

## Manual of Installation Alice-On-Demand Collaboration Tools Server

Version AoD\_1.1.1 and 1.2.1



<b>Product Name</b>	<i>AoD-Collaboration Tools V 1.1.1 and V 1.2.1</i>
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Last Updated	<i>9/03/07 10:27</i>
Version Number	<i>V_1.1.1</i>
Status	<i>Released</i>
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## 1. Purpose with Document

The purpose with this document is to provide a step-by-step explanation of the various tools and how to operate the various tools within the AoD-Collaboration toolset. The AoD-Collaboration toolset (depending on the licensing agreement) includes the following:

- Whiteboard
- Chat
- Messageboard
- Desktop sharing

Due to bandwidth restrictions some clients might decide not to install the desktop sharing component, and for this reason there are two options available:

- Version 1.1.1 - Whiteboard, Chat, Message Board and Desktop sharing
- Version 1.2.1 - Whiteboard, Chat and Message Board

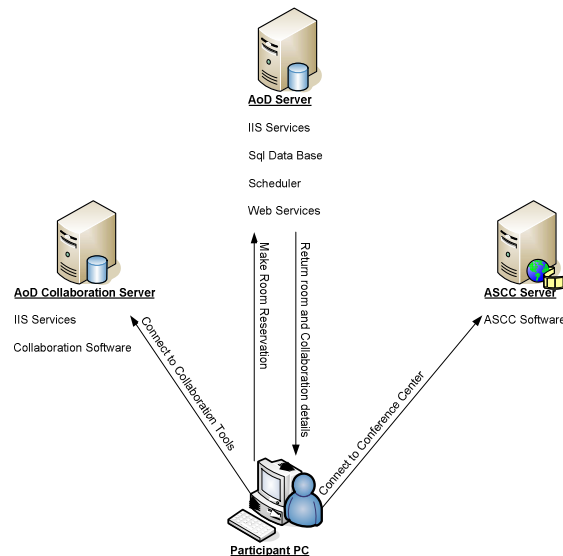
## 2. System Description

The purpose with AliceStreet On-Demand Collaboration toolset is to provide on-demand collaboration mechanisms that can be used in conjunction with the AliceStreet Conference Centre.

AoD Collaboration sessions are setup based on the ASCC booking system. All meetings that are created through the ASCC booking system have all the collaboration tools available.

## 3. System Architecture

The diagram below indicates the AoD systems architecture. Installation of the various components is discussed in detail in the AoD-Collaboration installation guide.



## 4. AoD-Collaboration Tools

### 4.1. AoD-Collaboration Tools Login

Users can get access to the AoD-Collaboration Tools in one of two ways:

- The company selected booking system or
- Manual Collaboration session setup

#### 4.1.1. Company selected booking system

Access to the collaboration tools are gained through clicking on the url received with the meeting notification e-mail as outlined below. The meeting notification e-mail is generated from the company preferred booking system (Alice-On-Demand Conference Manager, AoD-for-Lotus or AoD-for-Outlook).

```
From: Administrator N/A
Sent: Wednesday, November 22, 2006 4:32 AM
To: ajacobs@alicestreet.com; nbagdishyan@alicestreet.com
Subject: AliceStreet Meeting invitation
```

```
You have been invited to a meeting in our virtual conference room.
If you are unable to attend the meeting, or require more information, please
contact the meeting organizer
```

```
Meeting Organizer: N/A Administrator
From: AliceStreet
Meeting Start: 11/22/2006 4:35:00 AM(GMT-05:00:00) (Eastern Standard Time)
Meeting End: 11/22/2006 5:35:00 AM(GMT-05:00:00) (Eastern Standard Time)
Subject Matter:
```

```
Your meeting access code is NaGweP
```

```
Paste the following link into your browser to access the Virtual Conference
Room: http://64.27.15.133
```

```
Paste the following link into your browser to access the AOD collaboration
tools
http://64.27.15.134:8080/default.asp?room=marketing\_NaGweP&org=Administrator+N%2fA&subject=&enddate=11-22-2006%2010:35:00%20AM
```

A new Windows IE page will open requesting the user name. This is the name of the participant that will be displayed in the various participant lists.



AoD Collaboration  
Room: Marketing  
Meeting: October Global Sales  
Organizer: Andries Jacobs

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After the username has been entered the applicable AoD-Collaboration tools menu bar will appear. Depending on the specific license agreement users might see three (whiteboard, chat and message board) or four (whiteboard, chat, message board and desktop sharing) collaboration tool buttons.

Access to a specific AoD collaboration tool such as whiteboard, chat, message board or desktop sharing is gained by clicking on the specific AoD-Collaboration tool button.



The text “there are 1 other users connected” is indicating the number of participants part taking in the specific collaboration session. The number will change depending of the number of people connected.

## 4.1.2. Manual Collaboration session setup

Access to the collaboration tools are gained through typing in the following url in the Internet Explorer address line: **<http://server name or ip-address/start.asp>**

A new Windows IE page will open requesting the following information:

- Session name - a unique name for the collaboration session
- Participant name - this is the name of the participant that will be displayed in the various participant lists
- Meeting password - a unique **8 letter** access password for the specific session

The screenshot shows the "Start a Meeting" form. At the top is the AliceStreet Conference Center logo and the text "AoD Collaboration - Start a Meeting". Below this is the heading "Meeting Parameters". There are three input fields: "Session Name:", "Participant Name:", and "Meeting Password:". At the bottom is a button labeled "Start the Meeting".

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After the “AoD Collaboration – Start a Meeting” information has been entered the applicable AoD-Collaboration tools menu bar will appear. Depending on the specific license agreement users might see three (whiteboard, chat and message board) or four (whiteboard, chat, message board and desktop sharing) collaboration tool buttons.

Access to a specific AoD collaboration tool such as whiteboard, chat, message board or desktop sharing is gained by clicking on the specific AoD-Collaboration tool button.



The text “there are 1 other users connected” is indicating the number of participants part taking in the specific collaboration session. The number will change depending of the number of people connected.

## 4.2. AoD-Whiteboard

The whiteboard is used to share information with all participants in the AliceStreet Conference Center meeting. The whiteboard has the same use as a flipchart board in a conventional meeting room.



Below outlined is a list, explaining the meaning of the various buttons available on the AoD-Whiteboard menu. The functions can be used by simply clicking on the button. The use of the various functionality is a four step approach, first select function (ex **T**), then select size (ex **—**), select the color and lastly start drawing or writing on the whiteboard surface.

**Copy and paste.** Text, drawings or objects can be copied onto the whiteboard surface by either using the Edit tool bar menu or by using the “ctrl-c and ctrl-v” keyboard keys. When copying data onto the white board surface is a three step action:

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- select the data to be copied with “copy” command,
- secondly place the cursor on the whiteboard where you would like to place the selected data and
- lastly paste the selected data to the whiteboard surface.

## Note:

- To make the information appear good it is recommended that the cursor is placed in the upper left corner of the whiteboard surface
- Resize the text and data to fit the whiteboard screen prior to copying it to the whiteboard surface
- As the board does not have horizontal scroll bars (such as a conventional flip chart) when copying text that is bigger than the whiteboard surface will cut-off

AoD-Whiteboard functions available are:



- Use to draw freehand lines.



- Use to draw straight lines. Drag and hold down the left mouse button to draw the line.



- Use to draw ovals and circles.



- Use to draw filled ovals and circles.



- Use to draw rectangles and squares.



- Use to draw filled rectangles and squares.



- Use to place text. Click on the whiteboard with the left mouse button where you want the text to appear, then type in the text.



- Use to flood fill an area with the current colour (note that the flood fill may not display correctly if you subsequently use the pan or zoom functions).

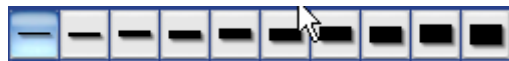


- Enters eye dropper mode, allowing you to pick a colour from the drawing canvas. Click the left mouse button on the whiteboard canvas to select the colour from the pixel at that location. If you have the [RGB colour palette](#) displayed, the colour will also appear in the palette window.



- The eraser acts in the same way as a large freehand brush with white colour.

To indicate the size of the selected function, simply clicking preferred size button below.



To indicate the color of the selected function, simply clicking preferred color button below.



After text or graphics have been placed on the whiteboard surface the following functions are available to improve appearance or work with the objects:

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- Sets the current zoom level to 100%.



- Zooms in on the picture.



- Zooms out of the picture.



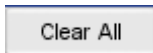
- Use this like a laser pointer to highlight items to other users on the whiteboard without actually leaving any mark on the whiteboard. You can change the size and colour of the laser pointer by using the [size](#) and [colour](#) selectors.



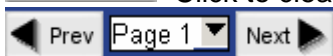
- Enters pan mode, allowing you to move the drawing canvas. Click the left mouse button on the whiteboard canvas and drag to pan.



- Click to clear the contents on a specific whiteboard page.



- Click to clear all the contents of the whiteboard (all pages).

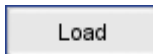


- Click to add additional whiteboard pages or move between pages.

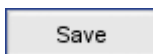
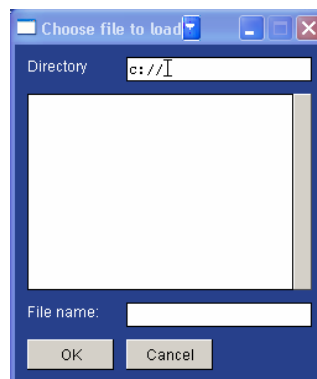


Send URL

- Enter a url name and click send to send specific url to all participants in the AliceStreet Conference Center meeting. . The Send Url button only appears if the **show\_send\_url** option has been set to **true** in the options file for the whiteboard



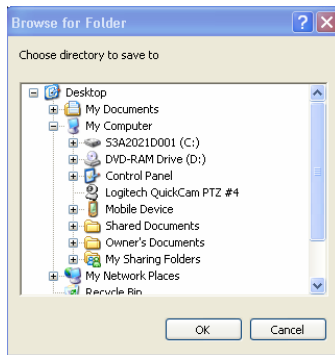
- Click to load a jpeg file from the AoD-Collaboration server. In order to perform the function the jpeg should be loaded onto the server prior to the meeting. This functionality is only available where AliceStreet Conference Center is deployed as an appliance, thus not for ASP and SaaS deployment.



- Click to save whiteboard content to a file on the local machine. The participant has the ability to select the folder where the information should be saved on the local machine, but the file name is server generated, consisting of the meeting name, meeting topic and the meeting date.

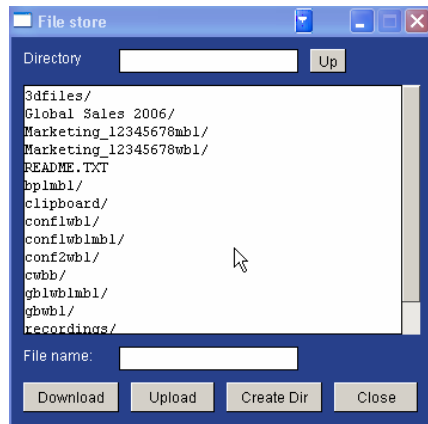
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Upload Background

- Click to upload background to upload a jpeg file from the local machine. In order to perform the function the jpeg should be save on the local machine prior to the meeting. In the directory field type c:// and the various folders will be displayed.



### 4.3. AoD-Chat

By selecting chat from the AoD-Collaboration tools menu bar will open the chat window as shown below. The chat window consist of three sections, upper left the chat message display area, the right hand column indicating the participants participating and the lower area where the participant type the message prior to sending it.



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**Send**

- Participants can opt to send the message to all participants or only a selected participant. So to have a on the side conversation with a selected participant, you will type the message, then select the participant to whom you would like to send it and then click on the send button.

**Copy**

- To copy the information on the chat board to a note pad or other text format, click on the copy button and paste to the preferred source.

**Clear**

- To clear all the conversations during the meeting, click on the clear button. The clear button delete all text from the chat board.

## 4.4. AoD-Message board

The message board allows for the publication of messages. As messages are posted participants can post replies on it. The message board consist of two sections. The upper section showing the description of the messages posted and the lower sections show the detail of each of the messages or replies that have been posted.



**Post New Article**

- Click on the post new article button to post an article. The participant should give the message a descriptive name and also entering a proper description that other participant's can read, understand and reply on.

**Refresh**

- After an article is posted, click on the refresh button to see it appear on the upper portion of the message board.

**Post Reply**

- To reply on a message that was posted, the participant click on the specific message he/she would like to reply on and then click on the post reply message. After clicked

ok, also click on the refresh button to see the posted reply appear in the upper section of the message board.

**Delete** - To delete a specific posting, click on the posting in the upper section of the message board and then click on the delete button.

**Delete All** - To delete all the postings on the message board, click on the delete all button. This functionality is protected by administration rights.

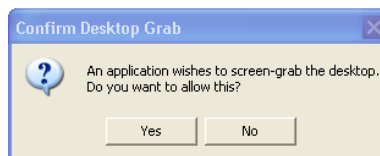
**Copy** - To copy information regarding a specific posting on the message board to a note pad or other text format, click on the specific message, click on the copy button and paste to the preferred source.

**Close** - To close the message board, click on the close button.

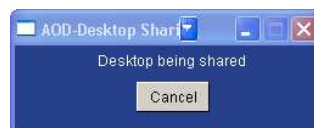
#### 4.5. AoD-Desktop sharing

Selecting the AoD-Desktop sharing button enables the desktop sharing function. Your computer desktop image will be sent to the other users in real-time, allowing you to demonstrate applications. The other users will just be able to view your desktop and your mouse pointer; they will not have any control over your desktop or your computer.

After clicking on the Desktop sharing button on the AoD-Collaboration tools menu, the following pop-up request appear.



After selecting yes in the previous pop-up screen the below message will appear, indicating that your desktop are shared with the other participants.



End of section