



# SETUP GUIDE

## **Communicator Meeting Web**

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# Communicator Meeting Web Application

User can join the meeting using the Communicator Meeting Web application. The link to the app is: [Communicator Meeting Web App](#).

**NOTE:** Be aware that the web app supports only the join meeting part, not creating the meeting.

Once the user has entered the page, they will be greeted with the following Join Meeting screen

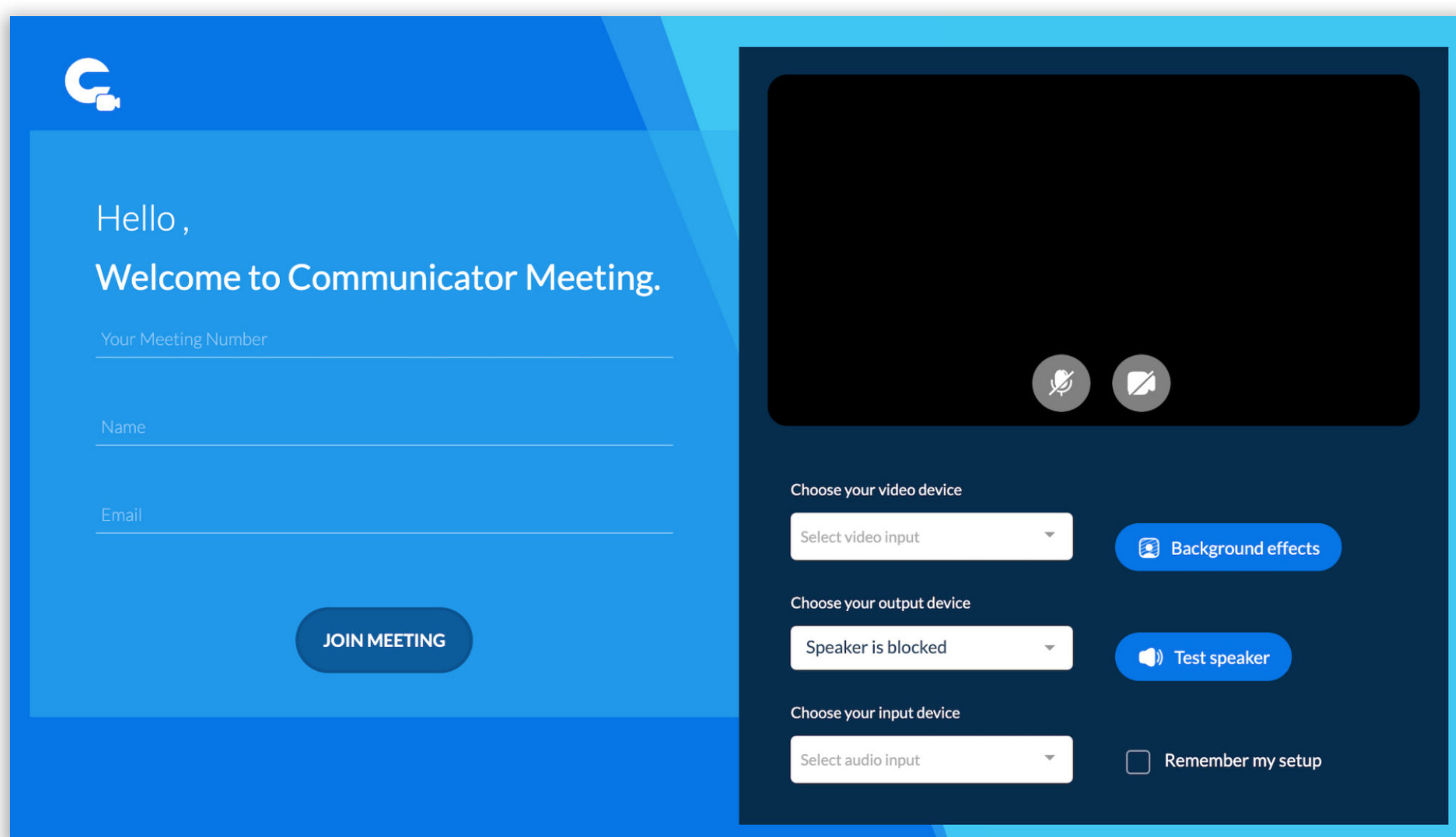


Figure 1. Join meeting web app screen without any data

This screen consists of two parts - Login data on the left side, and User's audio and video settings on the right side, that will be used during the meeting.

Before switching to explanation of main options here, there will be given basic information about permissions that should be granted in order to use the Meeting web app.

# Granting necessary permissions

Meeting web app needs permission to:

- Camera for video communication.
- Microphone for audio communication
- Screen Recording and Accessibility for screen sharing and remote control

The user can enable these options for Communicator Meeting Web application as follows:

- **Google chrome web browser** by going to: Settings → Privacy and Security → Site settings → Permissions → Camera/Microphone
- **Safari web browser** by going to: Preferences → Websites → Camera/Microphone
- **Firefox web browser** by going to: Preferences → Privacy and Security → Permissions → Camera/Microphone
- **Edge web browser** by going to: Settings → Cookies and Site Permissions → Camera/Microphone

If the necessary permissions for camera and/or microphone have not been granted, the user will see a dialogue box asking them to grant the permissions:

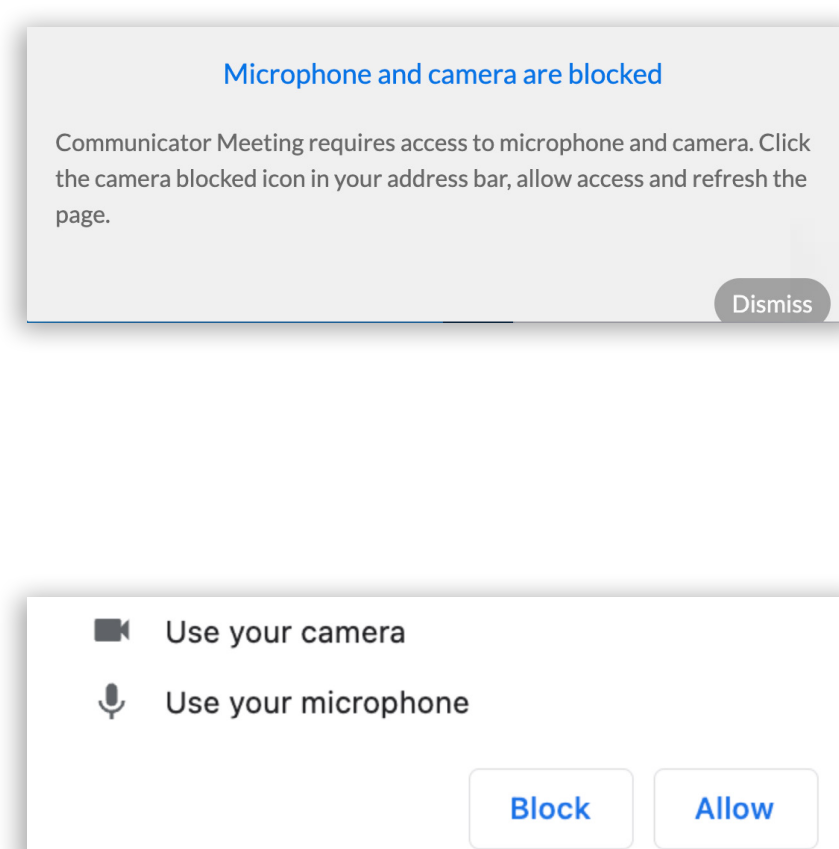


Figure 2. Messages for granting access to Microphone and Camera

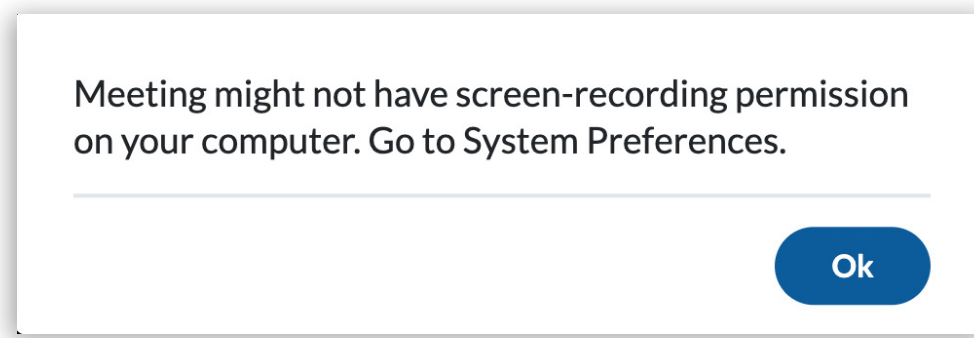


Figure 3. Screen recording permissions message

Here can be found the options to enable the camera and microphone on the web browser quickly:

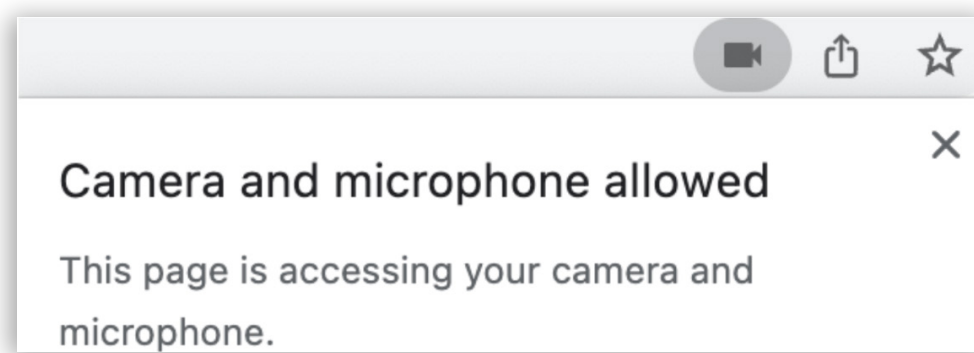


Figure 4. Quick access to Microphone and Camera permissions in web browser

# Login data

After the user provides all necessary permission regarding audio and video outputs, the next step is to enter following login informations:

- **Your meeting number** - number of the meeting provided to the user by the meeting organizer
- **Name** - represents the name which will be used for a user in the meeting
- **Email** - user's email address

**Your Meeting Number** and **Email** are used for authorization purposes.

Meetings can be private or public. For private meetings, the user needs to be invited by email to be eligible to join the meeting. For public meetings, the user doesn't need to be invited, which means that email can be arbitrary.

After filling in fields with mentioned data, the Join Meeting button should be pressed to join the meeting. Meeting data authorization will follow. If a public meeting exists or a user is invited in a private meeting, authorization will be successful, and the user will join the meeting. All services will be joined automatically as well.

If unsuccessful, the user will be redirected back to the join screen. And message appears informing the user that join details are incorrect:

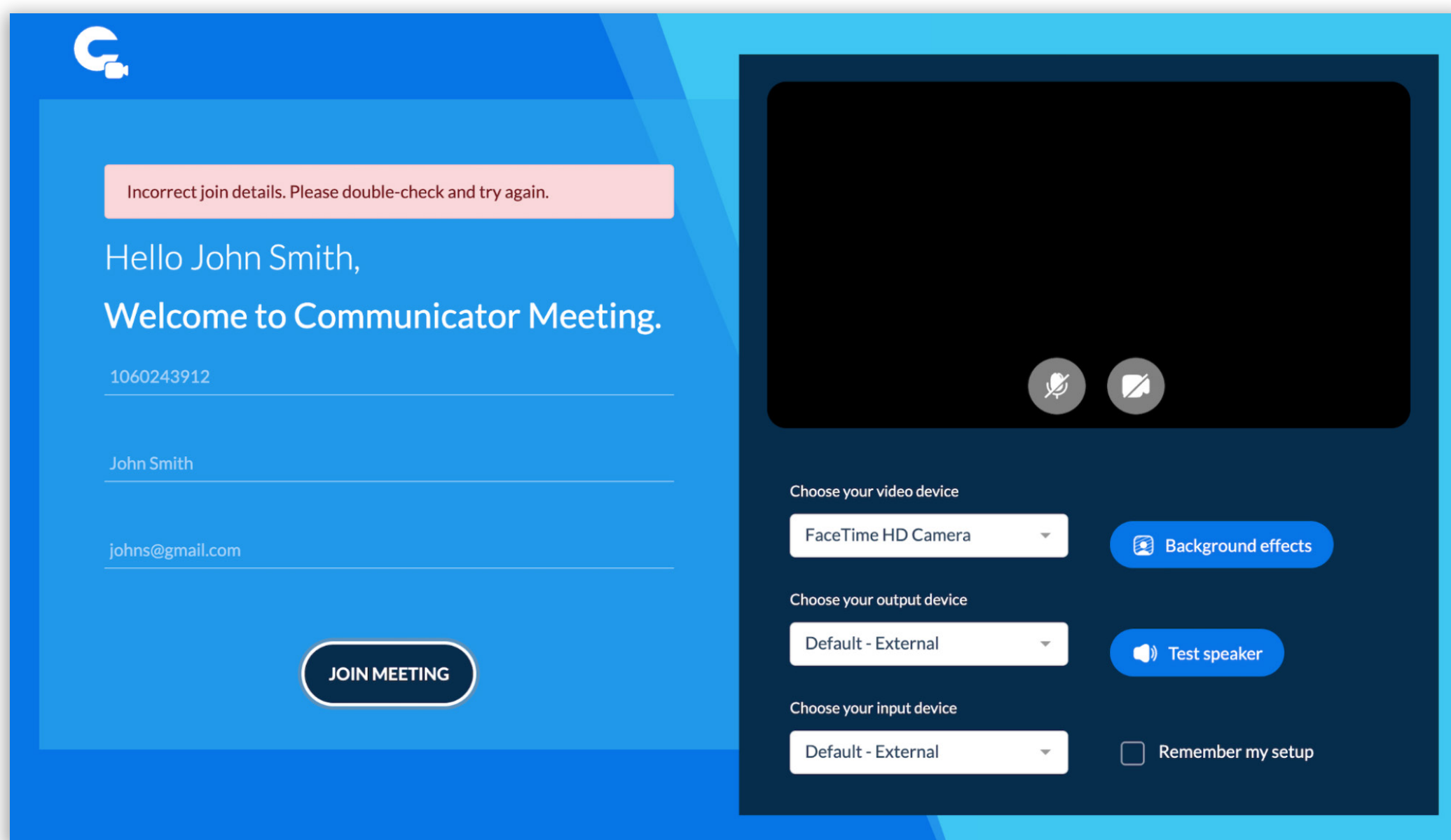


Figure 5. Incorrect join meeting data

If the user is distributed a direct link to the meeting, the user will already have the meeting number filled in when accessing the page. If the user was joining the meeting via the web app before, their name and email will also be filled out:

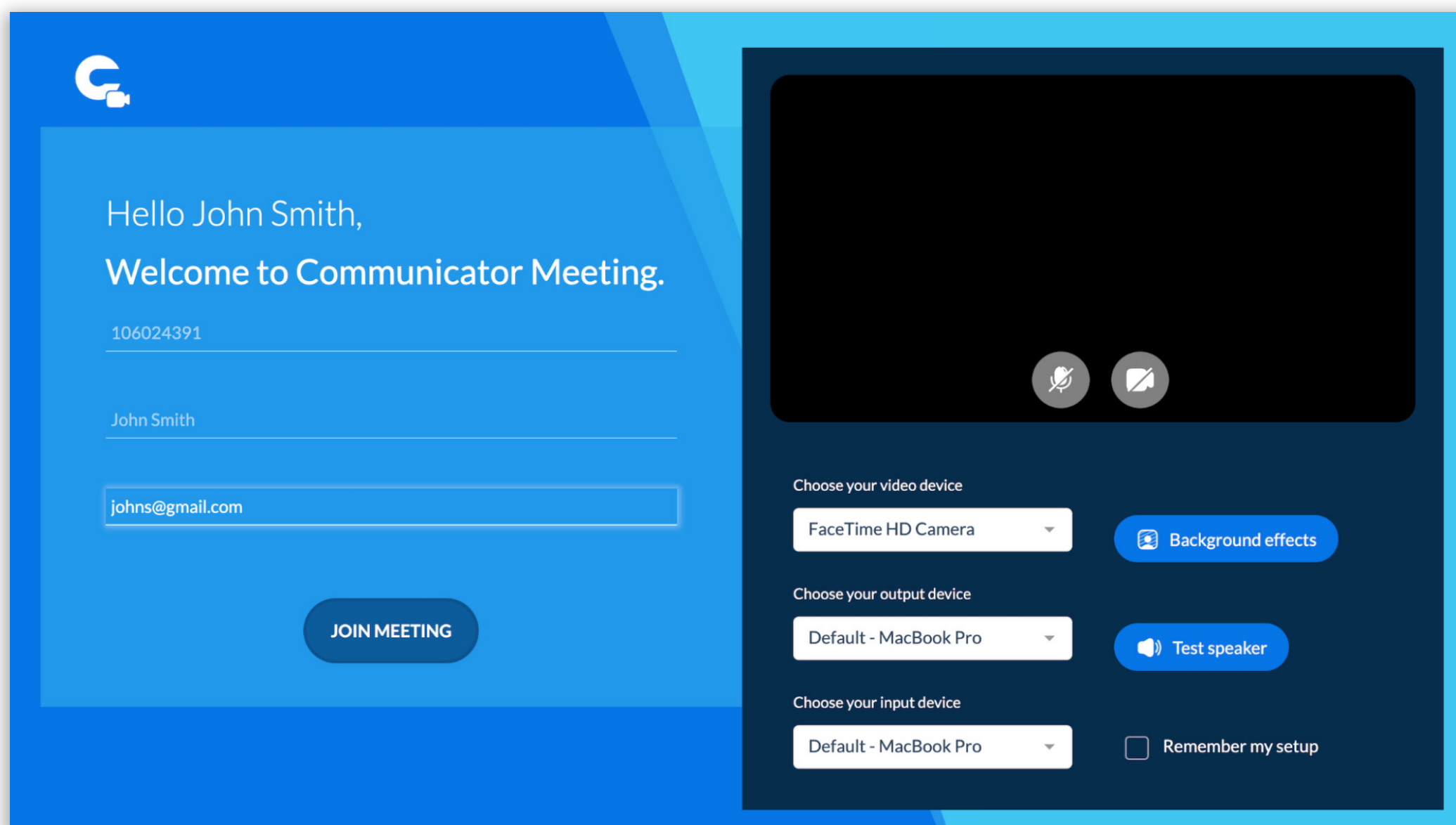


Figure 6. Prefilled meeting login data

## Audio and video settings

On the right side of the screen user can setup audio and video meeting settings:

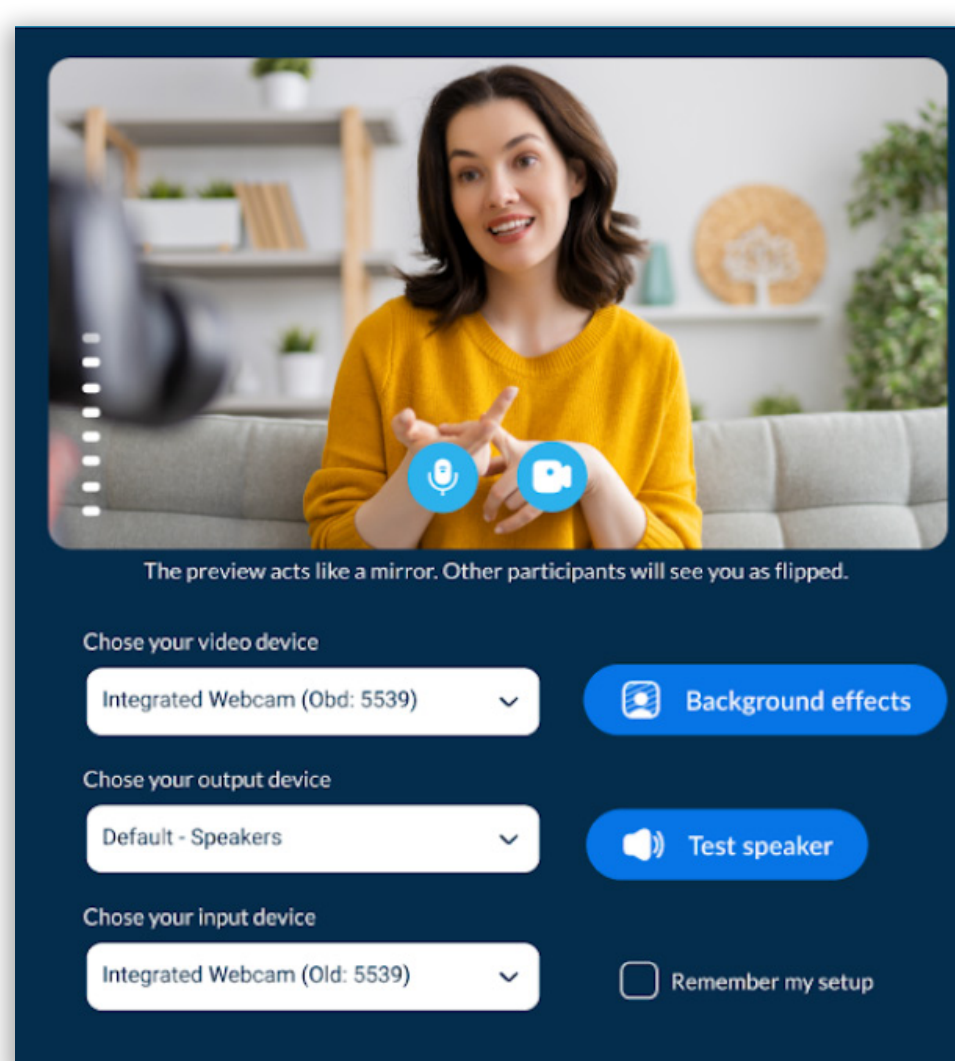


Figure 7. Audio and video meeting settings

Following microphone and camera settings will be used when the user joins the meeting:

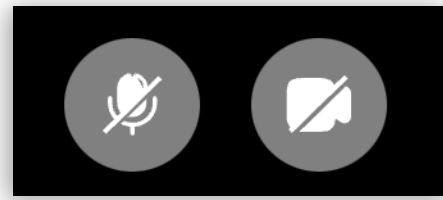


Figure 8. Microphone and camera icons

- **Mute/unmute your own microphone** will disable/enable the audio coming from users device.
- **Turn on or off the camera** will disable/enable your own video users camera.

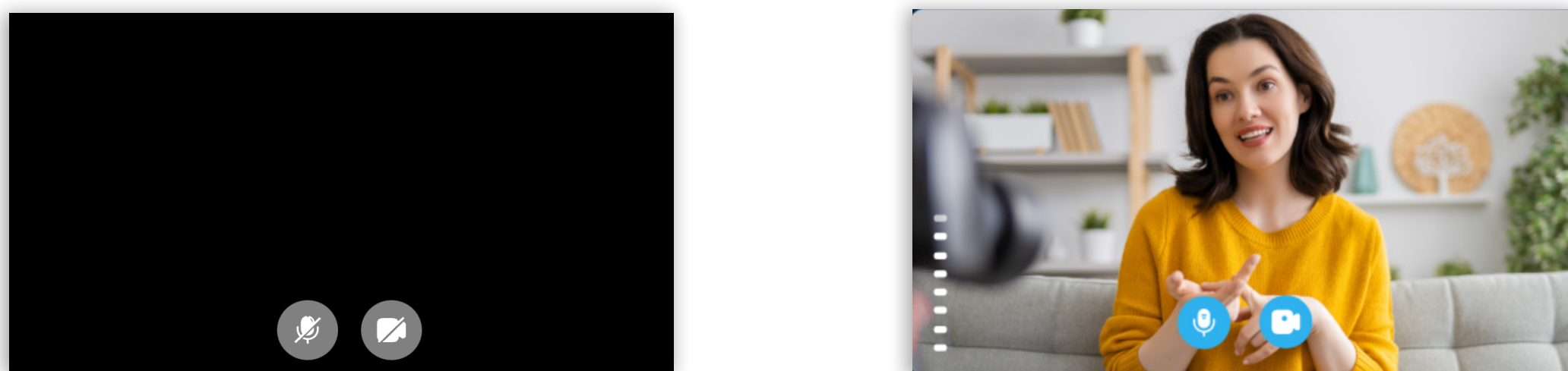


Figure 9. Disabled and enabled mic and camera meeting settings

Further settings allows the user to set up devices, background effects, etc:

**Choose your video device** allows the user to choose which video device will be used during the meeting. Select the device from the drop down list.

**Choose your output device** allows the user to choose which audio output device will be used during the meeting. Select the device from the drop down list.

**Choose your input device** allows the user to choose which audio input device will be used during the meeting. Select the device from the drop down list.

**Background effects** allows the user to mask their background. By clicking on the button, a new screen will appear, offering different options for background effects, including loading your new picture that can be used for background. User can also set background after joining a meeting by clicking Video arrow > Background Effects.

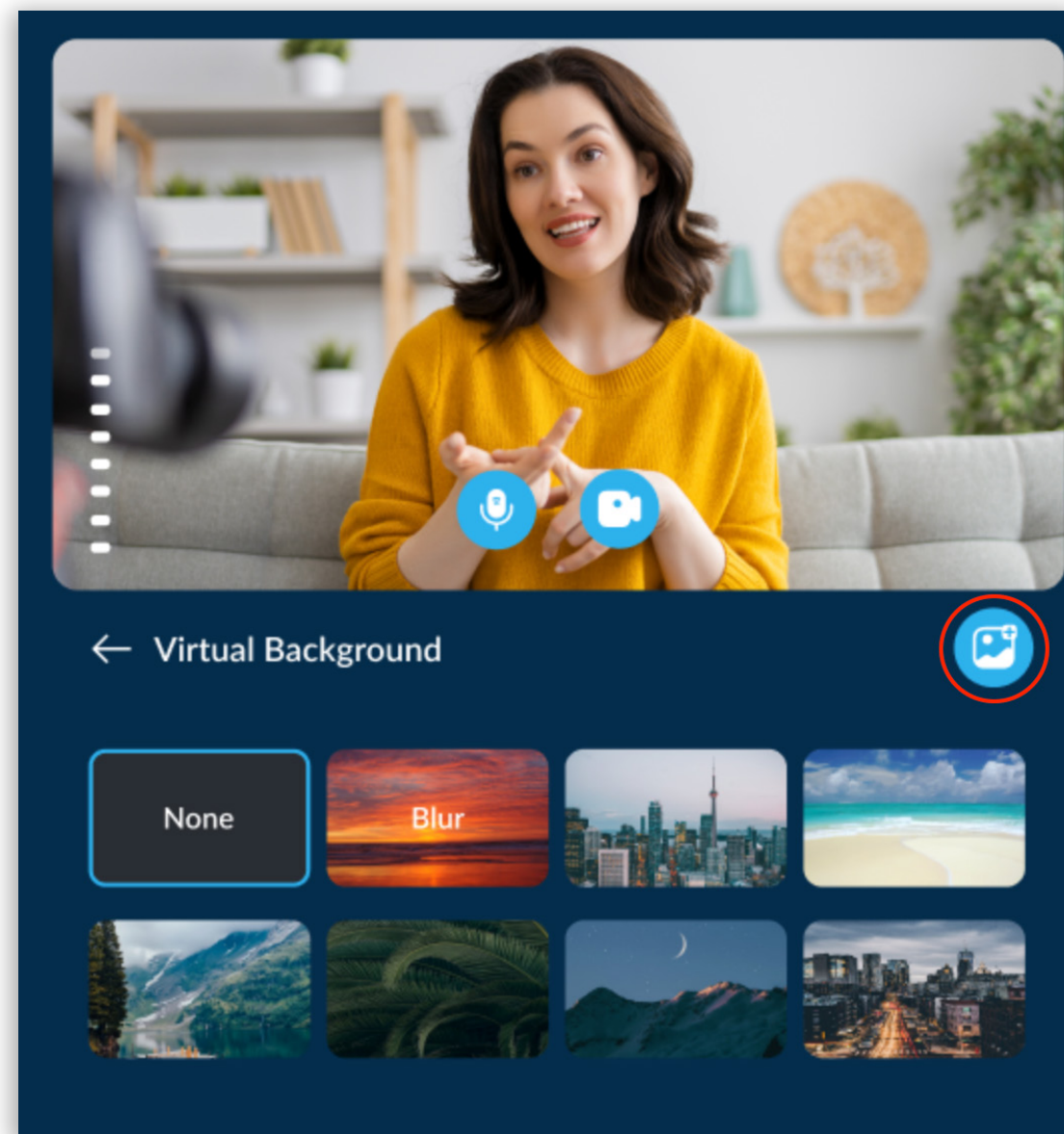


Figure 10. Virtual background options

**Test speaker** will play a sound to the user to make sure they are using the correct audio output device.

**Remember my setup** allows the user to keep these settings for the next time they use Communicator Meeting by checking it.



# Meeting interface

Once the user sets up all audio and video settings and filled out all necessary and correct login information, they will have been successfully joined in the meeting. Meeting interface appears with the meeting window and toolbar at the bottom of the window.

The default view when the user joins the meeting is Speaker view:



Figure 11. Meeting interface in Speaker view

## Grid/Speaker view

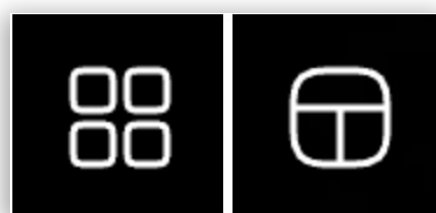


Figure 12. Grid and Speaker view icons

The user is able to change their view of the participants, they can either use the grid or speaker view. The grid view will show more participants in a grid fashion, while the speaker view will put the focus on one of the participants. The button to switch between Speaker and Grid mode is located in the bottom right corner.



Figure 13. Meeting interface in grid view

## Grid/Speaker view



Figure 14. Hide and show Carousel icons

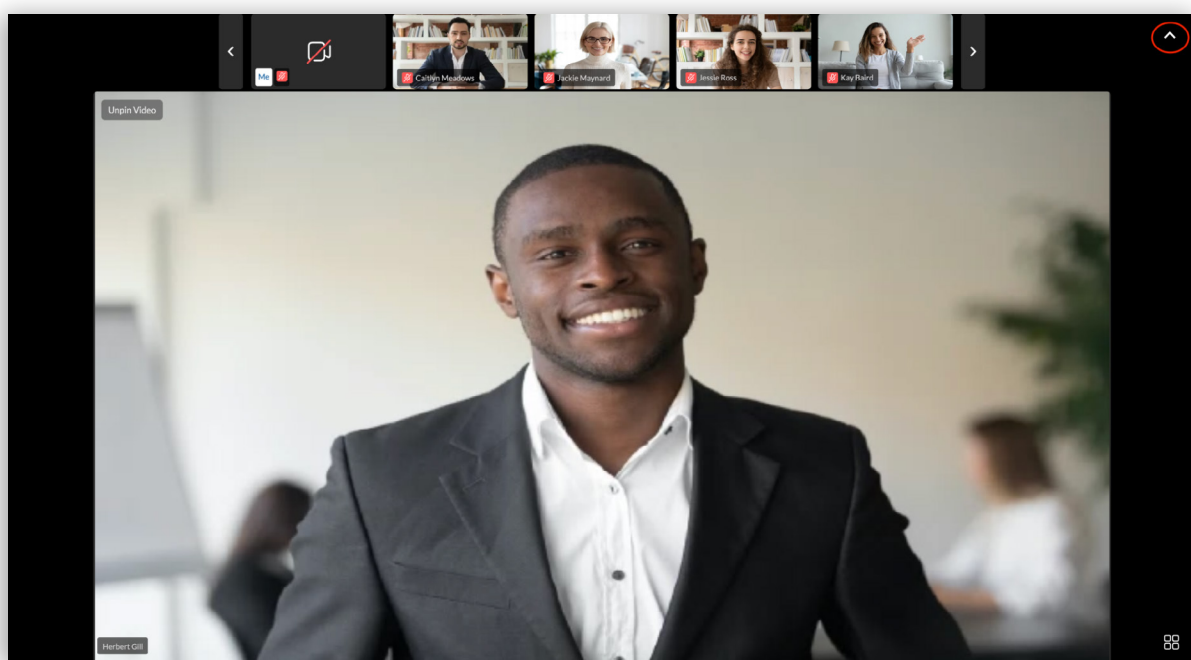


Figure 15. Speaker view with Hide and show Carousel

While in speaker mode, the user has the option to hide the participants at the top to give a clearer view of the speaker. The button is located in the top right corner.

# Pin/Unpin video



Figure 16. Pin and Unpin video icons

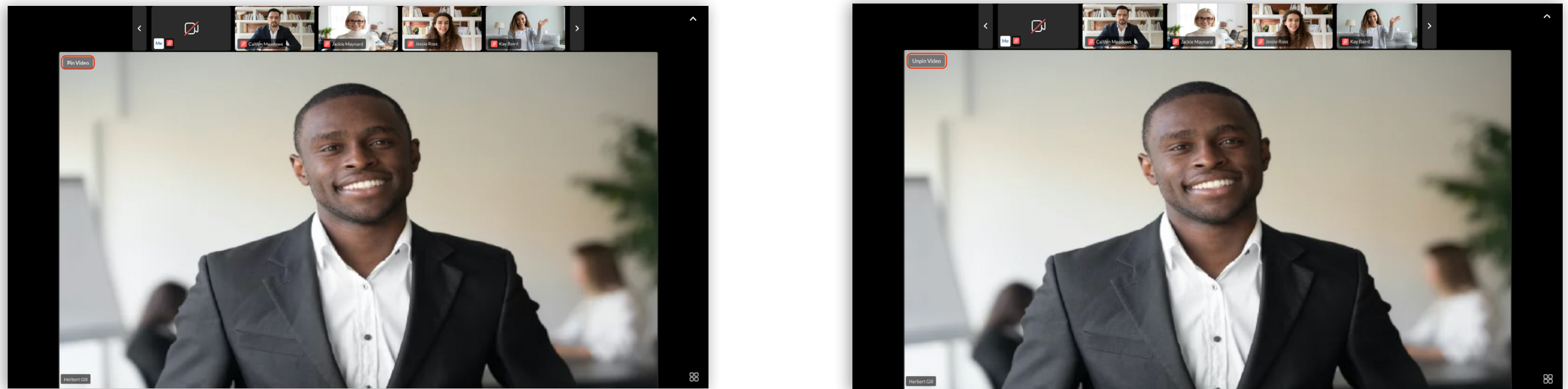


Figure 17. Speaker view with Pin and Unpin video

If the user is in Speaker view the user can pin a participant to make that participant's video the primary video.

## Highlight Speaker

If a participant is talking, the user will be able to see that there is a moving icon in their participant bubble. 📊

# List all video participants in grid/speaker view

List all video participants in grid or speaker view using arrows:

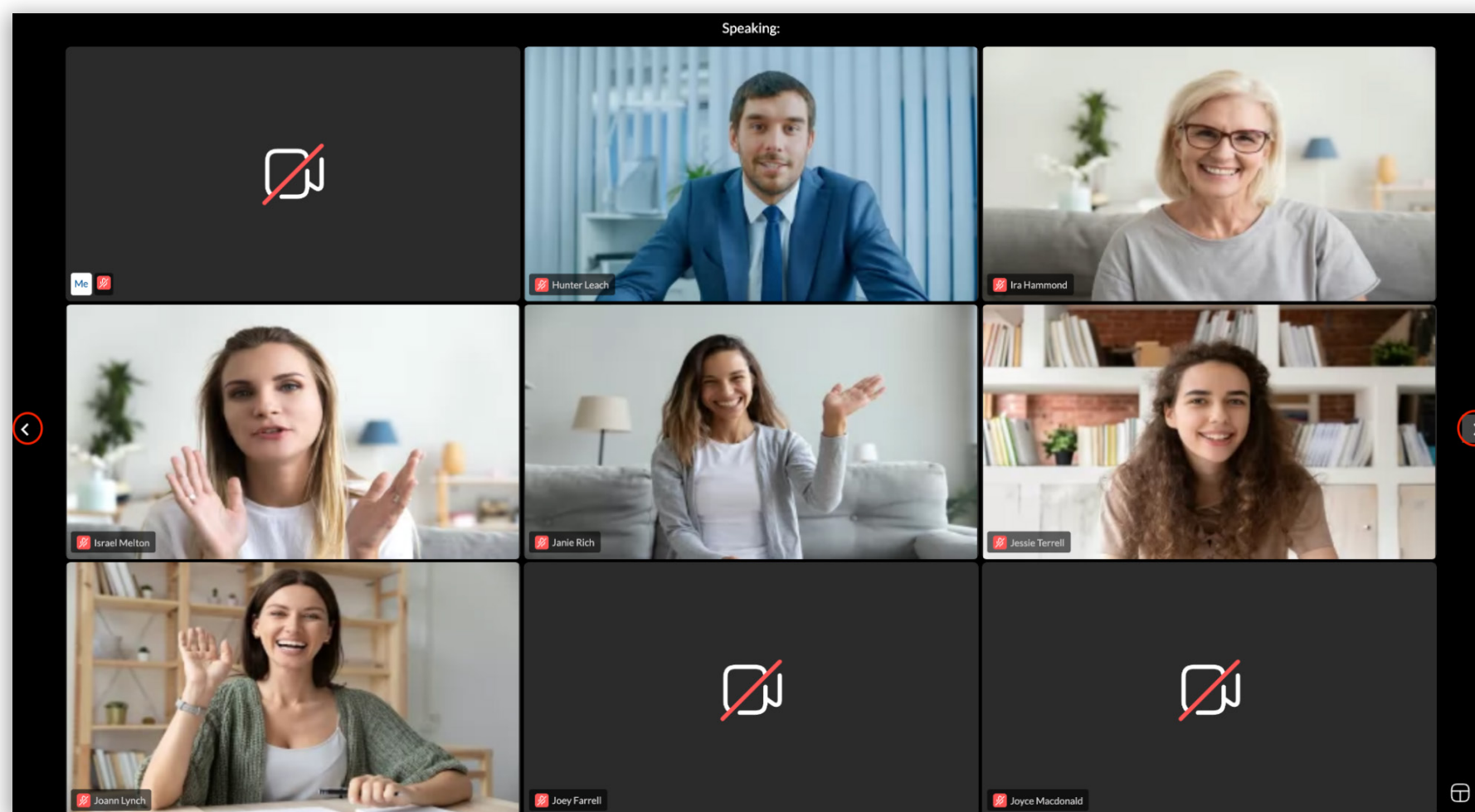
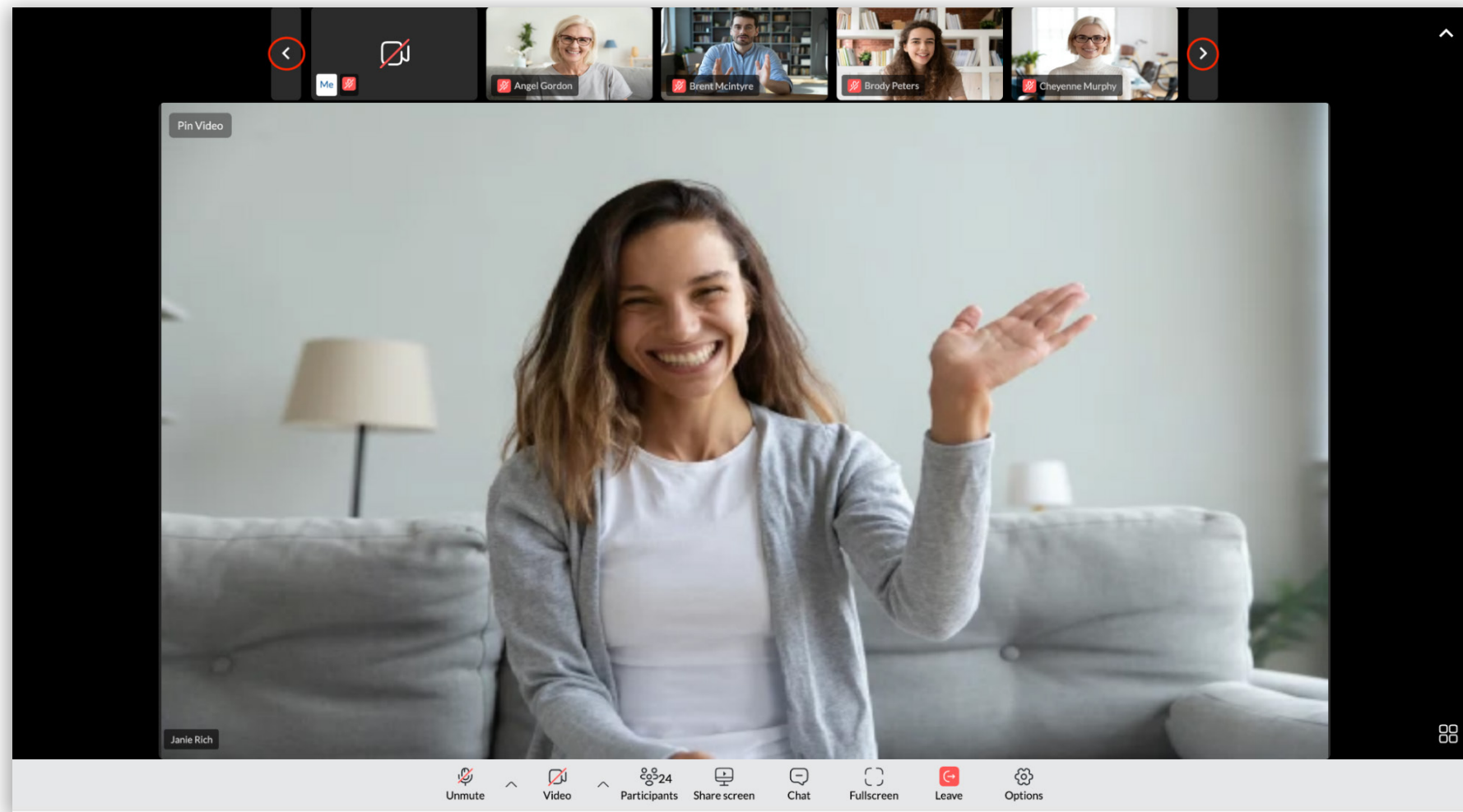


Figure 18. List all participants in Speaker and grid view

**NOTE:** Me video stream is always pinned to the first position.

# Grid view size

The grid view in the meeting will automatically change the number of video streams based on the number of participants in the meeting.

It follows the following conditions:

- Up to 45 participants = grid size 12 (user + 11)
- 46 - 60 participants = grid size 9 (user + 8)
- Over 60 participants = grid size 6 (user + 5)

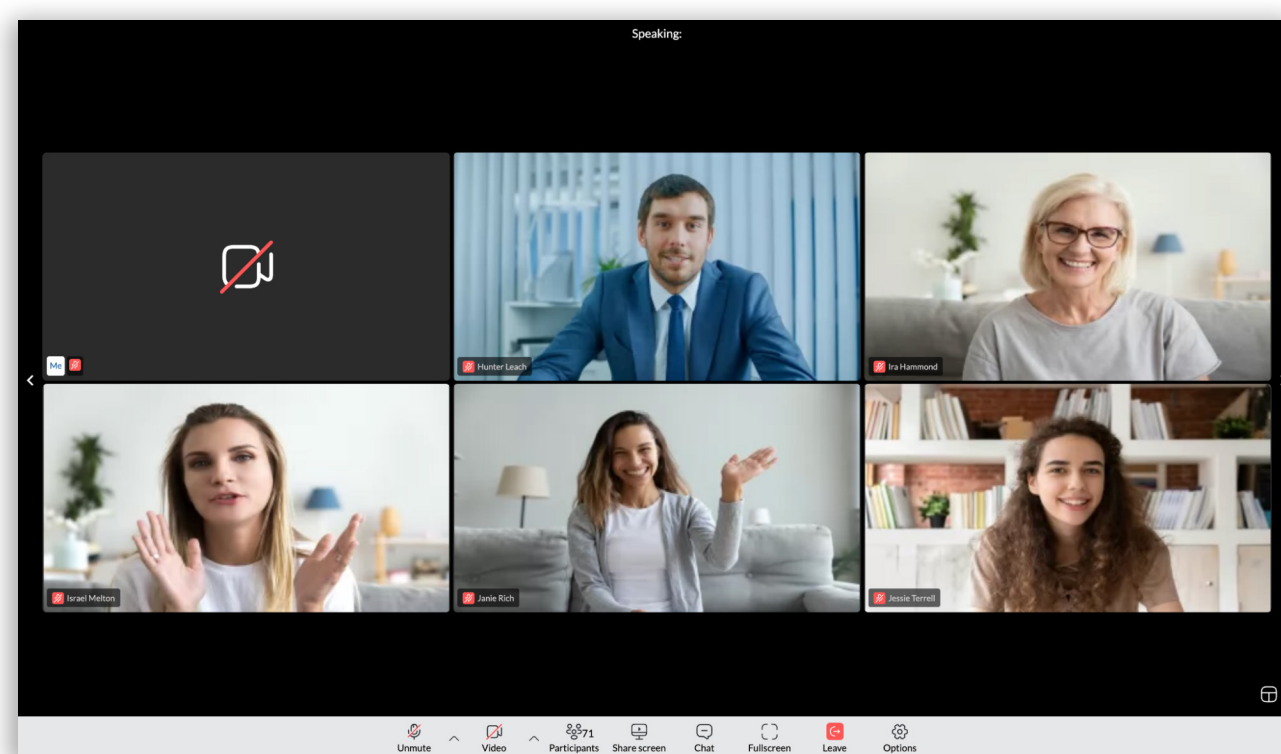
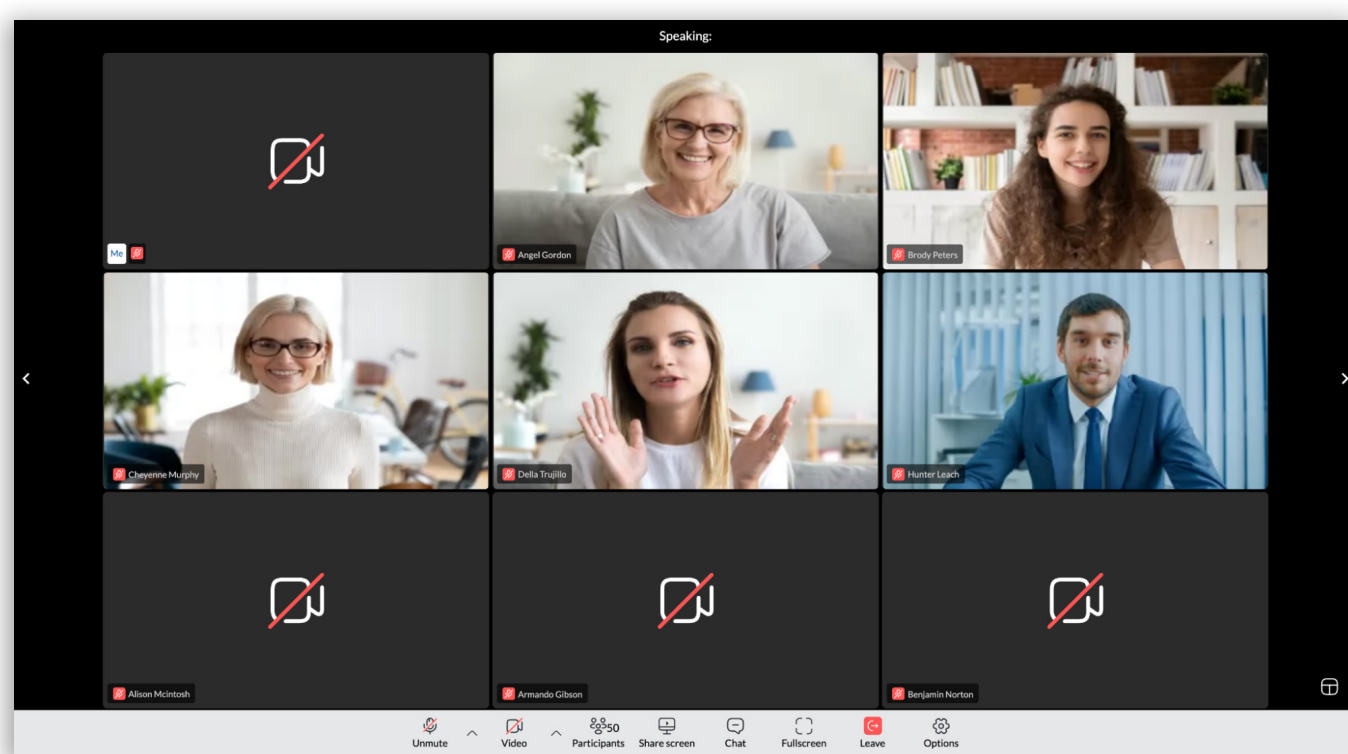


Figure 19. Different grid sizes for a different number of participants

# Meeting toolbar

Default meeting toolbar (without screen sharing started) looks this way:

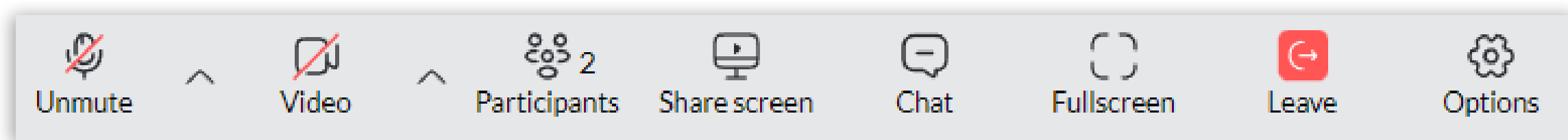


Figure 20. Default meeting toolbar

## Mute/Unmute

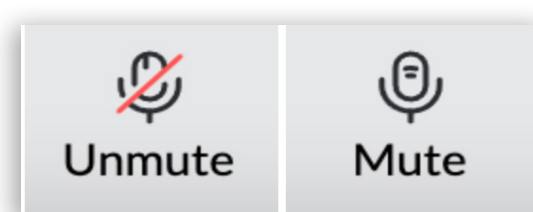


Figure 21. Disabled and enabled audio output icons

Once a participant has joined the audio of the meeting, they can freely mute or unmute themselves by clicking on the mute/unmute icon. The current state is displayed in the user's toolbar. There is also the option to switch between audio devices if the user clicks on the up arrow next to the button.

## Video sharing



Figure 22. Disabled and enabled video output icons

A participant can enable video sharing if they have a video capturing device connected to their computer. They can enable or disable the device in the meeting at any point by clicking

on the video icon.

The user can also change their video device if they click on the upwards pointing arrow to the right of the button.

The user can also enable “background effects” here as well.

## Participants

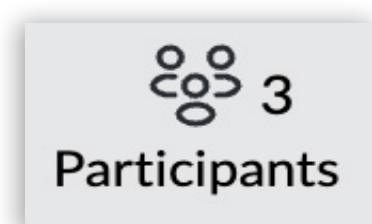


Figure 23. Participant icon

The user can view the list of the people present in the meeting. The button will also display the number of participants in the meeting.

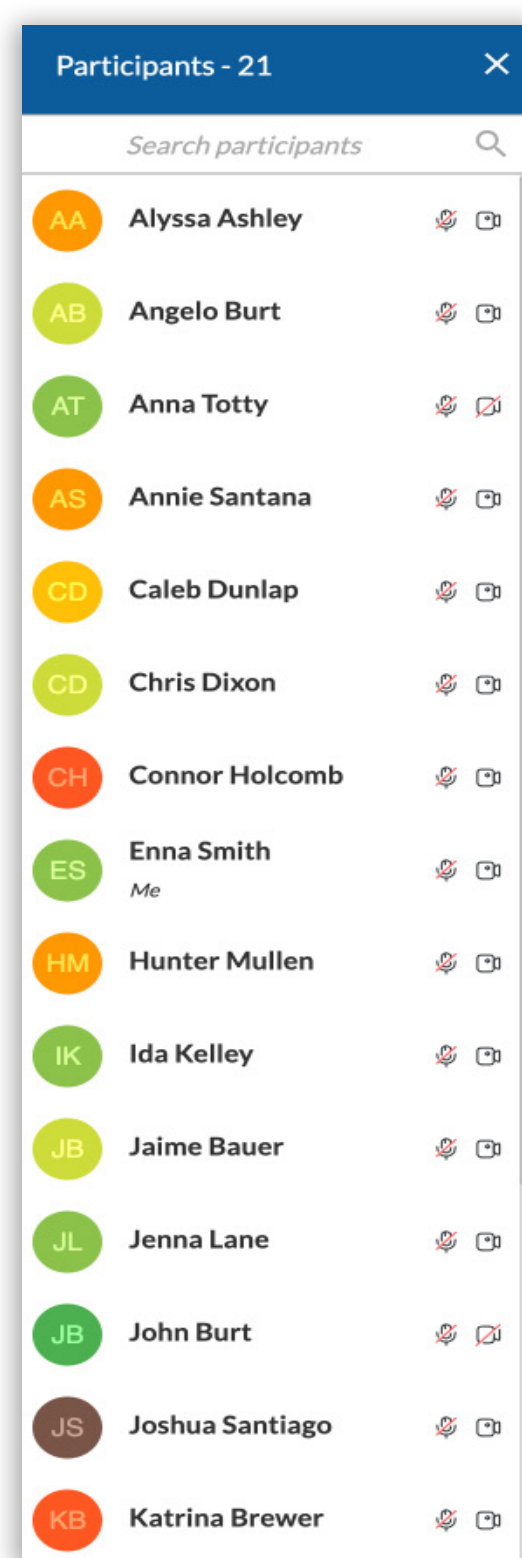


Figure 24. Participant window

# Share Screen

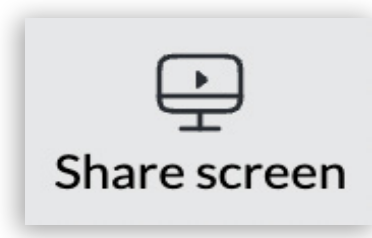


Figure 25. Screen sharing icon

The user can press this button to share their screen with the other participants in the meeting. The user will have the option to share either:

- Their entire screen
- A specific window
- A tab from their browser

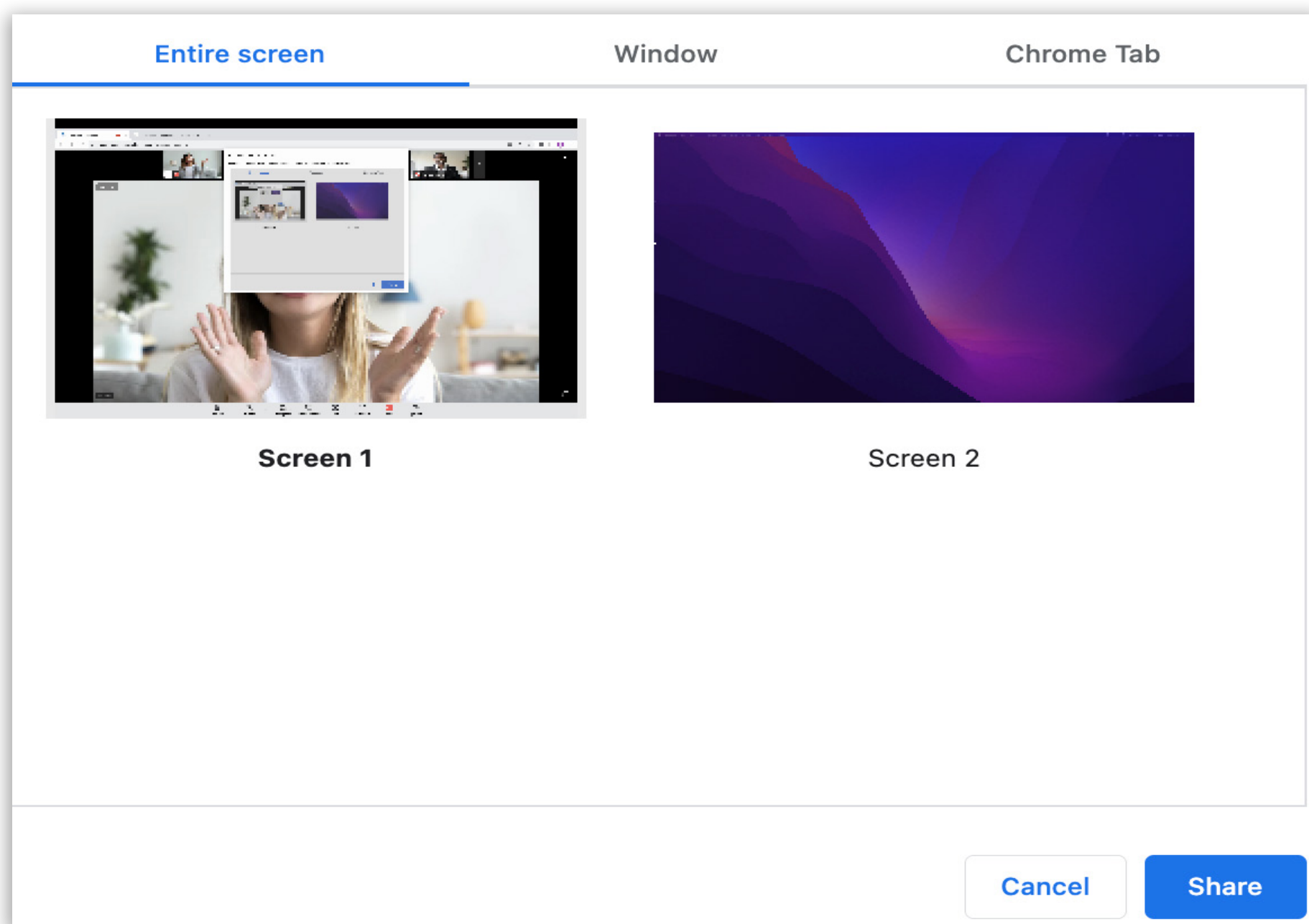


Figure 26. Screen sharing window



Once the user starts sharing the screen, the meeting toolbar will change to have a **Pause and Stop sharing** button:

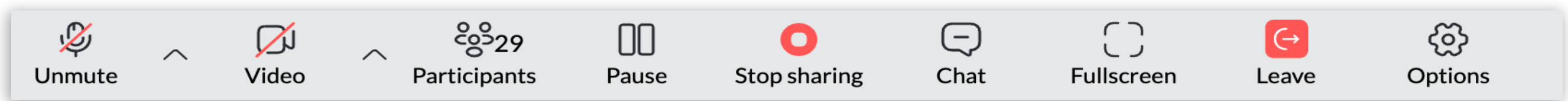


Figure 27. Meeting toolbar when Screen sharing is active

If the user clicks Pause video sharing, then the meeting toolbar will add a new button for Resume sharing option:

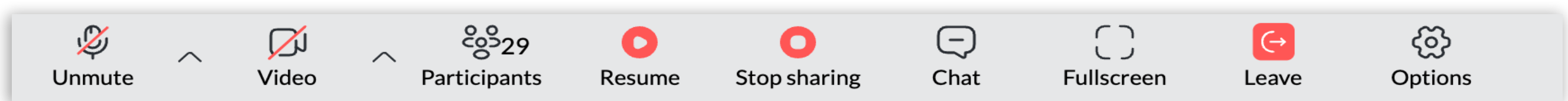


Figure 28. Meeting toolbar when Screen sharing is paused

Also user is allowed to enable/disable screen sharing preview within web application while sharing the screen using the button for it in top left corner:

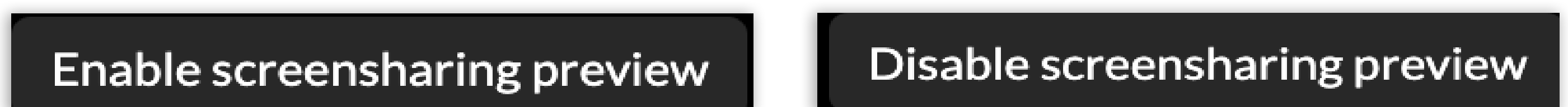


Figure 29. Enable/disable screen sharing preview icons

By default, when the user start screen sharing, Screen sharing preview is enabled:

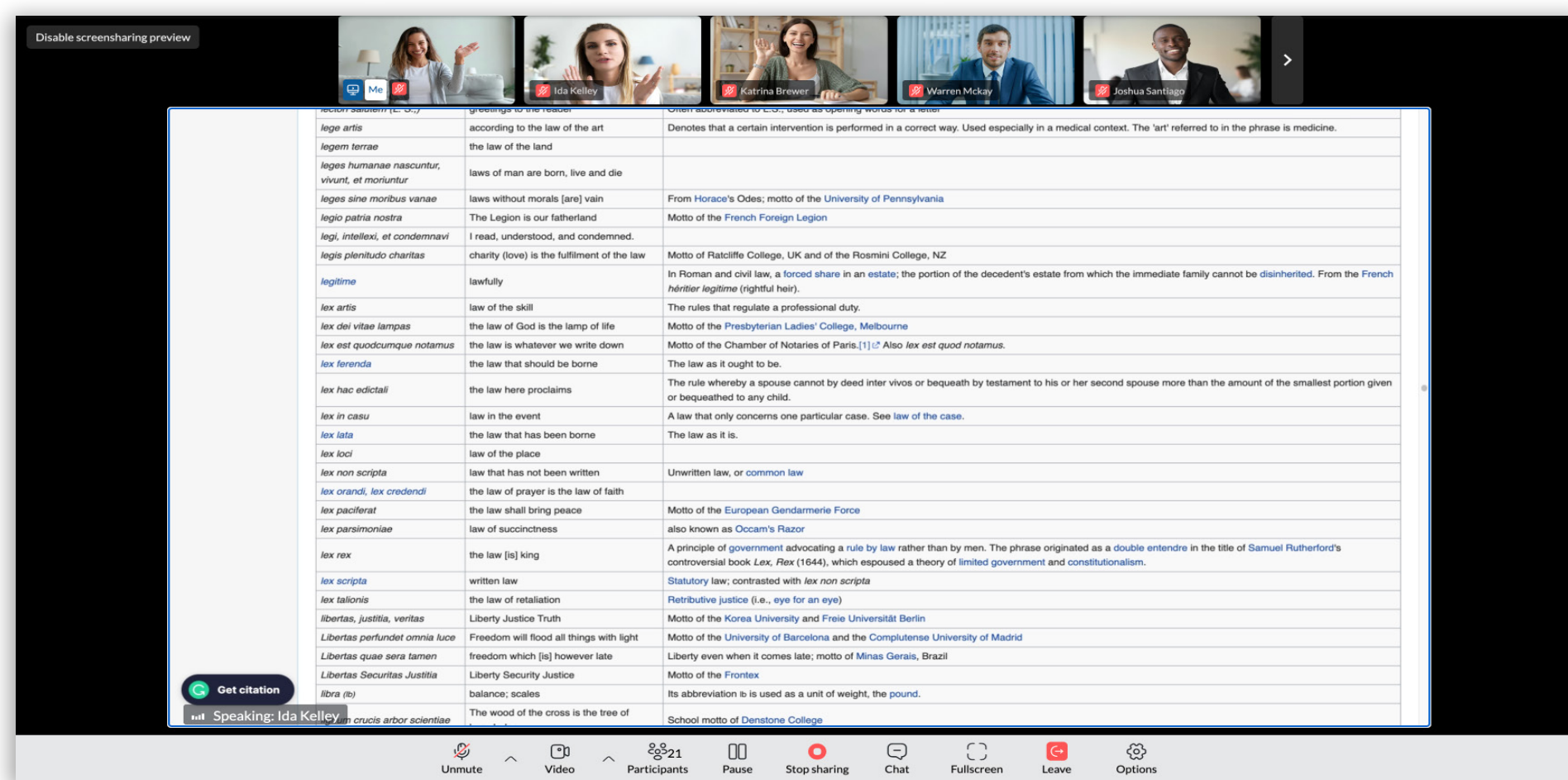


Figure 30. Screen sharing preview enabled

Additionally, if the user shares the web browser tab, this message appears on the shared tab informing the user that the tab is shared, and also giving the user a direct link for meeting web browser tab for easier switching and coordinating tabs:

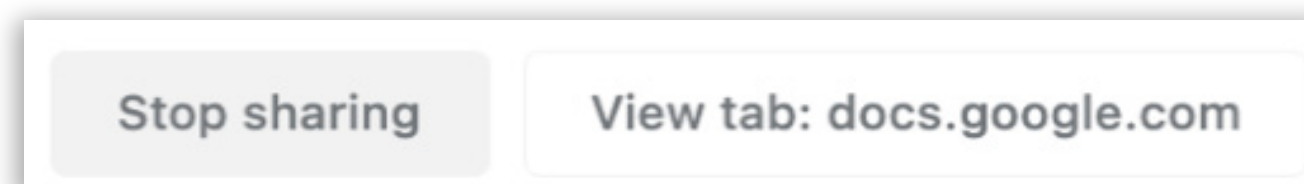


Figure 31. Stop sharing icons in web browser

## Chat

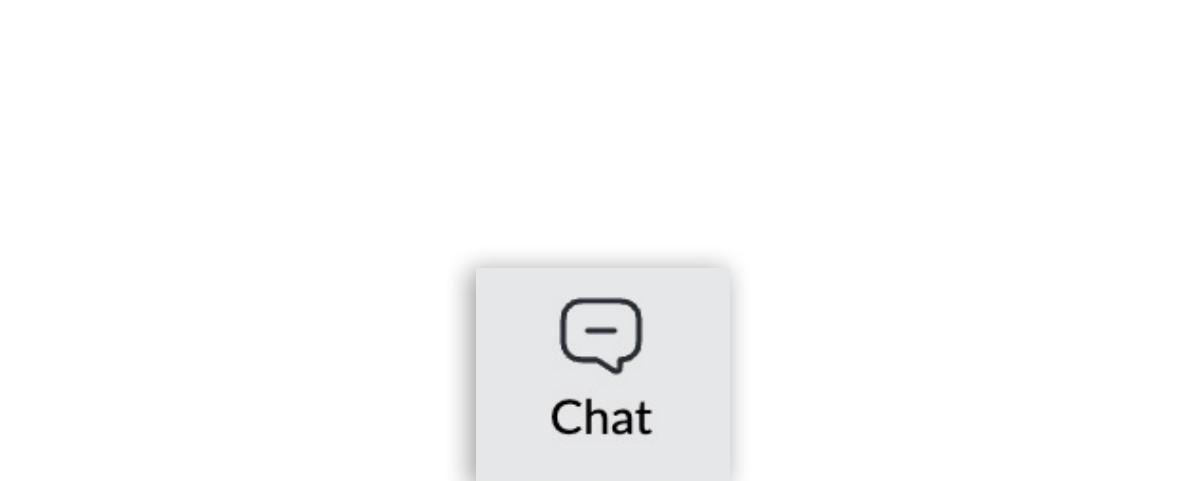


Figure 32. Chat icon

The user can input text information into the chat and receive information from the other participants. This includes support for file sharing and emojis.

By default, when the user start screen sharing, Screen sharing preview is enabled:

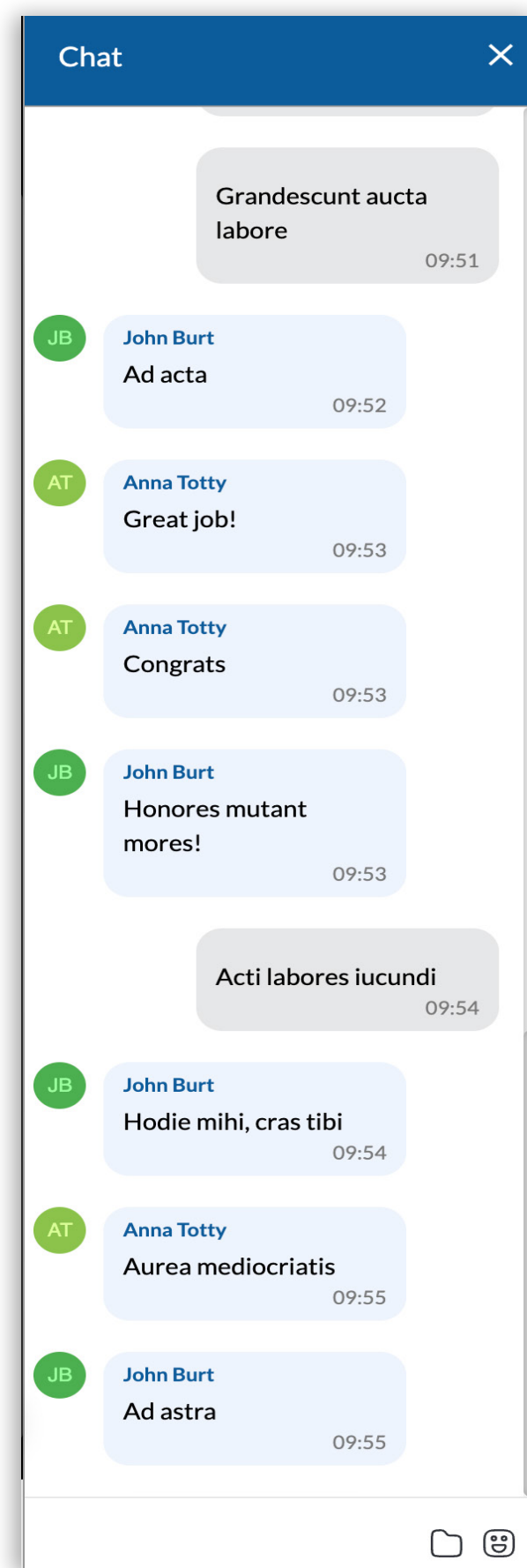


Figure 33. Chat window

## Fullscreen

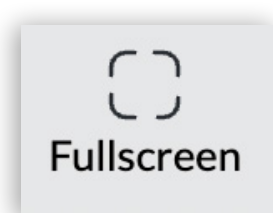


Figure 34. Fullscreen icon

The user can expand their screen to get a better view of the other video participants.

# Leave

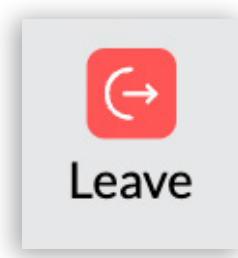


Figure 35. Leave meeting icon

The user can press this button to remove themselves from the meeting. Once the user clicks on the button, they will be prompted to confirm their departure from the meeting.

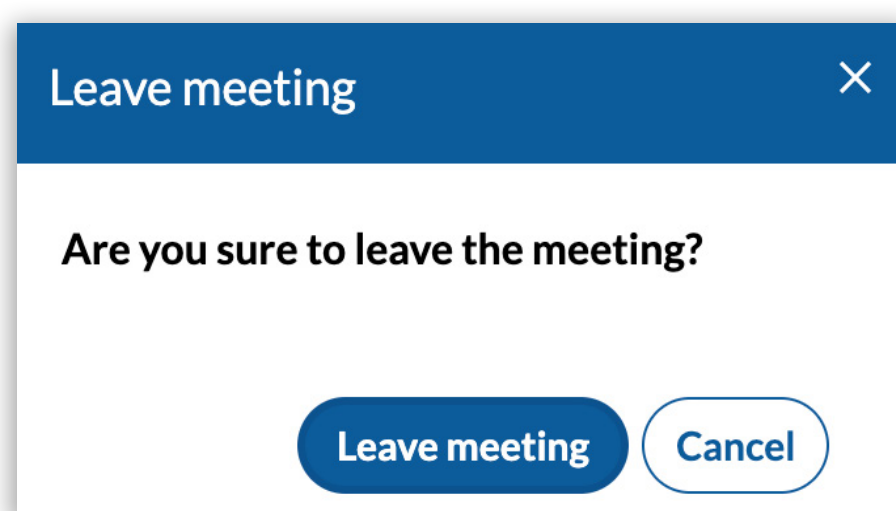


Figure 36. Confirm to Leave meeting window

# Options

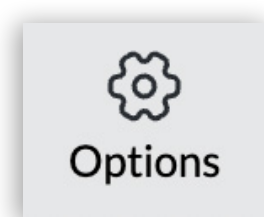


Figure 37. Options icon

Once you click on options, you will have these points of interest:

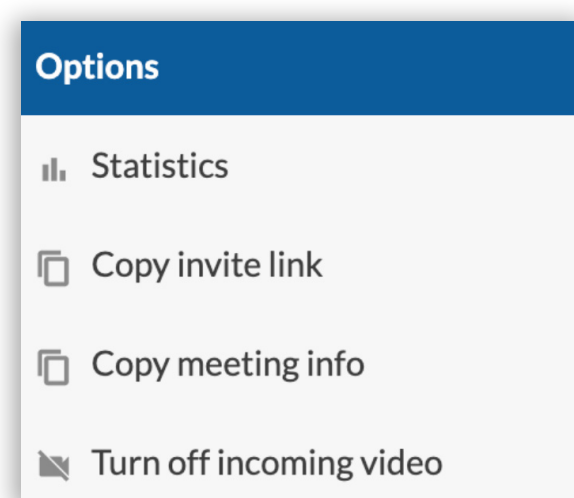


Figure 38. Options window

- **Statistics** allow the user to monitor and show network connection quality using the following parameters: latency, jitter, packet loss, and bitrate.

Statistics		
<b>Audio</b>		
	<b>Sent</b>	<b>Received</b>
Latency	43.00 ms	0.00 ms
Jitter	0.88 ms	1.00 ms
Packet Loss	0.00 %	0.00 %
Quality	4.38	4.40
<b>Video</b>		
	<b>Sent</b>	<b>Received</b>
Latency	128.00 ms	0.00 ms
Jitter	3.09 ms	494.00 ms
Packet Loss	0.00 %	0.14 %
Quality	4.33	0.99
<b>Screen sharing</b>		
	<b>Sent</b>	<b>Received</b>
Latency	139.00 ms	0.00 ms
Jitter	3.04 ms	0.00 ms
Packet Loss	0.00 %	0.00 %
Quality	4.32	4.40

Figure 39. Statistics window

- **Copy invite link** will copy the link to join the meeting to the user's clipboard.
- **Copy meeting info** allows the user to copy the meeting number.
- **Turn off incoming video** will turn off all active videos from other participants.

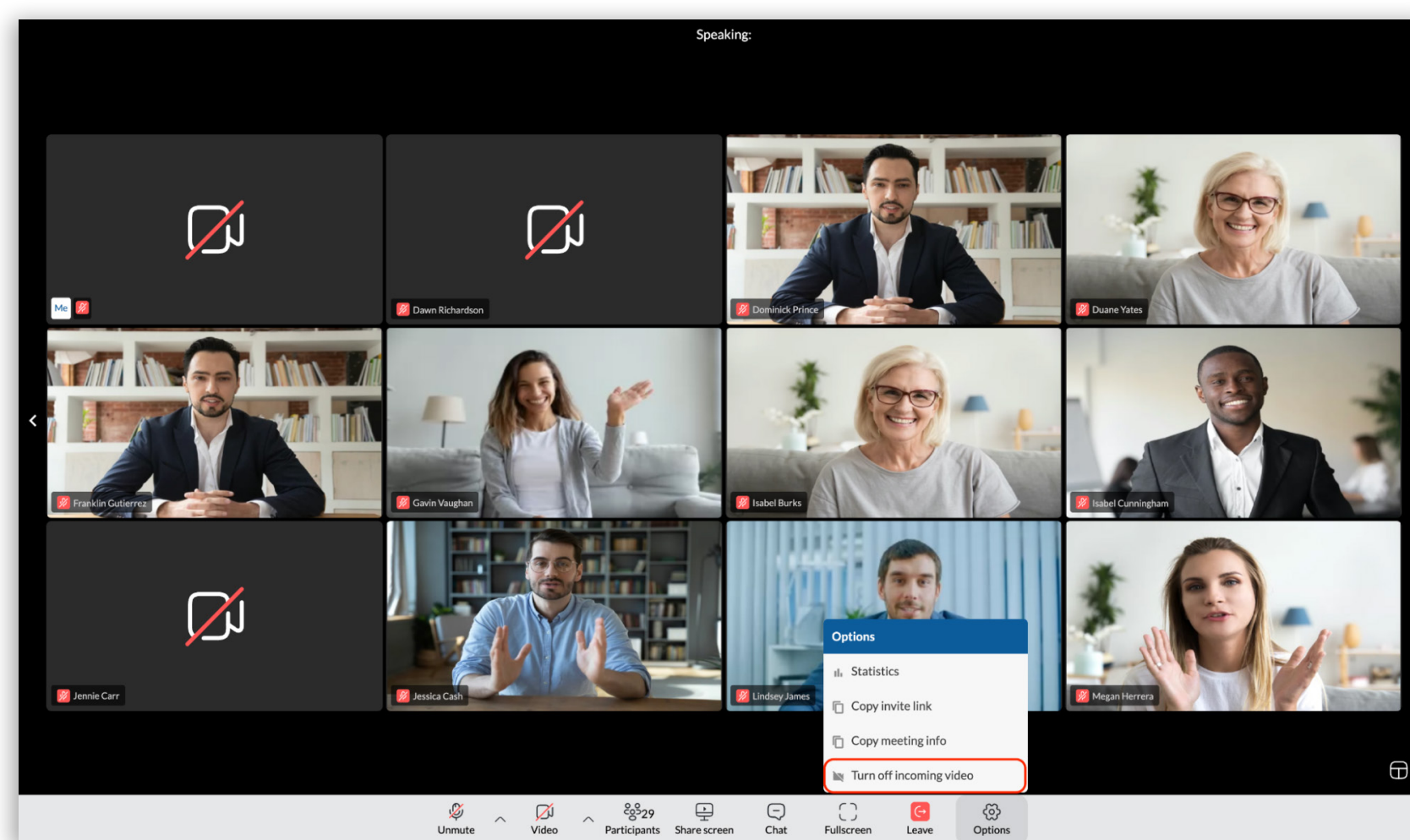


Figure 40. Turn off the incoming video option

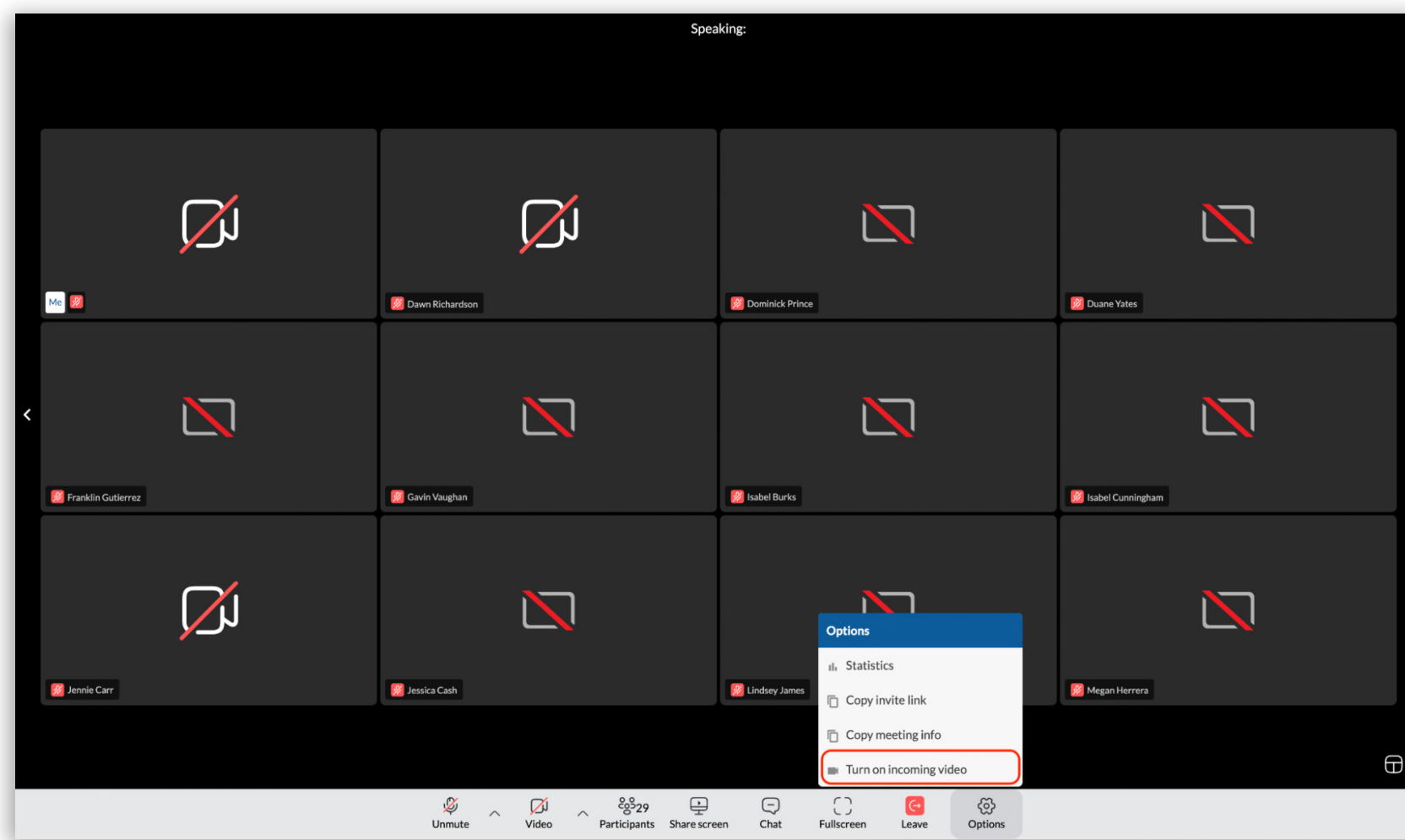


Figure 41. Turn on the incoming video option

- Additionally, if a participant is screen sharing, the options menu will display an option to **Request remote control**, which allows the user to request access to control the current presenter's screen:

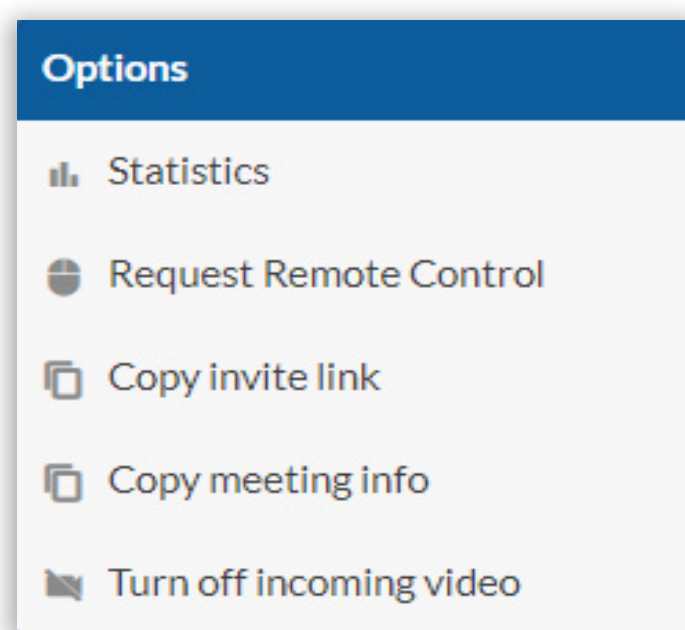


Figure 42. Request remote control option

