

HOMeMEETING

TECHNICAL PAPER

HomeMeeting Web Office User Guide
Version 3.12.0

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A HomeMeeting Inc. Official Document

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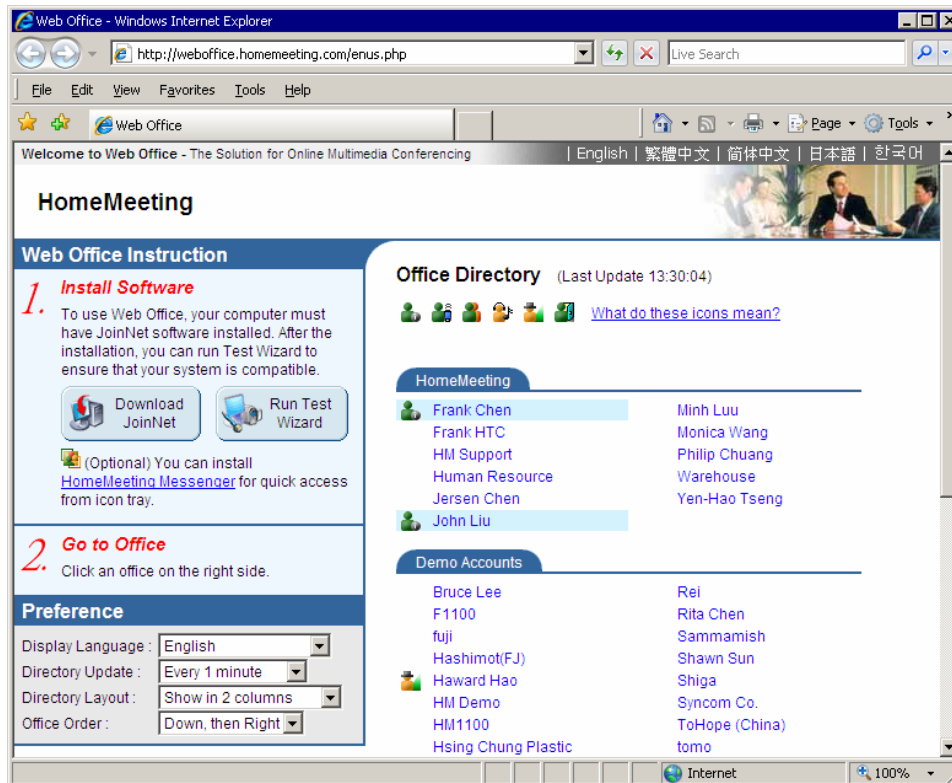
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Overview

HomeMeeting Web Office Server—an integrated suite of PHP web applications, HomeMeeting MCU server, HM Messenger and JoinNet—is an entry-level online meeting & messaging system for alliances of professional individuals, small-group learning organizations, and small-to-midsize business divisions, and the like.



Generally speaking, all the features of HomeMeeting Web Office server are mentioned in details in *HM Messenger User Guide* and *JoinNet User Guide*, which can be downloaded from <http://www.homemeeting.com>. Nevertheless, this user guide is more focused on the first-time users who don't have chance to install JoinNet or HM Messenger and hence provides a useful guideline for Web Office owners inviting new users to visit their web offices—and the Web Office webpage is probably the most likely first stop for these invited guests, if not considering the invitation email with go-to-meeting hyperlink insertion.

Since the Web Office webpage is an open-source PHP application, it can be customized according to end-users' needs, including the company logo. This user guide will go over the following two topics:

- Install JoinNet and Run Test Wizard
- Visit Someone's Web Office
- Invitation Email
- Web Office Server Management

Install JoinNet and Run Test Wizard

Install JoinNet

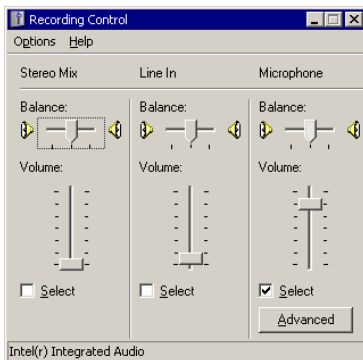
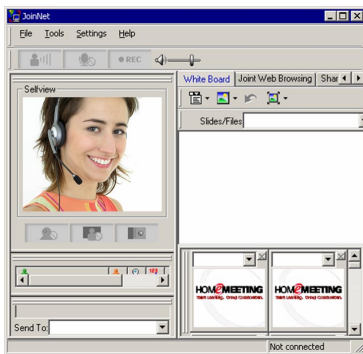


JoinNet is the multimedia communication client software developed by HomeMeeting and distributed freely by its partners and customers. One can download and install JoinNet from HomeMeeting or from any HomeMeeting Web Office webpage. Let's take HM Web Office as an example:

1. Click on Download JoinNet button
2. Click **Run** to open the installation package.
3. Select a language and click **OK** to start installation.

Run Test Wizard

The purpose of running test wizard is to check the video/audio device settings for the first time users, and the network proxy settings as well.




1. Click on Run Test Wizard button to launch JoinNet. If JoinNet isn't started automatically, it is not installed properly.
2. If you are using a web cam, you should see a video at the self-view window of JoinNet. If no video shown at JoinNet, the driver of the web cam is not installed properly. Click on **Next** to proceed to audio checking.
3. On the Master Volume (or Playback Volume) panel, uncheck **Mute All** and check **Mute** under Microphone. And adjust the master volume to higher than mid level. Click on **Next** to check audio recording.
4. On the Recording Control panel, check **Select** under Microphone (i.e., select microphone as the audio input device) and adjust the microphone volume to higher than mid level. (If a high-pitched squealing noise occurs, because you are not using a headset, ignore it and continue to the next step quickly. Using a headset for JoinNet communication is highly recommended, unless you know how to avoid audio feedback that triggers the squealing noise.) Click on **Next** to test your network connection.
5. Click on Test Network Connection button to start network testing. If there is any proxy setting in IE browser, it will be used by JoinNet. Click **OK** and then the **Next** button and finally the **Finish** button to end the test wizard. Exit JoinNet.

Visit Someone's Web Office

Owner Account





The users listed at the Web Office webpage all have Owner accounts at the Web Office server; namely they are the Owner-type users. (Administrator: please refer to the section of *Web Office Server Management* for creating an Owner account.)





All visitors, who want to join an online meeting at someone's web office, must obtain just-in-time permissions from the Owner-type user of the web office. In other words, if an Owner-type user is offline, the best a visitor can do is to leave a recording message to that owner, if the leave-message function is turned on by the owner—if an Owner-type user should check “Disallow guest leaving message to me” at his/her HM Messenger, under **Edit Profile**, the leave-a-recording-message function will be turned off at the user's web office. (Owner-type users: please refer to *HM Messenger User Guide* for managing your personal web offices.)

Online Presence

Visitor first goes to the Web Office web page and find the person to whom he/she wants to visit. The visitor can check the presence of an Owner-type user through the following statuses:

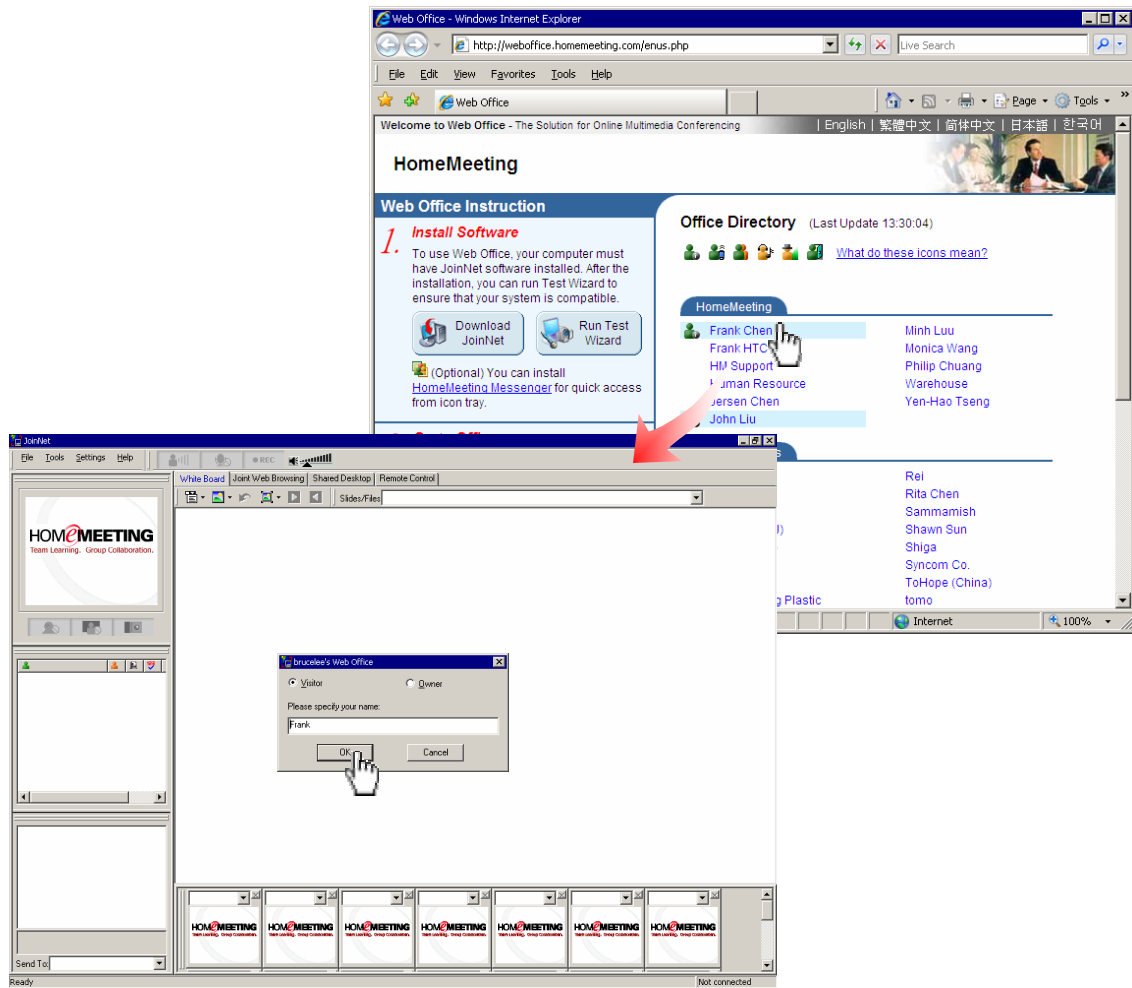
-  This status indicates that the Owner-type user has launched JoinNet and is ready for granting just-in-time permission to visiting request.
-  This status indicates that the Owner-type user's HM Messenger is online, connecting to the Web Office server by PC, and it will take a few more seconds for the user to launch JoinNet and then response to a just-in-time visiting request.
-  This status indicates that the Owner-type user's HM Messenger is online, connecting to the Web Office server by mobile device, and it will take a few more seconds for the user to launch JoinNet and then response to a just-in-time visiting request.
-  This status indicates that the Owner-type user's HM Messenger is online, but may be too busy to response to any visiting request.

 This status indicates that the Owner-type user's HM Messenger is online, but may be too far away to respond to any visiting request.

 This status indicates that the Owner-type user is in meeting with someone(s) else.

Entering Web office

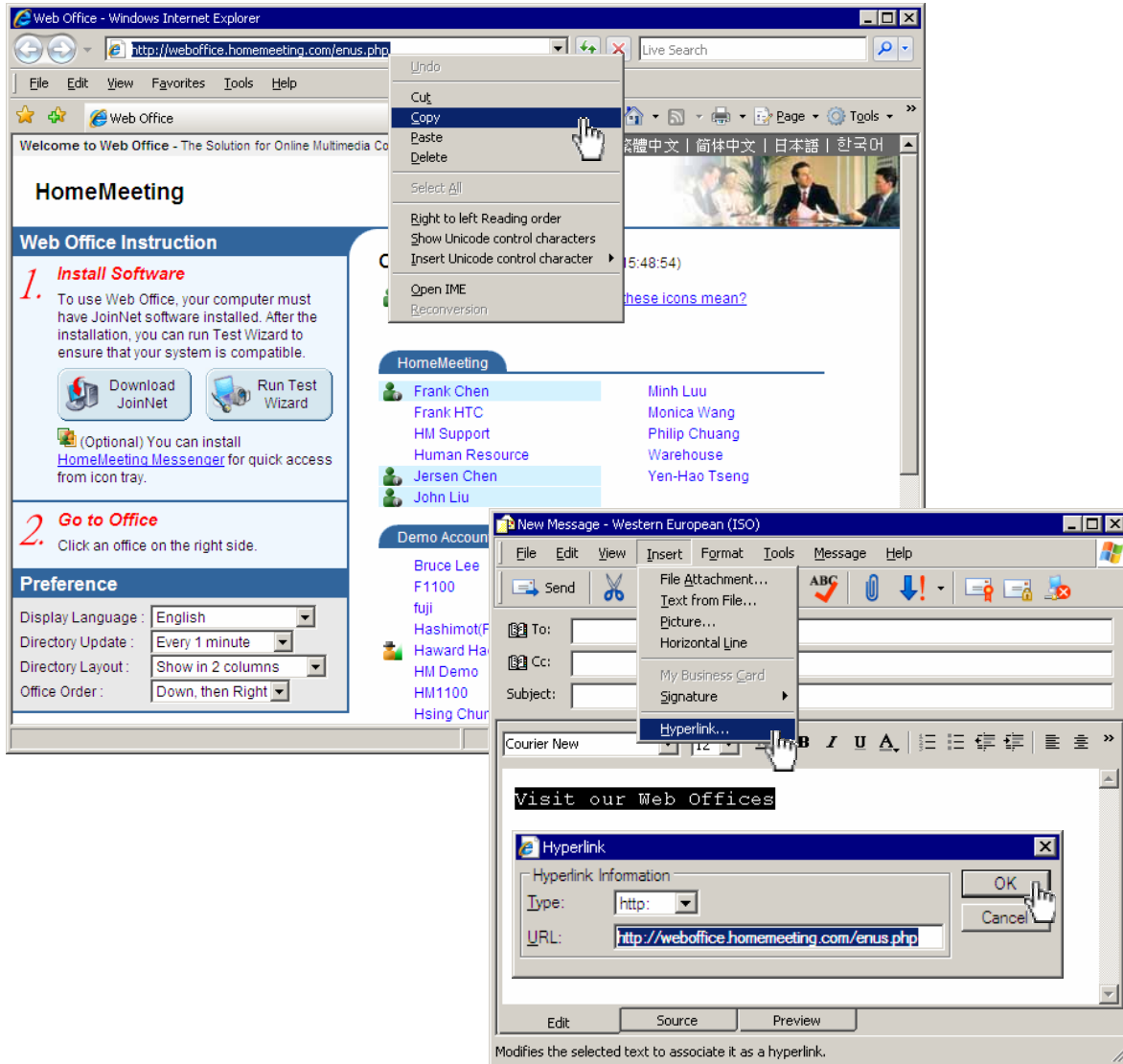
To visit someone's web office, one must install JoinNet first, which is the same for playing back a JoinNet recording file. First click on the Owner-type user's web office to launch JoinNet, and then type in your name, not password, click **OK** to send out the visiting request and wait for the permission from the Owner-type user.



Invitation Email

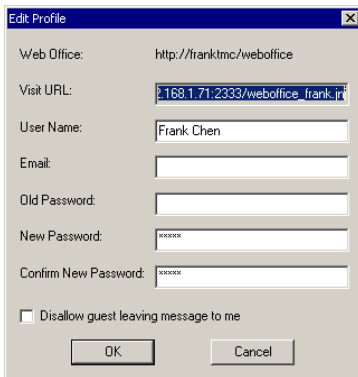
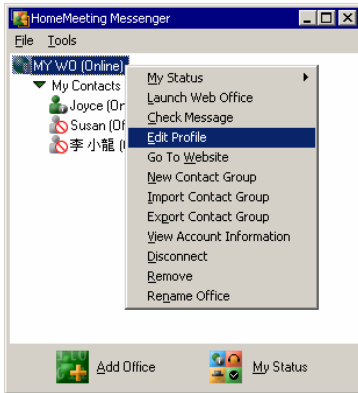
First-Time Invitation

This is the easiest way to send out an email that invites a first-time user to visit your web office. Simply insert the web address of your web office server to the invitation email and ask he/she to click on your name.



1. Highlight the web address at the browser and use mouse right-click to select **Copy**.
2. Open email client and paste the web address to your email; or highlight the text string that you want to insert the web address, click **Insert** and select **Hyperlink**, and paste the web address to the URL and click **OK**.
3. Send out the email.

Meeting Invitation



Meeting invitation is a hyperlink for downloading a ticket to activate JoinNet to connect to a given HomeMeeting MCU server for a specified meeting session. All the web applications developed by HomeMeeting can automatically detect whether a user has installed JoinNet or not when the user clicks on the hyperlink, and will direct the user to HomeMeeting or a customer's Web Office webpage for JoinNet installation.

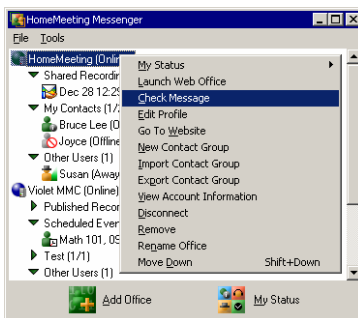
You need HM Messenger to get the meeting hyperlink:

1. Right-click the name of your web office, which showing your online status and use mouse right-click to select **Edit Profile**; highlight and copy the Visit URL.
2. Open email client and paste the Visit URL to your email; or highlight the text string that you want to insert the Visit URL, click **Insert** and select **Hyperlink**, and paste the Visit URL to the URL field and click **OK**.
3. Send out the email.

Instead of taking a visitor to your web office webpage, this hyperlink will check JoinNet installation, and download a ticket to activate JoinNet if it was installed already.

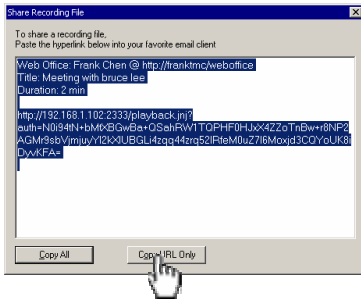
Playback Invitation

Playback invitation is a very unique feature of the message sharing system developed by HomeMeeting. Since all the online meetings or self recordings are recorded at the HomeMeeting MCU server and are ready for recording sharing through hyperlinks or the secure sharing mechanism of the HM Messenger. Similar to meeting invitation, a playback invitation is a hyperlink for downloading a ticket to activate JoinNet to connect to a given HomeMeeting MCU server for the online playback of a specified recorded file.



You need HM Messenger to share a recording file. In addition to this, the HomeMeeting Web Office server of yours must support a special license type of **Enable Playback Connection**.

1. Right-click your HM Messenger account and select **Check Message** to bring up Your Messages window.
2. Select and right-click a recording file, select **Share File** to bring up Share Recording File window—or select



Share File with Restriction which provide more advanced feature such as set playback password or playback expiration.

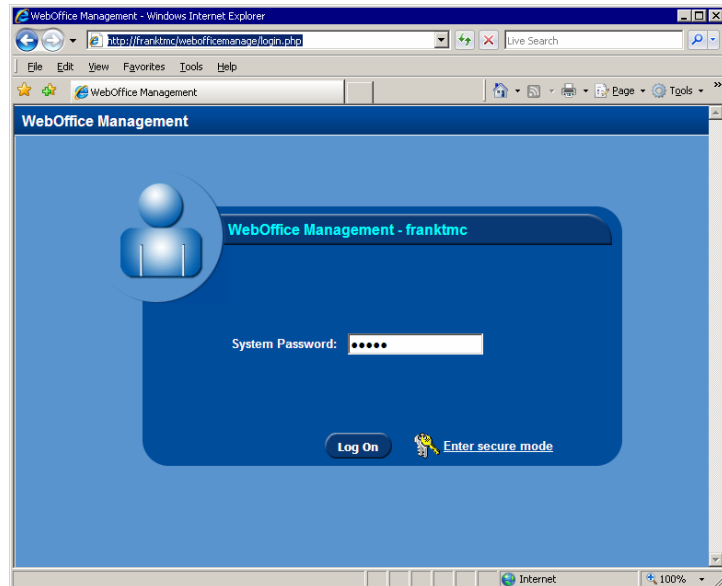
3. Click **Copy URL Only** to save the playback hyperlink.
4. Open email client and paste the playback hyperlink to your email; or highlight the text string that you want to insert the playback hyperlink, click **Insert** and select **Hyperlink**, and paste the playback hyperlink to the URL field and click **OK**.
5. Send out the email.

Sharing a recorded file to a first-time user is considered the best approach to prepare that user for a future online meeting, since the recipient of the shared recording file will install JoinNet and has to be able to hear audio playback—implying that he/she will be able to hear your audio during an online meeting and follow your instruction to get familiar with JoinNet or allow you to remote control his/her PC for troubleshooting.

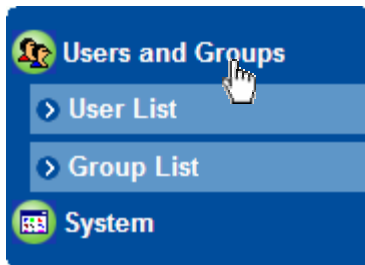
Web Office Server Management

Administrator Login

The administrator web page is setup by the HomeMeeting agent, in accordance with customer's request. Type in **System Password** and click **Log On** to enter the Web Office Management.



Create Owner Account



Click on **Users and Groups** to pull down **User List** and **Group List**. To create a new Owner account:

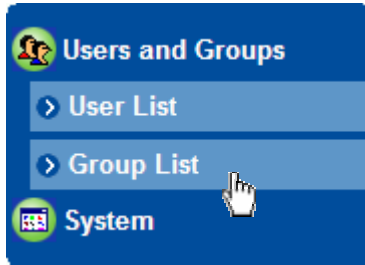
1. Click on **User List** to bring out User List panel.

| User ID | User Name | Max Outside Connections | Recording Disk Quota | Edit | Delete |
|----------|-----------|-------------------------|----------------------|------|--------|
| brucelee | Bruce | 10 | 100 | | |
| frank | Frank | 100 | 1000 | | |
| Joyce | Joyce | 10 | 10 | | |
| Susan | Susan | 10 | 10 | | |

2. Click on **Add New User** to bring out Add New User Panel. Type in user ID, user name, password—and retype password to confirm, email address, assign the user to a group, and finally specify the number of JoinNet connection that the user can uses and the total

storage space for all the recording files that the user saves. Click on **Create** button to finish.

Create User Group



Click on **Users and Groups** to pull down **User List** and **Group List**. To create a new group:

1. Click **Group List** to bring up Group List Panel.
2. Click on **Add New Group** to bring up Add New Group panel.
3. Specify group ID, type in group name, select display order, select members to this group, and finally click on **Create** button to finish.

A screenshot of the 'Add New Group' form. It has a title bar 'Add New Group'. The form contains:

- Group ID: A text box with 'classroom1'.
- Description: A table with four rows for different languages: English (English), Traditional Chinese (英文教室), Simplified Chinese, Japanese, and Korean.
- Display Order: A dropdown menu set to 'After Group: online'.
- Members: Two columns. The left column is 'Users belong to this group' with 'frank'. The right column is 'Other users' with 'brucelee', 'Joyce', and 'Susan'. There are left and right arrow buttons between the columns.

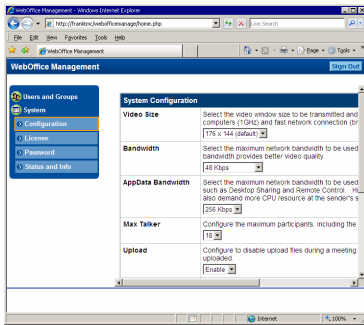
At the bottom are 'Create' and 'Close' buttons.

System Configuration



Click on **System** to pull down **Configuration**, **License**, **Password**, and **Status and Info**. Administrator can reset some system configuration through the Web Office Management web page, which includes:

1. Adjust video size at the main video window of JoinNet.
2. Set the maximum bandwidth allocated for both the **audio** and **video** transmission. Since audio bandwidth is determined by the audio codec, this parameter is mainly for video bandwidth setting. For example, the bandwidth allocated for default audio code is about 8 Kbps. If the bandwidth setting is 48 Kbps, the video bandwidth is then allocated to be 40 Kbps. If audio



codec G711 (64 Kbps) is used, to keep the same video bandwidth of 40 Kbps, the max bandwidth must be at least 104 Kbps.

3. Set the maximum application data bandwidth allocated for the **desktop sharing** and **remote control**. Note that this bandwidth setting uses TCP and it will fight against the bandwidth allocated for audio and video.
4. Set the number of people can talk at the same time.
5. Disable or enable file upload.
6. Disable or enable save file.
7. Disable or enable Desktop Sharing or Remote Control.
8. Specify the user ID allowed for Jeditor usage.
9. Specify the user ID not allowed for Jeditor usage.

Server License

Click on **License** to display the original license issued by HomeMeeting and its agent.

System Password

Click on **Password** to bring up Change System Password panel.

| Change System Password | |
|------------------------|--|
| New Password | <input type="password"/> |
| | <input type="password"/> (Retype to confirm) |

[Save Changes](#)

Lookup System Status

Click on **Status and Info** to display the current system status; or to start or stop the Web Office server.