

## Netviewer Meet 6.3 Short Manual - Participant

### Start session

Start the Netviewer participant program

- from <https://my.netviewer.com>.
  1. Click on "Join a session" in the upper right hand corner.
  2. Enter the session number (which you received from the Moderator) and your name.
  3. Click on the "Join now" button.
  4. The Participant program will download.
  5. Run the Participant program to participate in the session.\*
- locally from your computer after saving it on your hard disk.
- from another location named by the Moderator.
  1. Double click on the Netviewer icon or on the link indicated by the Moderator.
  2. The **Start session** dialogue will be displayed.



3. In the **Start session** dialogue, enter the **Session number** as communicated to you by the Moderator.
4. If the session is password protected, a further dialogue will be displayed for entering the password.
5. Click on **Connect** to enter the session.

The Netviewer session can begin!

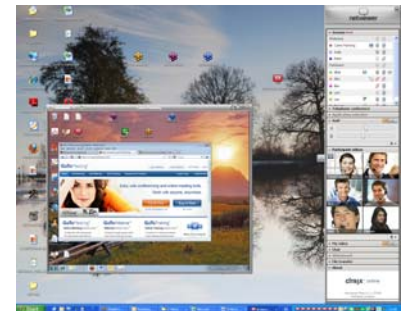
\* Notice: If you use Internet Explorer you can start the exe file straight away. With other browsers you first have to save a local copy of the file to your computer and execute it from there.

## In watch mode

As a participant you start in watch mode, i.e. you see a grey-framed **Netviewer window** containing the content of the Moderator's or another participant's screen.

Within the Netviewer window you can either use the **pointer** (without remote control) or the Moderator can hand over **remote control** to you. With remote control you have access to the approved applications, you can control the session partner's mouse cursor, and you can make file transfers by drag & drop.







On the right of the screen you can see the **clip**. Click on the clip to open the **control panel** and access the functions of Netviewer Meet.



## Functions in the Netviewer Control panel

The Control panel contains various trays that can be opened and closed. Control panel trays can be easily dragged away from the control panel, dropped anywhere on the screen, and resized as desired.

In the **Session** tray you can see...

	that the session is being recorded.
	the status of screen transfer to the participants (grey/striped – incomplete/reduced colour depth).
	who is in show mode—yourself, the Moderator, or another participant.
	who has received remote control over the displayed screen.
	whose voice and video signal is being transmitted (max. 10 participants)
	select a variety of tools, such as: <ul style="list-style-type: none"> <li>• use emoticons in order to inform other session participants about your mood, your status, or your needs.</li> <li>• rename yourself within Netviewer</li> </ul>

Notice: The rights for displaying one's screen, remote control and speech are granted exclusively by the Moderator.

Would you like to transfer your own VoIP microphone signal to the session partners? Then right-click in the Netviewer window. A speech bubble (visible for all) will then appear with your name. The Moderator will now be able to grant you speech rights.



With the other trays you can...

### **Application selection**

Define which applications and screen elements are to be displayed to the session partners while in show mode.

### **Telephone conference**

Find the necessary information for joining the telephone conference which is taking place at the same time as the Netviewer session.

### **My monitor**

Check the screen transfer to the session partners. Use the context menu (right-click on the Monitor tray) to set the transferred colour depth and thus the transfer speed and quality.

### **VoIP**

Adjust voice transfer via Voice over IP.

### **Participant videos**

View your session partners' videos. You can drag individual videos from the control panel, drop them anywhere on your screen, and then change their size as desired.

### **My video**

View your own video and control how video is transmitted to the session partners.

### **Chat**

Send text messages to all or a selection of session partners. The tray flashes when a new message has arrived.

### **Whiteboard**

Draw and highlight on the screen – with different colours for each participant. Two different modes are available: Screenshot mode (screen freezes in place) and Live mode (screen transmission continues without restrictions).

### **File transfer**

Exchange files during the session, either with the help of the buttons or simply by drag & drop. Netviewer announces the arrival of new files by a flashing tray.

### **Favourites**

Create links to access files quickly.

### **Notes**

Make notes during the session.

## **In show mode**

Before your screen is displayed to the others, you will initially be queried. Your screen content is only transferred after you have expressly agreed to this. You decide upon the screen content to be displayed with the Application selection.

If you have granted **remote control** to a session partner, you can revoke this at any time with a simple press on the **security key** (default F11).

## **Exit the session**

To exit a session, click on the mini-panel's "Close"-button or close the Netviewer task in the Windows task bar.

Have fun Netviewing!