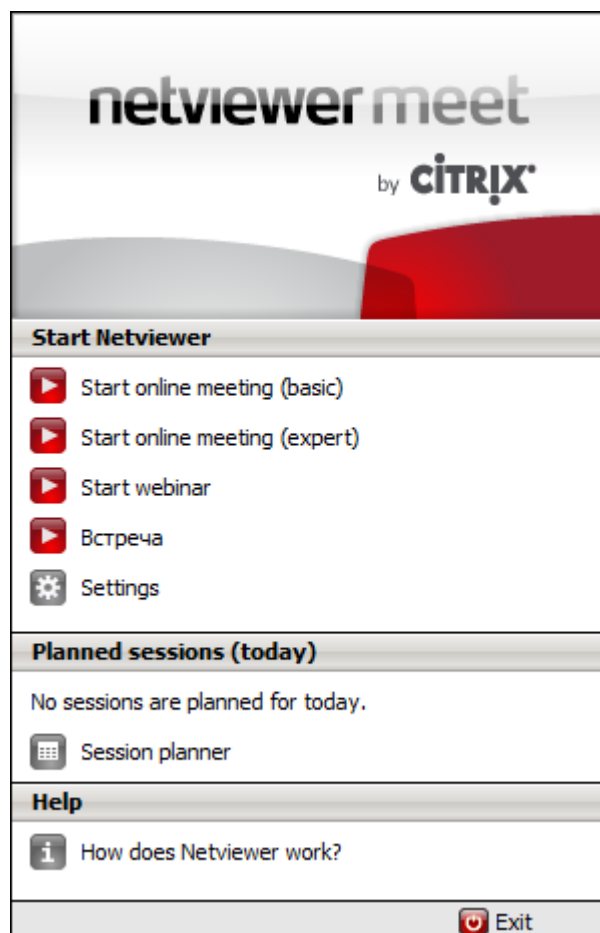


Netviewer Meet 6.3 Short Manual - Moderator

Start session

Start the Netviewer Moderator program

- from <https://my.netviewer.com>
 1. Sign on to the MyNetviewer customer portal.
 2. Click on the "Start meeting" button at the upper left of the screen.
 3. The Moderator program will now load. Run the Moderator program to start the session.
- locally from your computer, assuming you have previously saved the Netviewer Moderator program.
 1. Double-click on the Netviewer icon to start the program.
 2. The following window will appear:
 3. In the **Login** dialog, authenticate yourself with your e-mail adress and password.



4. The Start dialog opens.
Here you can (depending on your rights):

- click on one of the profiles to initiate the Netviewer session
 - click on **Settings** to access the MyNetviewer customer portal, administer your licenses and users, create and edit profiles, and grant authorizations
 - use the **Session planner** to organise upcoming sessions or
 - start a session planned for today.
5. Once a Netviewer session has been started, on the right-hand side of the screen you will see the Netviewer **mini-panel** with the nine-figure **session number** and the **control panel**.



The session number can be communicated to the participants by phone or via the e-mail invitation function which you can access in the mini-panel.











- Once the session participants have started the participant program and entered the session number, the Netviewer session can begin!

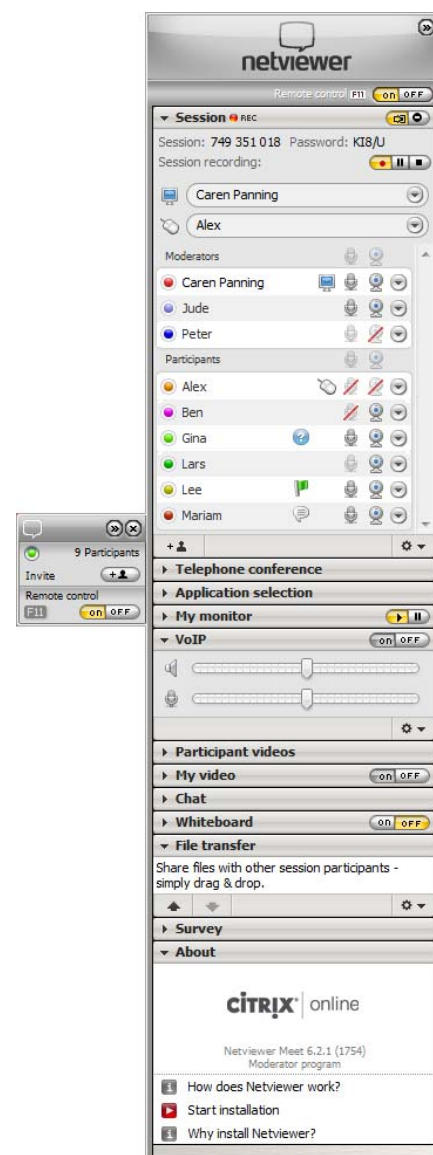
As moderator, you start in show mode, i.e. session participants see the content of your screen.

Functions in the Netviewer Control panel:

In the control panel you can see various trays that can be opened and closed. The control panel can be hidden or displayed again by clicking on the mini-panel. 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 will find the main information about the session and you can...

	see that the session is being recorded.
	control session recording.
	lock the session to further participants, or open it again.
	send an invitation with session details via e-mail. Skype users can invite people from their Skype contact list who are currently online.
	select whose screen is to be displayed, either your own or a participant's. *
	select who is to receive remote control over the displayed screen. * Notice: Pressing the security key (default F11) immediately revokes remote control from the selected participant.
	monitor the status of screen transfer to the participants (grey/striped – incomplete/reduced colour depth).
	select whose video signal will be transferred. Click on the symbol to grant or revoke transfer rights. Notice: Up to ten video signals can be transferred at one time. However, you can redistribute the video channels by granting or revoking the participants' transfer rights.
	select whose speech signal will be transferred over VoIP. Click on the symbol to grant or revoke speech rights. Notice: VoIP enables up to ten people (including moderators) to speak to each other simultaneously over a full-duplex channel. If ten people are already using VoIP transmission, newly arriving participants will initially be able to hear only, but not speak. However, you can redistribute the full-duplex channels by granting or revoking the participants' transfer rights.
	select a variety of tools, such as: <ul style="list-style-type: none"> use emoticons in order to inform other session participants about your mood, your status, or your needs. rename yourself within Netviewer appoint a participant to be co-moderator. remove a participant from the session.
	* after confirmation by the participant only



Notice: You can also use the drag-and-drop method to grant show and remote-control rights or assign the co-moderator role. To do this, simply drag a session participant into the desired category, such as into the moderator list.

With the other trays you can...

Application selection

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

Telephone conference

Start a telephone conference which will take place at the same time as the Netviewer session.

My monitor

Check the screen transfer to the participants.

VoIP

Activate and 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 and links to all or a selection of participants. The tray flashes when new messages have arrived.

Whiteboard

Draw and highlight on the screen with drawing tools – 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

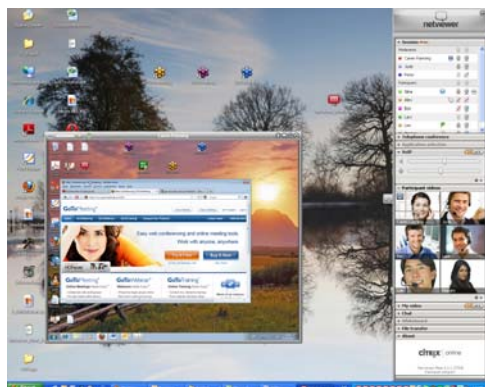
Exchange files during the session, either with the help of the buttons or simply by drag & drop. Netviewer announces the arrival of new files by a flashing tray.

Survey

Create spontaneous ad hoc surveys or extensive questionnaires.

In watch mode

Once you have granted the display rights to another participant, you can see the content of his or her screen in the grey-framed **Netviewer window**.



Within the Netviewer window you can either use the **pointer** (without remote control) or the participant grants you **remote control** rights (demand remote control rights in the session tray). With remote control you have access to the approved applications, you can control the participant's mouse cursor, and you can make file transfers by drag & drop.

Exit session

To exit a session, click on the mini-panel's "Close"-button.

Have fun Netviewing!