

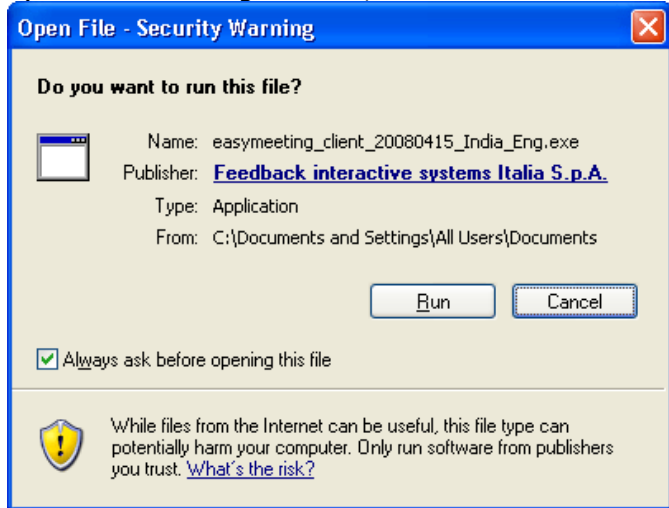
# easymeeting™: quick user guide

The following is a quick start of the **easymeeting™** application. For a complete and more detailed manual, please refer to the easymeeting™ User Guide provided by Feedback Italia.

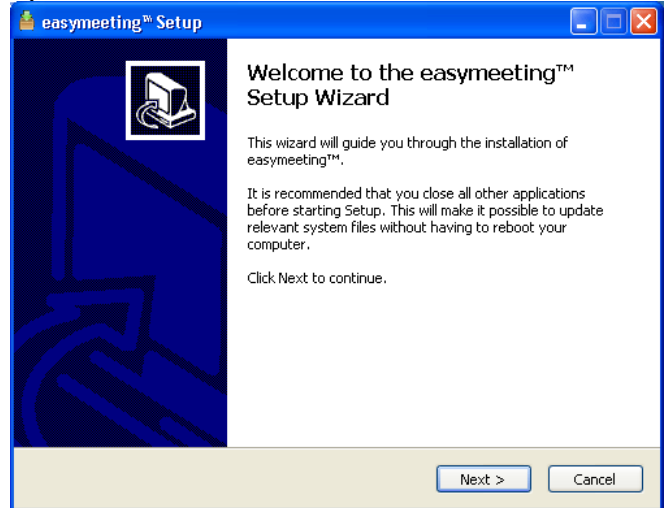
## 1. Installation

To install the software, you must double-click the client setup file you have downloaded and follow the installation process mentioned below:

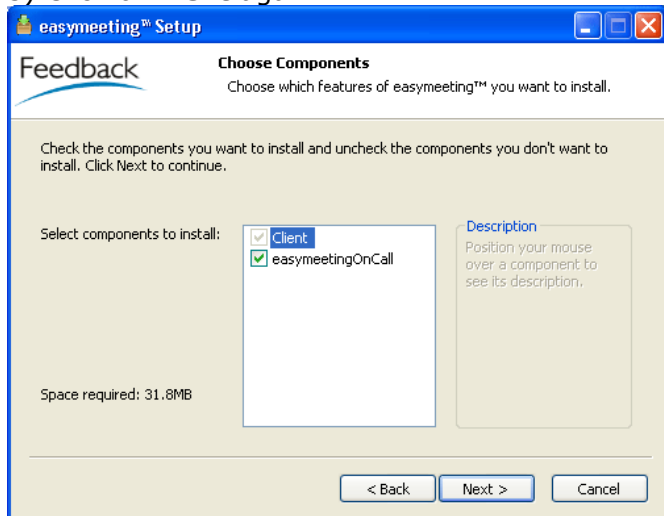
1) In the following window, click on **Run**



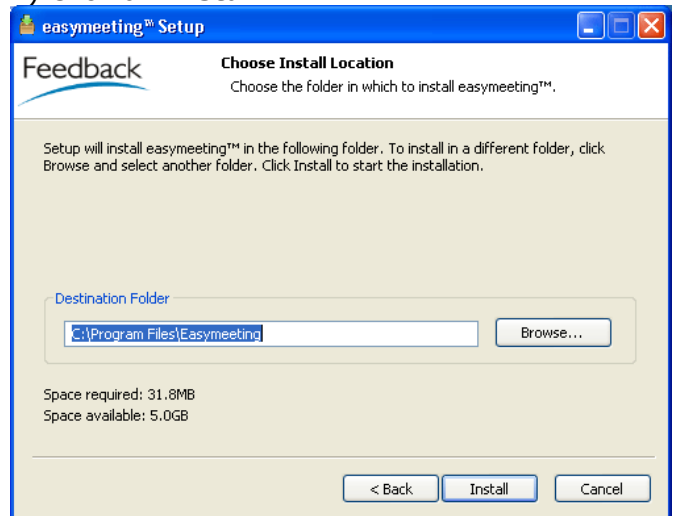
2) Click on **Next**



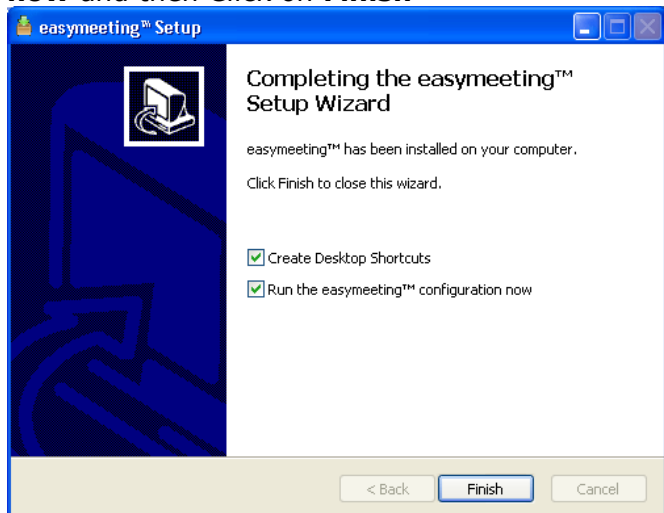
3) Click on **Next** again



4) Click on **Install**



5) Select **Run the easymeeting™ configuration now** and then Click on **Finish**



6) Click on **Audio/video device configuration wizard**



7) If you have a webcam installed, easymeeting™ client will detect your webcam automatically and take you to the next screen. In case you don't have a webcam installed, no webcam will be detected and you will need to click on **GO**



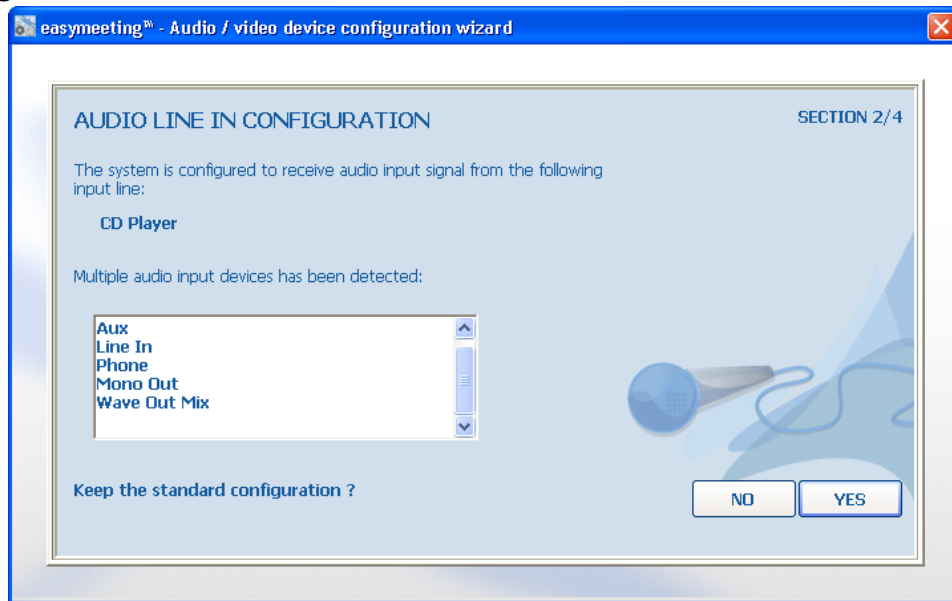
8) Click on **Test** and you will see your own video. Click on **yes**. If you do not see your video then you probably do not have a webcam installed or you need to reinstall your webcam drivers and repeat this step later.



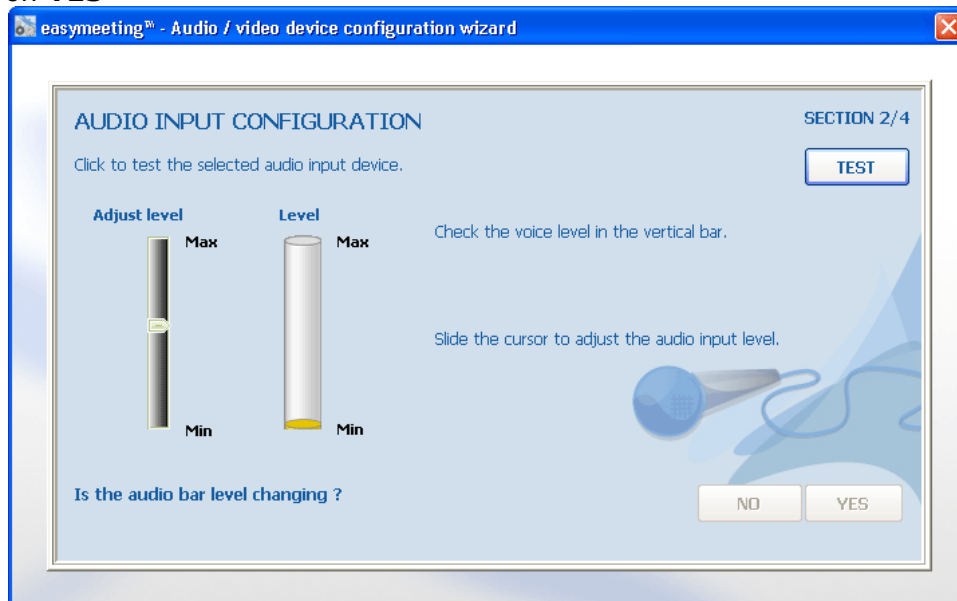
9) Your input device (MIC) will be automatically detected and you will see the next screen.



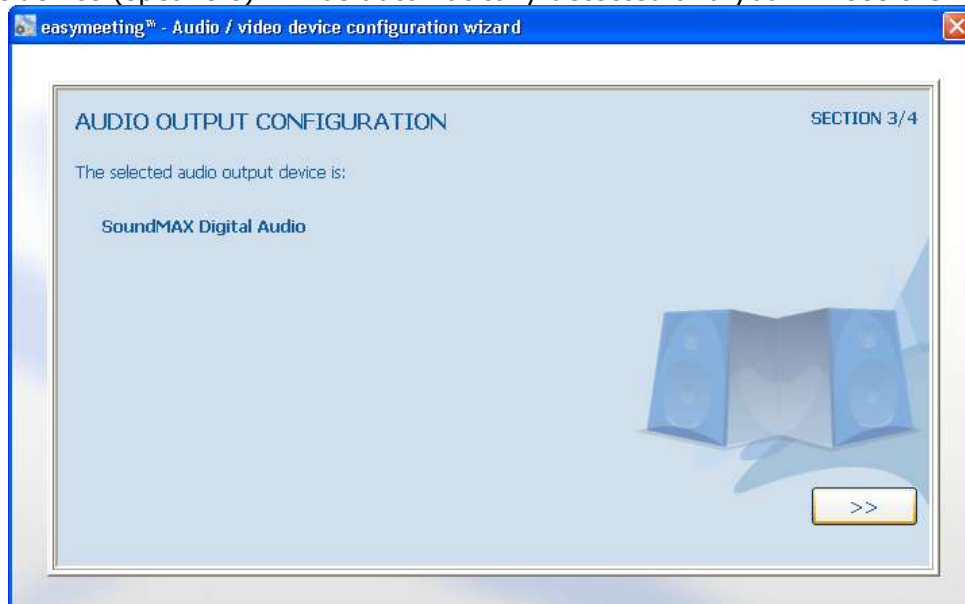
10) Click on **YES**



11) Click on **TEST** and speak into the MIC and you will see the Level rise as you speak. After this is successful click on **YES**



12) Your output device (speakers) will be automatically detected and you will see the next screen.



13) Click on **Test**, once you can hear the sound click **YES** to confirm



14) Finally, click on **Test** and then once you can see your video and audio level correctly, click on **DONE** to complete the audio/video configuration.



15) Microsoft **VISTA** users: Before you start using easymeeting™, please make sure that USER ACCOUNT CONTROL is Turned OFF. To do this, first click on **Control Panel** then click on **User Accounts** and then click on **Turn User Account Control on or off**. Please ensure that the checkbox next to Use user account control is not checked. If it is checked, please uncheck it.

16) Now, to begin using easymeeting™, double click on the easymeeting client shortcut as displayed below, which you will find on your desktop.



17) Please enter your Username, Password, Conference and Server as assigned to you and click on **OK** to begin using easymeeting™.

A screenshot of the easymeeting™ login dialog box. It has a blue title bar and contains the following fields and options:

- UserName: text input field
- Password: text input field
- Conference: text input field
- Server: dropdown menu
- PIN
- Role selection:  Supervisor,  Normal,  Passive,  Session Player
- Buttons:  OK,  Abort

### easymeeting™ USER INTERFACE:

