

HOMeMEETING TECHNICAL GUIDE

HomeMeeting MMC User Guide

May 2008

A HomeMeeting Inc. Official Document

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Preface

Multimedia Messaging Center (MMC) is an enterprise-level integrated collaboration system for online meeting, instant messaging, and recording-playback sharing; and this system is equipped with a PHP open-source web management portal which provides standard web-based features such as calendar, my contacts, my preference, today's bulletin, schedule meeting, meeting lookup, user lookup, recording lookup, file sharing, recorded file sharing and publication, and recording-playback record lookup.

In short, MMC is consisted of three major components: a web portal, single or multiple HomeMeeting meeting/playback servers (or MCU servers hereafter), and two end-user client software, JoinNet and HomeMeeting Messenger (or Messenger hereafter). This seamless integration of web, database, and HomeMeeting collaboration system can be illustrated by the following plot synopses:

A user scheduled an online meeting and selected participants from **My Contacts**. To join the scheduled online meeting, every invited guest simply clicks the **Attend** button at the MMC web page (or at the invitation email sent by the MMC portal); as the guest is authenticated by MMC, his/her **JoinNet** will be launched automatically to join the online meeting.

A user published a recorded online meeting (or a pre-recorded presentation) and selected recipients from **Lookup User**. Every recipient's MMC personal home page (or his/her **Messenger**) will display the title of the published recording file, and simply clicks the **Playback** button, his/her **JoinNet** will be launched automatically to play back the shared recording file.

There are two role types of registered users in MMC: users who can launch online meeting (or share recording) and users who cannot launch online meeting (or share recording). Those users who can launch online meeting are the users who have been assigned the **Owner** role (or Owner-type users hereafter) by the MMC system administrator. Most of the topics covered in this user guide will be for the owner-type users, which include

- User Registration and Login
- My Preference and My Contacts
- Leave Message, Instant Meeting, and Resume Meeting
- Schedule Meeting, Prepare Slide, and Open Attachment
- Share Recording, Publish Recording, and Viewer Record
- Join-Meeting Hyperlink and Playback Hyperlink

Readers who are interested in learning more about JoinNet and Messenger can download technical guides at <http://www.homemeeting.com>.

User Registration and Login

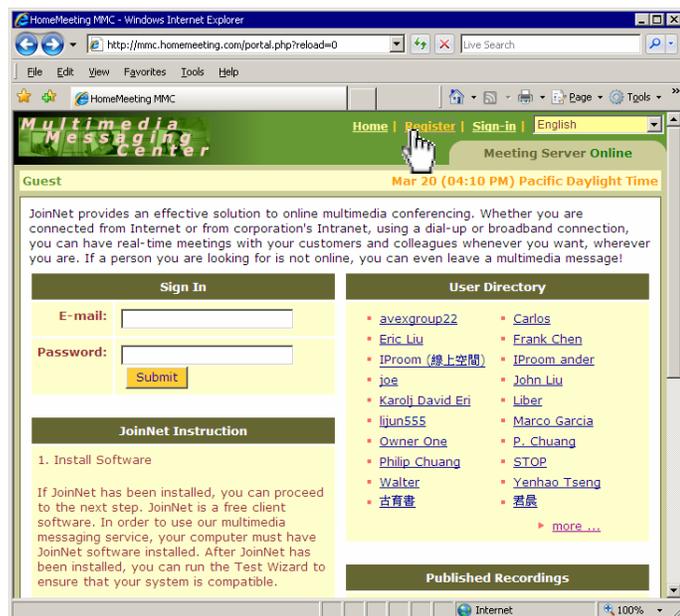
MMC provides three ways of user registration: Firstly, a third-party's web application can pass its user's information, including user name, email address, password, and user type, to MMC through a Single-Sign-On (SSO) API provided by MMC—and then its members have no need to register MMC accounts and can sign in MMC directly from the third-party's website; secondly, the system administrator of MMC can manually add users to MMC; and, finally, the system administrator of MMC can activate the online registration of MMC, allowing users to register their MMC accounts by themselves. The SSO approach is beyond the scope of this entry-level technical paper—please contact HomeMeeting or its local representatives for more details regarding SSO API.

Here is the step-by-step illustration for the online user registration at MMC:

Step~1: Browse the MMC home page and click **Registration**.

Step~2: In Identity Registration, type in email address, user name, and password. Click **Submit**.

Step~3: MMC will send an Identity Registration Confirmation to the email address specified in Step~2. The user should open the email and click on an encrypted registration hyperlink to complete user registration. (Sometime this identity registration confirmation email could be mistreated as junk mail due to different level of spam filter settings.)



As previously mentioned, there are two role types in MMC: Owner (i.e., Owner-type user) and Non-Owner (audience user). When the system administrator activates the online registration feature, he/she can set a default role type to all registered users. In most cases, this default role type is set to be Non-Owner and afterward, if necessary, the system administrator can go to MMC and assign the Owner role to any registered user.

Once registered, users can use the following four methods to sign in MMC:

Method~1: Use SSO process to sign in MMC through a third-party web site.

Method~2: Browse the MMC home page URL. Under Sign In, type in email address and password. Click **Submit** to sign in MMC.

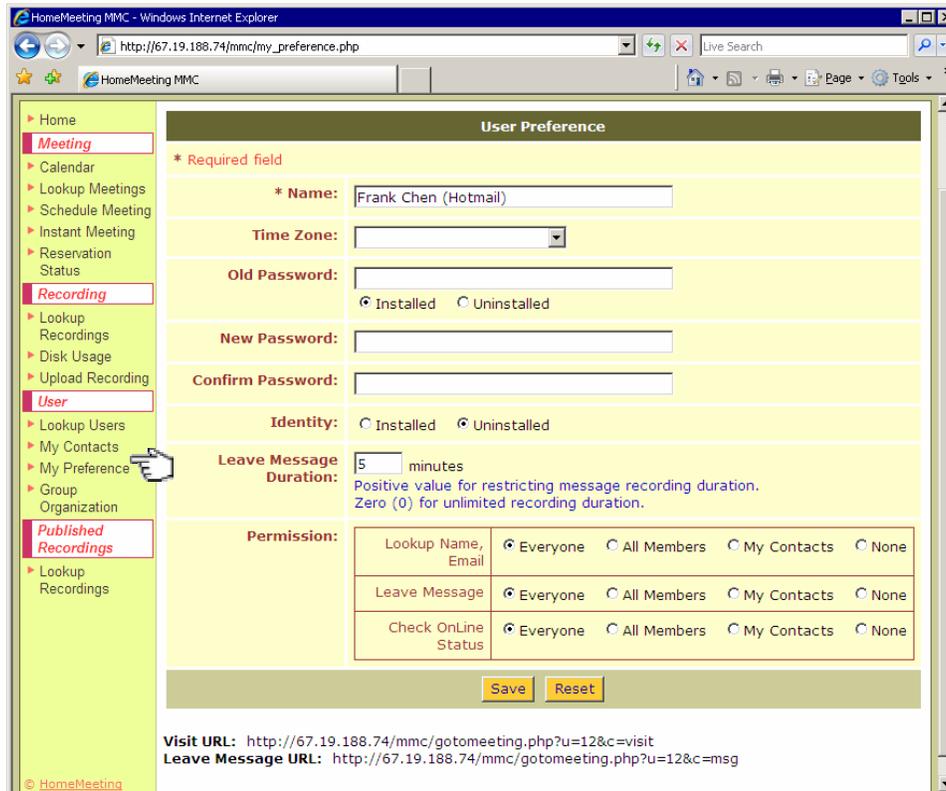
Method~3: (For Owner-type User Only) A user can add the MMC URL to his/her Messenger—please refer to HomeMeeting Messenger User Guide regarding the feature of **Add Office**. Right click the MMC office icon on the Messenger, select **Edit Profile**, and automatically sign in and go to the **My Preference** web page of MMC.



Method~4: Browse the MMC home page URL and automatically sign in. But before this can work, one has to login to MMC and edit **My Preference**—that is, check Installed for **Identity** and click **Save**, which will be discussed in the next section. Once this is done, the MMC identification cookie would be installed onto the user's computer, and the user can sign in MMC automatically by browsing the MMC home page URL, with this computer. Please note that, if the user should delete Temporary Internet Files from the computer, the identity cookie will be removed as well.

My Preference and My Contacts

Once sign in MMC, under **User** column, user can select **My Preference** to edit personal settings for sign-in and online presence, and select **My Contacts** to edit personal contact list or add new contacts as well.



Here are step-by-step illustrations of using **My Preference** and **My Contacts**.

- **Set Local Time Zone**

By default, MMC will use the server system time as the user's local time. User can select a new time zone from the **Time Zone** pull-down list and click **Save** to change personal time zone setting—and this setting will change the time and date of schedule meeting accordingly.

- **Install and Uninstall Password**

The initial **Old Password** setting of MMC is “**Installed**”; that is, user can login MMC through the sign-in home page. If **Old Password** is “**Uninstalled**”, all attempts to sign in this user account from the MMC website will fail. In some cases, user installs **Identity** at a specific PC, and at the same time uninstall password, to make sure that the only way to sign in the user's MMC account is through that PC only.

Here is a step-by-step practice about uninstalling and installing password:

Step~1: Type in **Old Password**, select **Uninstalled**, and click **Save** to uninstall password or, in other word, to stop all sign-in attempts from the MMC website for this user account.

Step~2: Select **Installed**, type in **New Password** and **Confirm Password**, and click **Save** to install password. Once this is done, the user can again sign in MMC by using his/her email and password.

- **Change Password**

To change the sign-in password of MMC, user can type in **New Password** and **Confirm Password**, and click **Save** to change his/her password.

- **Install and Uninstall Identity**

Once a user install **Identity** to a specific PC, the user can automatically sign in MMC by browsing the MMC home-page URL with this PC. The Identity cookie will be saved onto the Temporary Internet Files folder of the PC; any action to clean up Temporary Internet Files will remove this MMC identity cookie from the PC.

Here a step-by-step practice for installing and uninstalling MMC identity:

Step~1: Select **Installed** for **Identity** and click **Save** to install MMC identity onto the PC.

Step~2: Select **Uninstalled** and click **Save** to uninstall MMC identity from the PC.

- **Set Leave Message Duration**

User can type in the number of minutes to **Leave Message Duration**. But this setting is subject to the **Permission** for **Leave Message**.

- **Set Permission for Lookup User, Leave Message, and Online Presence**

There are three actions under **Permission: Lookup Name & Email, Leave Message, and Check Online Status**, and user can select to whom a particular action is assigned: **Everyone, All Members, My Contacts, or None**. (Please remember to click **Save** to complete permission settings.)

If a user should have selected “**Everyone**” to lookup his/her name and email, to leave message to him/her, and to check his/her online status, the user’s name will be displayed at the MMC home page under **User Directory**, and every visiting guest can further click on “**more...**” to enter **Lookup Users** web page, under which those registered users who permit everyone to lookup their names and email addresses are

displayed and can be searched or sorted according to name, last name, or email address. Similarly, if a user should permit everyone to leave message or to check online status, every guest can click those icons under **Action** column to visit, leave message, or send email to that user.

Lookup User Search Result

No.	On Line/Name	E-mail	Action
1	 Bruce Lee	brucelee@hero.com	  
2	Howard Stein	howard@moon.com	 
3	Jacky Chan	jackychan@movie.com	

When a guest clicks to visit or leave message to an *owner-type* user, the guest will enter **Launch JoinNet** web page, and JoinNet will be started automatically after the guest click the launch button. This subject will be covered in the next section.

Of course, users can set their permissions to **All Members**, **My Contacts**, or **None**. If “**None**” should be selected, no one could lookup and leave message to the user, nor can any one check the online status of that user at MMC or Messenger.

- Visit URL and Leave Message URL

Only for owner-type users, **Visit URL** and **Leave Message URL** are provided. The owner-type users can copy and paste these hyperlinks onto HTML web pages such as blogs or insert these hyperlinks to emails. A simple click on any of these hyperlinks will bring a guest to the **Launch JoinNet** web page of MMC.

- Add My Contacts and Contact Groups

When an owner-type user schedules an online meeting, he/she may select participants from **My Contacts** and **Contact Groups**; when an owner-type user share or publish a recorded meeting, he/she may select recipients from **My Contacts** and **Contact Groups**.

To create a MMC contact list, a user may select **My Contacts** and then type in user name and email address under **New Contacts** and click **Add Contacts** to add user(s) to his/her contact list. Another way to create new contacts is through Lookup Users. Here is a step-by-step depiction:

Step~1: Click **Lookup Users**, select users, select **Add To My Contacts** from the pull-down menu at the bottom of *Lookup User Search Result*, and click **Go** back to **My Contacts**.

Step~2: Select **New Group**, type in **Name**, and click **Save Group**.

Step~3: Click **My Contacts**, select users, select the group name from the *Select A Group* pull-down menu at the bottom of Contact List, and click **Add**. Expand the group to see the user list.



Some users may set their **Permission** to **None**; that is, no one can find their name through **Lookup Users**. Nevertheless, one can still add these users to **My Contacts** by adding their email addresses and names manually.



Note that only MMC administrator can create groups in **Group Organization**, allowing all MMC members to invite a group organization to their scheduled meeting or to publish recordings to a group organization.

Leave Message, Instant Meeting, and Resume Meeting

If an owner-type user should set his/her Leave Message permission to other users or visiting guests, people can leave a multimedia recording message to that users by using JoinNet, either by clicking the Leave Message icon at the MMC website under Lookup Users or by clicking the Leave Message URL embedded in a web page like personal blog or embedded in an email—please refer to the previous section. In addition, if a owner-type user should set his/her Check Online Status permission to other users or visiting guests, people can visit that user’s online web office by using JoinNet, either by clicking the Visit URL embedded in a web page or email or by clicking the visiting icon at the MMC website under Lookup Users.

Before online visitors can enter a user’s web office, the owner of the web office has to launch his/her web office first and then allow each user enter his/her web office, one by one, except in the case of invited members for a scheduled meeting. If visiting request rejected by an owner-type user, a visitor can decide whether to leave a recorded message to the user or not. At the time of launching a web office, an owner-type user can decide whether or not to resume online meeting from any of the previously recorded online meetings.

Here are step-by-step illustrations of the aforementioned features:

- Leave Message

Step~1: Browse the MMC home page. Click “**more...**” under **User Directory** to enter **Lookup Users**.

Step~2: Click the Leave Message icon under **Action** column of Lookup User Search Result.

Step~3: Type in **Message Title**, **Name**, and **E-mail** address. Click **Launch** to start JoinNet. (If activation of JoinNet was blocked by browser due to higher security settings, user has to click the **Launch JoinNet** hyperlink one more time to activate JoinNet.)

The screenshot shows a web interface for leaving a message. At the top, there is a green header with the word "Action". Below it, there is a dark green button labeled "Launch JoinNet" with a red arrow icon. To the right of the button is a grid of icons, including a hand pointing to a document icon, which is highlighted. Below the icons, there is a red text prompt: "Please enter the following information to leave a message." followed by a red text prompt: "Maximum recording duration for leaving message (s)". Below this, there is a red text prompt: "If your e-mail address is not blank, an e-mail will be sent to you after you finish recording your message. You will be able to view, play back, or delete the recorded message by clicking the link in that e-mail." Below this, there is a red text prompt: "* Required field". Below this, there are three input fields: "* Message Title:" with the value "Message From Guest", "* Your Name:" with the value "Guest", and "Your E-mail:" with the value "guest@web.com". At the bottom, there are two buttons: "Launch" and "Cancel".

Step~4: JoinNet launched. Click **OK** to start message recording, **Exit** JoinNet to finish message recording.

Step~5: (Optional) It will take MMC at least one minute to finalize the recording file and refresh **About the Message** (on the same web page under **Launch JoinNet**) to enable **View URL**. Click **View Message Details** to go to the Message Details web page. Click **Play Back** to play back the recorded message or **Delete Message** to remove the recorded message.

Once a guest finished a recorded message, MMC will send **Message Details** to the guest using the email address provided in Step~3, and notify the message recipient, an owner-type user, via email, at MMC personal home page, or by using Messenger. The guest can play back or delete the recorded message any time before the first playback by the owner-type user. That is, if the owner-type user should have played back the recording file already, the guest wouldn't be able to delete the message. Furthermore, if the recorded message should have been deleted by the owner-type user, the guest would not be able to play back the message any more.

- **Instant Meeting**

This feature is available for owner-type users only.

Step~1: Sign-in MMC. Click **Instant Meeting** to enter **Launch JoinNet** web page.

Step~2: Check **No** for **Resume Meeting**. Specify meeting **Title**, check **Yes** for **Recording** and **No** for **Forum Mode**. Specify **Joint Browsing URL** if necessary.

Launch JoinNet	
Please set attributes of the instant meeting:	
* Required field	
* Resume Meeting:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Title:	<input type="text" value="Instant Meeting"/>
* Recording:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Forum Mode:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Joint Browsing URL:	<input type="text" value="http://www.homemeeting.com"/>
<input type="button" value="Launch"/> <input type="button" value="Cancel"/>	

Step~3: Click **Launch** to start JoinNet. (If activation of JoinNet was blocked by browser due to higher security settings, user has to click the **Launch JoinNet** hyperlink one more time to activate JoinNet.)

Launch JoinNet
If JoinNet does not start in 5 seconds, please click the following link:
Launch JoinNet

Step~4: Office Open icon will be displayed at the MMC website, and the HomeMeeting Messenger as well. Noting owner's web office open, visitors can then click and join an online meeting with the owner-type user, together with other guests who get the owner's permission to enter the online office. The owner-type user's JoinNet will popup every

guest's meeting request and an office's owner can accept or reject guests' visiting requests one at a time.

If **Forum Mode** is selected, all meeting participants can talk and send video—however the number of participants is limited (4 to 18), depending on the MCU capacity. If the **Joint Browsing URL** is specified, it will become the default home page of the **Interactive Board** of JoinNet during that online meeting. Please refer to JoinNet User Guide for more details.

- **Resume Meeting**

Step~1: Check **Yes** for **Resume Meeting** and then click **Select Recording**.

Step~2: Under Recording List, select a recording file and click **Resume Meeting** and back to Launch JoinNet web page.

Step~3: Specify meeting **Title**, check **Yes** for **Recording** and **No** for **Forum Mode**. Specify **Joint Browsing URL** if necessary.

Step~4: Click **Launch** to start JoinNet. (If activation of JoinNet was blocked by browser due to higher security settings, user has to click the **Launch JoinNet** hyperlink one more time to activate JoinNet.) The MCU will retreat and append the recording to the beginning of the online meeting.

Step~5: Office Open icon will be displayed at the MMC website and the HomeMeeting Messenger. Noting owner's web office open, visitors can then click and join an online meeting with the owner-type user and other guests who get the owner's permission to enter the online office. The owner-type user's JoinNet will popup every guest's meeting request and an office's owner can accept or reject guests' visiting requests one at a time.

Schedule Meeting, Prepare Slide, and Open Attachment

One of the reasons why most experienced MMC users prefer **Schedule Meeting** over **Instant Meeting** is to make sure that there is enough JoinNet connection for every invited user. Though **Instant Meeting** is convenient to set up, it is very possible that there are several concurrent instant meetings going on, using up all the JoinNet connections, resulting in all-lines-are-busy status to any attempt to join online meeting or leave message.

Another reason using Schedule Meeting is about participant management. Unlike Instant Meeting, in which case an owner-type user has to launch web office first and then allow visitors entering his/her online meeting room, one by one, manually checking every join-request user's name, but with **Schedule Meeting**, the user can select registered MMC members from **My Contacts** or **Lookup Users** and add them to a scheduled meeting; and within the scheduled meeting time, all the invited members, first sign in MMC, can enter directly into the online meeting room without further permission from the owner or the meeting coordinator.

One additional benefit of Schedule Meeting is to **Prepare Slides** or pre-upload files to the online meeting room using JoinNet or share files through the **Open Attachment** at the MMC website. When the online meeting starts, every meeting participant will be able to view or save the pre-uploaded slides or files. On the other hand, the MMC web application of Open Attachment is to facilitate file sharing among the invited members, before and/or after the scheduled meeting. For example, a teacher can share lecture handout to all students; and a student can share homework to the teacher, or class note to other classmate, using Open Attachment.

Here are step-by-step illustrations of the aforementioned features:

- **Schedule Meeting**

Step~1: Sign in MMC. Go to **Reservation Status**.

Step~2: Check the time slots or intervals (must be continuous) and click **Create Meeting** button located at the bottom of Meeting Reservation Status. (Note that all meeting reservations are subject to the maximum number of reserved meetings and the maximum number of JoinNet connections for reserved meeting. The number shown in each cell, if there is any, is the number of JoinNet connection reserved by all the scheduled meetings within that particular time slot; and one can click on the number to display all the reserved meetings and their coordinators.)

Step~3: Under Meeting Information, type in **Title**, select **Start Time** and **Duration**, check **Yes** for both **Recording** and **Reserve Connections**, click **View Contacts** to select meeting participants and click **Invite To Meeting** to return to Meeting Information web page. Click **Save** to finish meeting reservation. (In this example, check **No** for both

Resume Meeting and Forum Mode and use no **Additional Floating Connections**. (Please refer to Join-Meeting Hyperlink for the discussion of Additional Floating Connections. Join Browsing URL and Agenda are optional.)

Step~4: (Optional) Click **Send Mail** to send Meeting Notifications to all invited users.

Another popular way to create meeting is starting from Lookup Users:

Step~1: Sign in MMC. Go to **Lookup Users**.

Step~2: Check meeting participants from the Lookup User Search Result and select **Invite To Meeting** form the pull-down menu (at the bottom of the user list) and click **Go**. (Then follow Step~3 and Step~4 to schedule an online meeting.)

Of course, users can start from **Create Meeting** to schedule an online meeting; that is, starting straight from Step~3. However, if there aren't enough JoinNet connections for Reserve Connections due to schedule conflict, one will not be able to save the Meeting Information, unless the user changes Start Time or reduces Reserve Connections.

- Prepare Slide

Step~1: Sign in MMC. Go to **Lookup Meetings**.

Step~2: Click the title of the scheduled meeting (for the purpose of preparing slides), not an on-going nor a finished meeting, to display its Meeting Information.

Step~3: Click **Prepare Slides** button to launch JoinNet. (If activation of JoinNet was blocked by browser due to higher security settings, user has to click the **Launch JoinNet** hyperlink one more time to activate JoinNet.) Start uploading slides or files to the Interactive Board. Exit JoinNet and finish preparing slides.

Once the meeting starts, everyone will be able to view or save the pre-uploaded slides (or files) from the Interactive Board of JoinNet.

Meeting Information					
Meeting ID:	41				
Resumed From:	No				
Title:	Test 106				
Coordinator:	Bruce Lee (brucelee@hero.com)				
Scheduled Time:	Fri, Mar 28, 2008, 05:30 AM - 06:30 AM				
Connections:	<table border="1"> <tr> <td>Reserved for invited participants:</td> <td>2</td> </tr> <tr> <td>Floating:</td> <td>0</td> </tr> </table>	Reserved for invited participants:	2	Floating:	0
Reserved for invited participants:	2				
Floating:	0				
Forum Mode:	No				
Joint Browsing URL:					
Meeting Type:	Scheduled				
Recording:	Yes				
Attachment:	Open Attachment				
Agenda:					
<table border="0"> <tr> <td>Prepare Slides</td> <td>Edit Meeting</td> </tr> </table>		Prepare Slides	Edit Meeting		
Prepare Slides	Edit Meeting				

- Open Attachment

Step~1: Sign in MMC. Go to **Lookup Meetings**.

Step~2: Click the title of the scheduled meeting (for the purpose of file sharing), which could be an on-going or a finished meeting, to display its Meeting Information.

Step~3: Click the button of **Open Attachment** to enter the Meeting Attachment web page. Browse the file name (from the PC) to be uploaded and select *File Upload Recipient* from the pull-down list, in which all the invited members of the scheduled meeting are listed. Click **Upload**.

Step~4: Recipient signs in MMC and goes to Meeting Attachment web page to download the file.

Note that, if a meeting coordinator should select himself/herself as the *File Upload Recipient*, the uploaded file would be available for every invited members of the scheduled meeting.

- Attendance Record

Step~1: Sign in MMC. Go to **Lookup Meetings**.

Step~2: Click the title of a finished meeting, either Instant Meeting or Schedule Meeting. Under the Meeting Information, the attendance record of the meeting is displayed.

- Meeting Notification

All invited members of a scheduled meeting will find the meeting title at his/her MMC personal home page or under **Lookup Meeting**; and owner-type users who sign in their Messenger will see the title of the scheduled meeting. If the coordinator of a scheduled meeting should select **Send Mail**, every invited member would receive an email notification with an **Attend** button to join the online meeting.

Share Recording, Publish Recording, and Viewer Record

No matter it is started by Leave Message, Instant Meeting, or Schedule Meeting, JoinNet can record the entire meeting session, including *video*, *audio*, *text chat*, *user list*, *whiteboard* presentation and annotation, *joint web browsing* URLs, and detailed operations from *desktop sharing* and *remote control* onto the MMC system. Users can also download JoinNet recording files from other HomeMeeting MCU servers and upload them to the MMC system. All the JoinNet recording files, namely **JNR** files, can be searched, played back, downloaded, shared, or published through the MMC system, and can be shared through the HomeMeeting Messenger as well—please refer to HomeMeeting Messenger User Guide for further details.

Once a JNR file is shared or published, MMC will record all the playback records, namely viewer records, about when and how long the JNR file was viewed by whom and from which country and from which IP address. Similar, but simplified, feature is also supported by the HM Messenger.

- Share Recording

Step~1: Sign in MMC and go to **Lookup Recordings**.

Step~2: Find the recording file to be shared and select **Share** under the **Action** column.

Step~3: On the **Add Share Recording** web page, specify the **Title**, check **Do Not Add for Anonymous Share** (Anonymous Share will be discussed later). Click **View Contacts**, select user(s), and click **Add To Share Recording Recipients**. Click **Save Share**. Click **Send Mail**.

Step~4: Once a recipient receives the **Meeting Recording Notification** email, he/she can click the **Play Back** hyperlink to go to MMC Sign-In page for recording playback. Type in **E-mail** address and **Password** and click **Submit** to launch JoinNet to play back the shared recording file.

If **Password** is assigned to a shared recording file, every recipient has to type in the correct password otherwise the playback request would be rejected by JoinNet. If **Expiration Days** is assigned to a shared recording file, no playback would be allowed after the expiration days.

Please note that, some time, the Play Back hyperlink may be truncated by the recipient's email client due to its default setting of the maximum bite length for a hyperlink; in that case, the corresponding MMC will not be able recognize the playback request. The solution to this problem will be discussed in the following section.

Another possible risk of playback sharing through email is that, due to spam-mail setting at the recipient's email server, the Meeting Recording Notification email may be treated

as a junk mail. There are at least two ways to solve this problem: (a) share recording through Messenger (please refer to Messenger User Guide) or (b) publish recording file through MMC.

- **Publish Recording**

Step~1: Sign in MMC and go to **Lookup Recordings**.

Step~2: Find the recording file to be published and select **Publish** under the **Action** column.

Step~3: On the Publish Recording Information web page, specify the recording **Title**, provide **Keywords** for better file searching, and the select recipients (**Everyone**, **All Members**, or **No** for Permittees only. If **No** were checked for **Open To Public**, one has to go to the next step to select recipients from **My Contacts**.) At the end, click **Save Recording** to complete Publish Recording.

Step~4: The recipients of a published recording will find the recording title appeared at the MMC home page if published to everyone, or at the MMC personal home page, or under the Published Recordings MMC web page, if published to all members or certain members. In addition, if the recipient is an owner-type user, the published recording title will be displayed at his/her Messenger. How long the recording title will remain at the MMC home page or Messenger is up to the system administrator of MMC. But a published recording file will be displayed through the Lookup Recordings under Published Recording until it is deleted by the owner or the system administrator.

- **View Playback Record**

Step~1: Sign in MMC and go to **Lookup Recordings** under **Recordings**.

Step~2: Find the recording file to check its playback record and select **Share** (or **Publish**) under the **Action** column. (To check the playback record of a published recording, one can go to **Lookup Recordings** under **Published Recordings** and select the recording file to check its playback record.)

Step~3: If there is any playback activity of a recording file, click the **View Activities** button to see the Playback Activity List, which shows all viewers' activities, including Start Time, Duration, Viewer Name/E-mail, IP Address, Country, and whether the playback data is received successfully or not.

Join-Meeting Hyperlink and Playback Hyperlink

Online meeting and recording-playback sharing are the two most important features of MMC. But these two features, enabled by JoinNet and the HomeMeeting MCU server, are not necessarily limited to the MMC website. Through a simple operation such as *Insert Hyperlink* or *Copy-and-Paste Hyperlink*, every website or email can be facilitated to provide online meeting and recording playback to its end users. This procedure is quite straightforward; that is, firstly create an online-meeting hyperlink (or recording playback hyperlink) from MMC and then copy-and-paste (or insert) this hyperlink to other web page or email. Once users click on the hyperlink, they will be redirect to the Launch JoinNet web page of MMC and continue the online meeting request (or recording playback request).

Basically speaking, there are two types of hyperlinks: hyperlinks that require no MMC sign-in (hereafter called **Public** hyperlinks) and hyperlinks that require MMC sign-in (hereafter called **Private** hyperlinks).

- **Public Join-Meeting Hyperlink**

In the case of **Instant Meeting**:

Step~1: Sign in MMC and go to **My Preference** under **User**.

Step~2: Look to the bottom of User Preference, copy **Visit URL**, and paste this hyperlink to a third-party application such as web page or email.

In case of **Schedule Meeting**:

Step~1: Sign in MMC and go to **My Preference** under **User**.

Step~2: Set **Permission** to **Everyone**. If this is not done, anonymous guests will be rejected by MMC by default.

Step~3: Follow the steps of **Schedule Meeting**, but, in this case, type in *none-zero* value to **Additional Floating Connection** instead, which is reserved for non-registered guests.

Step~4: Go to **Lookup Meetings**, and look to the bottom of **Meeting Information**, copy **Attend URL**, and paste this hyperlink to a HTML application such as web page or email.

When using Public join-meeting hyperlink, the owner-type user has to start his/her web office first as in the case of Instant Meeting, or join the online meeting first as in the case of Schedule Meeting, and then allow anonymous or floating-connection visitors, one by one, to join the online meeting. One click at the Visit URL or Attend URL should bring guest to the Launch JoinNet web page of MMC. Type in guest **Name** and click **Launch**

button to start JoinNet. (If activation of JoinNet was blocked by browser due to higher security settings, user has to click the **Launch JoinNet** hyperlink one more time to activate JoinNet.)

- **Private Join-Meeting Hyperlink**

Step~1: Sign in MMC and go to **Lookup Meetings**.

Step~2: Look to the bottom of **Meeting Information**, copy **View URL**, and paste this hyperlink to a HTML application such as web page or email.

View URL, unlike Attend URL, is for registered members of MMC to view Meeting Information of the schedule meeting to which they are invited. Clicking at View URL a user will go to the sign-in webpage of MMC. Once the user signs in MMC, he/she should see the corresponding Meeting Information; and, if within the schedule time, he/she would also see an **Attend** button for entering the schedule meeting.

- **Public Playback Hyperlink**

In the case of **Share Recording**:

Step~1: Sign in MMC and go to **Lookup Recordings**.

Step~2: Find the recording file to share and select **Share** under the **Action** column.

Step~3: On the **Add Share Recording** web page, specify the **Title**, check **Add** for **Anonymous Share**. Click **Save Share**. Click **Do Not Send Mail**.

Step~4: Look to the table of **Share User List**, copy the anonymous **Playback URL**, and paste this hyperlink to a third-party application such as web page or email.

In the case of **Publish Recording**:

Step~1: Sign in MMC and go to **Lookup Recordings**.

Step~2: Find the recording file to be published and select **Publish** under the **Action** column.

Step~3: On the Publish Recording Information web page, specify the recording **Title**, provide **Keywords** for better file searching, and the select “**Everyone**” as recipients. Click **Save Recording** to complete Publish Recording.

Step~4: Look to the bottom of **Published Recording Information**, copy **Playback URL**, and paste this hyperlink to a third-party application such as web page or email.

Any user who clicks the playback URL, his/her JoinNet will be launched to play back the shared or published recording file.

- **Private Playback Hyperlink**

Step~1: Sign in MMC and go to **Lookup Recordings**.

Step~2: Find the recording file to be published and select **Publish** under the **Action** column.

Step~3: On the Publish Recording Information web page, specify the recording **Title**, provide **Keywords** for better file searching, and the select “**All Members**” or select users from **My Contacts** as recipients. Click **Save Recording** to complete Publish Recording.

Step~4: Look to the bottom of **Published Recording Information**, copy **View URL**, and paste this hyperlink to a third-party application such as web page or email.

View URL, unlike Playback URL, is for registered members of MMC to view Published Recording Information of the published recording file to which they are selected as recipients. Clicking at View URL a user will go to the sign-in webpage of MMC. Once the user signs in MMC, he/she should see the corresponding Published Recording Information; and a **Playback** button to launch JoinNet for recording file playback.

Of course, one can share a recording to a registered member, copy the Playback URL of the named user, and paste this hyperlink to a third-party application such as web page or email. This will become a one-to-one recording sharing hyperlink.