A listen and view only mode for delegates, with minimal interaction capabilities
- *Streaming:* A listen and view only meeting for participants
- *Telemedicine:* Optimal settings for a two person interaction

Auto-Extend: Your meeting will terminate at the end of the duration you have set, unless you utilise this setting to allow for a more flexible time frame

Scheduling: Decide on the timing for your meeting.

- *Always available:* Your participants can utilise the meeting room at any time
- *Start now:* Activate your meeting and alert your invitees that the meeting room is open
- *Scheduled:* Select the date and time of your meeting



C-Meeting
Content Collaboration

Customising C-Meeting

Select *Customise* to tailor your meeting settings:

Edit Customize

Title Demo

Preset Business

Description

Auto extend Enabled

Scheduled

Live on 07/12/2016 **at** 13:30 (UTC+10:00)

Duration 1 Hour(s) **Early Start** Disabled

Selected room: 07:00 08:00 09:00 10:00 11:00 12:00 13:00 14:00 15:00 16:00 17:00 18:00 19:00 20:00

Cancel Done

Customize Invite

Live desktop layout

Visibility Private

Guest join

Recording Disabled

Publish webcam Everybody

Organizer quality Medium

Moderators quality Medium

Others quality Medium

Integrated audio Enabled

Phones

Dial-in Everybody

PIN not required

Web call Everybody

Audio streaming Nobody

Audio control (self) Organizer and Moderators

Audio control (others) Organizer only

Talk on entry Everybody

Default connection Web call

Allowed to start Organizer only

View webcams Everybody

Private chat Everybody

Public chat Everybody

Library upload Everybody

Library download Everybody

Poll management Organizer and Moderators

Q&A management Enabled

Token Control Organizer only

Meeting password Disabled

Additional info Disabled

Cancel Done

Desktop Layout – Allows you to tailor your desktop appearance

Visibility – Decides security levels for your guests

Guest Join – This tick box needs to be selected if you are inviting participants through their email address

Recording – Enable, disable your recording capabilities or set to manual

Publish Webcam/Quality – Select which webcams can be viewed, with quality settings

Audio – Enable or disable the integrated audio and interactive audio settings

Chat – Adjust access to the chat function

Library – Decide which delegates are able to upload and download document

Polling/Q&A – Decide who can view and take part in your meeting interactions

Token Control – Enables the capability to delegate hosting the meeting

Meeting Password – The ability to set a password to restrict entry

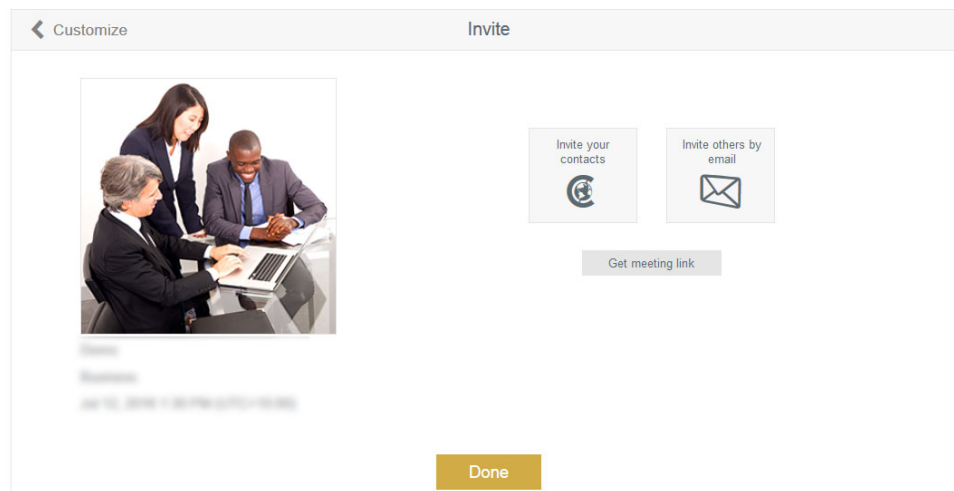
Once you have chosen your settings click *Invite*



C-Meeting
Consent Collaboration

Inviting guests to a C-Meeting

There are a number of ways to invite participants to your meeting:



- *Invite your C-Meeting contacts:* when a participant joins a meeting they have the option to become a C-Meeting member, they will then be automatically added to your contact list
- *Invite by email:* If delegates are not C-Meeting members, you may invite them by email. Simply enter each email address, separated by a semi-colon (;)
- *Send the meeting URL:* Copy the meeting link into your own invites/documents

When invitees have been entered, click *Done*.

Participants will be sent an email invite which they may save to Outlook calendars.

C-Meeting

Hello **Your Name**

Your Demonstration - is scheduled on 12 July 2016 at ##:## PM (UTC+10:00). You will receive a notification when the meeting is Live.

Click the iCalendar attachment to add the meeting to your calendar.

Title: Your Demonstration ([Click to open meeting page](#))

Organizer: Your Name ([Click here to open user page](#))

Start Time: 12 July 2016 at ##:## PM (UTC+10:00) Australia/Melbourne

Duration: 60 minutes

You may join the audio conference by dialling the audio conference bridge.

Dial-in phone: +61 (0)7 ##### (AU) (Click [here](#) to see the complete list of phone numbers.)

Passcode: 338 ### 79

PIN: 303 ### 9450 (**This is a unique code assigned to you only, please do not forward or redistribute this email)

We recommend that you test your computer's compatibility before the start of the web conference by accessing the [System Test](#) page.

This message is automatically generated by C-Meeting. Do not respond to this email.

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C-Meeting

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Prepare for your C-Meeting

Now you have created your meeting, you have the opportunity to prepare and make any required additions or alterations.

Meeting: Demo

Organize and invite Start Edit Customize Invite Delete Repeat

July 12, 2016 at 1:30 PM (UTC+10:00)
Duration 1h

Organizer [redacted]

Preset Business

Visibility Private

Phone [redacted] PSTN See All

Passcode (Host) [redacted] (Guest) [redacted]

PIN [redacted]

Invitees 0

The meeting has no invitees. Invite your contacts to join it

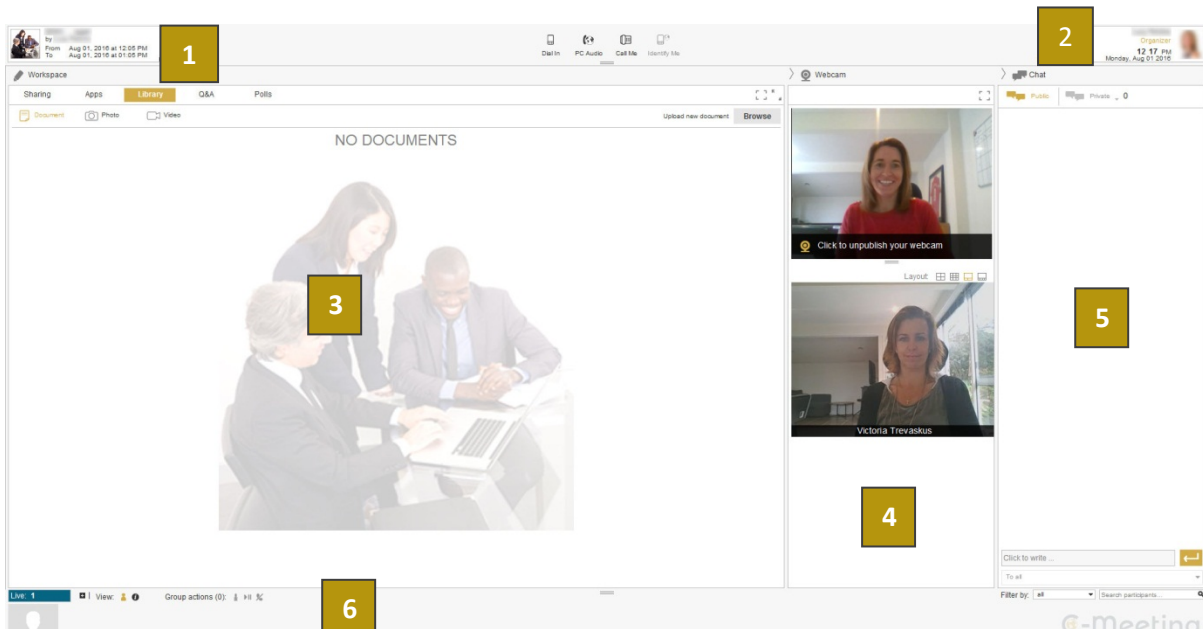
Documents 0 Photos 0 Videos 0 Comments 0 Polls 0

Add

For example:

- Upload documents/media, comments and polling in advance of your meeting
- Edit your meeting details
- Revisit customising your settings
- Invite additional guests

You are now ready for your C-Meeting!



1: MEETING DETAILS

Hover over meeting details to:

- activate recording
- mute guests
- revise meeting information

2: ORGANISER DETAILS

Hover over organiser details to:

- adjust your settings
- revise your meeting information
- end the meeting

3: SHARING AND INTERACTION WORKSPACE

- **SHARING:** Guests will select this page to view any information being shared.
- **APPS:** This is where the Host will select the application that can be shared during the meeting.

NB: When logging on for the first time, you will be requested to download a sharing plugin. You will need to close and restart the program once the download has completed.

Once your applications are visible hover over the application/document that you want to share and click 'share'.

- **LIBRARY:** Hosts and Guests can upload documents/media to the library for viewing and sharing by clicking 'browse' and then selecting the item to be shared. Documents will be available to download from the library.
- **Q&A:** When a Guest asks a question during a meeting, it will present in the Q&A screen. The Host has the option to either decline, or respond to questions.
- **POLLS:** The Host has the option to add a poll, and open it to Guests. Once polling is complete, the Host has the option to share the results with the audience.

4: WEBCAM SHARING

5: PRIVATE/PUBLIC CHAT

6: ATTENDANCE INFORMATION

Hover over attendees to:

- access functions for highlighted attendees
- private chat
- passing presenter rights
- selecting a moderator for Q&A and polling

Utilise the attendee toolbar to:

- see how many attendees are online
- see which invited attendees are not online
- mute all participant lines
- disconnect all audio lines



C-Meeting
Conferencing & Collaboration

Joining a C-Meeting

When you are invited to a C-Meeting you will receive an email invitation. The email will contain the link *click here to join the web meeting*. Once you click the link, you will be directed to the C-Meeting homepage.

Option One: For non-registered users

Select *guest*:

The screenshot displays the C-Meeting interface for a non-registered user. At the top, the C-Meeting logo is on the left, and 'Log in' and 'Join meeting' buttons are on the right. Below the header, a meeting title '12:49 PM (UTC+10:00)' and a 'is live now' indicator are visible. The main content area features a 'Log in' form with fields for 'Email' and 'Password', a 'Join' button, and a 'Guest' button circled in yellow. The footer contains copyright information, a language dropdown set to 'English', a search bar, and links for 'Terms of use', 'Privacy policy', 'Contact us', 'FAQ', and 'Check my computer'.

From here you will be prompted to enter your name and then select *Join* to enter the meeting.

Option Two: For registered users

Log-in to your C-Meeting account and select the *Meetings* page.

You will be able to see the specific meeting that you have been invited to attend. Select *Join*.