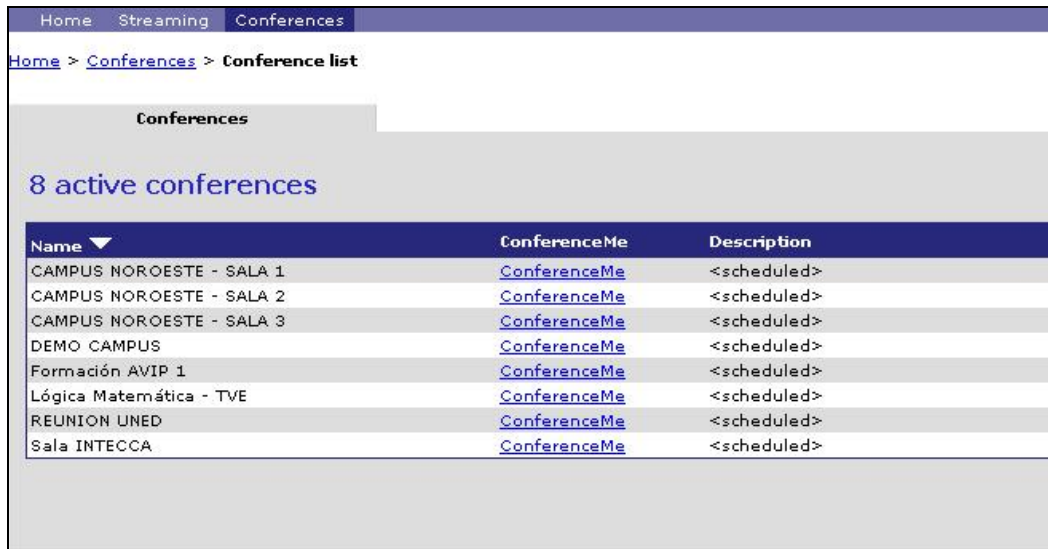


## Guide to Conference-Me (domusBITae meeting)

In the first connection, the following steps for installing and configuring the programme has to be taken:

- Enter the following IP address in your navigation programme (explorer, mozilla...):  
**http://193.146.230.200/conference\_list.html**
- In the list of meeting rooms look for "DomusBITae" meeting room.



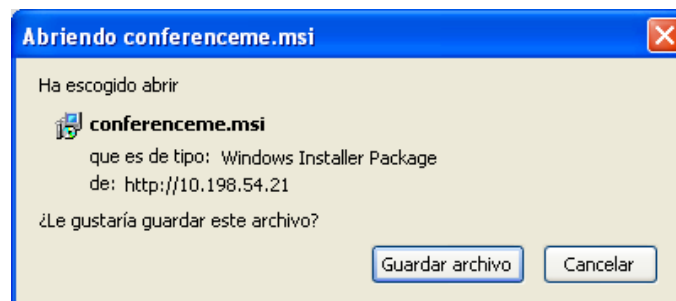
The screenshot shows a web browser window with a navigation bar containing 'Home', 'Streaming', and 'Conferences'. Below the navigation bar, the breadcrumb path is 'Home > Conferences > Conference list'. The main content area is titled 'Conferences' and displays '8 active conferences'. A table lists the following conferences:

Name	ConferenceMe	Description
CAMPUS NOROESTE - SALA 1	<a href="#">ConferenceMe</a>	<scheduled>
CAMPUS NOROESTE - SALA 2	<a href="#">ConferenceMe</a>	<scheduled>
CAMPUS NOROESTE - SALA 3	<a href="#">ConferenceMe</a>	<scheduled>
DEMO CAMPUS	<a href="#">ConferenceMe</a>	<scheduled>
Formación AVIP 1	<a href="#">ConferenceMe</a>	<scheduled>
Lógica Matemática - TVE	<a href="#">ConferenceMe</a>	<scheduled>
REUNION UNED	<a href="#">ConferenceMe</a>	<scheduled>
Sala INTECCA	<a href="#">ConferenceMe</a>	<scheduled>

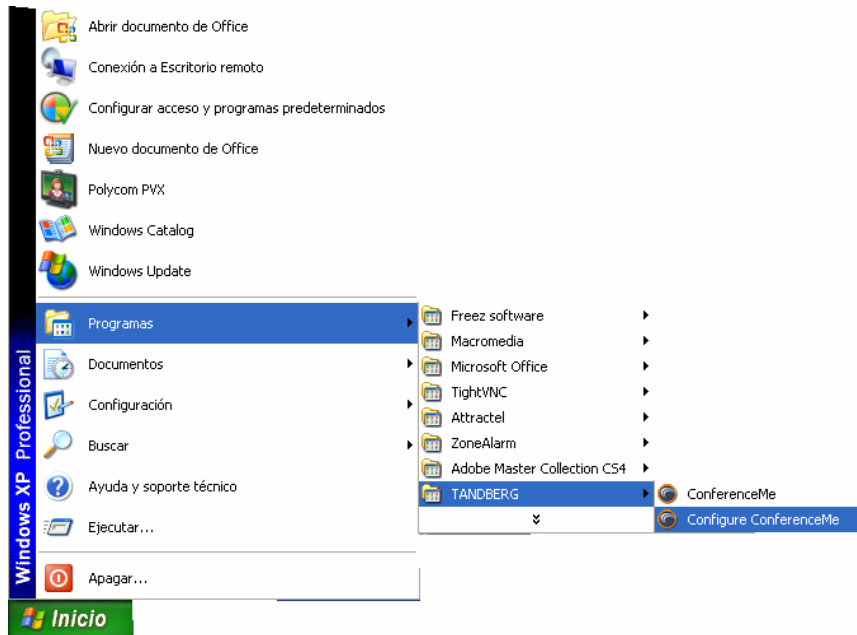
- If this is your first connection, press on "click here to Install"



- A window will pop up asking for downloading the programme for further installation.



- Once the program has been executed and installed and previous to a first connection, you have to configure it by selecting: Start -> Programs -> TANDBERG -> Configure ConferenceMe.



- We will configure:
  - *Audio Input*: if there is an echo suppression option we have to select it (ClearOne Chat 150). Otherwise headset is required (in any case recommended)
  - *Video Input*: we will select the connected Web Cam to our PC.
  - *Bit rate*: 256 Kbit/s is recommended



- After having configured ConferenceMe the meeting room can be accessed by clicking on "ConferenceMe" in the row corresponding to DomusBITae room:

Home Streaming Conferences

Home > Conferences > Conference list

Conferences

8 active conferences

Name ▼	ConferenceMe	Description
CAMPUS NOROESTE - SALA 1	<a href="#">ConferenceMe</a>	<scheduled>
CAMPUS NOROESTE - SALA 2	<a href="#">ConferenceMe</a>	<scheduled>
CAMPUS NOROESTE - SALA 3	<a href="#">ConferenceMe</a>	<scheduled>
DEMO CAMPUS	<a href="#">ConferenceMe</a>	<scheduled>
Formación AVIP 1	<a href="#">ConferenceMe</a>	<scheduled>
Lógica Matemática - TVE	<a href="#">ConferenceMe</a>	<scheduled>
REUNION UNED	<a href="#">ConferenceMe</a>	<scheduled>
Sala INTECCA	<a href="#">ConferenceMe</a>	<scheduled>

- Now "Click here to join the conference using ConferenceMe"

Home > Conferences > Join conference "Lógica Matemática - TVE"

Join conference

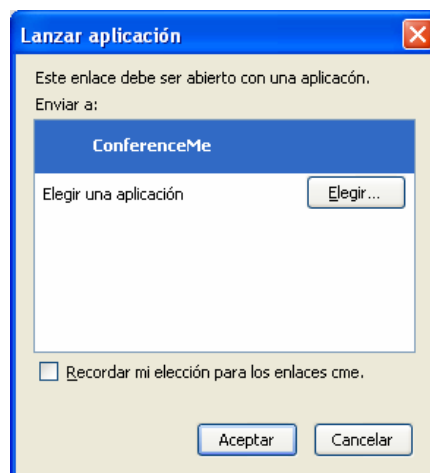
Conference "Lógica Matemática - TVE"

[Click here to join the conference using ConferenceMe.](#)

Automatically join next time

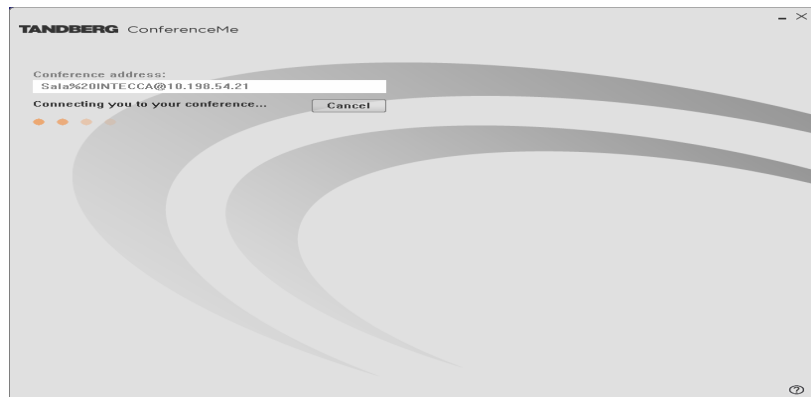
If you have not installed ConferenceMe, [click here to install.](#)

- In case of using FIREFOX as navigation program the next window will pop up. Select ConferenceMe after marking "remembering my election...":

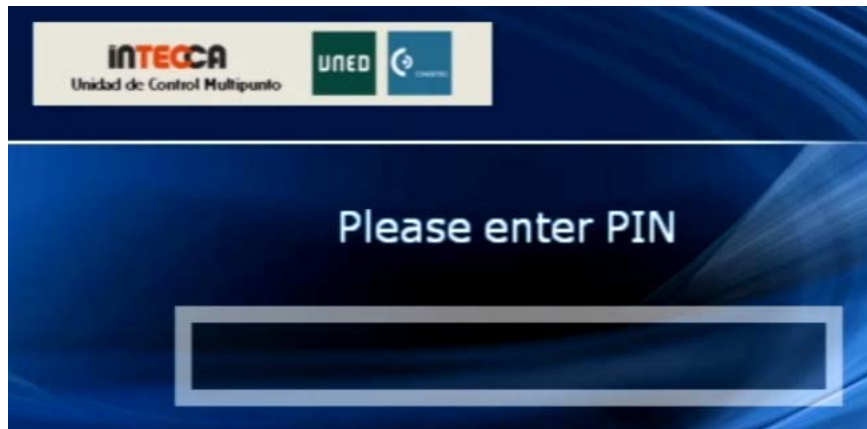


Depending on PC configuration, **permission might be request to execute the programme.** Permission must be provided.

- ConferenceMe application will appear trying to connect the MCU of INTECCA



- Once connected, a PIN will be requested before entering into the room (in our case: 282011). Right after press intro and we will automatically enter into the meeting room.



- Once being in ConferenceMe, some basic options can be configured through the icons at the left bottom corner.

