

Participant

1. Start conference

You can start the one2meet Participant program

- from the location named by the Moderator
- or from www.netviewer.net

Enter the conference number and, if defined by the Moderator, the password. Click on the OK button to confirm and you will see the Moderator's screen in a red frame. On the right-hand side of the screen you can see the control panel with the Netviewer clip on its left edge (see Miscellaneous).

2. Working with the control panel

In the **Conference** module you can see the colour that the system has assigned to you in the circle next to your name. The pointer with your name tag has the same colour and is generated by clicking on the left mouse button. The column with the eye symbol in the participant list shows which participant's screen is currently on display.

When the Moderator passes the display rights to you, you can use the **Application selection** to decide which programs are to be displayed. The **Monitor** module lets you see the image that you are currently transferring. A click on the Pause key freezes the transfer.

Chat can be used for all participants to communicate with one another; messages can be sent to everybody or to selected participants only.

The **Clipboard** can be used to exchange files of any type during a session either by clicking on the buttons or simply by Drag&Drop.

3. Close the conference...

...by clicking on the cross at top right.

4. Miscellaneous

The **control panel** can be hidden at the right-hand edge of the screen or displayed again with a click on the clip with the Netviewer icon at the left edge of the panel. If the panel is not visible, the Netviewer icon on the clip blinks to signal the arrival of new participants, messages or files in the clipboard.

If you have handed over remote control to the Moderator or to another participant, you can revoke this at any time with a click on the F11 key.

