

SmileTiger Blueboard Meeting Server™ 2008 Client Guide



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1 Overview

Blueboard Meeting is a web-based meeting and presentation system. It offers audio conferencing, video conferencing, document presentation and desktop sharing functionalities. It is an ideal solution for both small and large group meetings.

Blueboard Meeting offers a very convenient presentation mechanism. It integrates Microsoft Office into the client software, and allows you to edit and present PowerPoint slides, Excel sheets, Visio drawings, Word documents inside the Blueboard Meeting window. It removes the shortcomings of other meeting solutions. You do not need to switch among windows to share documents, and you do not need upload and distribute files before presentation.

Blueboard Meeting allows you to use Visio, Word and other Microsoft Office components to draw and write. This is a much more sophisticated and easy-to-use presentation option than the simple whiteboards in other meeting solutions. You will enjoy the powerful drawing capability in this software.

The software offers advanced multiparty text, audio and video conferencing capabilities. The excellent audio and video quality will give you rich and smooth presentation experience. You can communicate with each other in a near face-to-face scenario.

Features:

- Multiparty audio/video conferencing
- Text messaging
- Integrated Office document presentation
- Desktop sharing

Benefits:

- Present your PowerPoint slide show, Word documents and other office documents easily
- Use Visio, Word and Paintbrush to draw and write. No whiteboard features in other software can compare to the ability of these MS Office applications.
- Integrated and easy to use interface. No need to switch among windows when sharing your Office documents.
- Advanced real-time features allow you to interact with each other using audio, video, text and application sharing features besides the Office presentation.

How it works:

The Blueboard Meeting system includes a meeting server and a web-enabled meeting client. The meeting server offers the meeting service, and it can be hosted in any Windows 2000/XP/2003/Vista machine. The meeting client can run on Windows 2000/XP/2003/Vista machines.

Meeting organizers use web browsers to access the management interface in the meeting server. They can schedule meetings and send out meeting invitation emails.

Meeting participants need to install the meeting client in their machines before their first meeting. They use the invitation email or the login page in the meeting server to login into meetings.

This document is the client guide of the SmileTiger Blueboard Meeting Server 2008 software.

2 Installation

You will be asked to download and install SmileTiger Blueboard Meeting client software when you try to enter a meeting for the first time. To install the Blueboard Meeting client, simply download the exe file and open it. The installation wizard will guide you through the installation process.

After the software is installed, you can use Internet Explorer or Mozilla Firefox to enter meetings.

3 Login into a meeting

If you receive a meeting invitation, you can double click the URL link in the email to get to the login page. Otherwise, click the “Enter Meeting” link in your Blueboard Meeting Server’s web interface to get to the login page.

When you are in the “Enter Meeting” web page:

1. Enter Meeting ID of the desired meeting.
2. Enter password:
 - a. Enter the meeting’s Presenter Password if you want to send audio, send video or share documents in the meeting, or
 - b. Enter the meeting’s Viewer Password if you only need to listen and watch in the meeting.
3. Enter your name.
4. Click the Submit button. The Blueboard Meeting window will open and you will be put into the meeting.

If you click URL link in an invitation email to get to the login page, the meeting ID and viewer password will be filled in automatically.

4 Send Text Messages

All presenters and viewers in a meeting can send text messages in a meeting. To send message:

1. Type your message in the message input field in the right bottom corner of the meeting window. URL links will be recognized automatically.
2. Click Send button to send the message. All meeting participants will see your message in the Messages area.

5 Send Live Audio

Multiple presenters in a meeting can send live audio (speak) simultaneously, and all meeting participants can hear the audios.

To send audio:

- Click the Send Audio button on the top toolbar once. The button is toggled and your audio is broadcasted to all other meeting participants.

To stop sending audio:

- Click the Send Audio button on the top toolbar again. The button returns to normal state and the audio broadcasting is stopped.

You can also use menu item “Presentation | Send Audio” in the top menu bar to send audio.

6 Send Live Video

Multiple presenters in a meeting can send live video simultaneously, and all meeting participants can see the videos. The video are captured from the default video input device, which should be your USB webcam if no TV card and/or other video capture devices are presented in your computer.

To send video:

- Click the Send Video button on the top toolbar once. The button is toggled and your video is broadcasted to all other meeting participants. A preview video is added to the left video bar of the meeting window.

To stop sending video:

- Click the Send Video button on the top toolbar again. The button returns to normal state and the video broadcasting is stopped.

You can also use menu item “Presentation | Send Video” in the top menu bar to send your video.

The videos are presented in the left video bar. You can drag this separator to view more video if the video bar is full.

You can adjust the video speed by using menu “Tools | Options”.

7 Share Document

The Share Document feature allows you to present the content inside the 'My Document' tab to all meeting participants. You can open existed MS office documents or create new documents in the tab. When a document is opened, its related Office menu bar and toolbars will be displayed and you can use them to control/edit the document. The menu bar and toolbars are not shared, but the activities happening in the My Document tab will be broadcasted to all participants.

You can easily presents the following types of documents:

- PowerPoint Slides
- Word Document
- Excel Worksheet
- Excel Graph Chart
- Visio Drawings
- Paintbrush Image

To enable the Share Document function:

- Click the Share Document button on the top toolbar once. The button is toggled and the My Document tab is broadcasted to all other meeting participants. You can open or create documents to share.

To open an existed document:

- Click one of the document buttons on the top toolbar
- Select a file in the popup dialog.

To create a new document:

- Use menu "Presentation | New Document" to open a new document.

To close the opened document:

- Click the Close Document button on the top toolbar.

To disable the Share Document function:

- Click the Share Document button on the top toolbar again. The button returns to normal state and the Share Document function is stopped.

To change the sharing speed:

- Use menu item "Tools | Options" in the top menu bar.

8 Drawing and Writing

You can draw and write in the opened office document or image just like how you do it in a normal Office application. The drawing/writing process will be broadcast to all participants when the Share Document function is enabled.

9 Share Desktop

You can share your whole desktop to other meeting participants.

To share desktop:

- Click the Share Desktop button on the top toolbar once. The button is toggled and your desktop is broadcasted to all other meeting participants.

To stop sharing desktop:

- Click the Share Desktop button on the top toolbar again. The button returns to normal state and the desktop sharing is stopped.

To change the sharing speed:

- Use menu item “Tools | Options” in the top menu bar.