





# Teleport Quick Reference




 The **Dial** button displays the Telephone Book. The desired remote station can be called by selecting the name appearing on the list by mouse or keyboard. The videoconference is started by clicking the **Dial** button.


 An ongoing videoconference can be terminated by clicking the **Dial** button - now depicting an arrow pointed downwards.


 The **File Transfer** button starts the SCOTTY File Transfer function - designed to achieve the highest possible data rate.


 The **Share** button starts the data package during an ongoing videoconference. Shared white-boarding, application sharing or data-transfers can begin.


 With **Snapshot** a still of the video can be copied into the clipboard.


Three individual presets defined in **View | Audio & Video Controls** can be selected by the following buttons. When the mouse cursor is positioned in the button, a "Tool Tip" appears, displaying the defined name for this preset.


 By clicking **Preset A** the first video and audio setting is selected. This preset typically activates the preset for the live camera.

 By clicking **Preset B** the second video and audio preset is activated. This setting is usually used for the external video input 1.

 By clicking **Preset C** the third video and audio setting is selected.

 **Volume Down** decreases the volume.

 **Volume Up** increases the volume.

 **Mute** interrupts the transmission of the audio signal. When activated, this feature makes the local conversation private. The transmitted audio is resumed by pressing **Mute** again.

# NetMeeting Quick Reference



Pressing the **Share** button during an ongoing videoconference activates NetMeeting on both sites and automatically creates a data conference. Now teleworking is ready to begin.



The **Hang Up** button terminates the data conference and closes the data channel.



When the **Share** button is clicked, all presently opened applications are listed and can be selected for sharing. Select the name of the program you want to share and click the **Share** button. If an application is shared, both video-communication partners can see the application on the screen.

To allow the other site to control your shared program, select the **Allow Control** button. During collaboration one site has control in the shared application(s) while the other site is remotely controlled. To obtain control, click the mouse button. To stop collaborating the shared program press **ESC**.




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*With the share and collaborate option it is possible to remote control a computer by sharing and collaborating Windows Explorer. In this way, for example, applications can be opened or software can be installed on the remote site. It is advisable, however, to pay careful attention not to delete or move important files accidentally.*

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By clicking the **Whiteboard** button the Whiteboard is opened on both video-communication sites. A Whiteboard is a graphics folder with several pages which can be discussed and worked on simultaneously during the videoconference. The user can easily switch between the different pages by clicking on the buttons at the bottom of the Whiteboard window.