

How to Enter a CAI Video Meeting Public Conference Room

- 1) If you do not have a username and password for the CAI Video Meeting Rooms, contact us at partners@partners-international.org.
- 2) OpenMeeting requires version 9 (or more recent) of the Adobe Flash Player. You can determine which version of Flash you have by going to http://kb.adobe.com/selfservice/viewContent.do?externalId=tn_15507.
- 3) Using Firefox (version 2 or greater) or Internet Explorer (version 6 or greater) navigate to <http://yorktown.caihq.org:5080/openmeetings/>. The initial OpenMeeting page will show one or two progress bars while loading and may take more than a minute the first time you visit.
- 4) When the initial OpenMeeting page has finished loading you will see the dialog box shown below

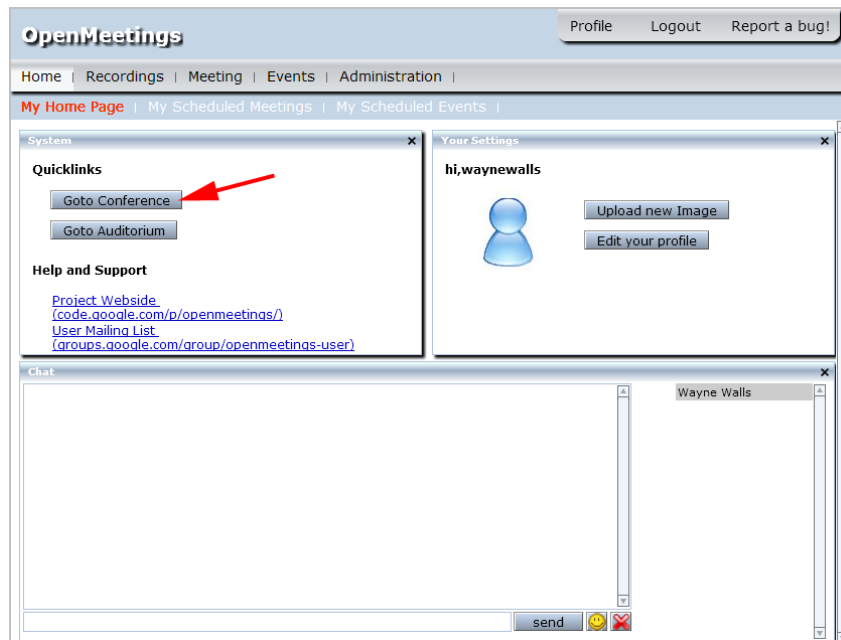
- Enter your username in the first line.
- Enter your password in the second line.
- Select your language preference using the menu on the third line.
- You may change window colors using the menu on the fourth line.
- Set the Quality to medium ~ 10KB in the fifth line.
- Check the Remember Login checkbox to save your information for next time.
- Click the Sign In button.



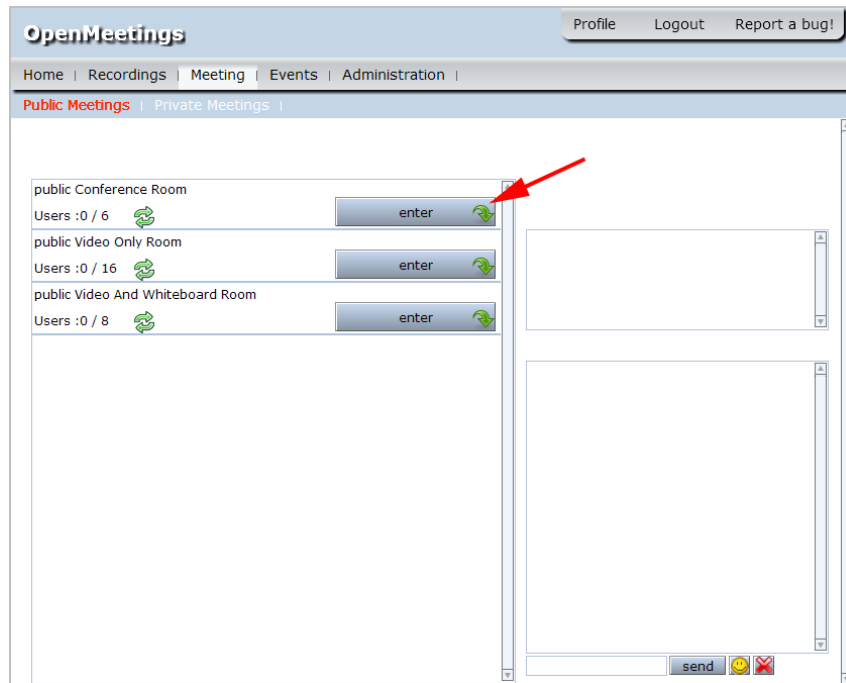
The screenshot shows a 'Login' dialog box with the following fields and options:

- User: waynewalls
- Pass: masked with asterisks
- Language: english
- Color-Style: lightsteelblue
- Quality: medium ~ 10KB upload
- Remember Login
- Buttons: Not a member?, Sign In
- Links: [Forgot your password?](#), [visit OpenMeetings](#)

- 5) When you have successfully logged in, you will see the screen shown below. Click the Goto Conference button (see red arrow).

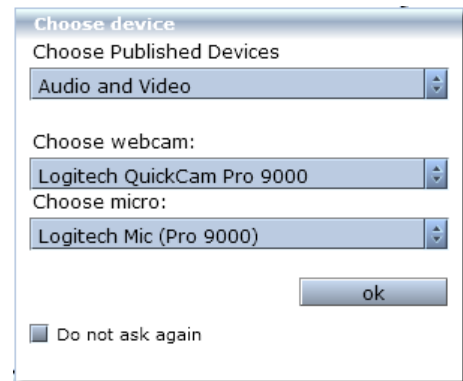


- 6) This next screen shows the list of currently available public conference rooms. Click the enter button for the first conference room (see red arrow).

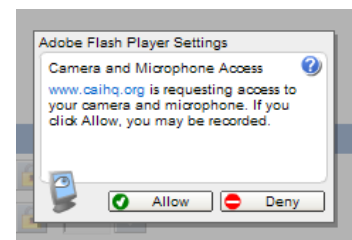


- 7) There are two more steps before you enter the conference room. The first is to choose your camera and microphone (even if you only have one of each). Your choice is made using the dialog box shown just below.

- In the first menu entitled Choose Published Devices, select Audio and Video.
- In the second menu entitled Choose webcam, select your webcam. You should see its name and model number in this menu. You may have to click on the menu to pull it down.
- In the third menu entitled Choose micro, select your microphone. If your webcam has a built-in microphone, make sure the microphone's name matches your webcam name. Otherwise select your computer's built-in microphone.
- Press OK

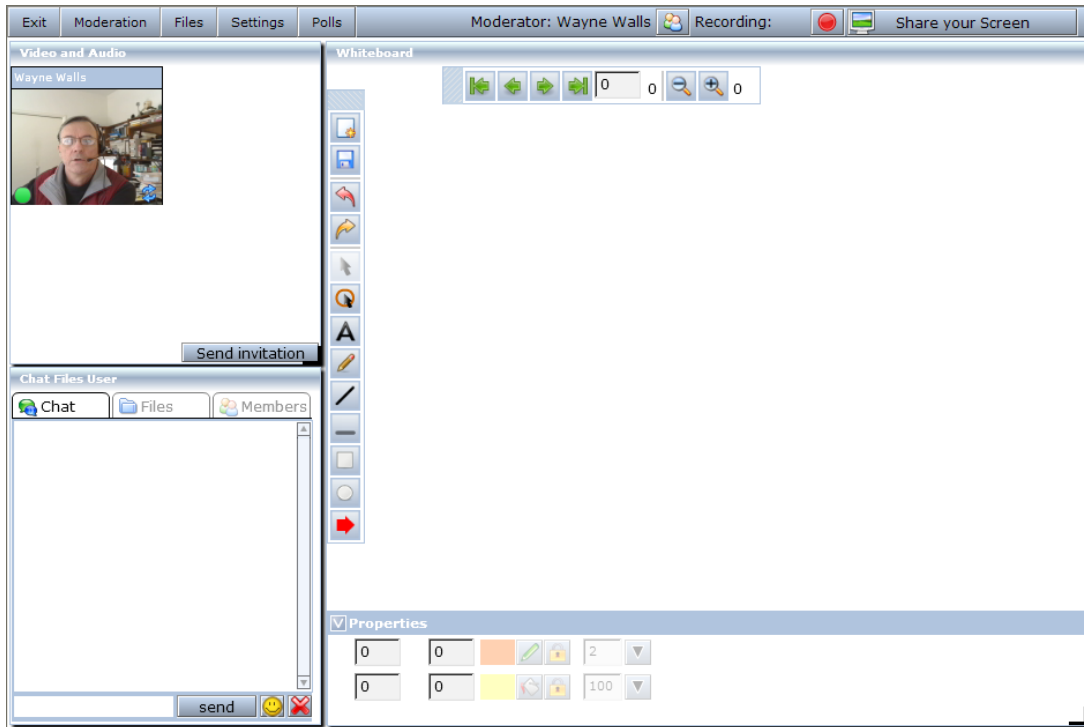


- 8) The last step prior to entering the conference room is clicking Allow in the dialog box shown at the right. By clicking Allow you are giving your permission to the Adobe Flash Player to transfer your video and audio data to the OpenMeeting server run by the Center for Applied Innovation (www.caihq.org).



- 9) The public conference room screen is shown below. Once you see this screen, you should be able to talk to and see other participants in the room. The screen below shows the moderators controls inside the “white board.” You may not see this entire set of controls if you have entered the room as a non-moderator.

If you have problems with your (or other’s) video and audio, it may help to exit the room and re-enter. Do this by pressing Exit in the upper-left corner of the screen. This will take you back to the screen shown in step 6. From there you can repeat steps 6, 7, and 8 and try again.



Things to know...

1. Wearing headphones is almost always necessary. This prevents the sound coming out of your speakers from going back into your microphone and causing echoes that all other participants will hear (even though you do not hear them yourself).
2. Other participant’s video images will show up in the upper-left portion of the screen.
3. A green dot in the lower right of someone’s video image indicates that she or he is talking (this is sometimes faulty and stays on all the time).
4. If a participant’s video and audio get badly “out of sync,” try pressing the small blue arrows in the lower-right corner of that person’s video image.
5. The chat window is in the lower-left portion of the screen. You view chat messages sent by others in the top part of this window. You send a chat message by typing in the small text box at the bottom of the window and pressing the send button.
6. To leave the public conference room and logout of OpenMeeting, click the Exit button in the upper-left corner of the screen. This will return you to the screen that is shown in step 6. From there you can press the Logout button in the upper-right portion of the screen.