



GoMeetNow Service from RHUB

## **User Guide**

# Table Of Contents

Preface .....	2
Welcome .....	2
Overview .....	2
Prerequisites .....	2
Definitions .....	2
Contraints .....	2
Hosting a Meeting .....	3
Joining a Meeting .....	8
Features .....	10
1. Pausing and Starting Application Sharing .....	10
2. Changing Application Sharing .....	10
3. Changing Presenter .....	10
4. Chatting .....	11
5. Sending Files .....	11
6. Changing Colors .....	13
7. Using Whiteboard .....	13
8. Using Annotation .....	13
9. Changing Controller .....	14
10. Recording .....	14
11. Hide the Attendee List .....	14
12. Disable Recording Function .....	14
13. Auto-Uninstall TurboMeeting from Attendee Computers .....	14
14. Display Transparent Windows .....	14

## **Welcome...**

This guide takes you through the steps to using the GoMeetNow service.

## **Overview**

GoMeetNow is an interactive presentation and web conference software used to facilitate remote sales presentation and product demonstrations. The GoMeetNow service offers options for unlimited meetings at a very reasonable cost, making web meetings fast and very affordable.

## **Prerequisites**

In order to use the GoMeetNow service, you need to be connected to the Internet and have already provisioned the service. See the "GoMeetNow Getting Started Guide" for more information on provisioning users.

## **Definitions**

The following terms are used throughout this manual.

GoMeetNow has two meeting types:

- Interactive Meetings – This refers to the conventional web conferencing.
- Seminars – This function ensures seminars easy, fast and reliable to join. Your attendees can join your seminars without any downloads.

In a meeting, a participant can be either the Host or an Attendee:

- Host: The person who initiates the meeting. Host must have a GoMeetNow user account.
- Attendee: The person invited by the Host to join a meeting. Attendee does not need GoMeetNow user account.

The Host or an attendee can either be:

- The presenter showing their computer to all participants
- A controller controlling the Presenter's keyboard and mouse

## **Constraints**

Here are a couple of constraints related to using the system:

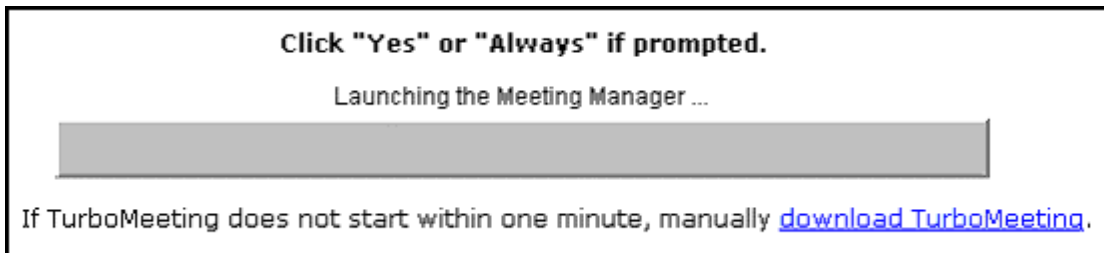
- At any moment in a meeting, there is only one host and one presenter.
- The host or the current presenter can assign any participant to be the presenter.
- The presenter can assign any participant or all participants to be a controller(s).

## Hosting a Meeting

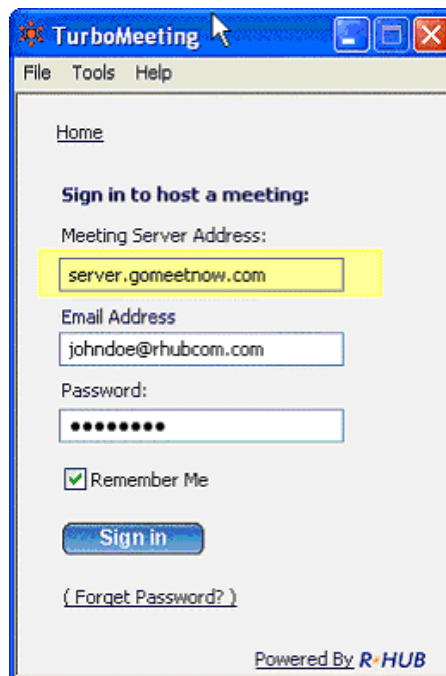
If you are hosting a meeting on GoMeetNow for the first time:

1. Log in to the store using your credentials.
2. In the Service Management Console, click on the Single Sign On link for GoMeetNow service. You will be taken to the Host Meeting page on the GoMeetNow portal.
3. If prompted, click the Yes or Always button to accept the TurboMeeting download.

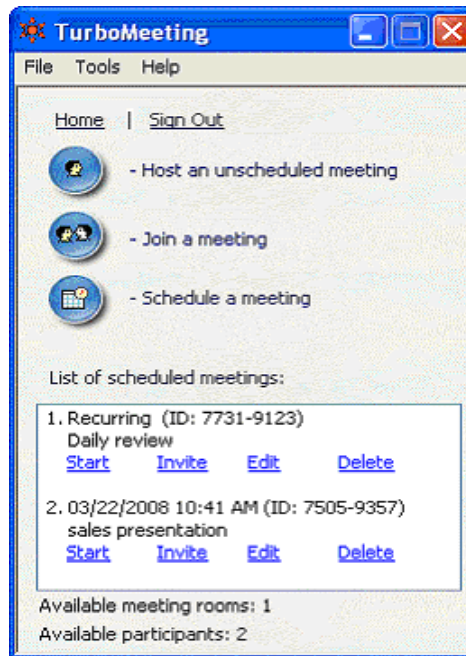
Note: If you are not prompted, click the Download TurboMeeting link to manually download and execute TurboMeeting.



4. Once the TurboMeeting desktop plug-in is installed on your desktop, it will directly sign you in the application. If however, the auto sign-on does not work enter server.gomeetnow.com in the Meeting Server Address field.
5. Provide your Email Address and the Password in the TurboMeeting client.
6. Click the Sign In button to login to GoMeetNow server.



7. Once you are signed in, you will see the TurboMeeting main window, as shown below:

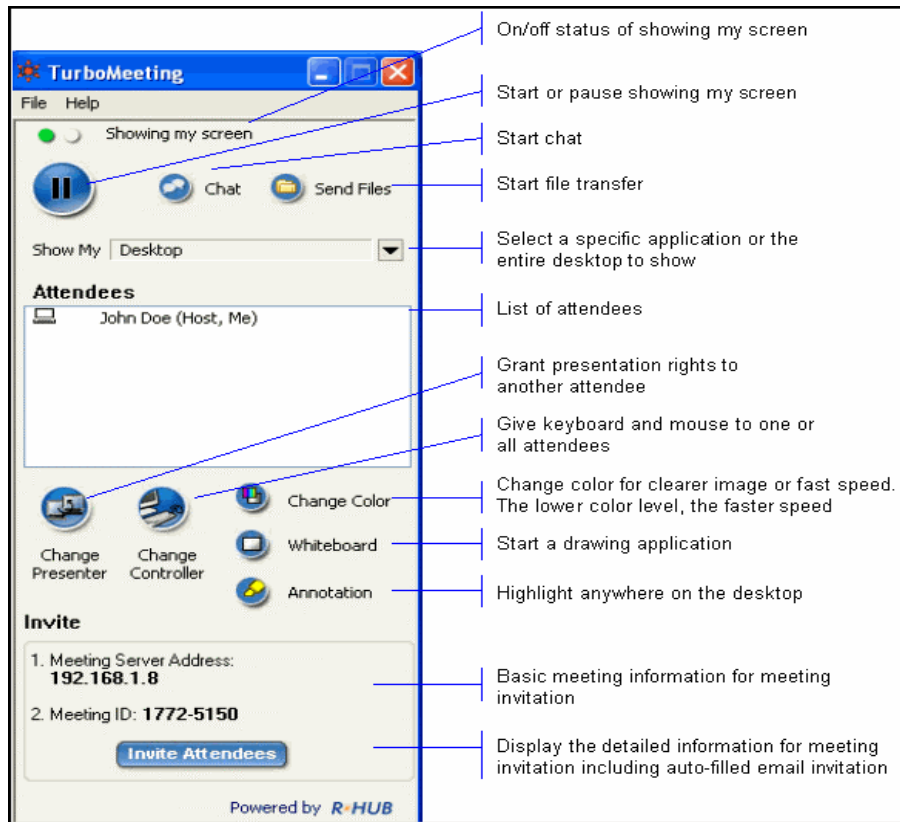


8. From here, you can either host an unscheduled meeting, or join a meeting or schedule a meeting.
9. Click the Host an unscheduled meeting link to start an instant meeting. You can also click on Schedule a meeting link if you want to schedule a meeting at a future date or time.
10. Select a meeting type and click the Continue button, as shown below:



Note: To see meeting type definitions, click the question marks next to the meeting type.

11. If you click on Host an unscheduled meeting link, the meeting is launched when you see the meeting launcher window as shown below:

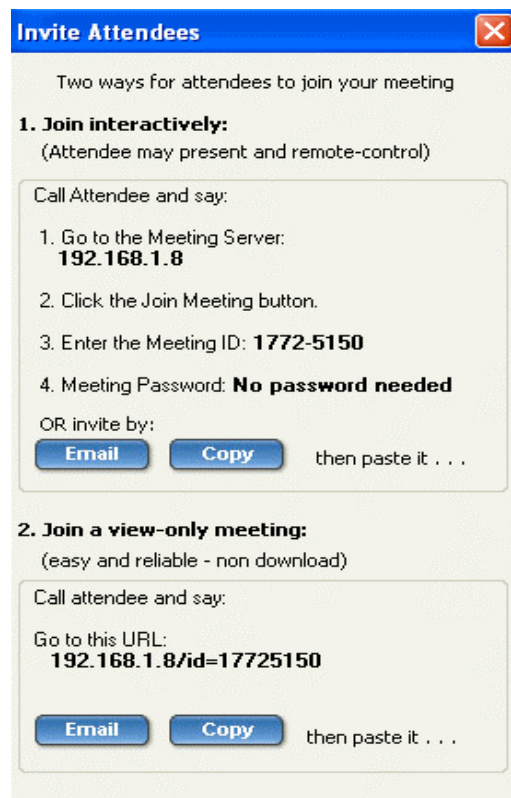


12. If you clicked on Schedule a meeting link, you will be taken back to the TurboMeeting Main Window where you can see the meeting you just scheduled.



13. Click on Start link for a scheduled meeting whenever you want to start the meeting. The meeting will be launched once you click on Start link under a particular scheduled meeting.

14. Click the Invite Attendees button to invite your meeting attendees.



15. From here, you can either invite interactive attendees, or view-only attendees.

Now the TurboMeeting application is installed on your desktop and you can use the desktop client directly to host / join any meetings on the GoMeetNow server.

## Joining a Meeting

Joining a seminar (view-only) is simply a matter of typing the URL in your browser provided by the seminar host. The following steps are needed to join an interactive meeting.

1. Click the "Please join my TurboMeeting session" URL from the invitation email sent by the meeting host.
2. The Meeting ID will automatically be filled in. Insert the Meeting Password (if one has been specified - leave blank if not) and your name. Click the "Join Meeting" button.

3. You will be prompted to accept TurboMeeting download to join your meeting. Click the Yes or Always button to allow the download.

**Click "Yes" or "Always" if prompted.**

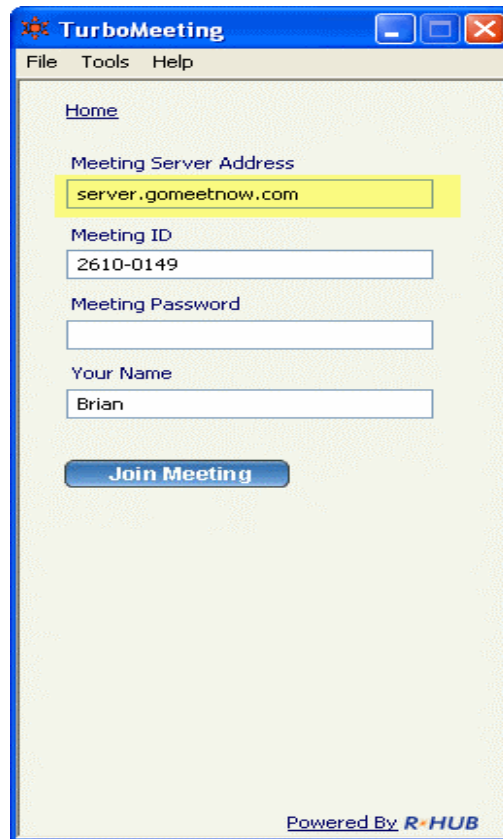
Launching the Meeting Manager ...

If TurboMeeting does not start within one minute, manually [download TurboMeeting](#).

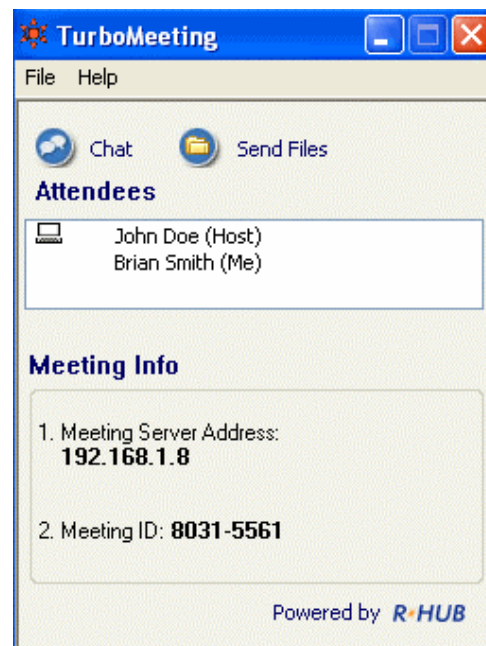
If a manual download is not required, you are automatically joined in the meeting.

If a manual download is required, after the download has completed, click the "Join a Meeting" button.

In the next screen, the Meeting Server Address, Meeting ID, and your name will automatically be filled in. Click "Join Meeting" button.



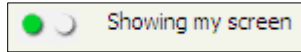
4. At this point, you have joined the meeting. You will see the Meeting Panel, as shown below, with your meeting details:



## Features

### 1. Pausing and Starting Application Sharing

When you start a meeting, by default, your desktop will be shown to meeting attendees. The green icon indicates that your screen is being shown.

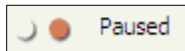


Icon indicating active application sharing

To pause showing your screen, click the Pause button.



The red icon indicates that the meeting is being paused.



Icon indicating that application sharing is paused

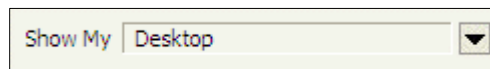
To start showing your screen, click the Start button.



The icon will now become green.

### 2. Changing Application Sharing

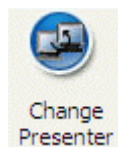
By default, your desktop is shown to the other attendees. The Show My drop-down list displays all the applications open in your system. To show another application, click the Show My drop-down and choose the application.



Option to change application sharing

### 3. Changing Presenter

The attendees who have joined the interactive meeting can also be the presenter to show his computer screen to meeting participants. By default, the host will be the presenter. However, during a meeting the host and the current presenter can assign any participant to be the presenter. To change the presenter, click Change Presenter and choose the presenter.



Option to change presenter

## 4. Chatting

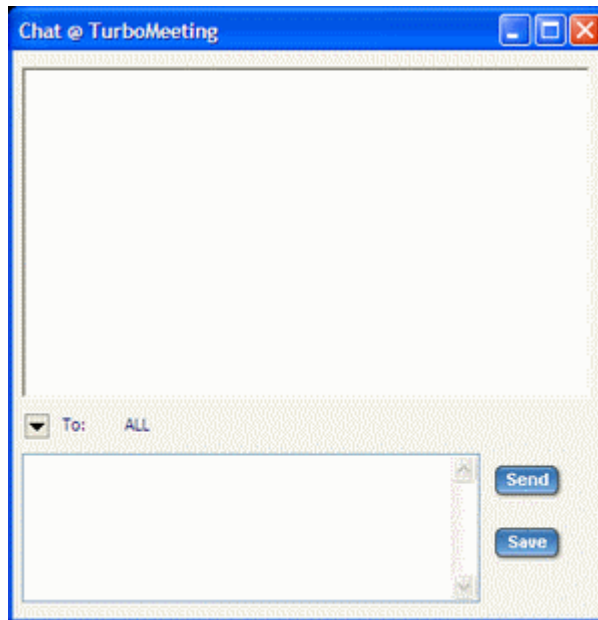
While convening a meeting you can also chat with attendees. To chat with the attendees:

- Click Chat.



Chat button

- In the Chat window you have the option of choosing the attendees with whom you want to chat. Click the drop-down arrow and select the attendees.



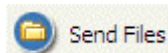
Chat window

- Type in the text and click Send. To save the chat transcript click Save. Browse to the location and save the file. The chat is saved as a text file or a rich text file.

## 5. Sending Files

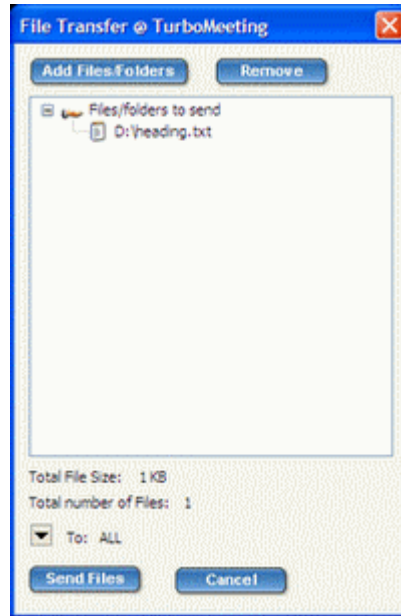
During a meeting, there may be a need to send some files between meeting participants. Instead of opening a mailing client and sending files, a participant can send files using TurboMeeting. To send files:

- Click Send Files to open the File Transfer dialog box.



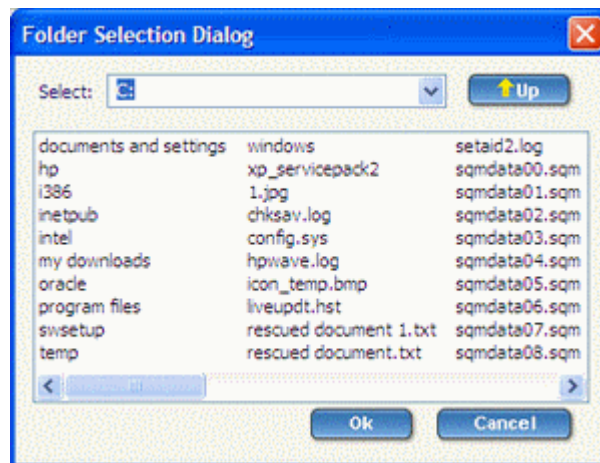
Send Files button

- Click Add Files/Folders.



Files Transfer dialog

- Select a particular folder from the drop-down list. All the folders and files in that directory are displayed.



Folder Selection dialog

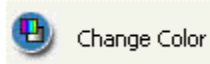
- Select the files, folders, or both and click OK. They are added to the list of files/folders to be sent.
- Click the drop down-arrow against To and select the participants to whom the files should be send. By default, the files are sent to all other participants.
- Click Send.

## 6. Changing Colors

There are three options available in TurboMeeting:

- Low Color (256 colors)
- High Color (16 bit)
- True Color (32 bit)

To change the color, click the Change Color button and choose the relevant option.



Change Color option

The Low Color is the recommended option for the best speed.

## 7. Using Whiteboard

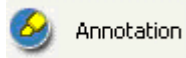
While making the presentation you might have to illustrate some points. The Whiteboard option in TurboMeeting is used for this purpose. Click Whiteboard and the Paint application opens, where you can illustrate certain points or draw diagrams.



Whiteboard option

## 8. Using Annotation

Using the Annotation feature you can highlight topics in your presentation. Click the Annotation button and emphasize the interested area using the mouse pointer.



Annotation option

When the annotate option is active, your computer screen freezes. Click Annotation again to unfreeze your computer.

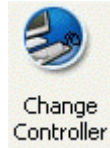


Emphasis using Annotation feature

## 9. Changing Controller

During the meeting, you as the presenter can assign a participant as the controller. A controller is the person who can control your mouse and keyboard.

To change the controller, click Change Controller. You can assign the control right to a specified participant or to all.



Change Controller option

The option Reclaim Controller will reclaim the control right of the controller(s).

## 10. Recording

During a meeting, you can record the presenter screen. It also records the voice captured by your computer microphone. To record meeting conversation, you need to turn on your speaker phone and move it close to your computer microphone in order to capture the audio.



Click the record button to start recording and click it again to stop recording. When stopping recording, the system prompts to ask you where to save the recording file. The file is an executable. Just run the file and it will replay the entire recording session.

## 11. Hide the Attendee List

As the meeting host, you can hide the attendee list from your attendees. Click the "Tools" and then uncheck "Attendee can view attendee list".

## 12. Disable Recording Function

As the meeting host, you can disable recording functions so that all attendees cannot record the meeting session. Click the "Tools" and then uncheck "Attendee can record".

## 13. Auto-Uninstall TurboMeeting from Attendee Computers

As the meeting host, you can tell the system to automatically uninstall the TurboMeeting client on the attendee computers at the end of a meeting session. Click the "Tools" then "Options" and check "Remove TurboMeeting from attendee computers at the end of sessions".

## 14. Display Transparent Windows

As the meeting presenter, you can display all transparent windows on your screen. Click the "Tools" then "Options" and check "Show all windows on my desktop".