



## **MXmeeting User Manual for PC Users**

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## Preface

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**MXmeeting** is a multi-function web collaboration system. The client-server architecture requires Internet connectivity for its operation. MXmeeting has four separate function groups, via these meeting types:

1. **Interactive Meetings** – This refers to the conventional web conferencing.
2. **Remote Support** – This function simplifies the connection to another computer to control and support it and provides a remote reboot capability for unattended support.
3. **Seminars** – This function ensures seminars easy, fast and reliable to join. You can join without any downloads.
4. **Remote Access to Computers** – This function provides access to remote computers such as your office/home computers all time whether your computer has power-cycled or not, the Internet has been disconnected (and reconnected later) or not.

Depending on the product model you buy, some of the meeting types may not be available to you.

## Organization

This manual provides the steps to use the **MXmeeting** web collaboration system. The User Manual is organized as follows:

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|            |                                |
|------------|--------------------------------|
| Section 1  | Setting up MXmeeting           |
| Section 2  | Hosting an Interactive Meeting |
| Section 3  | Joining a Meeting              |
| Section 4  | Common Features                |
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| Section 9  | Managing Profile               |
| Section 10 | Support Contact                |

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## Terms

The following terms are used throughout this manual. In a meeting, a **participant** can be either the Host or an Attendee:

- **Host:** The person who initiates the meeting. Host must have a user account in MXmeeting system.
- **Attendee:** The person invited by the Host to join a meeting. Attendee does not need an account in MXmeeting system.

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:

- 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).

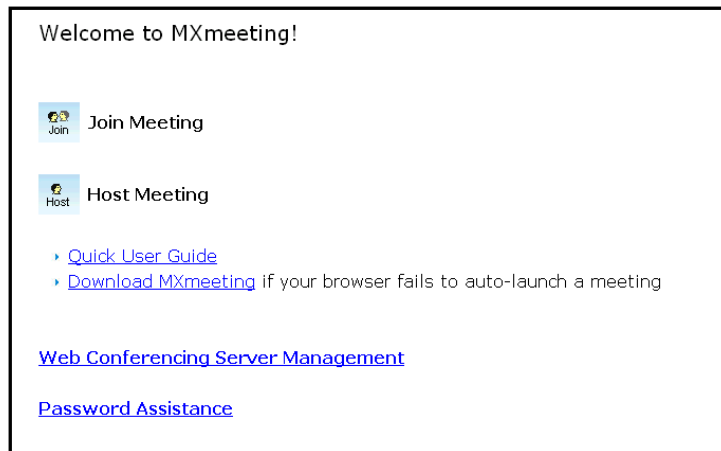
# 1. Setting up MXmeeting

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To host any type of meeting, you need to install and run the **MXmeeting** client. There are two options.

## Manual download

1. Go to your meeting server web address

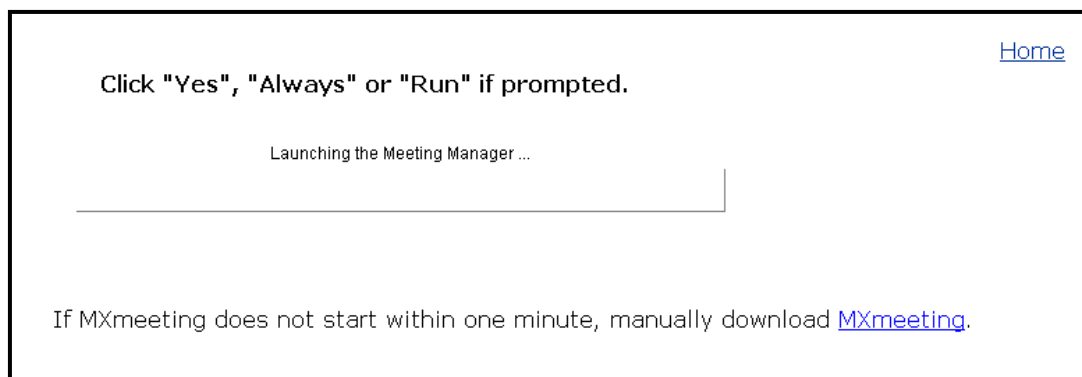


Home Page

2. Click [Download MXmeeting](#)
3. Run the download.

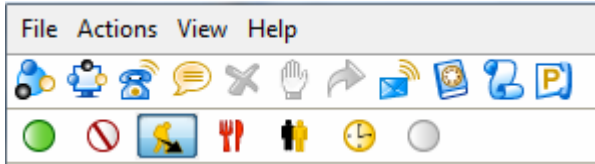
## Automatic download

1. Go to your meeting server web address
2. Click **Host a Meeting**.
3. If a Java Virtual Machine (JVM) is installed in your system, a message will prompt for your permission to install MXmeeting. Click **Accept**.



Automatic Download

After MXmeeting is installed, you can launch it by clicking the MXmeeting icon from your MXIE toolbar. (The MXIE toolbar is at the top of your MXIE screen and looks like the following)



MXmeeting Icon

You can also be launch MXmeeting by clicking the **MXmeeting** shortcut from the desktop or following the path **Start** → **Programs** → **MXmeeting** → **Start Meeting**.



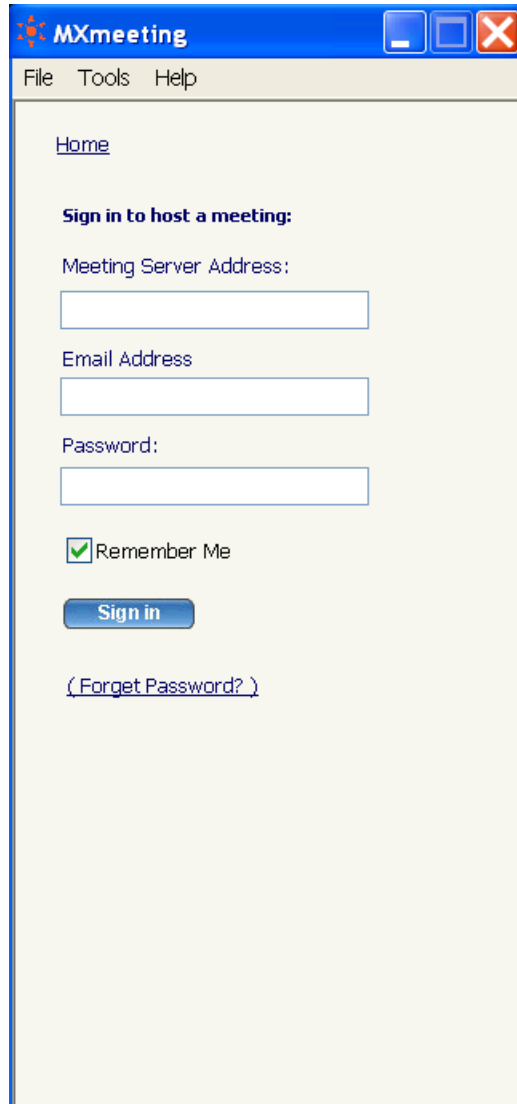
MXmeeting

MXmeeting Desktop Shortcut

You will have to sign in to host a meeting. Provide the following information:

- Meeting Server Address
- Email Address
- Password

First time users please note: Your network / IT administrator must provide your meeting server address, userid (your email address) and your password.



Signing in to host a meeting

## 2. Hosting an Interactive Meeting

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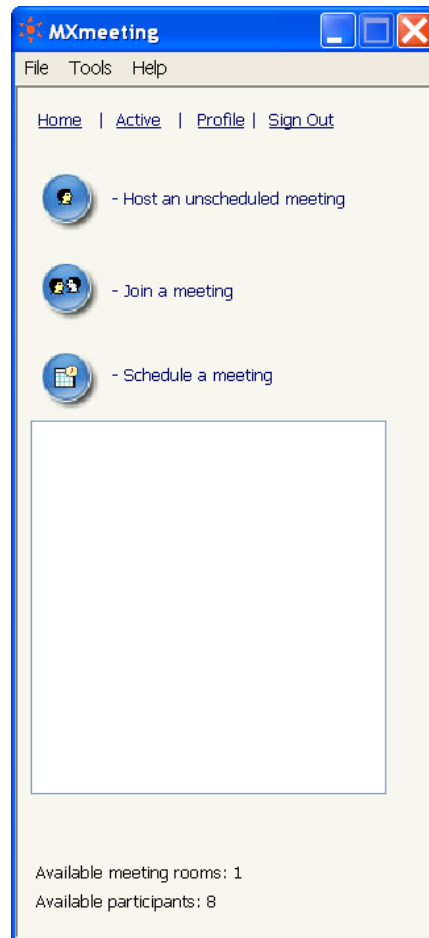
Using **MXmeeting** 4-in-1 products, you can host four types of meeting. You can choose the type of meeting you want to host. This section discusses the steps to host an interactive meeting. This meeting type is the conventional method of web conferencing. Each attendee (using either PC or Mac) can interact in the meeting and can be the Presenter or a Controller.

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar.



MXmeeting Icon

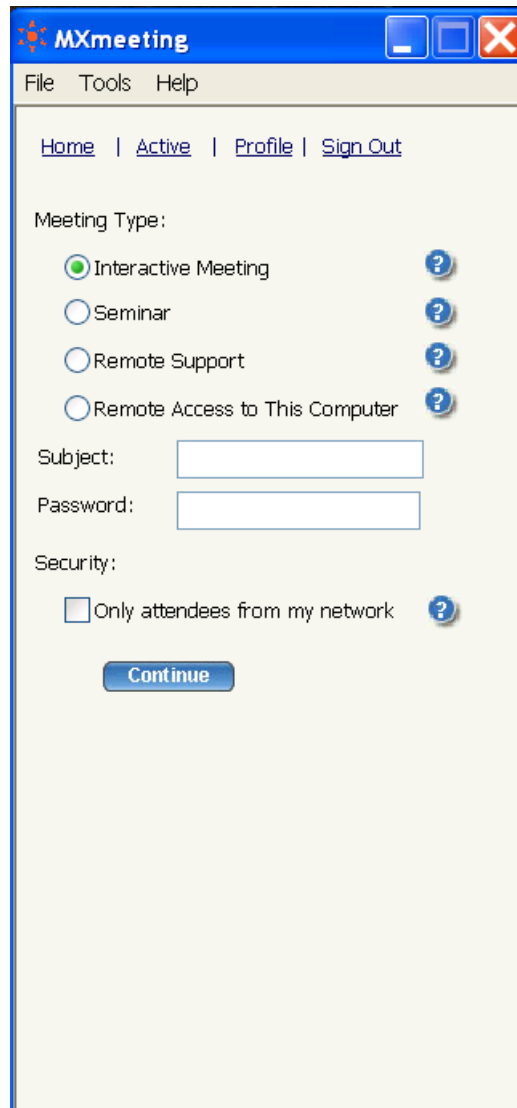
2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the List of scheduled meetings and the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting



Meeting Control Pane

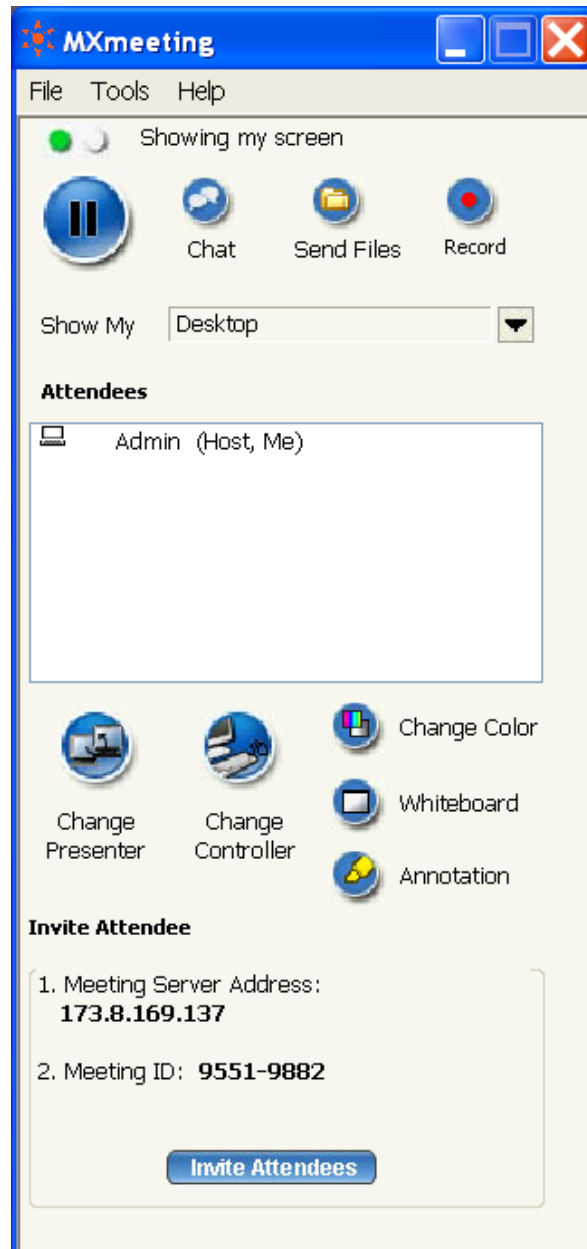
- Click **Host an unscheduled meeting** to host an impromptu meeting.
4. Select the meeting type **Interactive Meeting**
  5. Enter the **Password**, which is optional. If you enter a password, the invitees also would need to key in the same password.
  6. Click **Continue**.





Meeting Selection

This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.



Meeting screen

You now have to invite attendees to join the meeting. To invite attendees:

7. Click **Invite Attendees**. There are two ways the attendees can join the meeting:
  - **Join interactively** – Using this option, the attendee can present and control (remotely, via the Internet) the presenter's computer using the keyboard and the mouse. The steps that the attendee has to follow to attend the meeting are listed later. Click **Email** to mail the steps to the invitees or click **Copy** and paste the details to the attendees via online messaging tools.

- **Join a view-only meeting** – Using this option the invitees can attend the meeting without downloading **MXmeeting** client. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.

**Invite Attendees** [Close]

Two ways for attendees to join your meeting

**1. Join interactively:**  
(Attendee may present and remote-control)

Call attendee and say:

1. Go to the Meeting Server:  
**http://173.8.169.137**
2. Click the Join Meeting button.
3. Enter the Meeting ID: **9551-9882**
4. Meeting Password: **No password needed**
5. [Edit Conference Call](#): **218-339-2406**  
[Edit Access Code](#): **95519882**

OR invite by:

then paste it . . .

**2. Join a view-only meeting:**  
(easy and reliable - no download)

Call attendee and say:  
Please go to this URL:  
**http://173.8.169.137/id=95519882**

[Edit Conference Call](#): **218-339-2406**  
[Edit Access Code](#): **95519882**

then paste it . . .

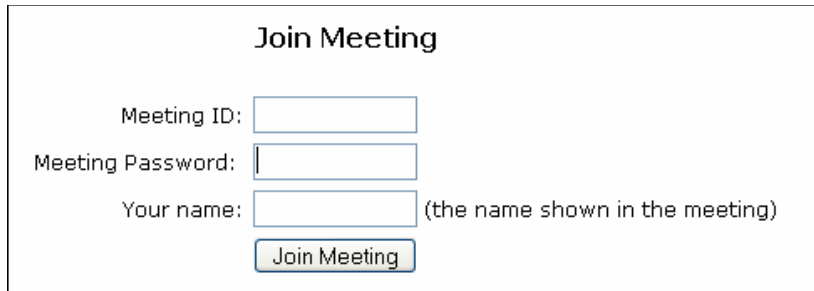
Types of invite

### 3. Joining a Meeting

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When you receive an invite from the host, open your browser and

1. Go to the meeting server.
2. Click **Join Meeting**.
3. Fill in the **Meeting ID**, **Meeting Password** and **Your Name**.
4. Click the **Join Meeting** button.



The screenshot shows a web form titled "Join Meeting". It contains three input fields: "Meeting ID:", "Meeting Password:", and "Your name:". The "Your name:" field has a note "(the name shown in the meeting)" to its right. Below the input fields is a button labeled "Join Meeting".

Joining a meeting

5. If the meeting is a seminar, which does not require any download, you now join a meeting.
6. If the meeting is not a seminar and you have a Java Virtual Machine (JVM) installed in your system, a message will prompt for your permission to install MXmeeting. Click **Accept**. Otherwise, you have to download MXmeeting client and run it.

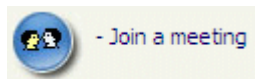
If you have already installed the **MXmeeting** client, follow these steps to join a meeting:

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar.



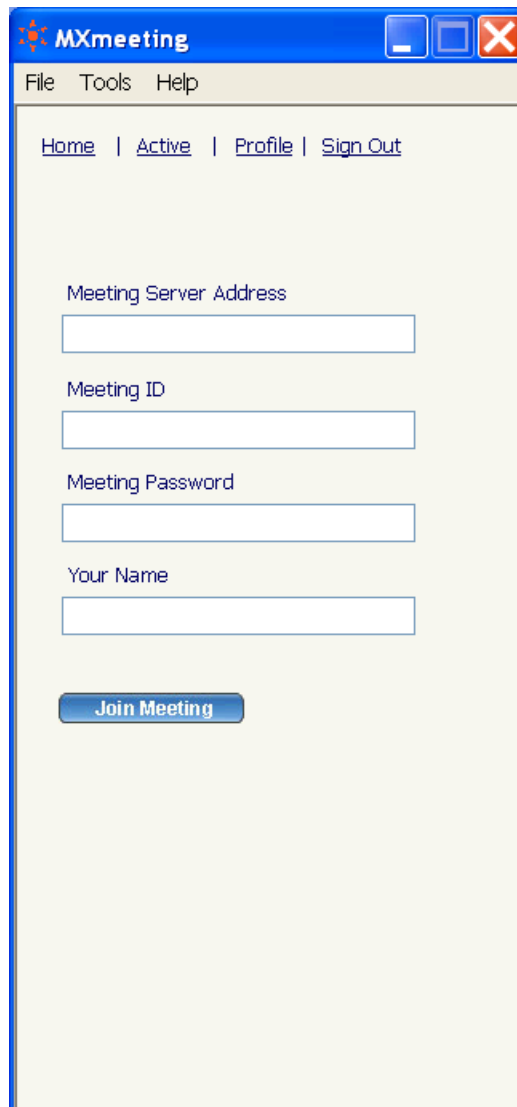
MXmeeting Icon

2. Click **Join a Meeting**.



Option to join a meeting

3. Enter the **Meeting Server Address, Meeting ID, Meeting Password,** and **Your Name.**



The screenshot shows a web browser window titled "MXmeeting". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). Below the header is a menu bar with "File", "Tools", and "Help". The main content area has a light beige background and contains a navigation menu with links for "Home", "Active", "Profile", and "Sign Out". Below the navigation menu are four text input fields, each with a label above it: "Meeting Server Address", "Meeting ID", "Meeting Password", and "Your Name". At the bottom of the form is a blue button with the text "Join Meeting".

Details required while joining a meeting

4. Click **Join Meeting.**

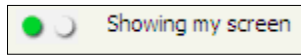
## 4. Common Features

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There are many features that are common to all four types of meetings. This section discusses the common features.

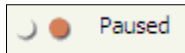
### 4.1. Pausing and Starting Application Sharing

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.

### 4.2. Changing Application Sharing

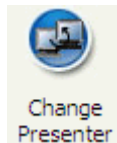
By default, your desktop is shown to the other attendees. The **Show My** drop-down list displays all the applications open in your system. To show another application, click the **Show My** drop-down and choose the application.



Option to change application sharing

### 4.3. 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

#### 4.4. Chatting

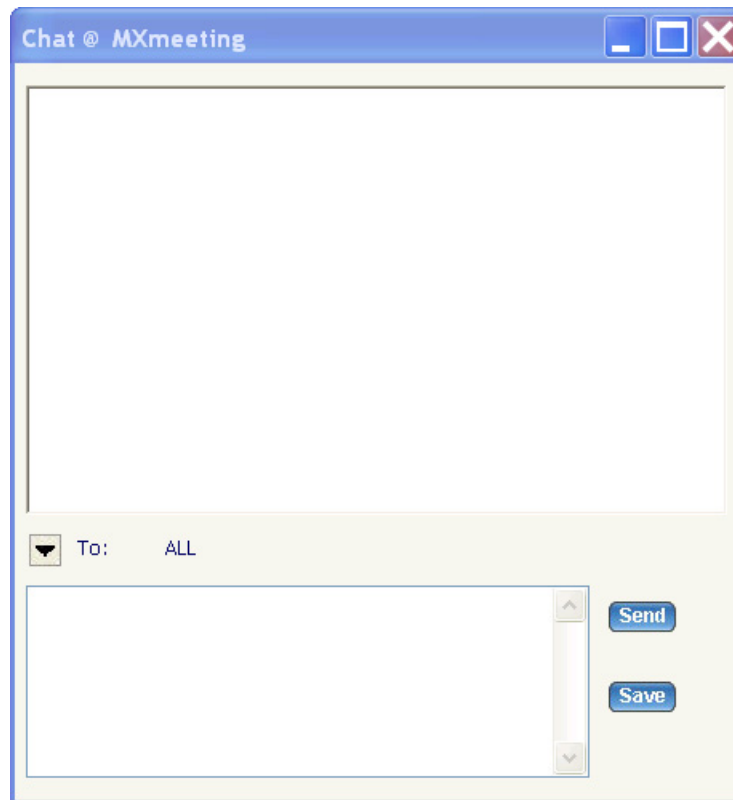
While convening a meeting you can also chat with attendees. To chat with the attendees:

- 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.

#### 4.5. 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 MXmeeting. To send files:

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



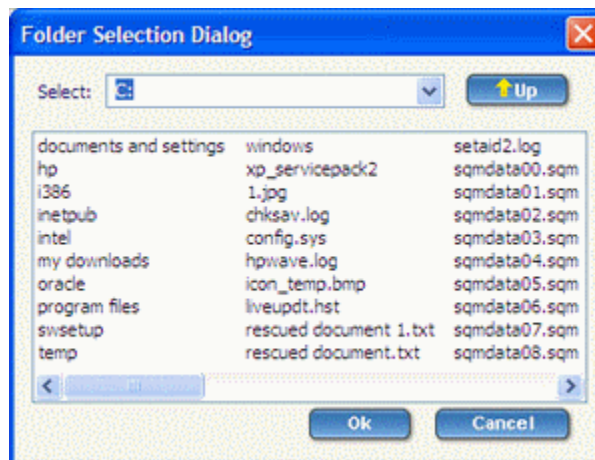
Send Files button

- 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



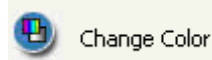
- Select the files, folders, or both and click **OK**. They are added to the list of files/folders to be sent.
- Click the drop down-arrow against **To** and select the participants to whom the files should be sent. By default, the files are sent to all other participants.
- Click **Send**.

#### 4.6. Changing Colors

There are three options available in MXmeeting:

- 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.

#### 4.7. Using Whiteboard

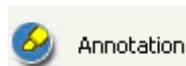
While making the presentation you might have to illustrate some points. The Whiteboard option in MXmeeting is used for this purpose. Click Whiteboard and the Paint application opens, where you can illustrate certain points or draw diagrams.



Whiteboard option

#### 4.8. 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.

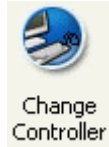


Emphasis using Annotation feature

## 4.9. 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).

## 4.10. 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.

## 4.11. 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".

## 4.12. 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".

## 4.13. Auto-Uninstall MXmeeting from Attendee Computers

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

#### **4.14. 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".

## 5. Remote Support

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This function simplifies the access to another computer so that you can control and support it. As the host, you can view and control the attendee's computer as soon as the attendee joins the meeting. In addition, this feature provides a unique remote reboot capability.

### 5.1. Starting a Remote Support Meeting

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar



MXmeeting Icon

2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting

Click **Host an unscheduled meeting** to host an impromptu support meeting.

4. In the next step, choose the **Meeting type** you want to start. Select **Remote Support**.
5. Enter the **Password**, which is optional. If you enter a password, the invitees also would need to key in the same password.
6. Click **Continue**. This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.

### 5.2. Inviting the Attendee

Consider a situation where you are facing a problem with your system and want the technician to access your system and solve the problem. In such situations the technician hosts a Remote Support Meeting and invites you to join the meeting.

Another instance could be a situation where more than one person is required to investigate and solve the problem. Consider for instance that your team lead and you have to support a computer facing some issue. In such a case, your team lead can initiate a Remote Support Meeting and invite you to support the system facing problems.

By clicking **Invite Attendees** the meeting details can be emailed.



The option to **Join a view-only meeting** is not available for Remote Support.

### 5.3. Providing Multi-Tier Support

To join a meeting as a joint-supporter, you need a user account in the MXmeeting system and follow the steps below.

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar

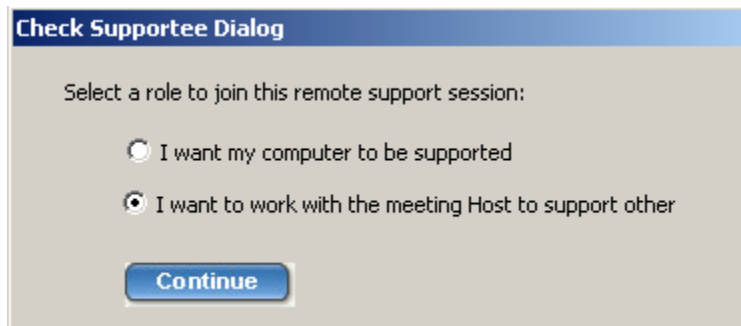


MXmeeting Icon

2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting

Click **Join a meeting** to host an impromptu support meeting.

4. There are two different ways in which you can join the meeting.



Options to join Remote Support Meeting

Here you choose the option **I want to work with the Meeting Host to support other**.

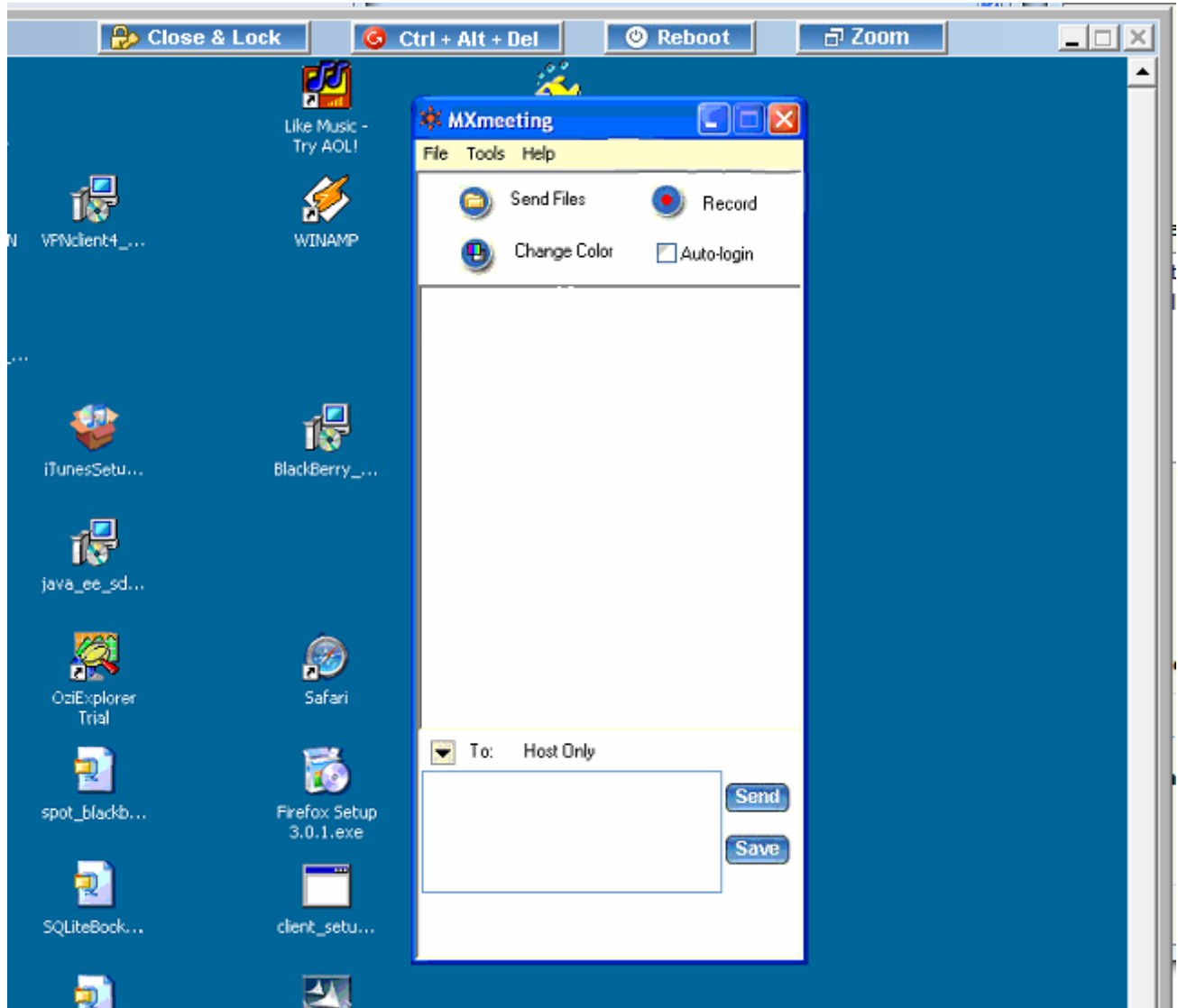
### 5.4. Switching to Training Mode

During a support session, you as the host may want to show your screen to the attendee to conduct a training session. You can Change Presenter so that you are the presenter. After the training session, you can change the presenter back to the attendee again.

## 5.5. Rebooting from Remote and Auto-Rejoining

There are situations where the attendee is not available at the system throughout the support session. However, the host may have to reboot the attendee's computer during the support session.

To reboot the attendee computer, the host simply clicks the "Reboot" button and choose the reboot mode: regular or safe mode.



The view window of the remote support host

You can ask the attendee to input his computer password so that after reboot the remote computer can auto-login. This is important for unattended support. Follow the steps below:

- Click the **Auto-Login** on the meeting panel.
- Input the password of the computer.

## 6. Seminar

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The **Seminar** meeting type allows you (as the host) to conduct easy and reliable seminars. Attendees can join the seminar without downloading the MXmeeting client and view the presenter's screen on the "view-only-mode". Meanwhile, you can invite a few panelists who must join the seminar interactively. Different from view-only attendees, meeting panelists can show their computer screens to all the meeting participants.

### 6.1. Starting a Seminar

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar



MXmeeting Icon

2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the List of scheduled meetings and the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting

Click **Host an unscheduled meeting** to host an impromptu meeting.

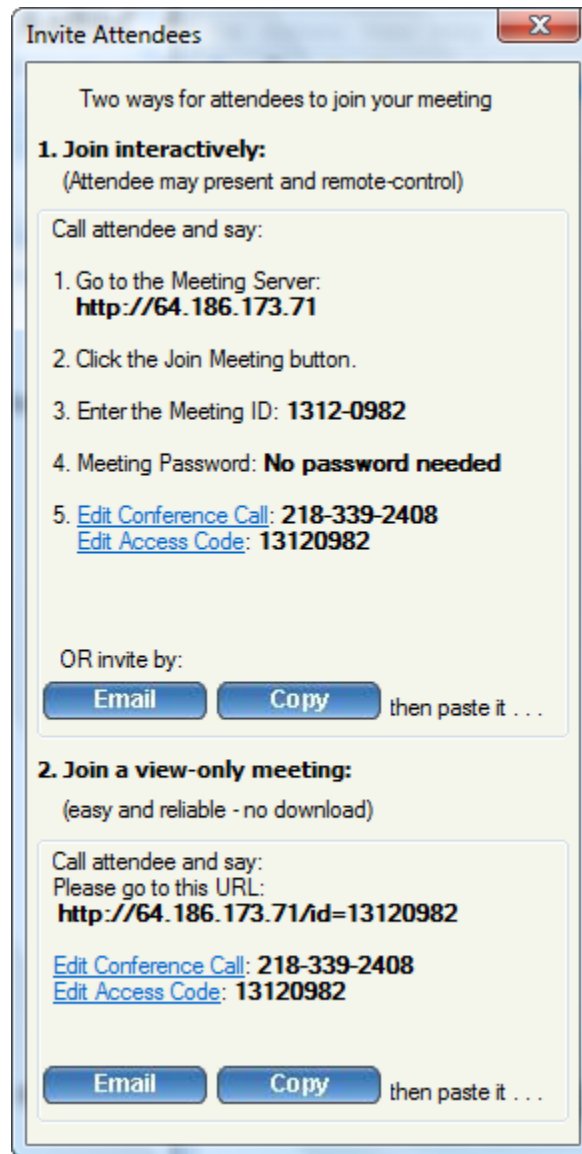
4. In the next step, choose the **Meeting type** you want to start. Select **Seminar**.
5. Enter the **Password**, which is optional. If you enter a password, the invitees also would need to key in the same password.
6. Click **Continue**. This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.



## 6.2. Inviting Attendees

To invite attendees:

7. Click **Invite Attendees**.
8. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.



Invite for seminars

## 6.3. Joining a Seminar

The meeting invite you receive from the host will contain the URL along with the seminar ID. Go to the specified URL to join the seminar.

Alternatively, you can go to the meeting server website, click the **Join a Meeting** button and then fill in the Meeting ID, Meeting Password and Your Name to join a seminar.

#### 6.4. Inviting Meeting Panelists

In the seminar mode, the host sends the URL details of the meeting to the attendee via email. The attendee who joins the seminar - by clicking the above URL - can also become an interactive attendee by clicking the **Switch to Interactive Link**.

[Home](#) [Switch to Interactive Meeting](#)

Switching to interactive meeting

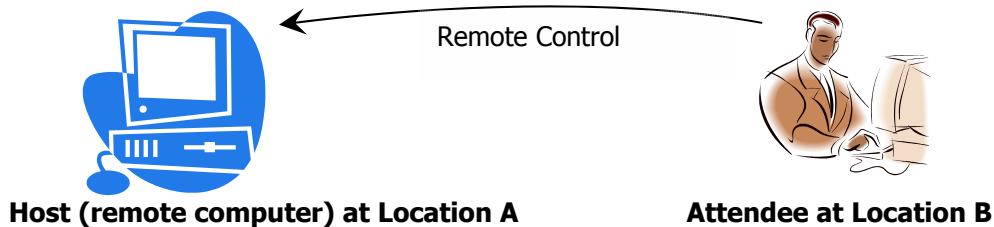
If **MXmeeting** is not previously installed, it will be downloaded automatically.

The host must assign an interactive attendee to be the presenter as a meeting panelist. All attendees including the host will be able to see the new presenter's screen.

## 7. Remote Access to This Computer

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Using this meeting type, you can allow your computer to be remotely controlled. For example, the host computer (designated as the remote computer) in **location A** can be controlled by an attendee computer in **location B**. The **MXmeeting** client should be installed in both the computers.



You have to host a remote access meeting in the computer at **location A** before another computer at **location B** could access this particular remote computer.

Some of the features of this meeting type are:

- Always on after power recycled: The connection to the remote connection is restored even if there is a power outage at the remote location
- Non-reversible meeting password encryption: The meeting password is encrypted superbly; there is no decrypting algorithm available to get back this password.
- Auto-reconnection: The **MXmeeting** client automatically verifies the connectivity every two seconds. If the connection is dropped for any reason, the client attempts to restore the connection.

### 7.1. Starting a Meeting for Remote Access

Follow the following steps for the computer at Location A:

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar



MXmeeting Icon

2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the List of scheduled meetings and the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting

Click **Host an unscheduled meeting** to host an impromptu meeting.

4. In the next step, choose the **Meeting type** you want to start. Select **Remote Access to This Computer**.
5. Enter the meeting **Password**. Password is mandatory.

6. Click **Continue**. This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.

## 7.2. Remotely Accessing my PC

After you start a **Remote Access** meeting at Location A, you can now join the meeting from anywhere (Location B) to remotely control the computer at Location A.

- Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar

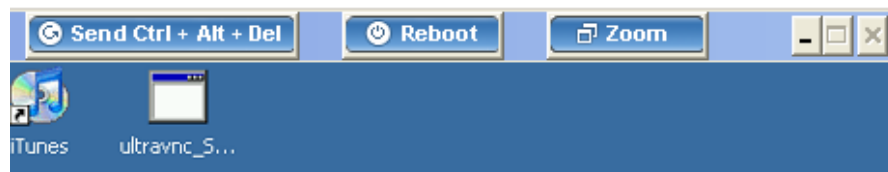


- Click the **Join a Meeting**
- Fill in the **Meeting Server Address, Meeting ID, Meeting Password** and **Your Name**. In this type of meeting, the Password is mandatory.

Note that you have to remember the meeting password. There is no way to recover the meeting password.

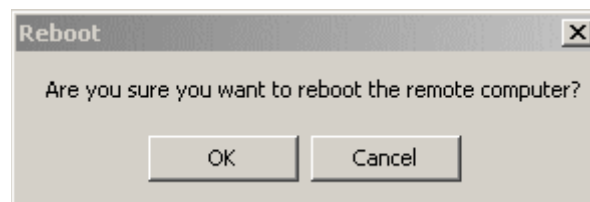
After joining a **Remote Access** meeting, you can perform the following remote tasks in addition to the remote control and file transfer:

- Control the task manager of the remote computer
- Lock the remote computer
- Reboot the remote computer



Option to reboot the remote computer

For example, if you click **Reboot**, the remote computer is rebooted upon confirmation.



Confirmation for rebooting a remote computer

Note that even if you exit the **MXmeeting** application from your computer at **location B**, the **MXmeeting** client will still work on the remote computer at **location A**. This allows you to access the computer (in location A) from other places and different times.

You can use the option Fit-to-screen to fit the screen of the remote computer to the size of your screen. In addition, the Zoom option can be used to zoom the remote computer screen.

## 8. Scheduling Meetings

There might be instances when you have planned a meeting earlier and want to inform the invitees in advance. In such cases, you can schedule the meeting using the **Schedule Meeting** option.

### 8.1. Scheduling a Meeting

To schedule a meeting:

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar



MXmeeting Icon

2. Click **Schedule a meeting**.

Scheduling meetings

3. Select the **Meeting Type**.
4. Mention the **Subject** of the meeting.
5. Enter the **Password**, which is optional for all meeting types but the **Remote Access**.
6. Select the **Date**.
7. Mention the **Start** and **End** time.
8. Select **Recurring Meeting** to schedule a recurring meeting. If this option is selected, the Date and Time options are disabled.
9. Click **Submit**.

When you login to MXmeeting next time, the scheduled meetings and the details are displayed.

## 8.2. Editing a Scheduled Meeting

To edit a scheduled meeting:

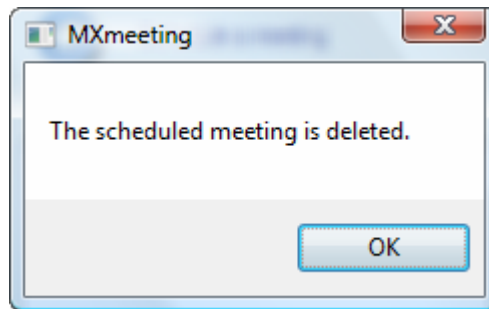
1. Click the **Edit** link of the respective meeting.
2. Make the necessary modifications.
3. Click **Submit**.

### 8.3. Starting a Schedule Meeting

To start a scheduled meeting, click the **Start** link of the respective meeting.

### 8.4. Deleting a Schedule Meeting

To delete a scheduled meeting, click the **Delete** link of the respective meeting. A message box will inform that the schedule meeting has been deleted.



Alert after the meeting is deleted



## 9. Managing Profile

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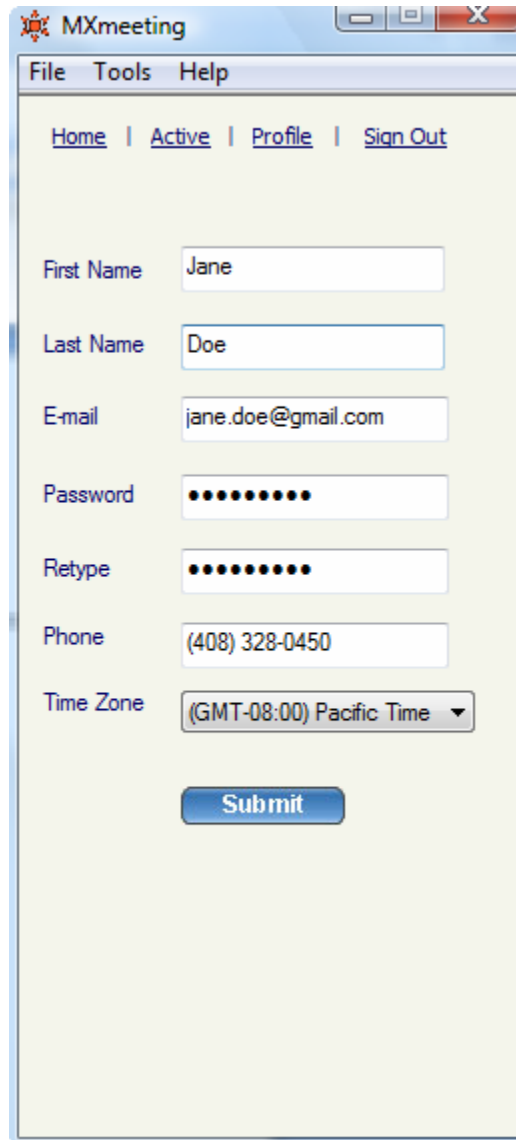
Follow these steps to manage your profile:

1. Launch MXmeeting by clicking the **MXmeeting** icon from the MXIE toolbar



MXmeeting Icon

2. Click **Profile**.



Managing profile

2. Edit your **First Name**, **Last Name**, and **E-Mail**.
3. Provide a **Password** and confirm the password.

4. Specify your contact number.
5. Choose the relevant time zone.
6. Click **Submit**.

## 10. Support Contact

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If you purchased the MXmeeting Appliance from a Zultys value-added reseller, please contact them for support. If your reseller is not able to provide you adequate support, your reseller will contact us or you can contact us directly.

**Zultys, Inc.**

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Sunnyvale, CA 94085

Tel: 408-328-0450

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