Conference Flow Chart

1 Launch Conference Connection (Prime Connect)

Start Conference

2 Send an Invitation to Participants
- 2-1 Select Sites
- 2-2 Registered Conferences
- 2-3 Conference History

3 Start a Conference at Local Site Only

4 Inform Conference No. & Key to Participants*
*Site where an invitation is not reachable

Waiting for Participants to Connect

Participate in Conference

5-1 Participate in a Conference after Receiving an Invitation

Conference No. & Key is informed by Host

5-2 Participate in a Conference Without an Invitation

Process is gone through

6 Speak

7 Present (Illustrate Documents)

8 Use of Pens

9 Use of Whiteboard

10 Save the Data Created during Conference

Exit Conference

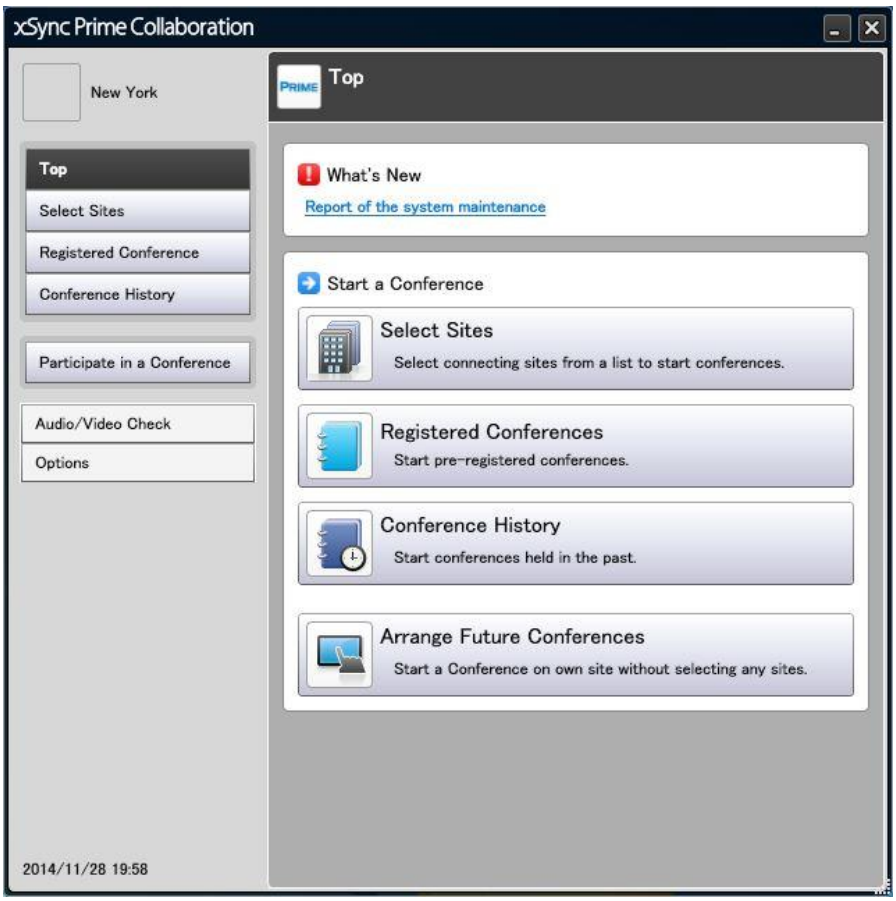
11 Leave Conference

1 Launch Conference Connection (Prime Connect)

1. Double-click “Start CB-Link Prime” icon

on the desktop.

2. Conference Connection (hereinafter called “Prime Connect”) will be launched.

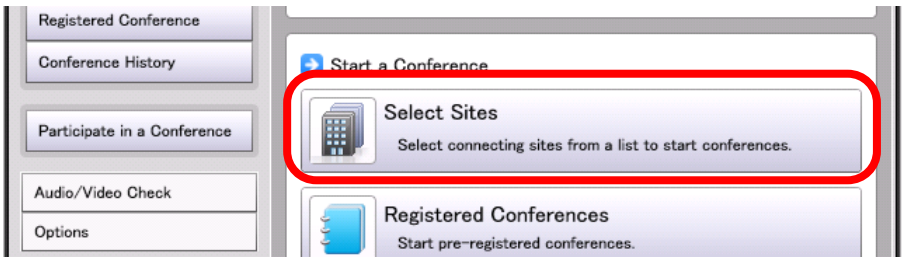


2 Send an Invitation to Participants

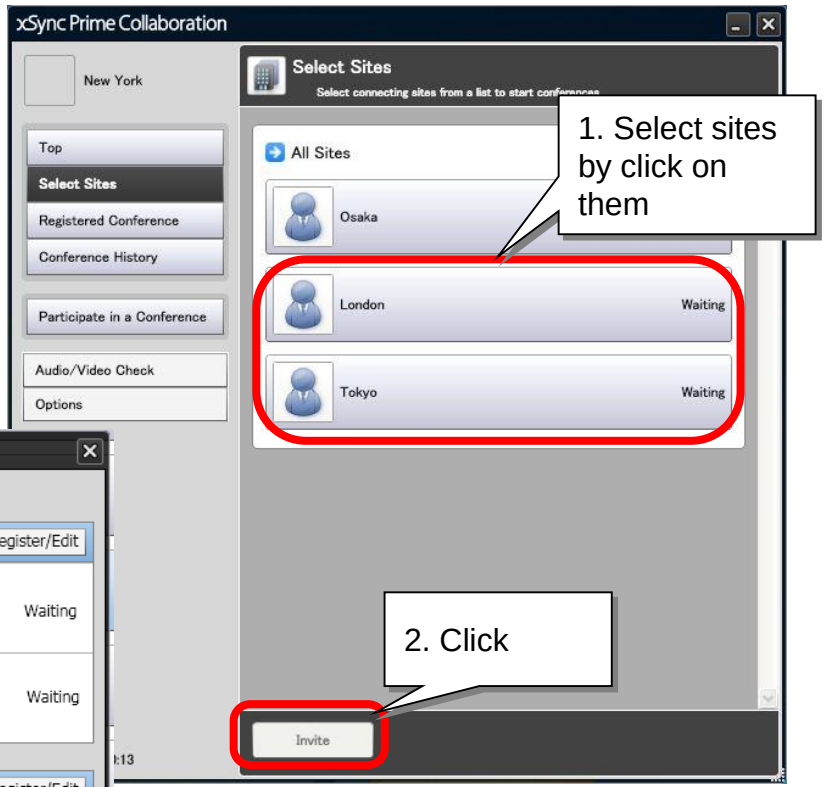
Select one of these options (2-1)~(2-3) how to start a conference and send an invitation to participants. * When "Conference Key" is set, inform it to participants by emails or phone calls.

2-1 Select Sites

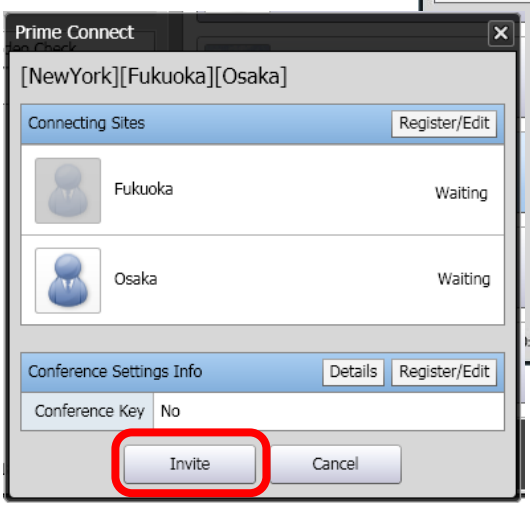
Select the desired destination to send an invitation from connecting sites and start a conference.
1. Click “Select Sites”.



2. Select the site you want to connect and click “Invite”.



3. Click “Invite”.

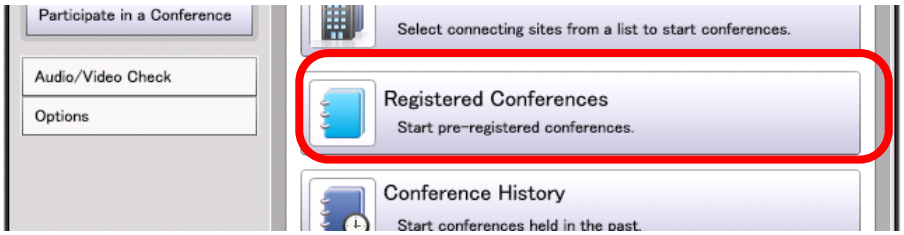


2 Send an Invitation to Participants

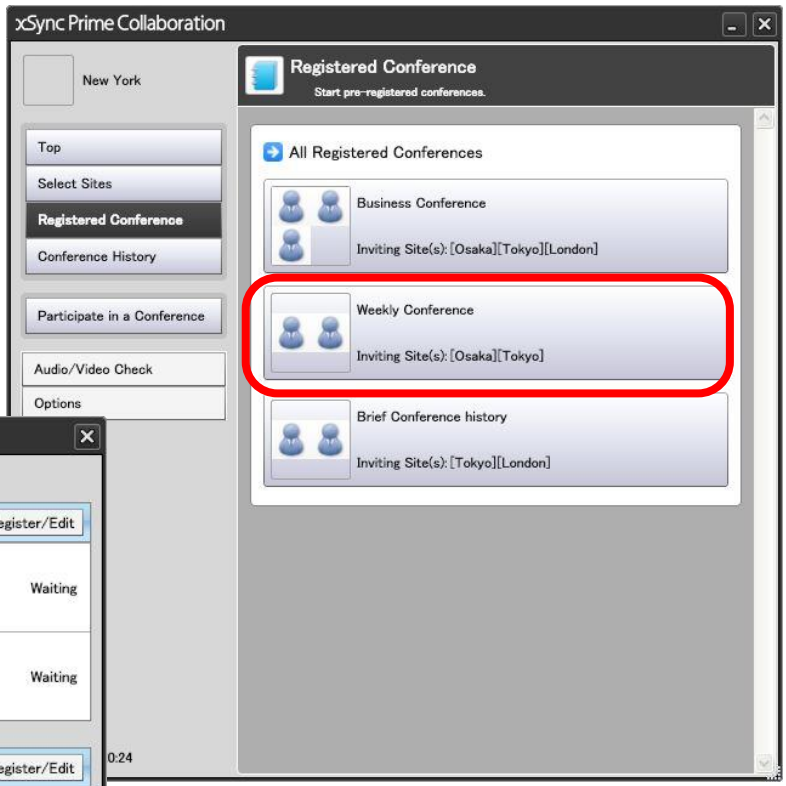
2-2 Registered Conferences

Start one of those conferences that are registered in advance. An invitation will be sent to registered sites which are currently connected.

1. Click “Registered Conferences”.



2. Click the registered conference you want to start.



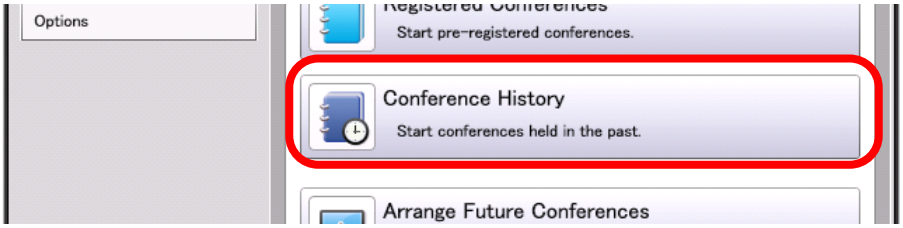
3. Click “Invite”.

2 Send an Invitation to Participants

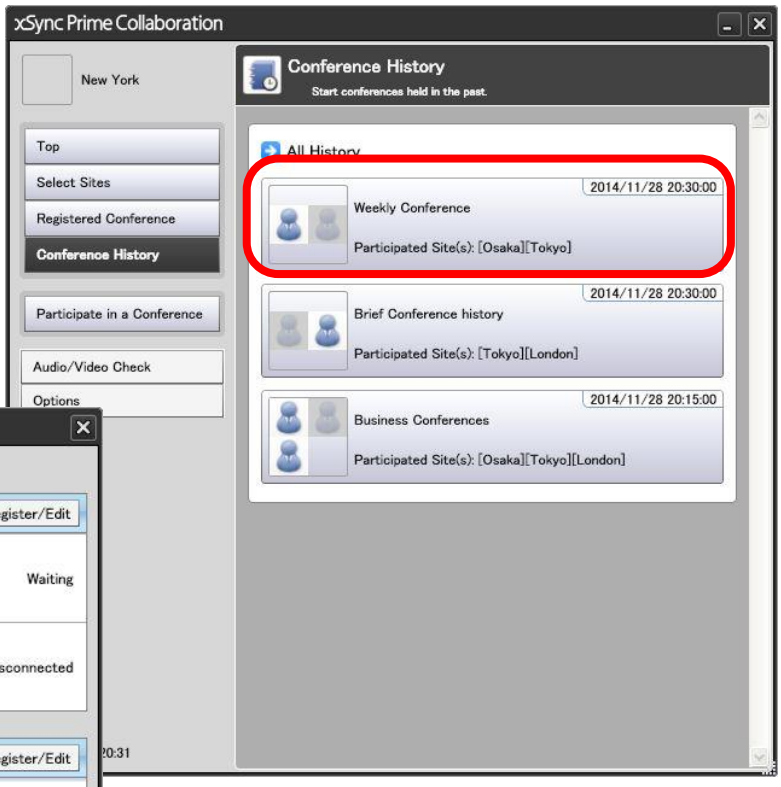
2-3 Conference History

Start one of those conferences held in the past. An invitation will be sent to connecting sites which remain on All History.

1. Click “Conference History”.



2. Click the conference you want to start.

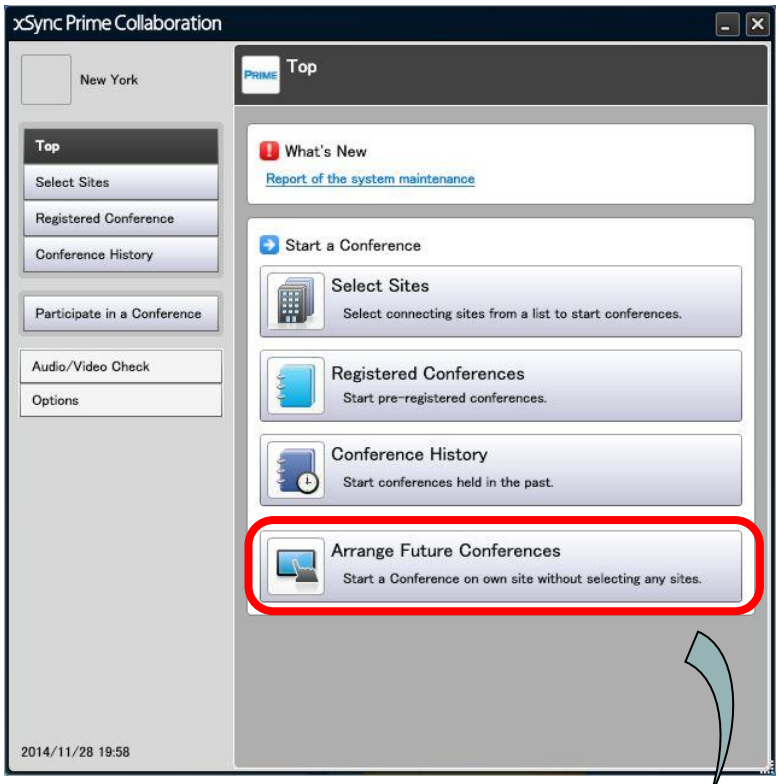


3. Click “Invite”.

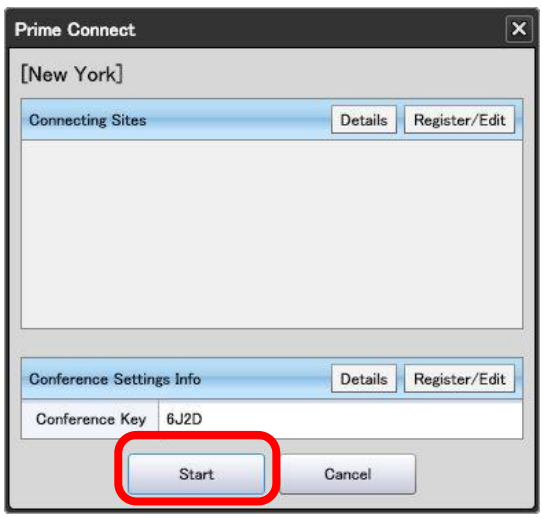
3 Start a Conference at Local Site Only

Start a conference at local site without sending an invitation to any sites.

1. Click “Arrange Future Conferences”.

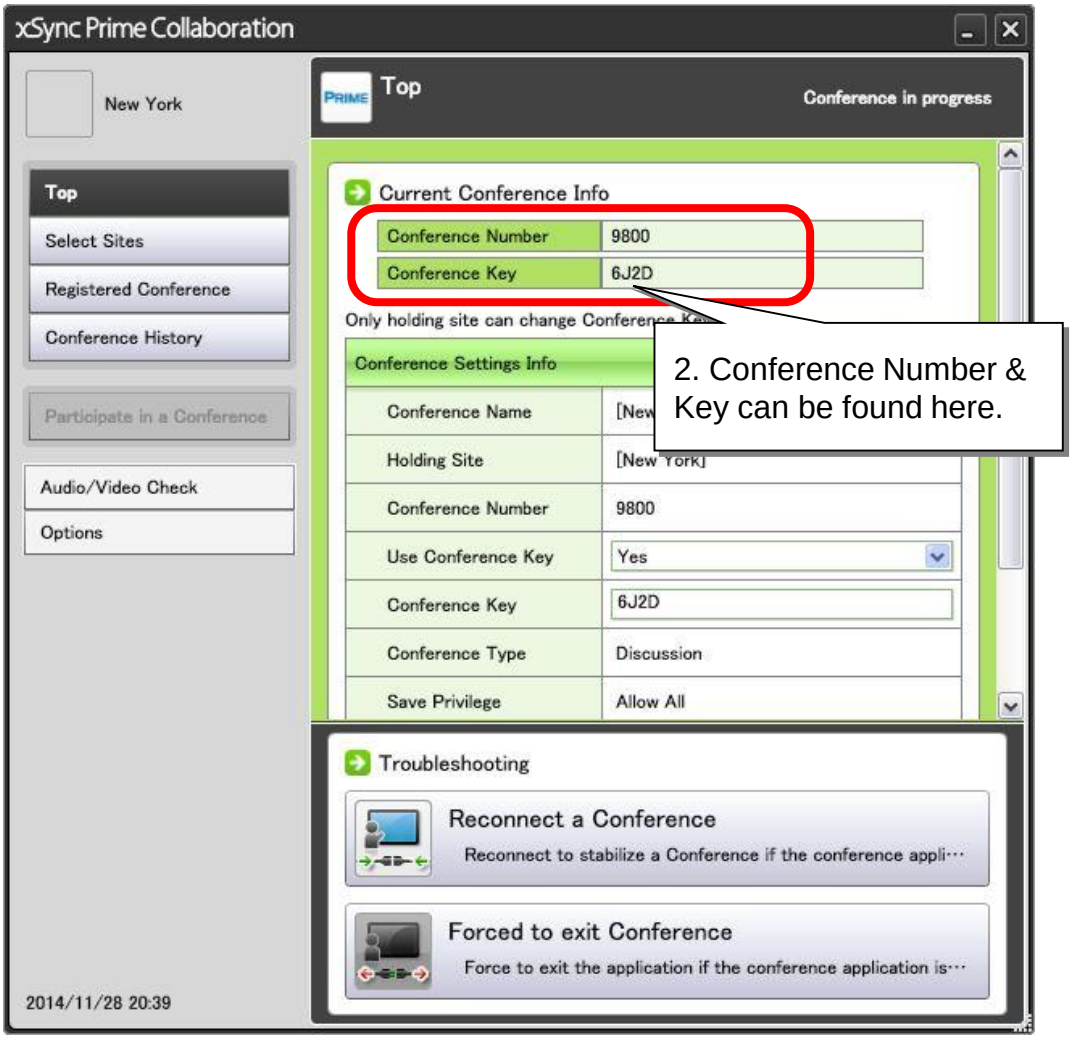


2. Click “Start”.



4 Inform Conference No. & Key to Participants

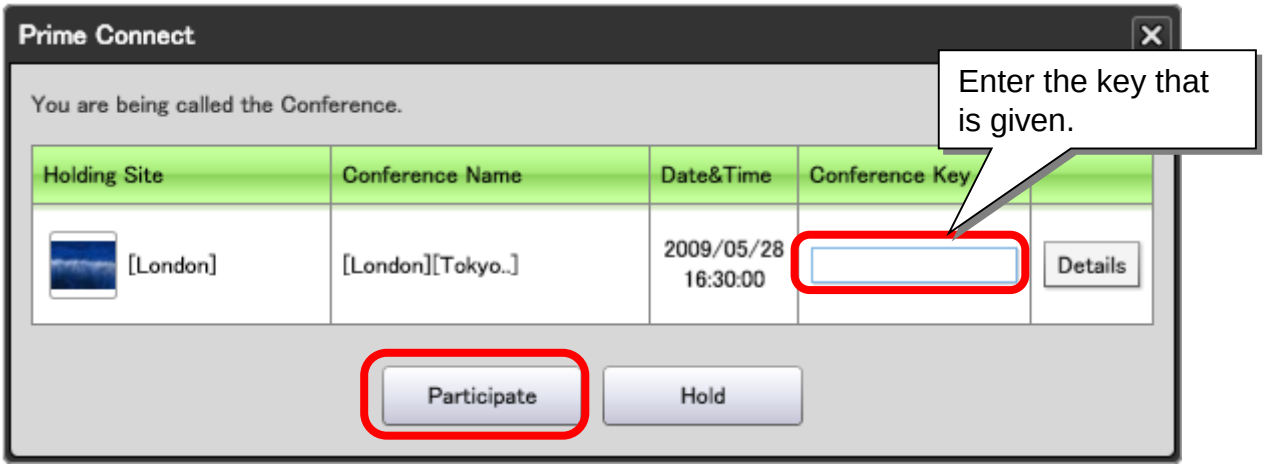
For any sites where an invitation is not reachable, find out “Conference Number & Key” and inform its to the sites by email or phone call. "Conference Number & Key" can be found on Current Conference Info after starting a conference.



5-1 Participate in a Conference after Receiving an Invitation

Once you are invited to a conference, an invitation will appear.

1. If "Conference Key" is informed by a host, enter it.
2. Click “Participate”.



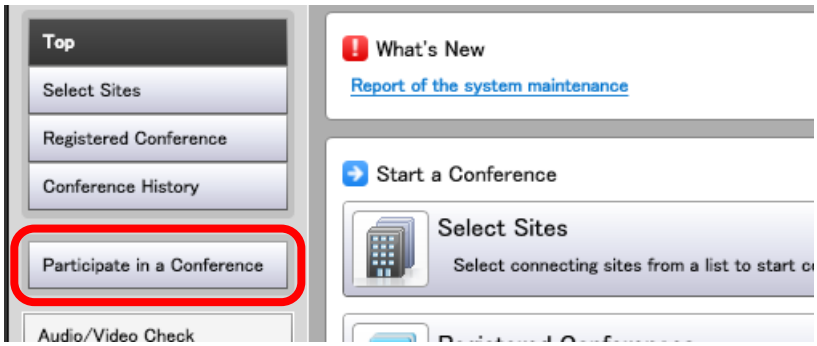
NOTE

An invitation will no longer appear unless Prime Connect icon is located in the task tray. If a conference that you have invited is currently in progress with other upon restart Prime Connect, an invitation will be sent to inform that you are invited.

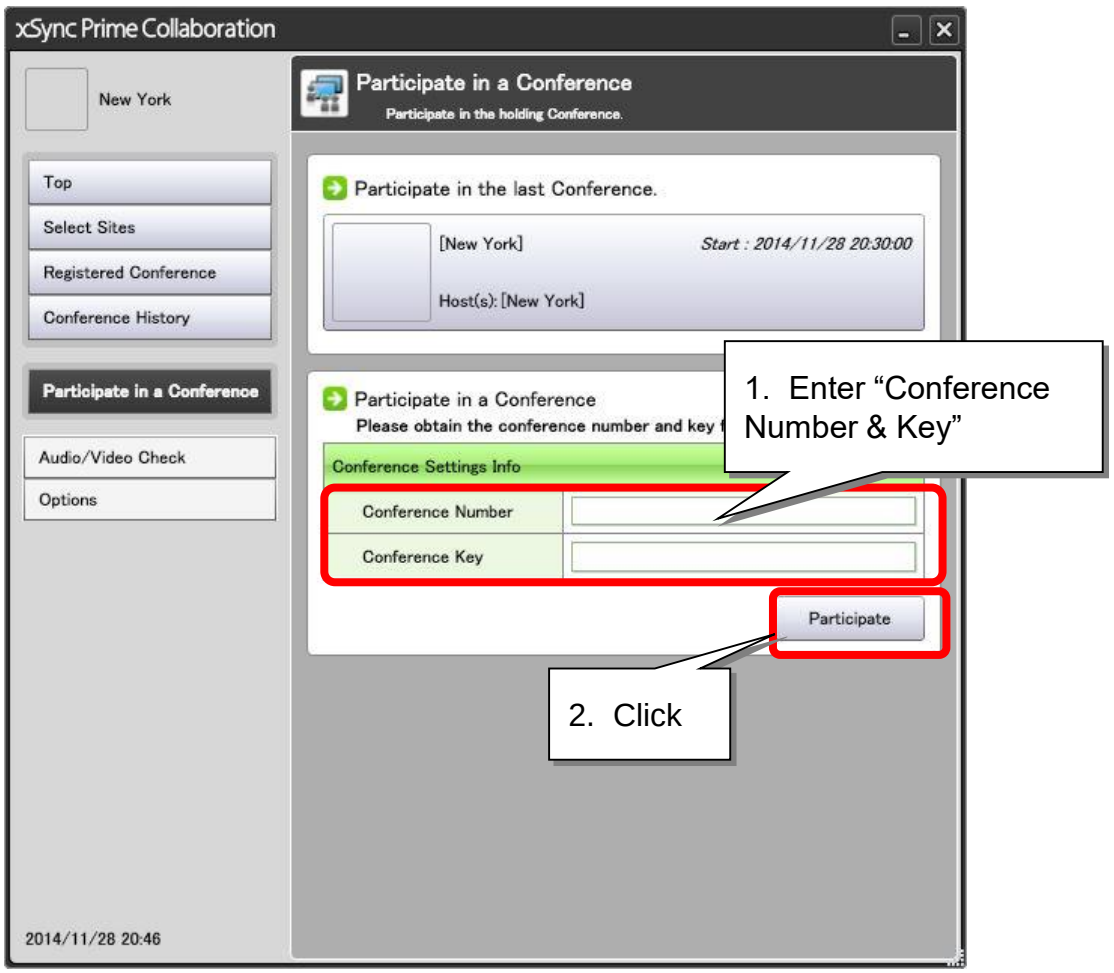
5-2 Participate in a Conference Without an Invitation

If "Conference Number & Key" is informed by a host, start a conference with the following steps.

1. Click “Participate in a Conference” on the menu.



2. Enter "Conference Number & Key" given and click "Participate".



6 Speak

* It is necessary to plug in the microphone device (that contains headset, speaker and others) before starting a conference.

Turn “Mic” button ON (located at Video Conference Panel) and then speak into the microphone.

1. Click
   - ON : It is speakable.
   - OFF : It is unspeakable.

2. Speak
   It is OK if the average of deflection shown remains in the middle.

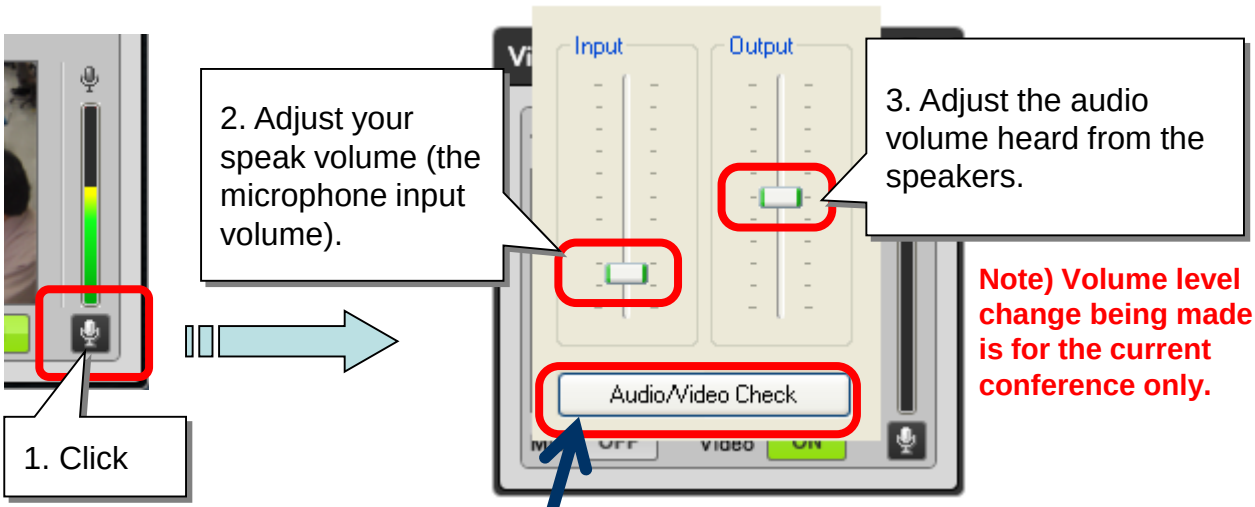
<Other function>

Live View	Display the video window that allows "Share Data".
Broadcast	Broadcasting will be started. Your microphone and playing sounds will be mixed.
Re-recognition of the device	Microphone, speaker, camera re-recognition of the device.

* There is if the Broadcast button is not enabled by the installation procedure. If this is the case, please perform the "Client support tool" For step-by-step instructions, please check the installation guide.

Adjust Volume Level

Follow the steps below to adjust the speaker and microphone volume.



1. Click

2. Adjust your speak volume (the microphone input volume).

3. Adjust the audio volume heard from the speakers.

Note) Volume level change being made is for the current conference only.

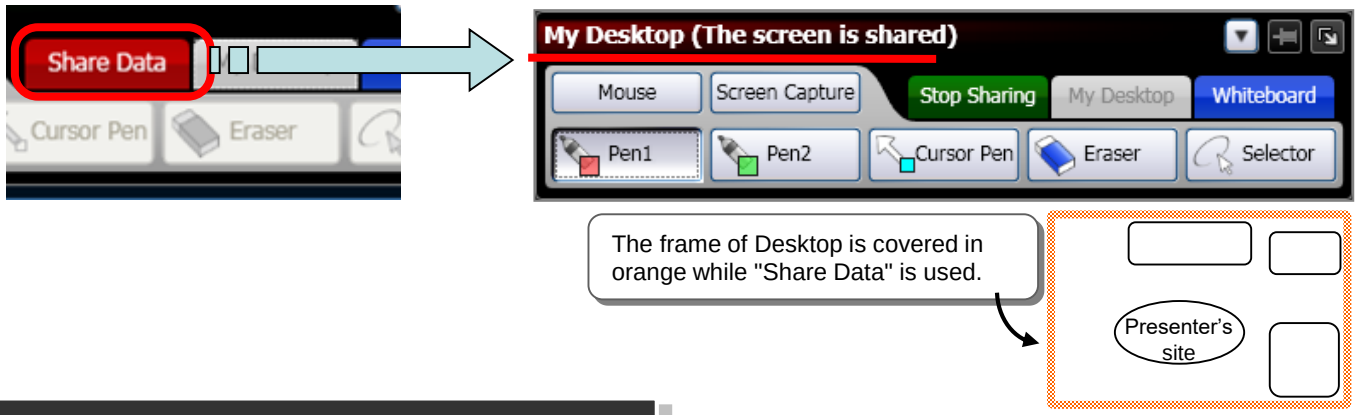
Click here to set more options of audio or camera. This can be also used when you want to save the current volume made for the next conference.

7 Present (Illustrate Documents)

1. Click “My Desktop” on the operation panel.

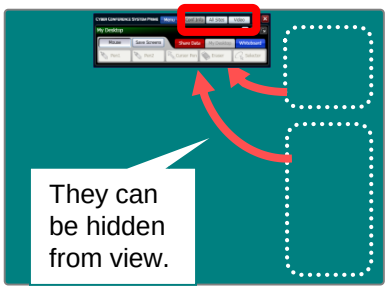
2. Prepare documents to present. (Open files or applications.)

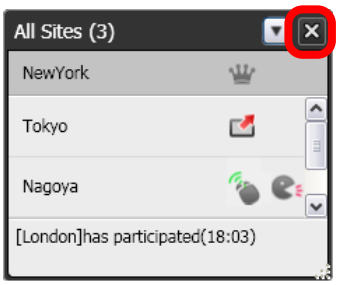
3. Click “Share Data” on the operation panel.

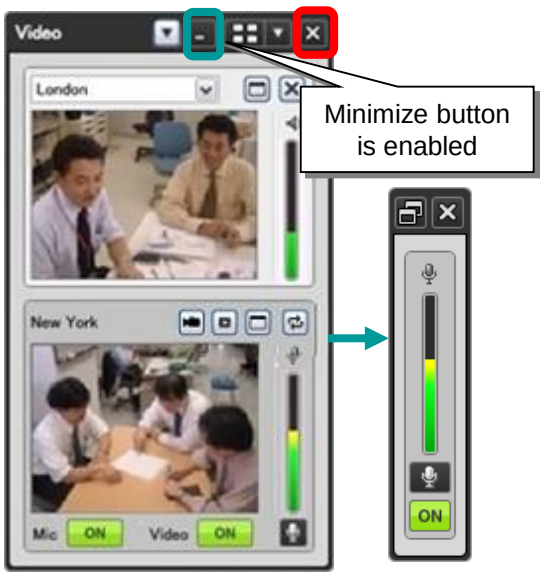


Hide All Sites/Video Conference Panels

When the documents are hidden behind the (visible panels), hide All Sites or Video Conference panels. Click ✕ right above to hide its panel from the view.



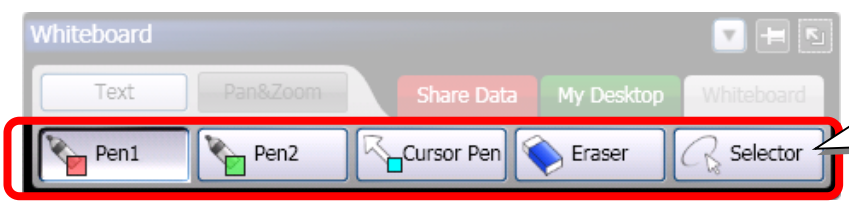




To show the hidden panel again, click the button on the main panel.

8 Use of Pens

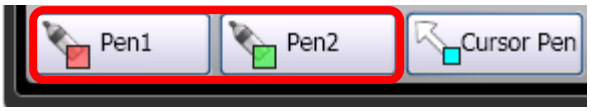
Drawing with the pen is available on both sides (presenter and other sides).



Here are the draw tool buttons.
It can be used on the whiteboard or the screen while presenting documents.

Draw in Pen/Edit Colors

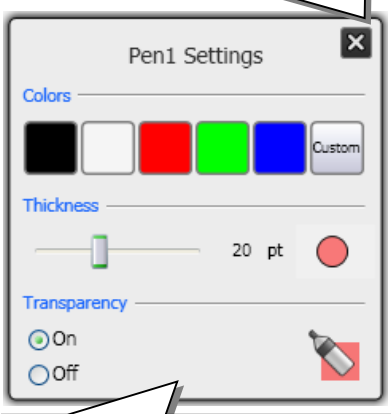
1. Click “Pen 1” or “Pen 2”.



2. That enables users to draw in pen.

Edit Colors
1. Right-click “Pen 1”, “Pen 2” or “Cursor Pen”.

3. Click to close the dialog.

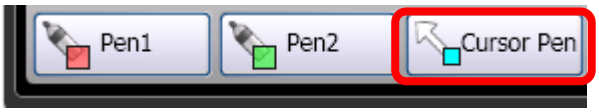


2. Select “color”, “size” or “transparency” of the pen.

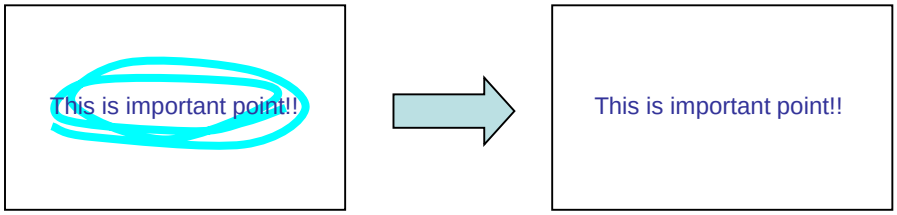
Draw in Cursor Pen

Any strokes made by the cursor pen will automatically disappear. Therefore, it is convenient to point the data as if drawing a highlighter pen.

1. Click “Cursor Pen”.



2. Draw circles on the focus point as described.

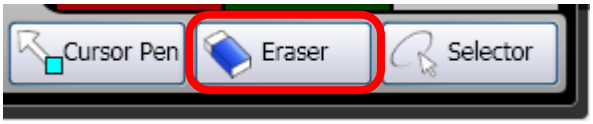


3. Any strokes made by the cursor pen will disappear after a certain period of time since the left-mouse button is released.

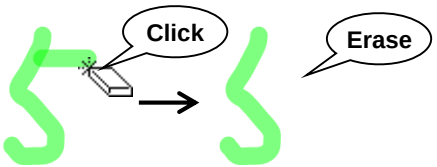
8 Use of Pen

Erase Pen Drawings

1. Click “Eraser”.



2. Click the drawing you wish to erase.

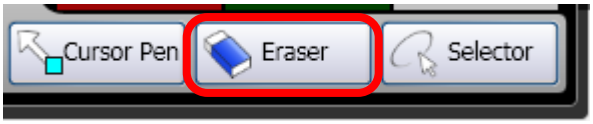


The drawing with one stroke pointed by the eraser can be erased.

The memo (textbox) attached on the whiteboard also can be erased with one click.

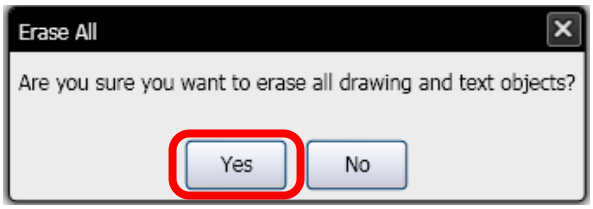
Erase All

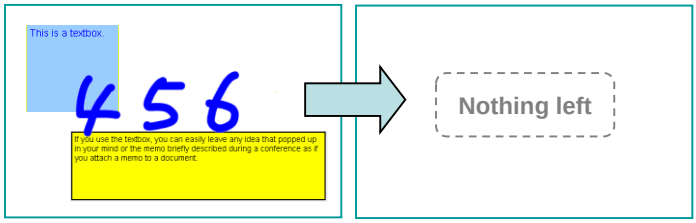
1. Right-click “Eraser”.



All pen strokes and textboxes created (at whiteboard) will be erased.

2. Click “Yes”.





9 Use of Whiteboard

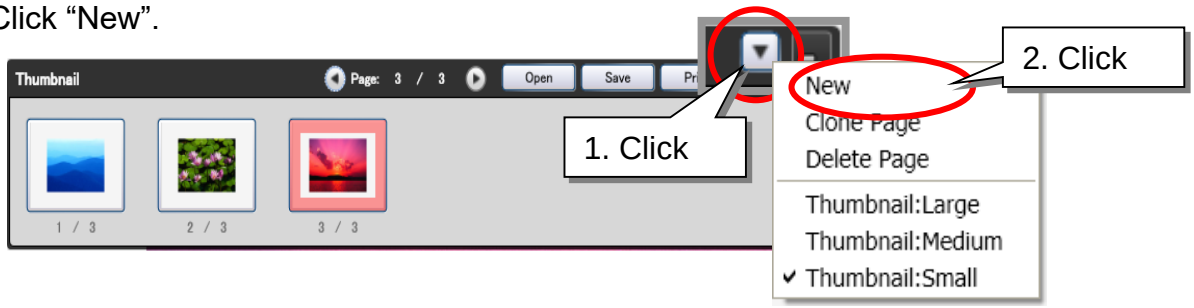
1. Click “Whiteboard”.
2. The viewing screen for all sites will be changed to Whiteboard.

Whiteboard use allows to share the screen among sites at real time and to draw interactively.

Add a New Page

Add a new page just behind the current one.

1. Click “Menu ▼ “ in the thumbnail view.
2. Click “New”.



Move a Page

Click “Next” or “Previous” on the thumbnail.

Return to the previous one

Move to the next one

When “Next” is clicked while viewing the last page, a new one will be added just behind.

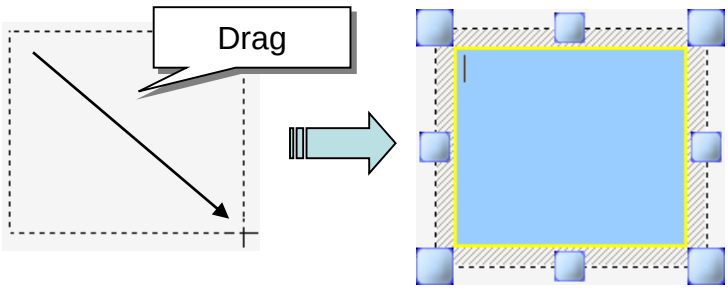
9 Use of Whiteboard

Attach a Memo (Create a Textbox)

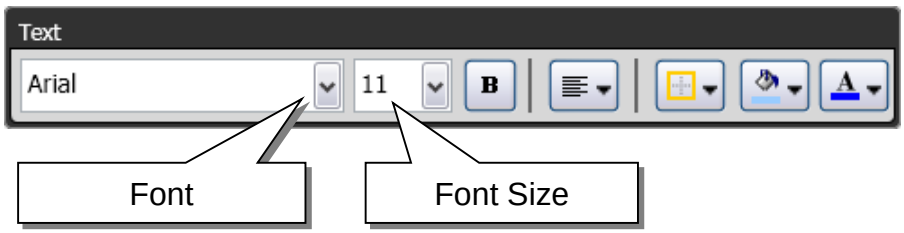
You can easily leave any idea that popped up in your mind or memo briefly described during a conference as if you attach the memo on the whiteboard.

1. Click “Text” on the operation panel.

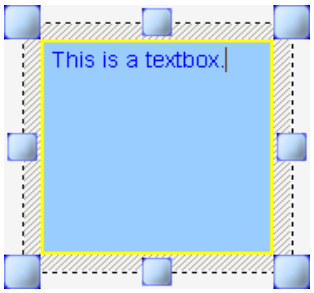
2. Drag the cursor “+” diagonally in the direction you want.



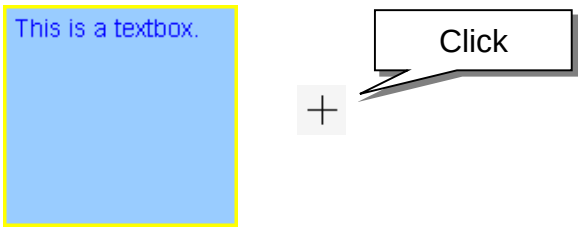
3. Use the text toolbar to select the desired font or font size.



4. Enter characters in the textbox.



5. Click outside the textbox to determine the characters entered.



10 Save the Data Created during Conference

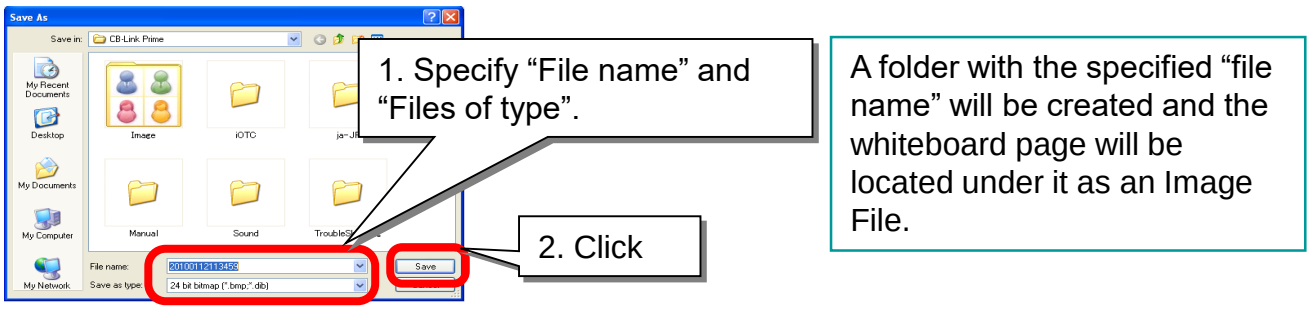
All pages created on Whiteboard can be saved as an image file.

* However, storage function works in only the site where has its authorization.

1. Click “Whiteboard”, the operation panel is switch to Whiteboard mode.

2. Click “Save” on the thumbnail.

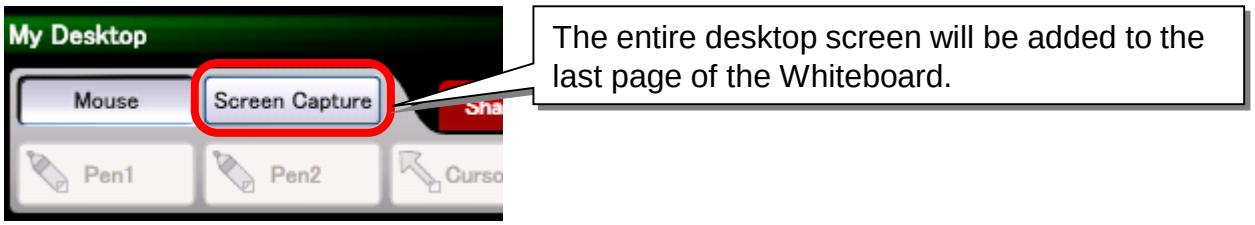
3. Specify “File name” and “Files of type”, and then click “Save”.



How to save the documents previously presented

Whiteboard use will allow to save any drawings/changes made on the document being shared with others.

1. Click “Screen Capture” on the operation panel.



2. Click “Whiteboard” to proceed saving the screen under the thumbnail panel.

11 Leave Conference

1. Click “Exit Application” on the main panel.

2. Click “Yes”.

* If you do not want to lose, click “No" to save the existing data.