

# Welcome to eBeam Meeting Sharing



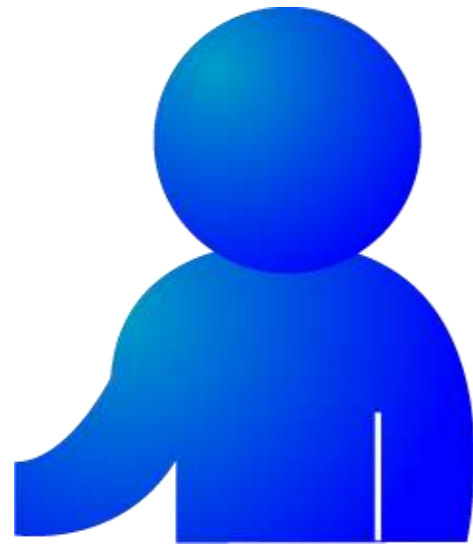
**Mac/PC:**

Broadcast your whiteboard across the Internet to up to 25 participants using our free eBeam Meeting Server



**PC:**

Host a meeting using your own PC as a server for up to 10 participants across your network



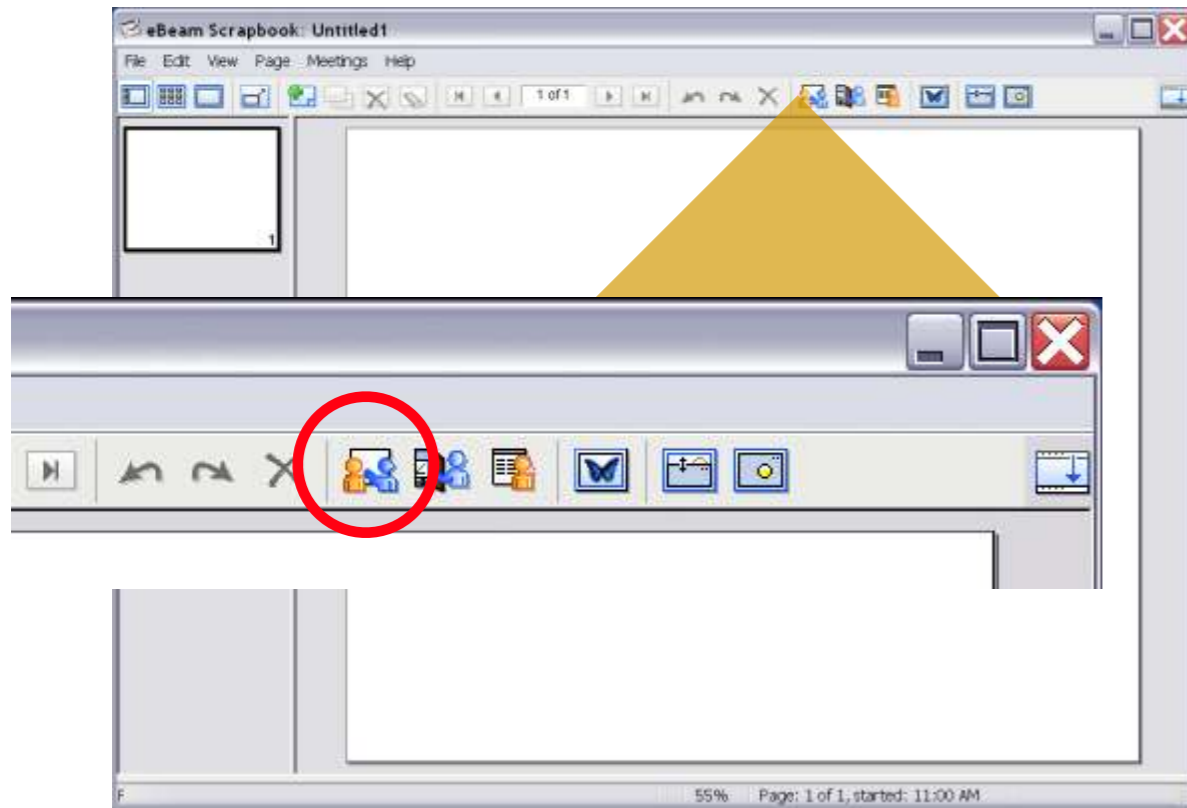
### The Host:

- eBeam hardware
- eBeam software  
(available free from [www.e-beam.com](http://www.e-beam.com))
- internet connection

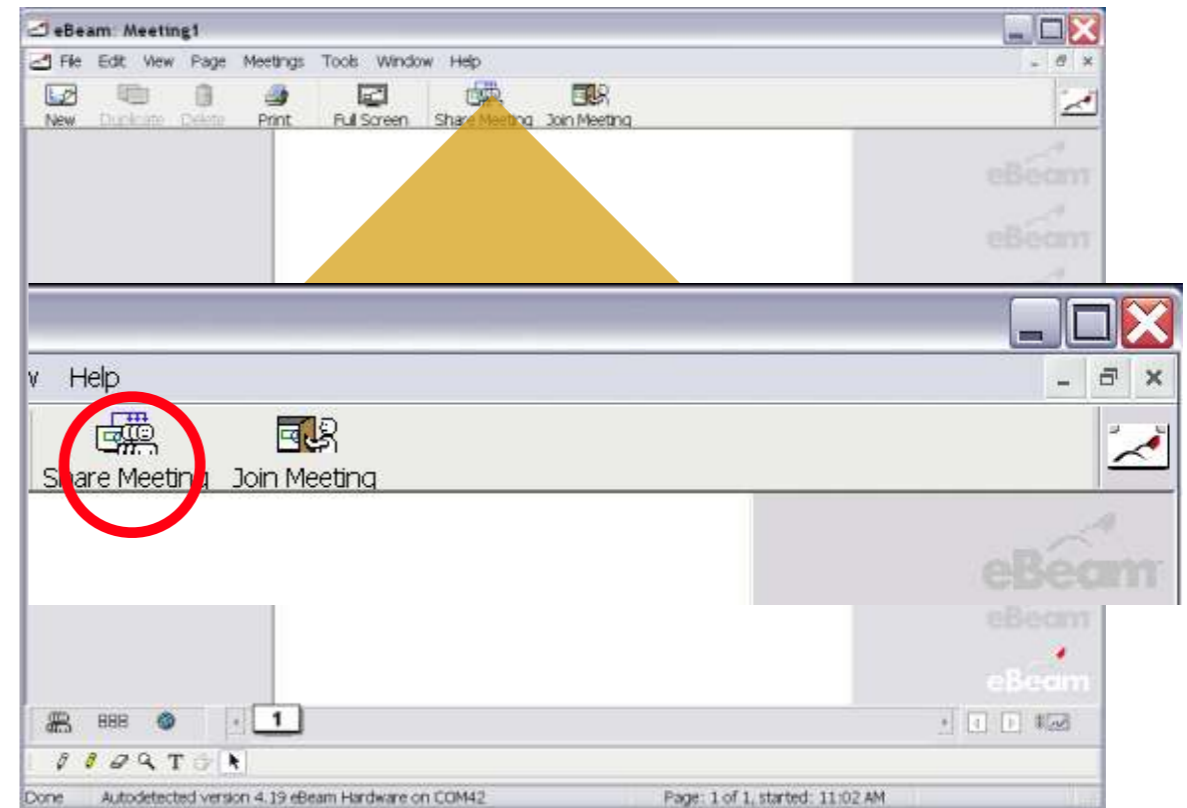


### The Participants:

- eBeam software  
(available free from [www.e-beam.com](http://www.e-beam.com))
- internet connection



In order to host an online meeting, you must have the eBeam hardware connected and detected.



To start the meeting, open your eBeam software and choose the **Share Meeting** icon from the toolbar.

### 1. Meeting name

Give your meeting a unique name.

### 2. Publish meeting name

Your meeting name will appear in a list with the other meetings on the server, so your participants will be able to find it quickly.

### 3. My name

Enter your name.

### 4. Notes

Enter special messages or instructions to your participants.

**Share Meeting**

Meeting Information

Meeting name: eBeam\_Meeting  Publish meeting name

My name: robin

Notes: Welcome!

Password: ●●●●●●  Use password

Confirm: ●●●●●●

To hold a secure meeting, enter a password (at least 6 characters). To join the meeting, guests will be required to enter the password.

Send meeting invitation

Archive meeting on the server

Synchronize participants immediately

Deny access to remote participants with mismatched software versions

Server Information

Use my PC to host this meeting Port: [ ]

Use other meeting server to host this meeting

eBeam Server

Help Share Cancel

**5** Password: ●●●●●● **6**  Use password

**7** Confirm: ●●●●●●

To hold a secure meeting, enter a password (at least 6 characters). To join the meeting, guests will be required to enter the password.

### 5. Password

Password-protect your meeting, so only people you've invited can join.

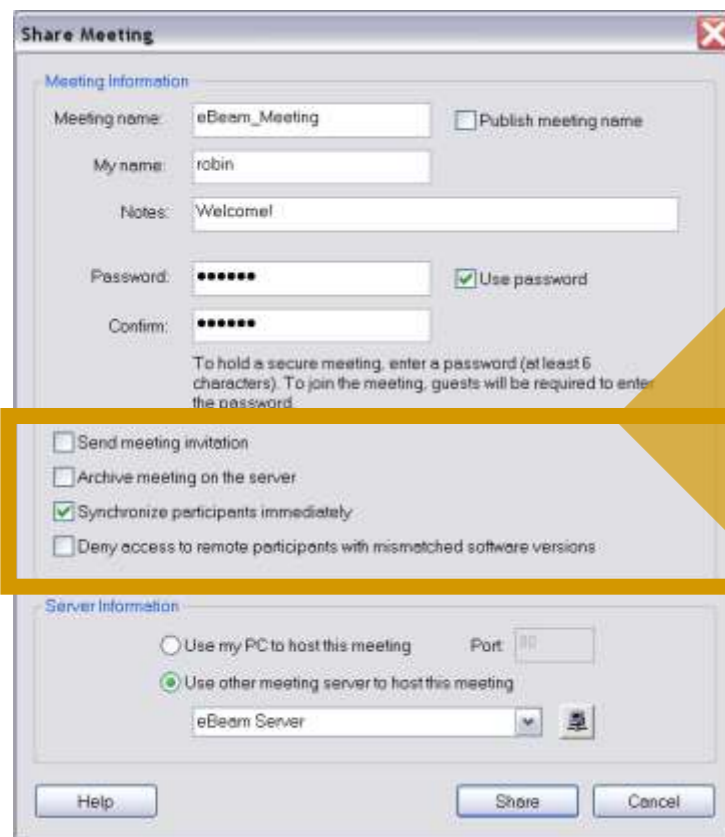
### 6. Use password

This check box allows you to choose whether or not you would like to require a password for participants.

### 7. Confirm

If you choose to use a password, reenter it here to confirm that it was typed correctly.

Passwords must be at least six characters and can be any combination of letters, numbers, or a mixture of the two.



8  Send meeting invitation

9  Archive meeting on the server

10  Synchronize participants immediately

11  Deny access to remote participants with mismatched software versions

### 8. Send meeting invitation

If you have Outlook (Windows) or Mail (Mac) set up on your computer, you can automatically send out invitations with all of the meeting details.

### 9. Archive meeting on the server

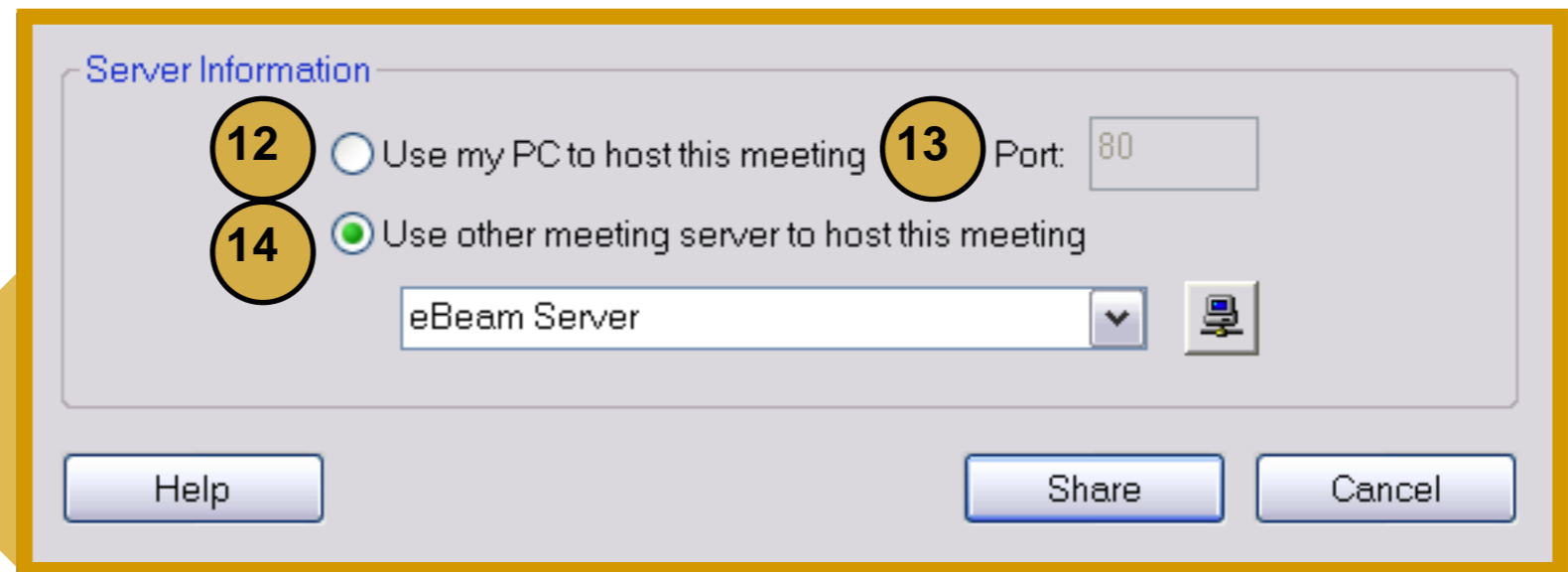
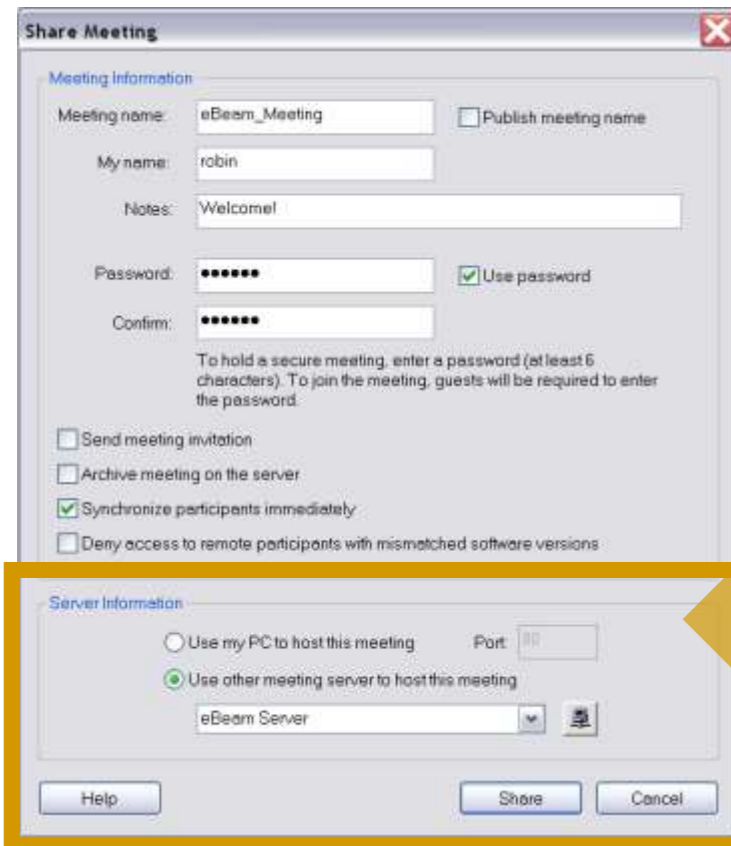
Meetings can be saved on the eBeam Server for up to 90 days for easy access.

### 10. Synchronize participants immediately

This ensures that everyone who joins will see the same page as the host. If unsynchronized, the participants can move freely amongst all the pages in the meeting.

### 11. Deny access to remote participants with mismatched software versions

This allows you to make sure that all of your participants are using the same software with the same feature set.



### 12. Use my PC to host this meeting

Windows users who prefer not to use the eBeam server can host meetings from their own computer and have up to 10 people on their network join.

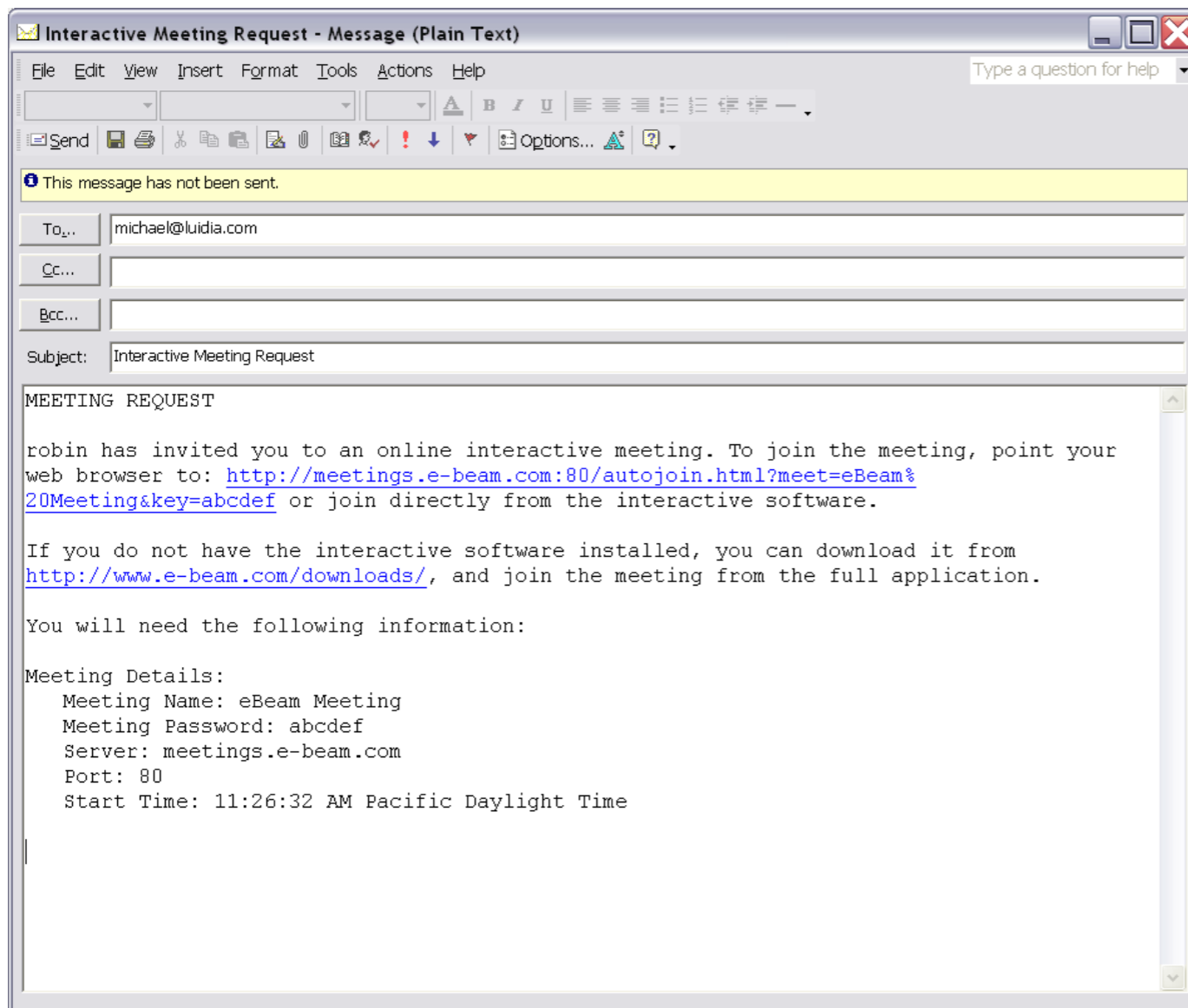
### 13. Port

This can usually be left to its default value(80), unless you have other servers running on your computer.

### 14. Use other meeting server to host this meeting

This automatically defaults to our free eBeam Meeting Server located at meetings.e-beam.com. Our server is protected by SSL 128-bit encryption and uses Ports 80 and 443.

These two ports will need to be open on the host's and participants' firewalls, or the eBeam Meeting Server will need to be made an exception if they are closed. They are two of the most widely-used Internet ports, so they will most likely be open.



The meeting invite is automatically generated by Mail or Outlook and includes all the details participants will need to join the meeting.

All you need to do is add their address and click **Send**.

Meeting Invitation: eBeam Meeting Sharing



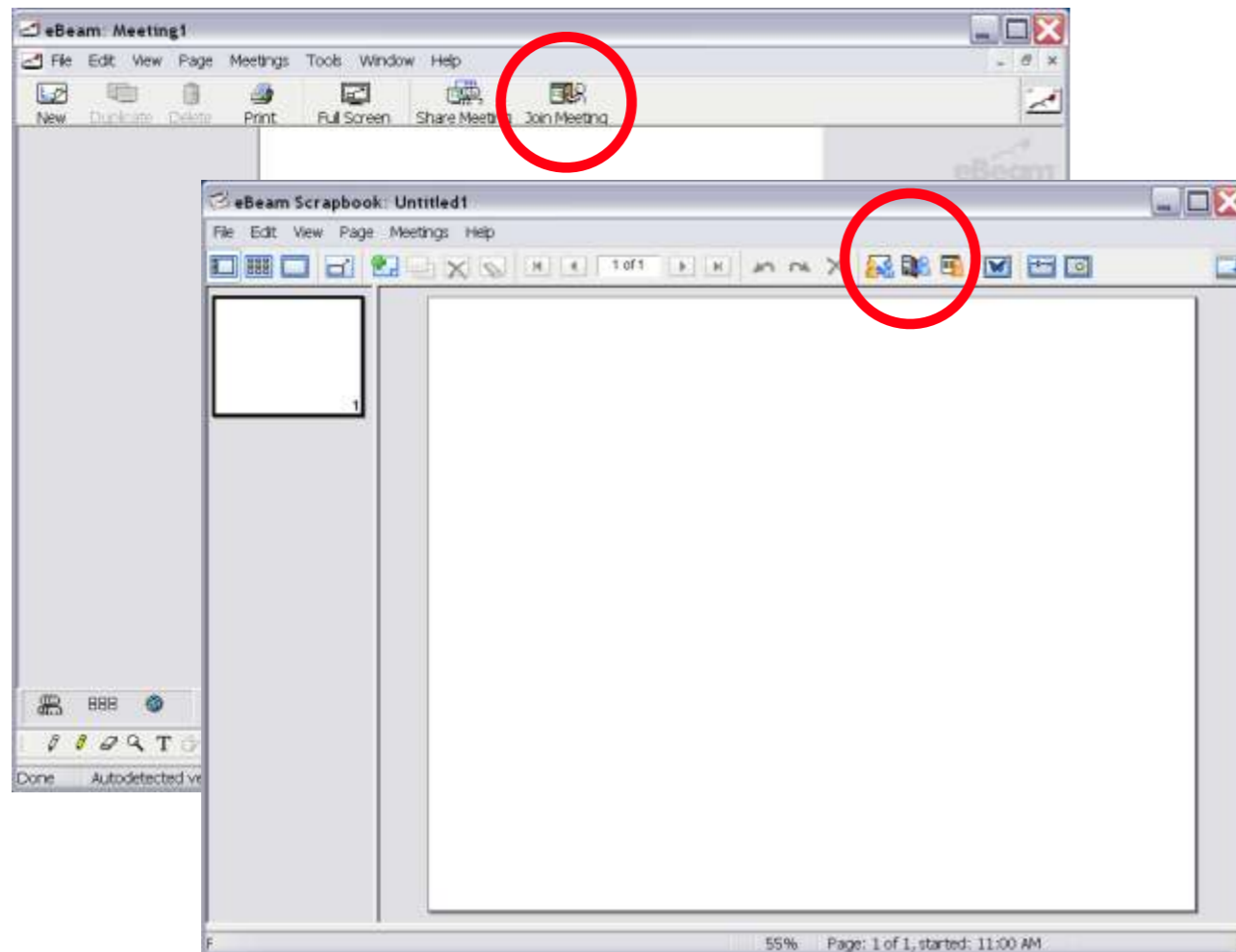


## Join a Meeting

To join a meeting, you will need to go to the eBeam website and download eBeam software (<http://www.e-beam.com/downloads/software.html>).

When you launch the software, a **Detect eBeam Receiver** dialogue box will open.

You do not need an eBeam receiver to join a meeting, so you can click **Cancel**.



However, if you have **eBeam Projection**, then you can join the meeting and use your eBeam and projector to interact with the shared workspace directly from your whiteboard.

Next, choose the **Join Meeting** icon from the toolbar.

**Join Meeting**

**Server**  
Select the server hosting the meeting:  
eBeam Server

**Meeting**  
Meeting name: eBeam\_Meeting  
Password: ●●●●●●●

Meeting  
eBeam\_Meeting  
Fisical  
john  
Oracle BEPL & SIF

Select a meeting from the list above, or enter the meeting name. Only published meetings are listed. If the meeting requires a password, enter it.

**Identity**  
Enter your name to identify yourself to other participants.  
My name: robin  
Notes: Thanks for inviting me!

Help Join Cancel

If the host chose to publish the meeting name, you will be able to select it from the list, enter the password, enter your name and click **Join**.

If the name is not published, then you will have to enter the meeting name, password, and your name before clicking **Join**.

This will connect you to the session.

You are now ready  
to have an eBeam Meeting!