

### Start session

1. Start the Netviewer Meet moderator program (NV\_Meet\_Moderator\_EN.exe).
2. In the **Login** dialogue, authenticate yourself with your password and—if requested—with your user name.



3. The Start dialogue opens. Here you can (depending on your rights):
  - click on **Start session** to initiate a Netviewer session (with or without a profile),
  - use the **Profile manager** to create and edit profiles,
  - use the **User manager** to administer the Netviewer users and to assign user rights,
  - use the **Session planner** to organise upcoming sessions or
  - start a session planned for today.
4. Once a Netviewer session has been started, on the right-hand side of the screen you will see the Netviewer **mini-panel** with the six-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.
5. 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.

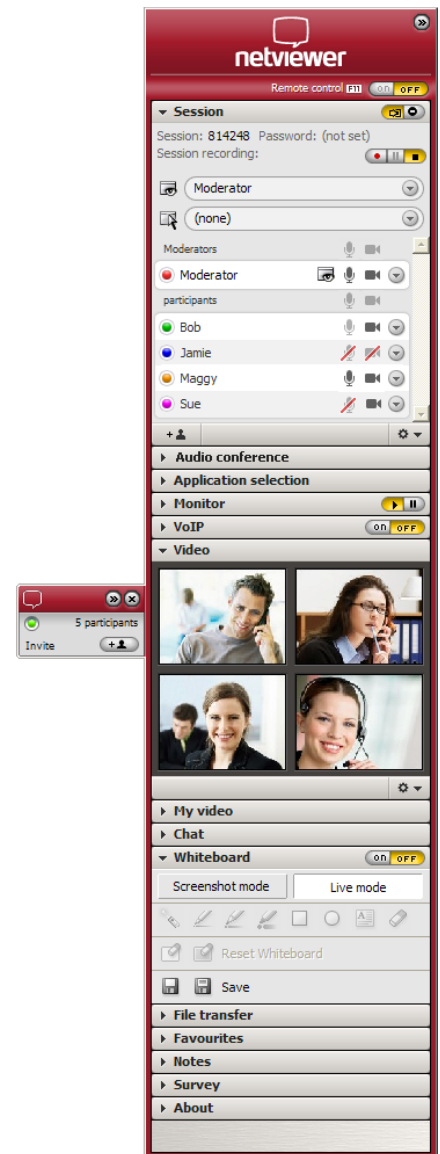
## Functions in the Netviewer Control panel:

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...

Notice: Depending on your product variant of Netviewer Meet, some functions may not be available to you.

	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 six 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 six people (including moderators) to speak to each other simultaneously over a full-duplex channel. If six 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"> <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> <li>• appoint a participant to be co-moderator.</li> <li>• remove a participant from the session.</li> </ul>
	* 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.

**Monitor**

Check the screen transfer to the participants.

**VoIP**

Activate and adjust voice transfer via Voice over IP.

**Video**

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.

**Favourites**

Create links to access files quickly.

**Notes**

Make notes during the session.

**Survey**

Create spontaneous ad hoc surveys or extensive questionnaires.

Important notice for Netviewer sessions with Mac participants and Netviewer Meet Web clients:

When moderating Netviewer sessions with Mac connected Netviewer participants you will be able to interact with these attendees using the desktop-sharing, change of direction of view, and remote control functions.

When moderating Netviewer sessions with Netviewer participants who are using the Netviewer Meet Web client you will be able to interact with these attendees using the desktop-sharing (participant in Watch mode), chat and remote control functions.

You will be able to take advantage of the full scope of licensed features whilst interacting with other Windows PC based attendees in the Netviewer Meet session.

Please note: For compatibility reasons, when a Mac client participates in a session, Windows clients must be of version 5.0 or higher to participate in the session. Likewise, Mac clients will not be able to join a session if a Windows client is participating with a version older than 5.0.

## 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 red-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!