

SmileTiger Blueboard Meeting Server™ 2008 Server Guide



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Revision 2.0, Sept. 2007

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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 Server Guide of the Blueboard Meeting Server 2008 software.

2 Installation

SmileTiger Blueboard Meeting Server 2008 runs on TCP port 80 and 443, and you will need to have these ports available and opened before install or start the software.

To install the SmileTiger Blueboard Meeting Server 2008, download BlueboardServerSetup.exe and execute it. The installation wizard will take you through the installation process.

After the software is installed, you can use a web browser to manage the server. The server web management site is:

`http://YOUR_SERVER'S_DOMAIN_NAME_OR_IP_ADDRESS/`

3 Web-based Management Interface

You can use web browser to manage the server and meetings. To open the Web-based Management Interface

1. Start Internet Explorer.
2. Enter address `http://<your server's domain name or IP address>`

4 Enter 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 Enter 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.

5 Server Administration (For Administrator)

The server is administrated by a server administrator. An administrator can add, delete and edit moderators.

5.1 Login to Server Administration Page

1. Click the “Login” link under **For administrators**. The authentication page displays.
2. Enter the administrator name and password, and click on **Login** button. The server administration page displays.

If this is your first time to use, enter *admin* in both the administrator field and the password field.

Click on the links under “For administrators” to manage the server.

5.2 Edit Administrator Properties

There is one administrator name/password pair for each Server. This name/password pair is required to login to Server Management Tool.

1. Click “Edit administrator properties” under **For administrators**. A new page appears.
2. Type the new administrator name and password, and then click **Update** button.

5.3 Manage Moderators

You can add multiple moderators to the Server. The moderators are responsible for managing meetings.

5.3.1 Add A New Moderator

1. Click link “Create new moderator” under **For administrators**. A new page appears.
2. Type in new moderator name and password, then click **Submit** button.

5.3.2 Edit Existed Moderators

1. Click link “Edit existed moderators” under **For administrators**. A new page appears.

It displays all existing moderators with **Edit** and **Delete** links in front of each moderator’s name.

2. Click **Edit** link at your chosen moderator row. A new page appears.
3. Type new moderator name and/or password to edit.
4. Click **Update** button. The change takes effect immediately.

5.3.3 Delete A Moderator

1. Click link “Edit existed moderators” under **For administrators**. A new page appears.

It displays all existing moderators with **Edit** and **Delete** link in front of each moderator’s name.

2. Click **Delete** link at your chosen moderator row. This moderator is deleted.

6 Meeting Management (For Moderators)

Moderators in the Blueboard Meeting Server are responsible for managing meetings.

6.1 Login To Moderator Account Management Page

1. Click the “Login” link under **For moderators**. The authentication page displays.
2. Enter the moderator name and password, and click on **Login** button. The moderator account main page displays.

Click on the links under “For moderators” to manage the server.

6.2 Edit Moderator Properties

1. Click “Edit moderator properties” under **For moderators**. A new page appears.
2. Type the new moderator password, and then click **Update** button.

6.3 Manage Meetings

6.3.1 Add A New Meeting

1. Click link “Add new meeting” under **For moderators**. A new page appears.
2. Type in all required fields in the new page. The click **Create Meeting** button.

6.3.2 Edit Meeting Properties

1. Click link “Edit existed meetings” under **For moderators**. A new page appears.

It displays all existed meetings with **Invite**, **Edit** and **Delete** links in front of each meeting topic.
2. Click **Edit** link at the chosen meeting row. A new page appears.

It displays properties of this meeting. You can change any of them.

6.3.3 Delete A Meeting

1. Click link “Edit existed meetings” under **For moderators**. A new page appears.

It displays all existed meetings with **Invite**, **Edit** and **Delete** links in front of each meeting topic.

2. Click **Delete** link at the chosen meeting row. This meeting is deleted.

6.4 Invite Users to a Meeting

1. Click link “Edit existed meetings” under **For moderators**. A new page appears.
2. Click **Invite** link at the chosen meeting row. A new page appears.
3. Click **Invite** link to send out invitation email.