

## Table of Contents

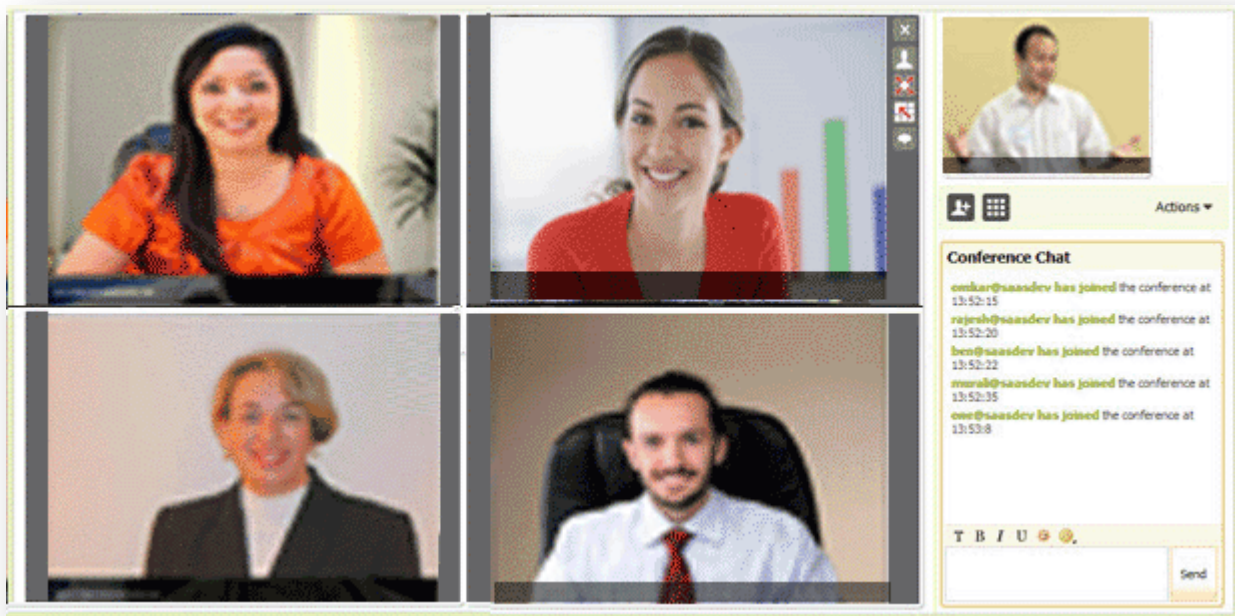
<b>1. Introduction .....</b>	<b>2</b>
<b>2. Pre-requisites for ConnectMe<sup>Beta</sup> Service.....</b>	<b>2</b>
2.1 Enabling PeerConnection in Google Chrome .....	3
<b>3. ConnectMe<sup>SM</sup> Service .....</b>	<b>3</b>
3.1 ConnectMe Video Call <sup>Beta</sup> .....	3
3.2 ConnectMe Video Conference <sup>Beta</sup> .....	7
<b>4. Video Conferencing with Anyone.....</b>	<b>11</b>
<b>5. Video Calling with Anyone.....</b>	<b>13</b>
<b>6. Adding more Attendees to Conference.....</b>	<b>14</b>
<b>7. Actions menu for Moderator and Attendees.....</b>	<b>15</b>
7.1 Adding Source-Video Only .....	17
<b>8. Frequently Asked Questions.....</b>	<b>17</b>

## 1. Introduction

In today's Global economy, travelling and meeting people to engage in face-to-face meetings with partners, customers to boost your market opportunities is more than a pre-requisite and above that is a business practice. Now zero down the need to travel and eliminate all your travel expenses with **ConnectMe<sup>SM</sup>** Service embedded in UCC.

Share your knowledge more widely and quickly by using all means of communication in video conferencing.

Below is typical view of **ConnectMe Video<sup>Beta</sup>**.



Increase your productivity by collaborating with all your work forces and project teams located at different places. Get the feel of “**Being there**” with our video chatting quality and the ease of use. The greatest thing is that you are able to do all this without installing any software or even a plug-in.

## 2. Pre-requisites for ConnectMe<sup>Beta</sup> Service

<b>Operating Systems</b>	Windows 7, Mac OS x 10.5.8 or above
<b>Minimum Hardware</b>	Webcam, A minimum of 100 MB free disk space and minimum bandwidth of 512 kbps
<b>Processor</b>	Intel Dual Core or above
<b>Browser</b>	Google Chrome 21.0 with PeerConnection enabled

## 2.1 Enabling PeerConnection in Google Chrome

1. Using Chrome, in the address bar, enter `chrome://flags/` and press **Enter**.
2. In the page which appears, scroll down to find **Enable Peer Connection**. Click **Enable** under **Enable Peer Connection** and relaunch the browser.



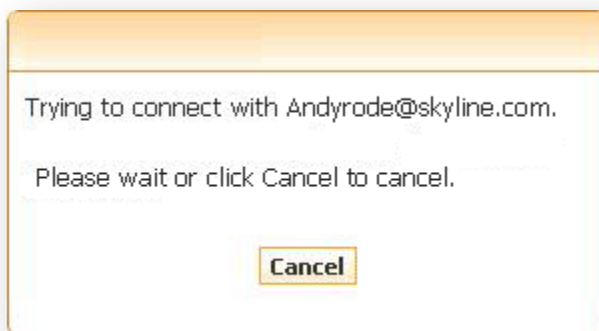
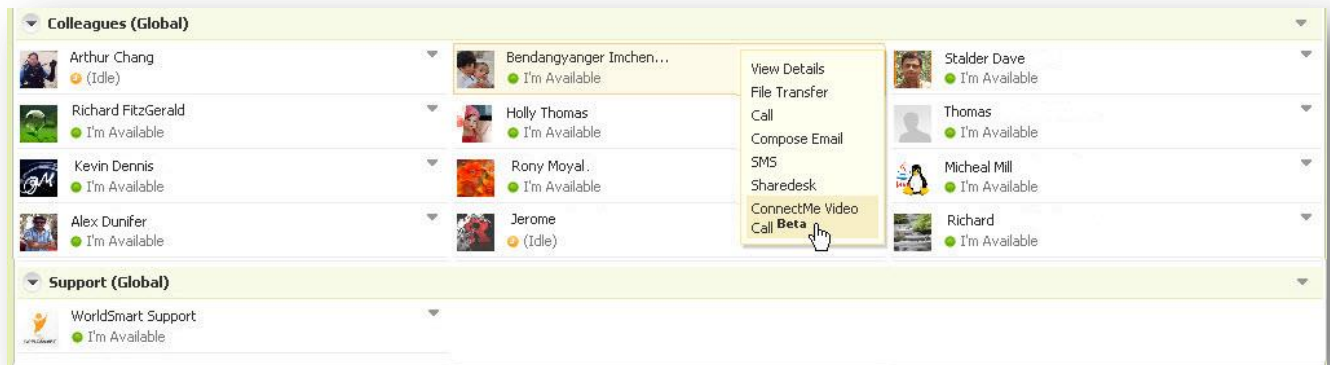
3. In the address bar, enter <https://quorumweb40.wspb.com>
4. Login to UCC by entering **Username** and **Password**.

## 3. ConnectMe<sup>SM</sup> Service

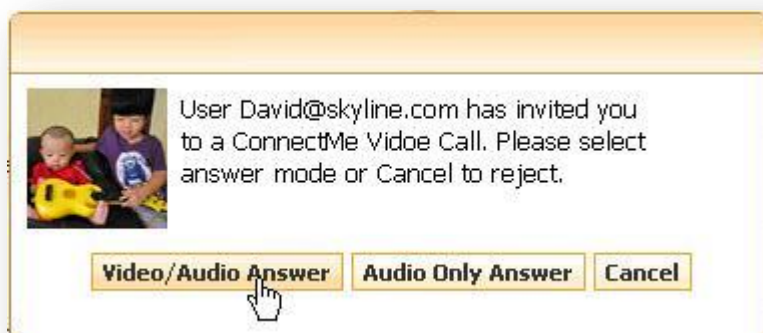
### 3.1 ConnectMe Video Call<sup>Beta</sup>

**ConnectMe Video Call<sup>Beta</sup>** in UCC allows two online users to video chat. The user or agent initiating the **ConnectMe Video Call<sup>Beta</sup>** is referred to as **Moderator** and the user, to whom a **ConnectMe Video Call<sup>Beta</sup>** request is sent, is referred to as the **Attendee**.

1. To make a **ConnectMe Video Call<sup>Beta</sup>**, hover over the Attendee's Actions menu.
2. Select **ConnectMe Video Call<sup>Beta</sup>** from the options in the dropdown.



**ConnectMe<sup>SM</sup>** tries to call the selected attendee. Click **Cancel** to cancel calling.

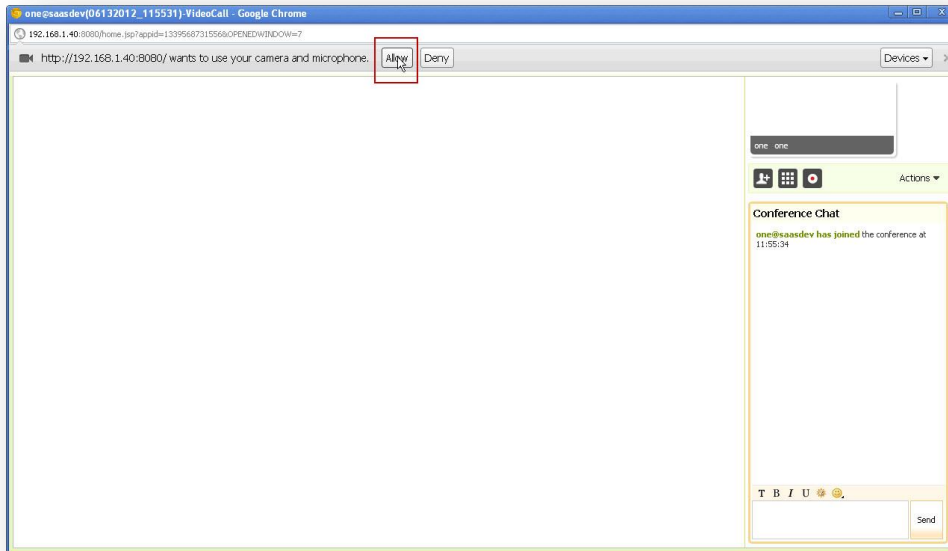


A **ConnectMe Video Call<sup>Beta</sup>** request is sent to the Attendee as shown above.

The Attendee selects any of the answer modes to accept the **ConnectMe Video Call<sup>Beta</sup>**.

- **Video/Audio Answer:** By selecting this answer mode, the moderator and the attendee can video and audio chat.
- **Audio Only Answer:** By selecting this answer mode, the Moderator can just audio chat and cannot view video of Attendee. But the Attendee will be able to view the Moderator.

To reject the call, click **Cancel**. If the Attendee clicks **Cancel**, Moderator receives an alert saying that the Attendee has declined the **ConnectMe Video Call<sup>Beta</sup>** request.



Once the Attendee accepts the call, a new window opens with a confirmation message to use camera and microphone. Click **Allow**.









**Note:** *The same action is to be performed at the Attendee's end also.*




The next screen is loaded with the video of the Attendee and self video in the inset. Rollover the Attendee's video panel to view and use different options available. The highlighted area (in red) in the



above image shows the options available for the **Moderator**, which appear only when the cursor is rolled over the Attendee's video panel.

*Note: The Attendee also finds all the options as viewed by Moderator, except **Close** button.*

<b>Name</b>	<b>Icon</b>	<b>Description</b>
<b>Close</b>		In Self video, use this icon to close your self video. In the Attendee's video panel, use this icon to remove Attendee from <b>ConnectMe Video Call<sup>Beta</sup></b> .
<b>Hide Moderator's video</b>		In self video, use this icon to block all the other Attendees from seeing you. In Attendee's video panel, use this icon to hide Attendee's video.
<b>Full Screen</b>		Use this to view the Attendee in full screen. In Self Video, click this to view the video in full screen
<b>Normal View</b>		Use this to go to Normal View. This icon is available only when an Attendee or Moderator is viewed in full screen mode.
<b>Enlarged view</b>		Use this icon to go to Enlarged view from Normal View.
<b>Enlarged View to Normal View</b>		Use this icon to get back to Normal view from Enlarged view
<b>Private Chat</b>		Use this to open outer chat window of the video buddy.
<b>Auto Arrange</b>		Use this to Auto Arrange all the video screens that are in different views

- To end the **ConnectMe Video Call<sup>Beta</sup>**, click **End Conference** in Actions of window. To view the Attendee in full screen mode, click . The following image shows Attendee video pane in Full screen mode.

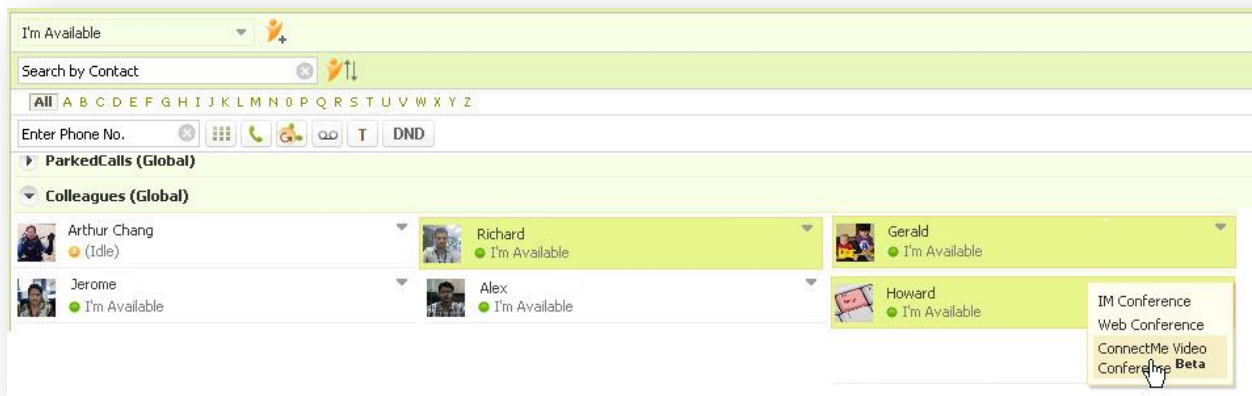


*Note: When viewed in full screen mode, the **Full Screen** icon is now replaced with  **Normal View**. Click **Normal View**  to go to normal view.*

### 3.2 ConnectMe Video Conference<sup>Beta</sup>

**ConnectMe<sup>Beta</sup>** Service allows more than one user to be part of video chat. Multiple users from multiple locations can be added to the conference. To setup a video conference,

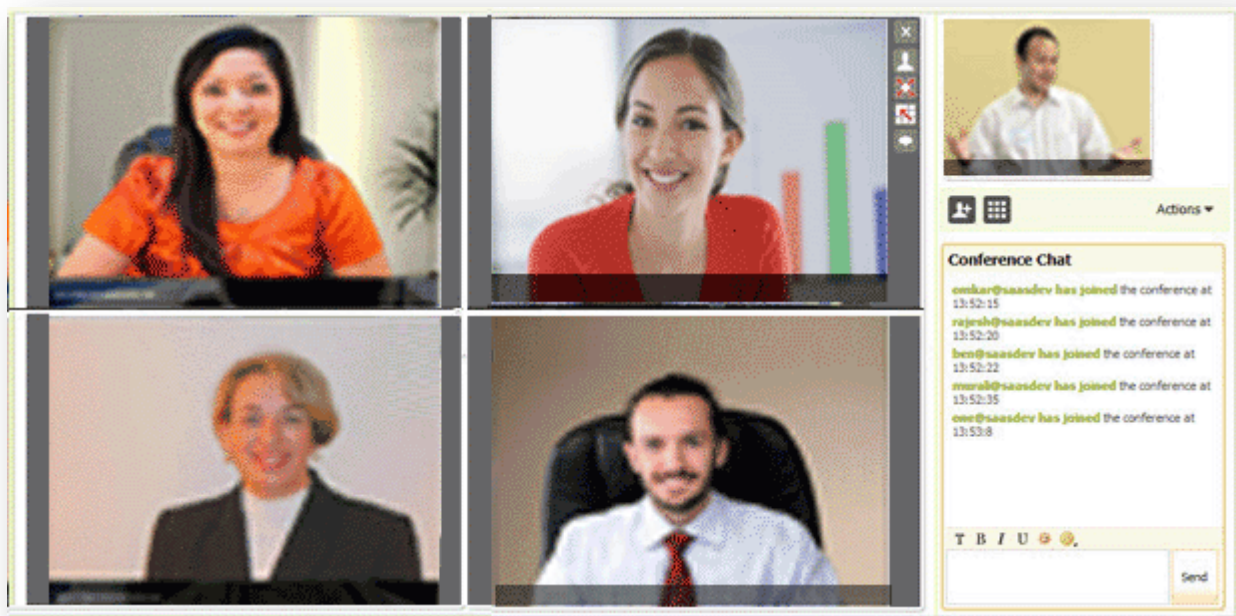
1. In the UCC, select all users by holding **Ctrl** button. All the selected Attendees appear highlighted as shown in the following image.
2. Hover over any of the selected users and select **ConnectMe Video Conference<sup>Beta</sup>** from the Actions menu.



In all the different video panes which appear now, Click **Allow** to initiate **ConnectMe Video Conference<sup>Beta</sup>**.

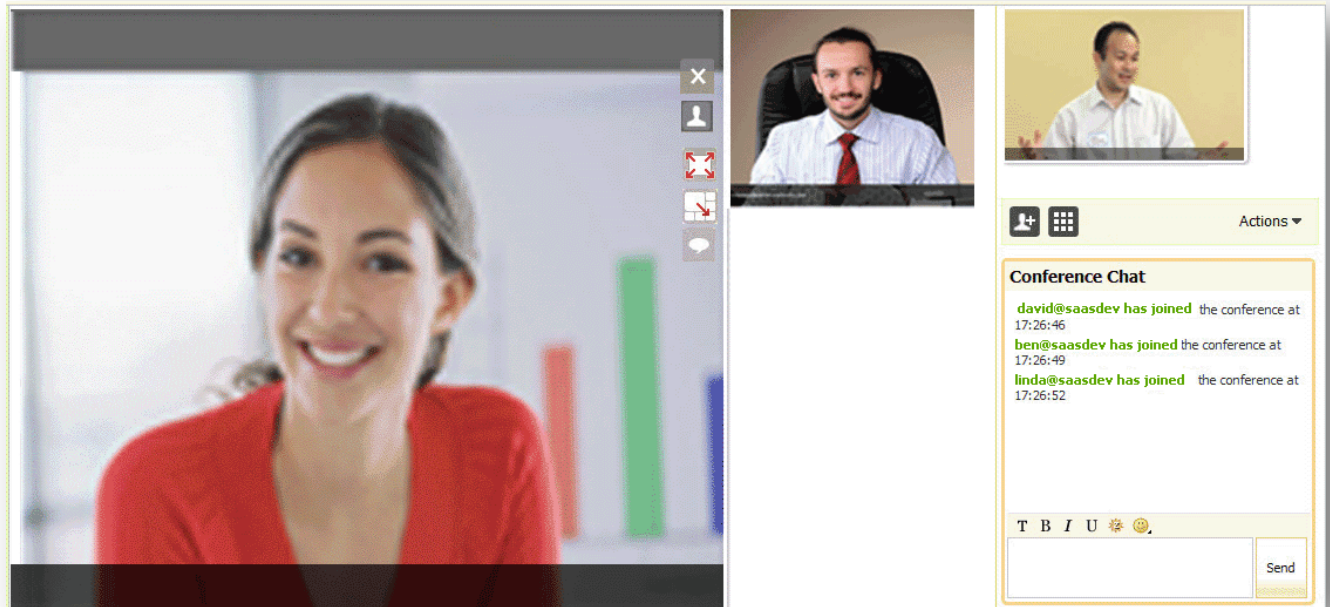
*Note: The above action is to be performed by all the Attendees selected. Only then **ConnectMe Video Conference<sup>Beta</sup>** can be established between Moderator and Attendees.*


All the video panes appearing will get auto arranged as the number of Attendees increases.







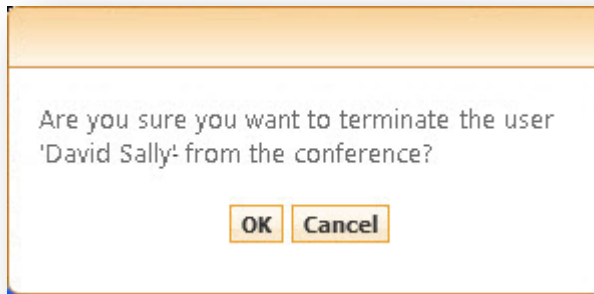
- ◆ The size of the video panel is auto aligned as the number of Attendees increases. You can even drag and drop the video panels from one place to another to move its position.





A particular video panel when enlarged looks as above. Rollover the enlarged video panel and click , to get back to normal view.

- ◆ To view a particular video panel in enlarged view from normal view, click  icon which appears on rolling mouse cursor over the video panel to be enlarged.
- ◆ To get back to Normal View from Enlarged View, click  icon.
- ◆ To view a video panel in Full Screen from Enlarged View, rollover the particular video panel and click .
- ◆ To remove or terminate a particular Attendee from the conference, click **close**  button corresponding to the Attendee by rolling over.









A confirmation message pops up on the Moderator’s screen. Click **OK** to terminate the user from the conference.



The Attendee also receives a message as shown above, when terminated from the conference.

The following table shows different icons displayed during **ConnectMe Video Conference<sup>Beta</sup>** in various view modes.

Name	Icon	Description
<b>Close</b>		Use icon this to terminate a particular Attendee from the <b>ConnectMe Video Conference<sup>Beta</sup></b> . Use this icon in Self video, to close your video. To allow Attendees view you, click <b>Show self video</b> which appears there.
<b>Hide Moderator's video</b>		Use this icon to hide Moderator’s video to a particular Attendee. Clicking this, the Attendee will not be able to see the Moderator
<b>Normal View to Full Screen</b>		Use this to view the Attendee in full screen. In Self Video, click this to view the video in full screen
<b>Enlarged view to Full Screen</b>		Use this icon to view the video in full screen from Enlarged view
<b>Enlarged View to Normal View</b>		Use this icon to get back to Normal view from Enlarged view

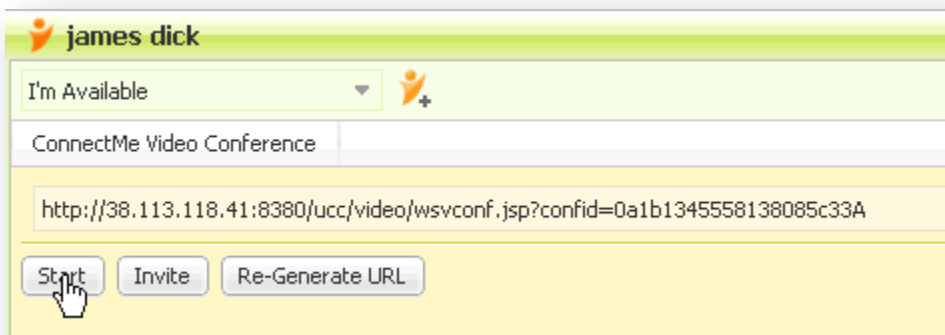
<b>Normal View to Enlarged View</b>		Use this icon to enlarge a video of the particular Attendee
<b>Full Screen to Normal View</b>		Use this icon to go to Normal View. This appears in the video pane of an Attendee who is being viewed in Full Screen or Enlarged View
<b>Full Screen to Enlarged View</b>		Use this icon to go to Enlarged View from Full Screen
<b>Private Chat</b>		Use this icon to open outer chat window of the buddy
<b>Auto Arrange</b>		Use this icon to Auto Arrange all the video screens that are in different views

*Note: Rollover a particular Attendee's video panel to see the different icons such as **Close, Hide, Mute, Enlarged View, Full screen and Private Chat.***

#### 4. Video Conferencing with Anyone

Downloading and installing applications in order to join a **ConnectMe Video Call<sup>Beta</sup>** or a **ConnectMe Video Conference<sup>Beta</sup>** is not a pre-requisite now. Other users can now take the privilege of using conferencing feature and this is made possible with URL conferencing.

A Moderator can initiate a **ConnectMe Video Conference<sup>Beta</sup>** by rolling over the actions menu and selecting **ConnectMe Video Conference<sup>Beta</sup>** from the list.



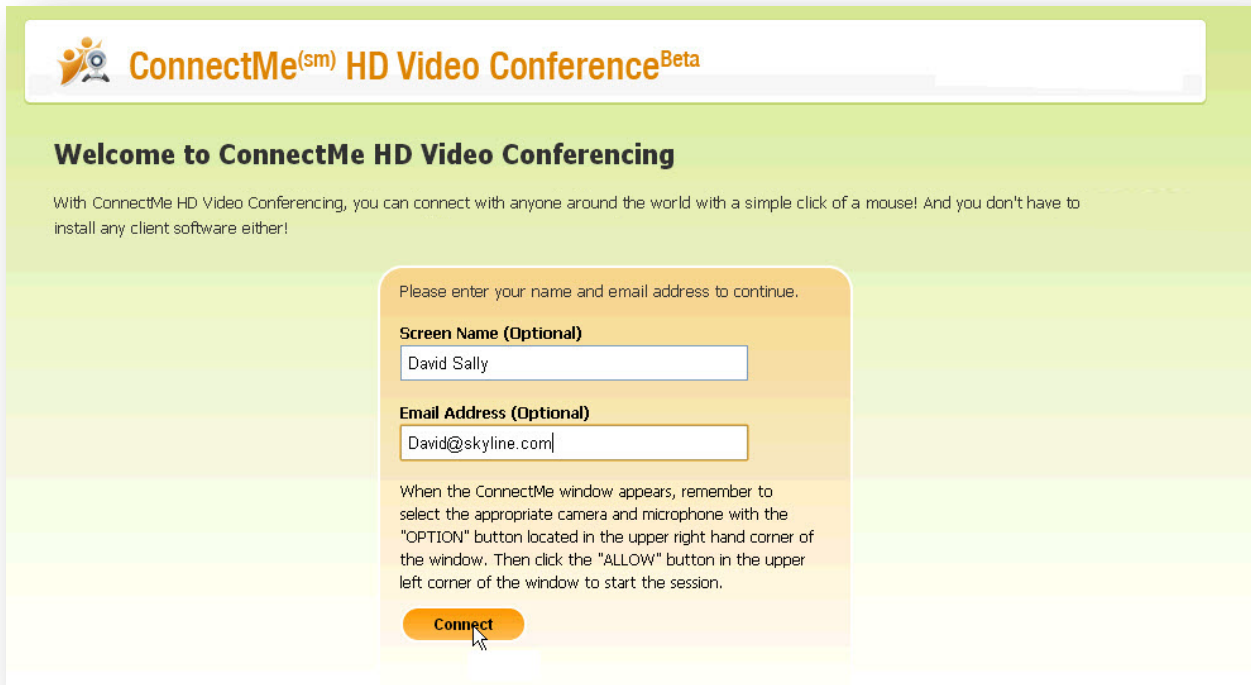
Now the screen drops down to show the URL generated with different options.

- Click **Invite** to send the URL via mail. The generated URL can also be shared to other user in order to join the conference. If Microsoft Outlook is configured on your device, this action automatically opens Microsoft Outlook with some text entered. Enter the Recipient's address and click **Send** to send the URL to join **ConnectMe Video Conference<sup>Beta</sup>**.

- Now the recipient needs to copy and paste the URL in the address bar of Google Chrome browser and press **Enter**.

*Note: Use Re-Generate URL button to regenerate the URL if needed.*

Click **Start** button at Moderator's end before the Attendee joins.



**ConnectMe<sup>(sm)</sup> HD Video Conference<sup>Beta</sup>**

### Welcome to ConnectMe HD Video Conferencing

With ConnectMe HD Video Conferencing, you can connect with anyone around the world with a simple click of a mouse! And you don't have to install any client software either!

Please enter your name and email address to continue.

**Screen Name (Optional)**

**Email Address (Optional)**

When the ConnectMe window appears, remember to select the appropriate camera and microphone with the "OPTION" button located in the upper right hand corner of the window. Then click the "ALLOW" button in the upper left corner of the window to start the session.

**Connect**

1. The Attendee can join Video Conference with or without entering **Screen Name** & valid **Email Address** as they are optional.
2. Clicking on **Connect** allows the user to join the conference.

*Note: Private Chat is not available for other users during **ConnectMe Video Conference<sup>Beta</sup>**.*

**If the shared URL is opened in any other browser, it checks for browser support and the following screen is displayed.**

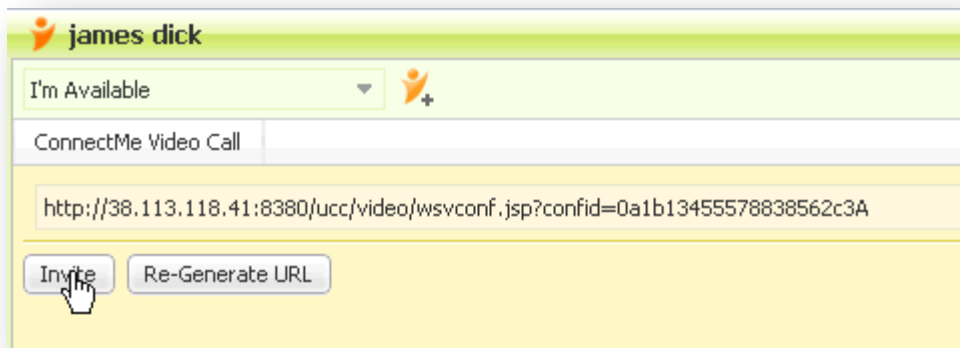
## **ConnectMe<sup>(sm)</sup> HD Video Conference<sup>Beta</sup>**

The Browser that you are using does not support WorldSmart ConnectMe Video Conferencing. Please read the following instructions.

Operating System:	Windows 7, Mac OS X 10.5.8 or above
Minimum Hardware:	A minimum of 100 MB free disk space and minimum bandwidth of 512 kbps
Processor:	Intel Dual Core or above
Browsers:	Google Chrome with PeerConnection Enabled. <a href="#">Download From Here.</a> To enable PeerConnection (done once), type "chrome://flags" into browser address bar and hit "Go". Find PeerConnection flag and "Enable" it. Relaunch browser.

## 5. Video Calling with Anyone

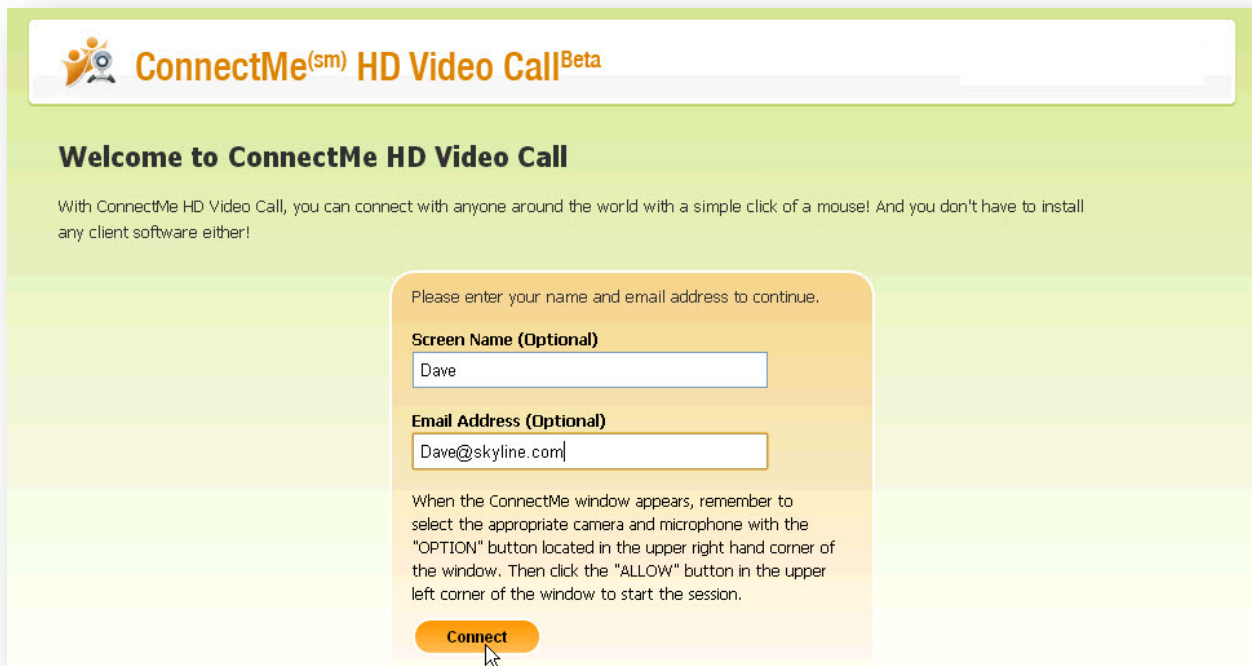
To initiate a video call, roll over the actions menu and select **ConnectMe Video Call<sup>Beta</sup>** from the list.



Now the screen drops down to show the URL generated with different options.

- Click **Invite** to send the URL via mail. The generated URL can also be shared to other user in order to join the conference. If Microsoft Outlook is configured on your device, this action automatically opens Microsoft Outlook with some text entered. Enter the Recipient's address and click **Send** to send the URL to join **ConnectMe Video Call<sup>Beta</sup>**.
- Now the recipient needs to copy and paste the URL in the address bar of Google Chrome browser and press **Enter**.

*Note: Use **Re-Generate URL** button to regenerate the URL if needed.*



**ConnectMe<sup>(sm)</sup> HD Video Call<sup>Beta</sup>**

### Welcome to ConnectMe HD Video Call

With ConnectMe HD Video Call, you can connect with anyone around the world with a simple click of a mouse! And you don't have to install any client software either!

Please enter your name and email address to continue.

**Screen Name (Optional)**

**Email Address (Optional)**

When the ConnectMe window appears, remember to select the appropriate camera and microphone with the "OPTION" button located in the upper right hand corner of the window. Then click the "ALLOW" button in the upper left corner of the window to start the session.

**Connect**


1. The Attendee can join Video Conference with or without entering **Screen Name** & valid **Email Address** as they are optional.
2. Clicking on **Connect** allows the user to join the conference.

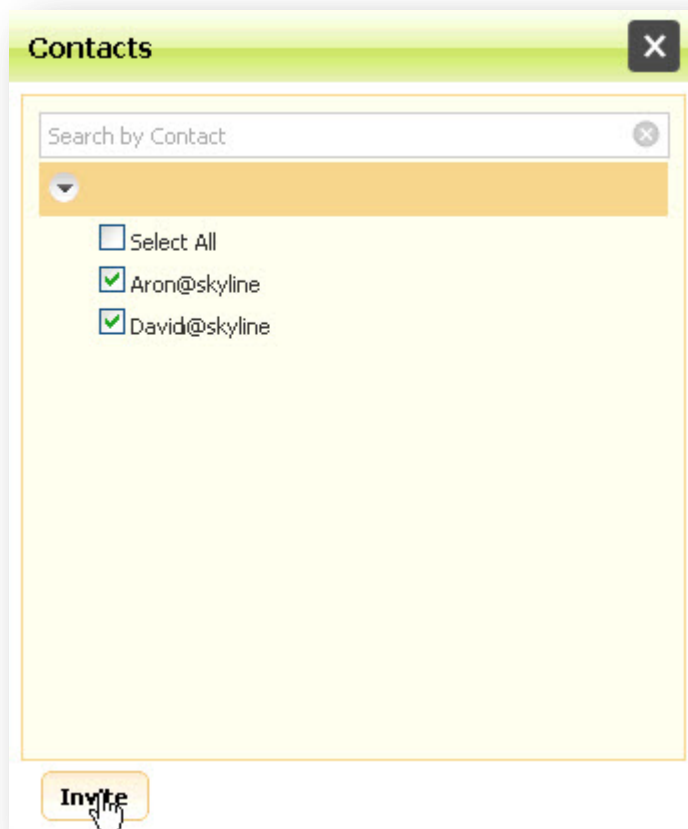
*Note: Private Chat is not available for other users during **ConnectMe Video Call<sup>Beta</sup>***

A **ConnectMe Video Call<sup>Beta</sup>** can be converted to **ConnectMe Video Conference<sup>Beta</sup>** by adding Attendees. In this case **Enlarged View** icon appears on video.

## 6. Adding more Attendees to Conference

To invite and add more Attendees to the **ConnectMe Video Conference<sup>Beta</sup>** / **ConnectMe Video Call<sup>Beta</sup>**, click

**Invite**  present in the video window of Moderator or Attendee. The next dialog box which appears is shown below.



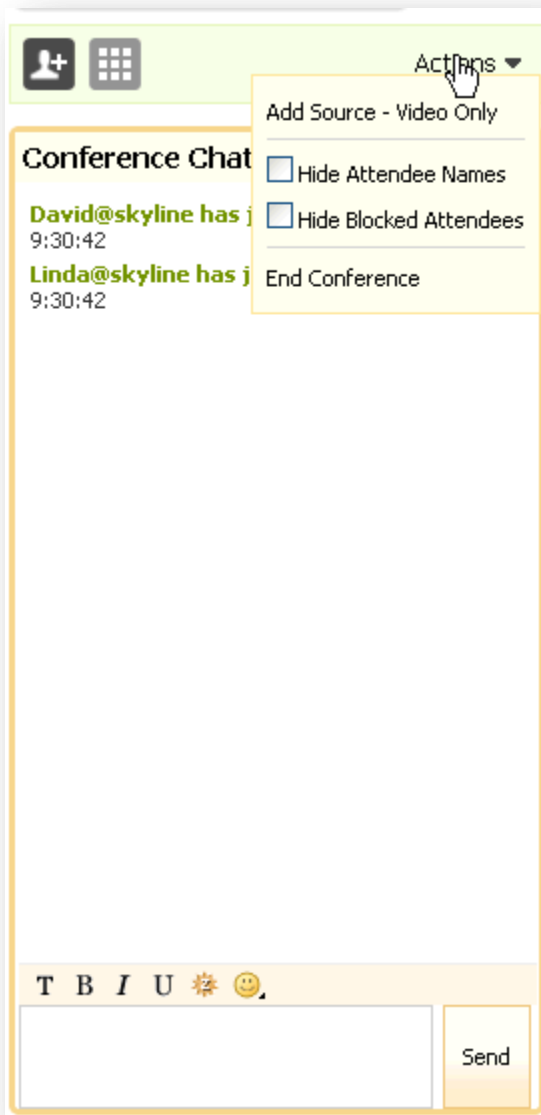
This dialog box shows all the users logged into UCC.

1. Select the required users to be joined in the **ConnectMe Video Conference<sup>Beta</sup>** and click **Invite**. A video conference request is sent to all the selected Attendees.
2. On accepting the request, Attendees can join the video conference already established. If the Attendee clicks **Cancel**, Moderator receives an alert saying that the Attendee has declined the **ConnectMe Video Conference<sup>Beta</sup>** request.

The screen is auto aligned with the number of attendees in the conference.

## 7. Actions menu for Moderator and Attendees

The Actions menu is present on to the right, below self-video. Rollover **Actions** to view and use the options listed in **Actions** menu.



- ◆ **Add Source-Video Only:** Select this to show multiple web cams to the users who joined in **ConnectMe Video Call<sup>Beta</sup> / ConnectMe Video Conference<sup>Beta</sup>**. These sources added are Video-Only screens.
- ◆ **Hide Attendee Names:** Select this to hide Attendee's name displayed at the bottom left of each video panel.
- ◆ **Hide Blocked Attendees:** Select this to hide the video of all blocked Attendees.
- ◆ **End Conference:** Click **End Conference** to end the conference. In case of a Moderator, this action ends the conference. In case of an Attendee, this action removes the particular Attendee from Conference.



## 7.1 Adding Source-Video Only

Select this to show multiple web cams to the users who joined in **ConnectMe Video Call<sup>Beta</sup> / ConnectMe Video Conference<sup>Beta</sup>**. These sources added are Video-Only screens. This proves to be of good use when there are multiple web cameras to be shared.

1. To add source, rollover Actions menu and select **Add Source-Video Only**.
2. Enter **Screen Name** and click **OK**.

The new video panels will be loaded for all Attendees in **ConnectMe Video Call<sup>Beta</sup> / ConnectMe Video Conference<sup>Beta</sup>**.

## 8. Frequently Asked Questions

### 1. How to invite anyone to Video Call or Video Conference?

A Moderator can initiate a **ConnectMe Video Conference<sup>Beta</sup>** or **ConnectMe Video Call<sup>Beta</sup>** by rolling over the actions menu and making the appropriate selection from the list. Now the screen drops down to show the URL generated with different options. Click **Invite** to send the URL via mail.

Alternatively, you can also copy and share the URL which is generated.


In case of **ConnectMe Video Conference<sup>Beta</sup>**, the Moderator should click **Start** to initiate the conference.

### 2. “Moderator has not joined the Conference”. When do I get this?- Click Start

It is mandatory that the Moderator clicks **Start** to initiate **ConnectMe Video Conference<sup>Beta</sup>**. In case of skipping this, this user trying to join the conference is alerted with the message “Moderator has not joined the Conference”. Once the Moderator clicks **Start**, conference can be initiated.

### 3. Inviting new users to already started session of video call or conference?

To invite new users to already started session of **ConnectMe Video Conference<sup>Beta</sup>** or **ConnectMe**

**Video Call<sup>Beta</sup>**, click . In the next dialog box which appears, select the required users to be joined and click **Invite**.

### 4. Even though PeerConnection is enabled, Video Call or Video Conference is not initiated? - Chrome 21. (Pre-requisites)

Ensure that you install Google Chrome 21.0 or above to use ConnectMe service.