

ISL Groop 1.1 Manual

© 2009 Xlab d.o.o., Ljubljana

Table of Contents

Foreword	0
Part I Introduction	4
1 Welcome to ISL Groop 1.1.....	4
2 Features	4
3 Reliability	6
4 Security	7
5 System Requirements.....	8
Part II Getting started	9
1 How to use ISL Groop.....	9
2 Register ISL Online account.....	9
ISL Online account registration	9
Open inbox	13
Finish registration	13
Login to ISL Online account	17
3 Create a meeting.....	20
4 Join a meeting.....	22
5 Features overview.....	23
List of roles	23
Navigation and synchronization	24
Import and export sessions	26
Part III Manual	28
1 How ISL Groop works.....	28
2 Create a meeting.....	29
3 Join a meeting.....	29
4 Role features.....	30
All	30
Chat	31
Raise hand.....	31
Queue for podium.....	32
Post a question.....	34
Toggle video window.....	35
Broadcast audio.....	36
Performing actions.....	37
Guest or participant	40
Presenter	41
Creating slides.....	41
Deleting slides.....	44
Inserting content to a slide.....	45
Content sharing.....	47
Control over the shared content.....	51
Changing the slide order.....	53

Annotating slides.....	54
Video broadcast.....	57
Podium holder	58
Become the podium holder.....	59
Slide navigation.....	62
Leave the podium.....	64
Other functionalities.....	66
Host	66
Attendee list.....	66
Requests and permissions.....	68
Access policy.....	70
Changing groups.....	70
5 ISL Groop GUI.....	71
Two groups of elements	71
Licence management	73
Communication toolbar	74
Video	75
Podium video	80
Attendee list	81
Chat	82
Slide navigator	86
Content viewer/Whiteboard	89
Remote desktop view and control	92
Annotation toolbar	97
Formatting toolbar	100
Settings	101
General.....	101
Login	102
Audio	103
Video	106
6 User Management.....	109
Part IV Server licence	111
1 Quick setup.....	111
2 Conference Proxy points of interest.....	112
3 Starting ISL Groop.....	113
4 User management.....	116
5 Integration.....	117
HTTP events	117
XMLMSG	118
Part V Frequently answered questions	119
Index	0

1 Introduction

Please continue to Welcome to ISL Groop 1.1 chapter.

1.1 Welcome to ISL Groop 1.1

ISL Groop is a client-server solution, designed to support communication and real-time content delivery for group work. Imported or created content is saved as a slide in a shared workspace and **ISL Groop** allows users to draw and comment on slides, talk to each other using integrated VoIP and video, or send text messages.



The tool uses the attendee roles for efficient management of user permissions. Integrated tools and features give **ISL Groop** a broad range of applications – web based meetings, presentations, support, webinars and real-time development are just a few of them. **ISL Groop** is capable of delivering the content over the internet and providing a highly productive collaboration environment, making it a must-have application for small to medium sized businesses.

1.2 Features

Automatic Setup

ISL Groop executable automatically launches, installs and configures itself. No computer restart required.

Firewall Friendly

Since the ISL Groop software initiates an outgoing connection, the technology works with your existing firewall and does not require a special configuration.

Encryption and Maximum Security

All data connections are encrypted with SSL using symmetric 256-bit keys. X.509 certificates are used to guarantee the authenticity of transmission.

Share and Control the attendee's Desktop

The attendee can enable his desktop to be viewed / shared from other computers in ISL Groop meeting.

Audio and Video Broadcast

Users can send and receive audio and video streams during a meeting in accordance with their permissions. Audio stream of any meeting attendee can be muted/unmuted by the Host during a meeting to prevent audio broadcast misuse. Video stream of particular user can be shown or hidden, likewise the quality of the stream can be adjusted or Personal image can be set instead.

Presentational slides

Slides can be created, updated and deleted. A blank canvas (white background) of size 800x600 pixels is created by default, but a slide can also be created from clipboard, from screen clipping or from the public shared live content stream.

Content creation

ISL Groop is using slides for displaying the content that can either be static or dynamic (live). Starting with a blank slide – a 800x600 pixel whiteboard, which is actually a drawing canvas - there are several different objects that can be inserted: freehand drawing, marker drawing, arrow shapes, generated text and inserted text or graphics.

Live content stream

Entire Desktop, a Region (an arbitrary section of the desktop) or a running application can be shared as a live content stream.

Annotations

Users can choose between a freehand tool, a marker tool, an arrow tool and a text tool. The properties of a selected tool can be set, objects can also be selected, repositioned, resized and deleted. Modification of the annotations is the annotation's owner privilege.

Raising hand

Users can get the attention of the podium holder or the host by clicking on the 'Raise hand' button. There are two options available: users can either post a question, or enter a waiting list for the podium. Queue category in the Attendee list gets populated by all users with raised hand in descending order. 'Question' or 'Waiting' status indicates the intention of a user in the queue. A hand can be lowered, thus removing the question or exiting the waiting list.

Synchronization modes

There are two possibilities for following a presentation during a meeting. Forced Sync mode - podium holder decides upon which slide will have a public focus (navigates the content globally), while others follow and collaborate. Unsync mode - podium holder navigates the content globally, but others can independently navigate locally.

Changeable GUI layout

There are several basic layouts available for collaboration with different scenarios. A Full layout option allows users to access information about attendees and communicate extensively by using text chat and multiparty video. A Whiteboard layout is on the other hand more focused on annotation of the content, therefore not showing all video streams, chat module and the Attendee list.

Chat

The chat feature is mainly used for background communication, since it can be used for sending private messages. Primarily, this feature is available for posting public questions during the presentation. Users can

send text messages by entering them in the input panel. All visible messages can be copied to the clipboard, but only the host can erase chat history.

Managing Attendees

While creating a meeting with public access, the meeting host assigns a single (default) role to all invitees. In case the host would like to modify permissions during a session, he can promote or demote any specific attendee or group of attendees to a role with larger or smaller set of permissions.

Managing the Queue

Users with raised hands can either wait for the podium or for the answers to their questions. A host or the podium holder can respond and pass the podium to the selected attendee or force lower hand, when the user is waiting for the podium. Similarly, a host or the podium holder can answer or delete a question, when a user in the Queue is waiting for an answer.

Clearly defined Meeting Roles

During a meeting, attendees can have one of the following roles:

Host – A user who creates a meeting and starts that meeting on a podium. He/She can promote or demote any single attendee or a group of attendees to a different role during a meeting.

Podium holder – A user on the podium becomes an active speaker with superior permissions relative to his initial role.

Presenter - A meeting attendee with the ability to add/delete slides or live content to a shared folder. Presenters may also annotate the content and broadcast audio and video.

Participant – a user who has been invited to participate in a meeting as an active audience member. Participants cannot create new slides or delete existing ones, but may annotate and broadcast audio.

Guest – a user who has been invited to participate in a meeting as a passive audience member. Guests don't have any permissions except sending public text messages and raising hand to post a question.

Meeting scope (release version only)

Meetings can be either public or private. Private meetings allow only invited people to attend, while public meetings accept anyone with a valid meeting session link or ID number.

Instant invitation

Meeting host can invite more people during a meeting by using the Invite feature. An email invitation with a meeting session link will be sent automatically.

1.3 Reliability

Collaborate with anyone anywhere anytime

ISL Groop sessions are established through a global series of servers connected to the rich ISL Grid media communications network. The latter assures 24/7 availability of the service with a strong and reliable remote desktop connection between any attendees points in the world. Its architecture is fault tolerant, includes geographically load-balancing mechanisms, and distributed session roaming. Not only is the connection relayed through the server with the lowest traffic load, but also the geographically nearest server to both end users. You are welcome to register and try ISL Groop for free.

ISL Customer Care

The ISL Online Team is available to assist you with technical issues or other questions over the telephone, via e-mail and through our live chat (simply go to <http://islonline.com/> and click the **Chat Live** button in the top-right corner of the page). You are welcome to contact us directly or your nearest Authorized Reseller.

1.4 Security

ISL Groop implements security on 3 levels to provide maximum security and privacy to users. It uses industry-standard security technologies to protect data transfer. All data connections are encrypted with 128-bit end-to-end AES encryption, and above all, end-user applications are digitally signed by means of a **VeriSign Certificate**, which verifies the applications integrity. In addition to the communication level, the **ISL Groop's** high security is enhanced with mechanisms at application and user level.

Security Requirements:

Due to security purposes, you need a SSL-capable browser to join the **ISL Network**.



1.) Communication level

Executables are signed with a certificate issued by **Verisign**. End-to-end session encryption using 128 bit AES encryption.

2.) Application level

Users can choose to share the whole desktop, its selected region, e.g. the left half of the desktop, or just an application. Users can disable streaming of high-quality video to preserve bandwidth.

3.) User level

Each feature is allowed separately and can be disabled instantly. Each user in the company can use their own password to join the **ISL Network**.

1.5 System Requirements

ISL Groop applications:

Operating Systems:

- Microsoft Windows XP
- Microsoft Windows Vista

Supported also on:

- Microsoft Windows 2000 (requires at least Direct X v8.1)
- Microsoft Windows Server 2003 (requires at least Direct X v8.1 install)

Internet Connection:

Bandwidth minimum: 256/256 kbit/s

Web Browser:

- Microsoft Internet Explorer 6.0 or higher
- Firefox 1.0 or higher
- Netscape 7.1 or higher
- Opera 7.5 or higher

2 Getting started

Please continue to How to use ISL Groop chapter.

2.1 How to use ISL Groop

ISL Groop is a part of ISL Online family of products and there are two user models: a hosted service (**1-year subscription or PayPerUse Coupon**) and a stand-alone server application (**Server License**).

Using ISL Groop as a hosted service, a secure connection is established through the ISL Grid - the ISL's massive network of servers worldwide.

Using ISL Groop as a server licence, a secure connection is established through your server (or a grid of your servers) running ISL Conference Proxy.

This chapter describes the basic setup procedure and main features of ISL Groop. You need to do the following:

1. Register an ISL Online account
2. Create a meeting
3. Join a meeting

When you complete the ISL Groop installation procedure, please continue to the Features overview chapter to learn the ISL Groop usage basics.

Please continue to the first step: Register ISL Online account.

2.2 Register ISL Online account

This chapter describes the procedure for registering a new ISL Online account. It involves four steps:

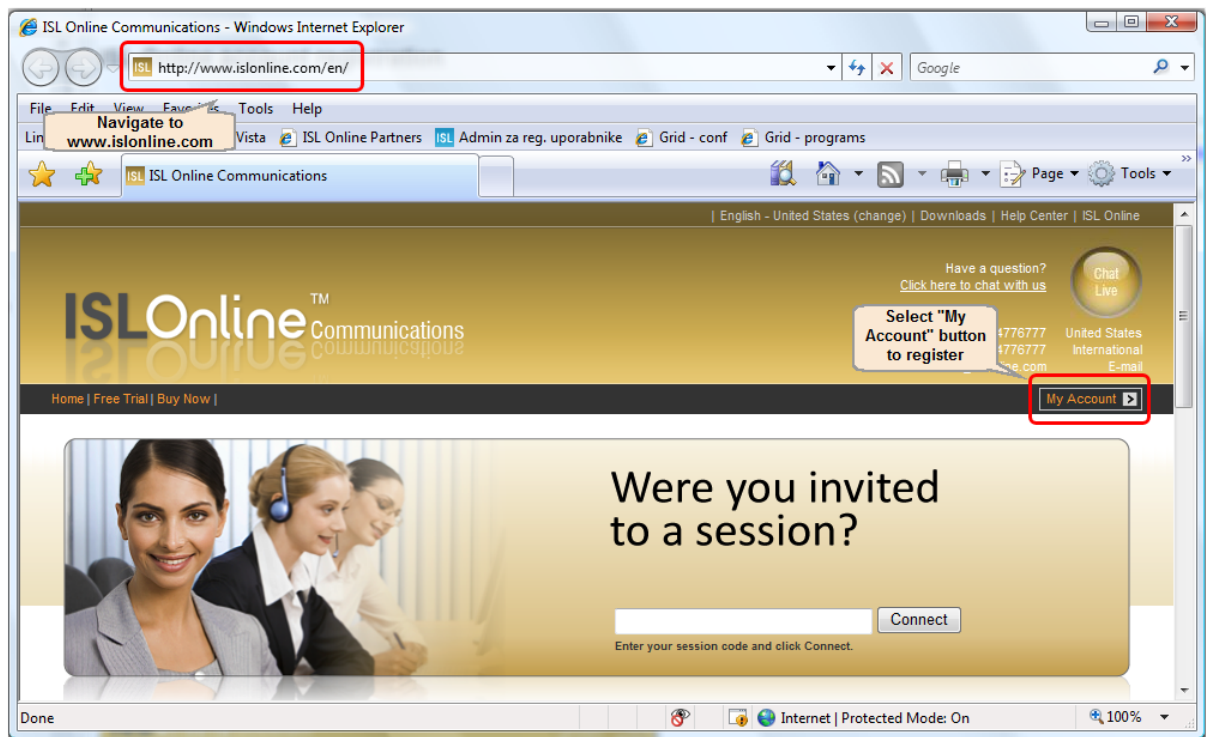
1. ISL Online account registration
2. Open inbox
3. Finish registration
4. Login to ISL Online account

Please continue to the first step: ISL Online account registration.

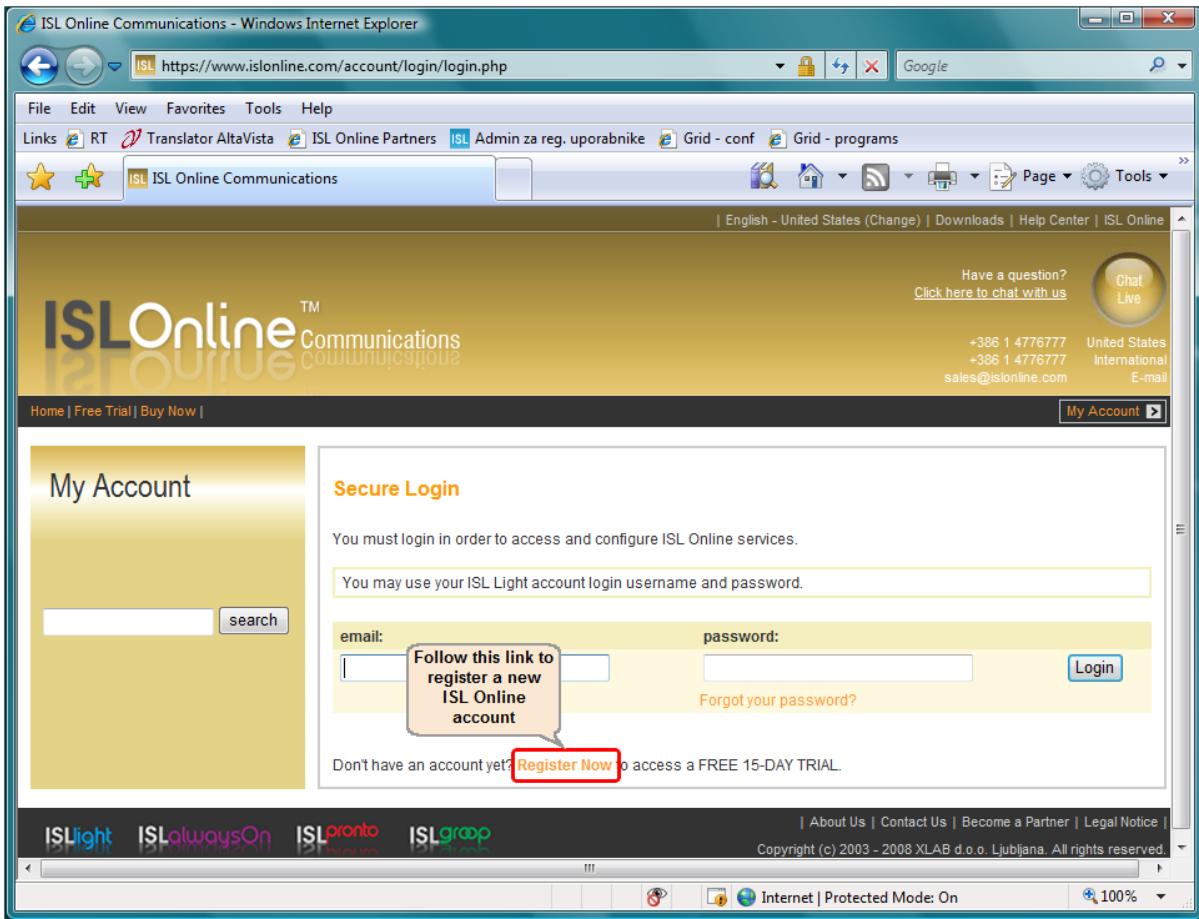
2.2.1 ISL Online account registration

If you already have an ISL Online account, please continue with the next step and use your existing ISL Online username and password.

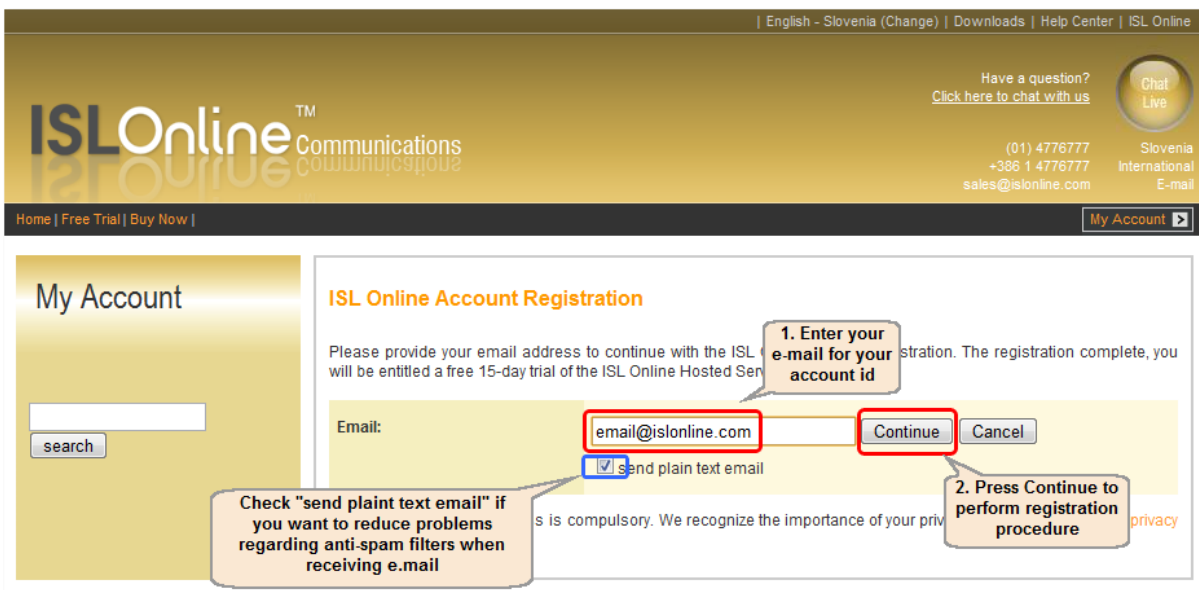
Before you start using ISL Groop, you will need to create your ISL Online account. You are welcome to register your ISL Online account now. To create an ISL Online account, you can also navigate to www.islonline.com, select **My Account** button at the top-right corner of the webpage and then select the register now option instead of logging in.



Secure Login webpage will open. Select the Register now link to start the registration procedure:



ISL Online Account Registration page will appear. You should enter a valid e-mail address which will serve as your future ISL Online Account name:



- ➔ Please be sure that the e-mail account is accessible as the ISL Online Customer care system will send important information to that address, including the confirmation link and account credentials. If needed, the selected e-mail address could later be changed.
- ➔ Check "Send plain text e-mail" option if your e-mail system has rigorous anti-spam program installed.

An e-mail with a verification link and other useful information is sent to the provided e-mail address immediately after you have pressed the **Continue** button.

The screenshot shows the ISL Online Account Registration page. The header includes the ISL Online Communications logo, navigation links (Home, Free Trial, Buy Now), and contact information (phone numbers, email, chat live). A callout box states: "Short info that the e-mail with verification link and other useful informations has been sent to your mail inbox". The main content area is titled "ISL Online Account Registration" and contains the following text: "We need to verify your email address as you have not registered with us yet. Email with a verification link has been sent to your email address." Below this, it says "Please check your mailbox and follow simple instructions. Email: email@islonline.com". There is a "Back to the ISL Online secure login" link. On the left, there is a "My Account" sidebar with a search box and a "search" button.

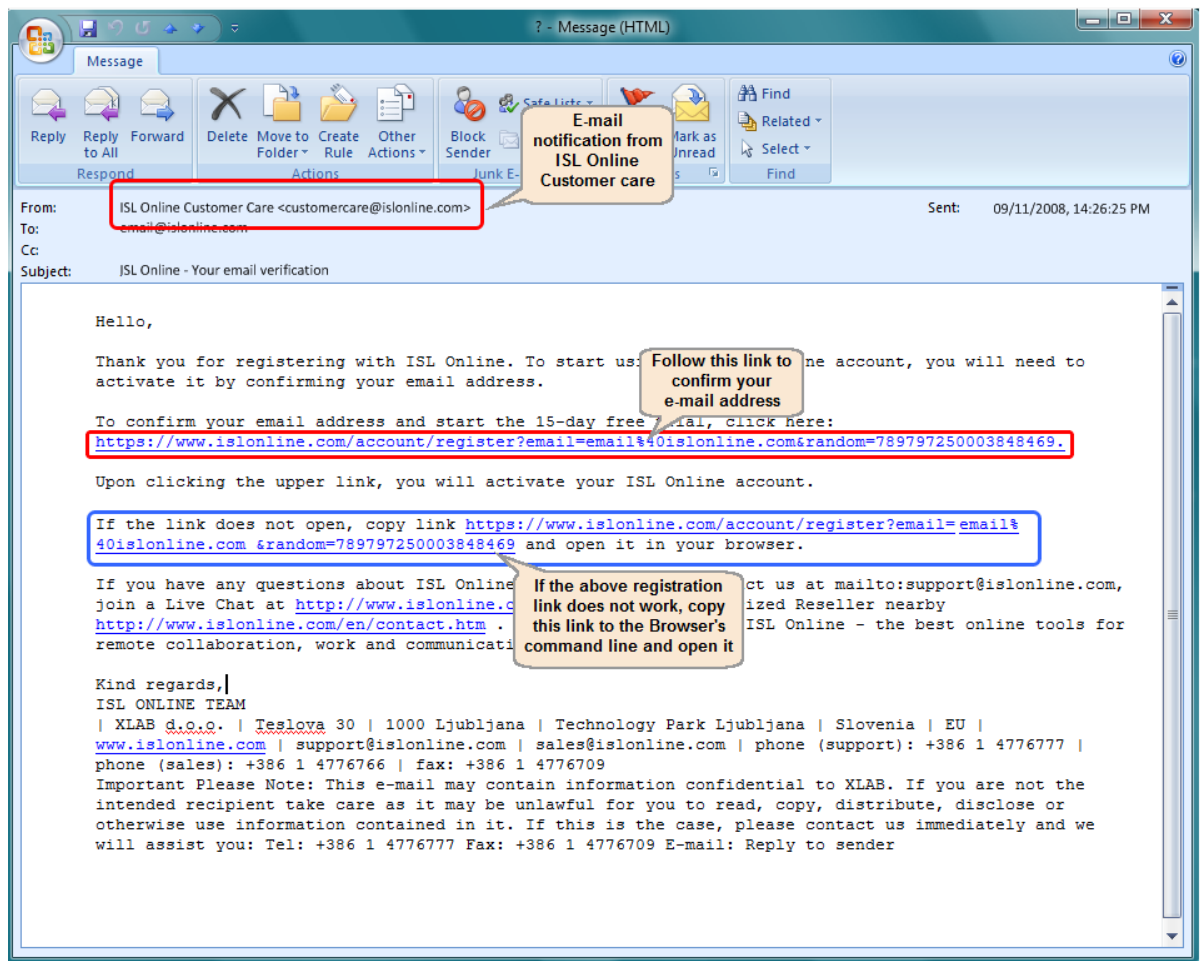
If the selected username already exists, an error message is shown:

The screenshot shows the ISL Online Account Registration page with an error message. The header and sidebar are the same as in the previous screenshot. The main content area is titled "ISL Online Account Registration" and contains the following text: "Please provide your email address to continue with the ISL Online Account registration. The registration complete, you will be entitled a free 15-day trial of the ISL Online Hosted Service." Below this, a red-bordered box displays the error message: "Error: email address jure.ulcar@xlab.si entered for registration is already registered". Below the error message, there is an "Email:" label, a text input field containing "mail@islonline.com", and "Continue" and "Cancel" buttons. There is also a checkbox labeled "send plain text email". At the bottom, it says "Entry of a valid email address is compulsory. We recognize the importance of your privacy and have developed a [privacy policy](#) for your protection."

Please continue to Open inbox chapter.

2.2.2 Open inbox

You can check your e-mail account's inbox immediately after the verification e-mail has been sent by the registration procedure. Open the received e-mail and follow the verification link. If it does not work for some reason, copy the link below that link, paste it into your browser's address line and press enter.



➔ Sometimes some of the links in the e-mail get broken into multiple lines because of the e-mail system. In that case please compose the link back into a single line before putting it into your browser's address line.

Please continue to Finish registration chapter.

2.2.3 Finish registration

The last form asks for some basic company information. Press **Continue** to finish the registration completely:

ISL Online Communications

Have a question?
Click here to chat with us

+386 1 4776777 United States
+386 1 4776777 International
sales@islonline.com E-mail

Home | Free Trial | Buy Now | [My Account](#)

My Account

search

ISL Online Account Registration

Please fill in the fields below. In accordance with our [privacy policy](#), we do NOT sell or distribute your personal information to any third party. Only the selection of a country is required.

Company	<input type="text" value="My Company"/>
Full name	<input type="text"/>
E-mail	<input type="text" value="email@islonline.com"/>
Job position	<input type="text"/>
Phone number	<input type="text"/>
Fax number	<input type="text"/>
Address	<input type="text"/>
ZIP code	<input type="text"/>
City	<input type="text" value="London"/>
State	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Enter your Company details..

..and press "Continue" to finish the registration.

ISLight ISLalwaysOn ISLpronto ISLgroop

| About Us | Contact Us | Become a Partner | Legal Notice |
Copyright (c) 2003 - 2008 XLAB d.o.o. Ljubljana. All rights reserved.

Internet | Protected Mode: On | 100%

A welcome screen appears with short instructions on how to obtain the account credentials, to manage your account and start using ISL Online products.

ISL Online Communications
 Home | Free Trial | Buy Now | My Account

Congratulations!
 You have successfully created an ISL Online account. Here are the most important things you need to know before you get started.

Inbox
ISL Online account
 username: email@guerrillamail.com
 password: I9T6Ls9g

1. Account password
 Open your mailbox. There should be an important email with your ISL Online account's username and password.

Registration is finished. Welcome info..

2. Manage your account
 Use your username and password to log into **My Account**. There, you can manage your license, add other users, see reports, activate key after the purchase, and modify your account information. **GO**

3. All in one place
 To use ISL Online products, go to www.islonline.com and click **Product Login** to enter the user pages. You are entitled to all ISL Online products with a limited number of simultaneous sessions. It's simple. One account - One license - All products. **GO**

My Account
 Hosted Service
 info
 users
 reports
 Server License

Were you invited to a session?
 Connect

ISLight™
 Offer instant support by email or phone.
 Product Login

ISLalwaysOn™
 Access your data anytime, anywhere.
 Product Login

ISLpronto™
 Offer sales and support answers to website visitors via live chat.
 Product Login

ISLgroop™
 Boost product collaboration online meetings.
 Product Login

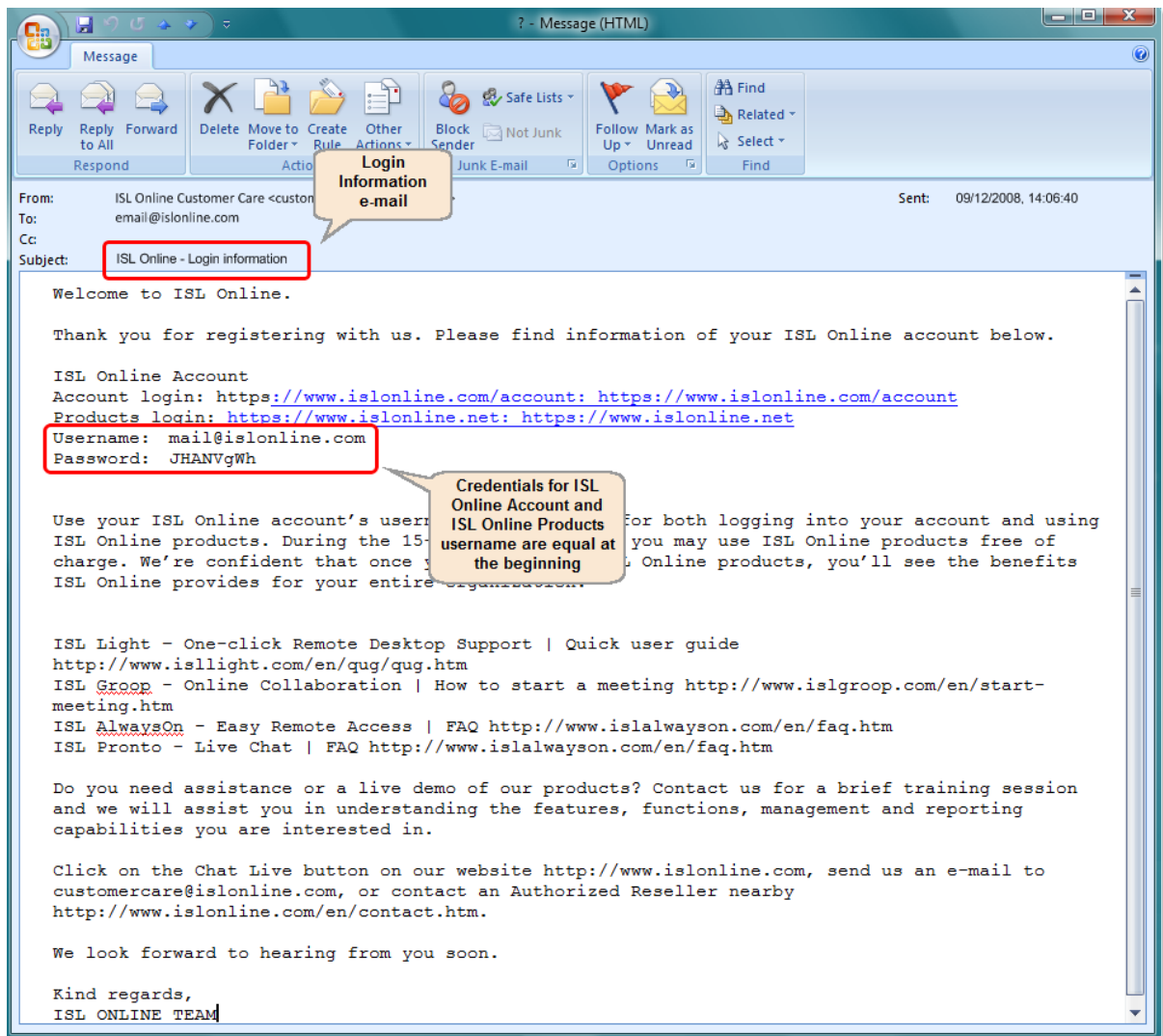
All in One

There are two basic types of usernames and passwords:

1. ISL Online Account - for managing your account
2. ISL Online Products - for using the services.

Initially the usernames and passwords of both accounts are equal, but this can be changed later.

All credentials have been sent to your e-mail address. Please open your mailbox and check for another e-mail from ISL Customer Care system with the subject **ISL Online - Login Information**. It should look like this:



Later on you can use your username and password to log into your ISL Online Account (**My Account** at www.islonline.com). Within your ISL Online Account you can manage your license(s), add and edit users, see reports, activate a key after a purchase and modify your account information.

ISL Online Communications

Home | Free Trial | Buy Now | My Account

My Account

Hosted Service

- info
- users
- reports
- Server License
- Activate Key
- Preferences
- Online Shop

search

Hosted Service :: info

email@islonline.com | Logout

Welcome to your ISL Online account - the Hosted Service pages.

When using ISL Online products as a Hosted Service, a connection is established through the ISL Online Network - a massive network of servers worldwide. It was designed to provide Your ISL Online services with maximum reliability and performance. You are welcome to use the ISL Online services anytime anywhere with anyone.

Hosted Service type	TRIAL	
Subscription		subscribe
Active:	yes	
Expiry date:	26.09.2008 12:34	
Active connections limit:	2	
PayPerUse Coupon		buy
Active:	no	
Expiry date:		
Minutes available:		

...if you have already purchased the ISL Online service, you can activate it here.

Account is set to 15 days free and no obligation trial mode...

ISLlight ISLalwaysOn ISLpronto ISLgroop

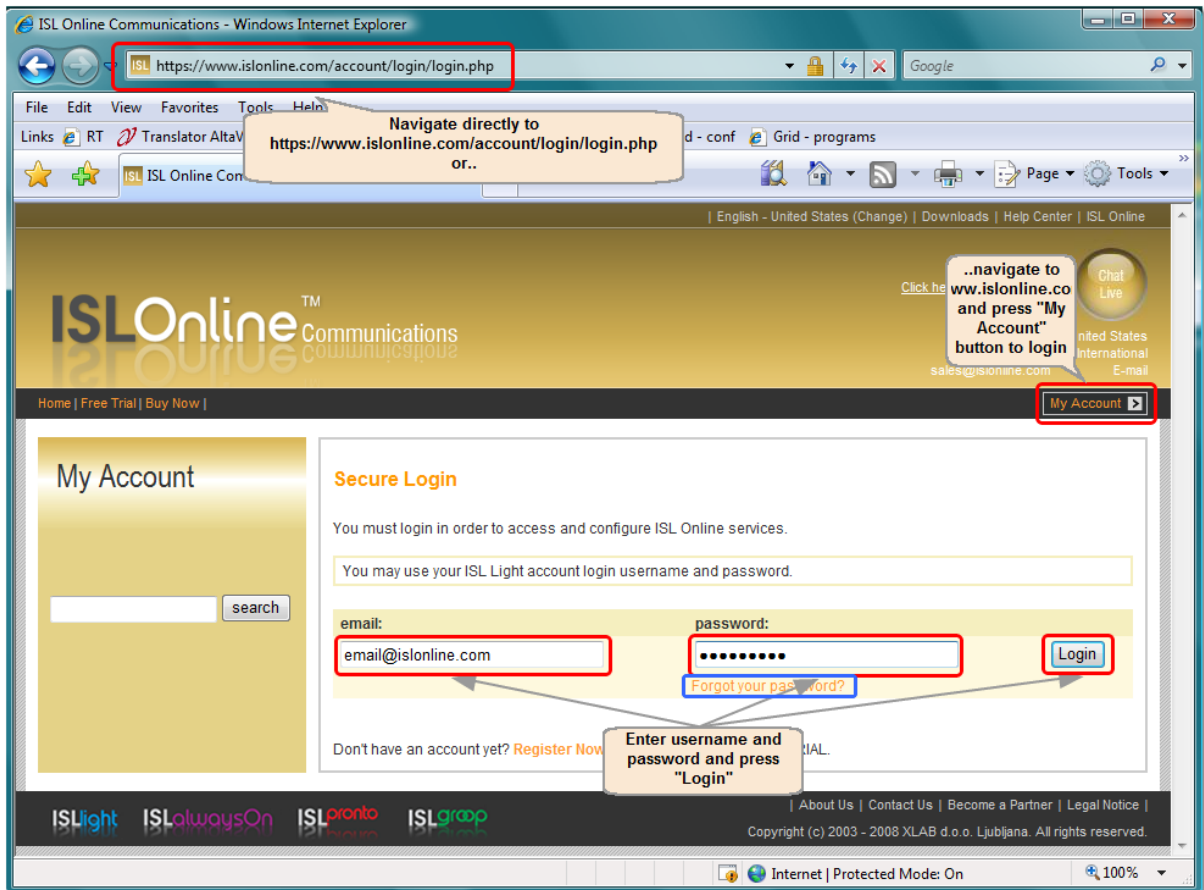
Copyright (c) 2003 - 2008 XLAB d.o.o. Ljubljana. All rights reserved.

➔ When an account is registered for the first time, it is automatically activated with a 15-day fully functional no obligation trial mode, with two active connections. Please select the **Activate key** link if you have purchased an ISL Online service item and you wish to activate the activation key for this account.

Please continue to Login to ISL Online account chapter.

2.2.4 Login to ISL Online account

Having finished the registration procedure, your ISL Online account will be activated with a 15-day fully functional no obligation trial mode and username and password for accessing this account will be sent to your e-mail address. Enter your username and password and press **Login** button to enter your ISL Online Account.



➔ Select **Forgot your password?** option if you do not know your password. It will be sent to your e-mail address.

When logged in, Hosted service Info page appears. It is in the Trial mode since no ISL Online items have been activated yet:

The screenshot shows a web browser window displaying the ISL Online account page. The browser's address bar shows the URL: <https://www.islonline.com/account/hosted-service/hs-info.php>. The page features a navigation menu on the left titled 'My Account' with options like 'Hosted Service', 'Server License', and 'Activate Key'. The main content area is titled 'Hosted Service :: info' and includes a table with the following data:

Hosted Service type	TRIAL	
Subscription	Active: yes	subscribe
Expiry date:	27.09.2008 11:44	
Active connections limit:	2	
PayPerUse Coupon	Active: no	buy
Expiry date:		
Minutes available:		

Using the **My Account** menu on the left, you can modify and configure your ISL Online Account:

Hosted Service entry is used to create additional users and view reports for Hosted Service.

Server License entry is used for setting up your own ISL Conference Proxy for running on your company's server(s).

Activate Key entry is used for the activation of purchased keys (ISL Online items).

Preferences entry is used to set up general preferences for your ISL Online Account.

➔ ISL Online Account is different from ISL Online Products username. While ISL Online account is used primarily for general account settings, ISL Online Products username is used for features concerning ISL Online products (session control, adding, editing and removing ISL AlwaysOn computers, Product user settings etc). The following example illustrates this situation in detail:

Let us say that your company registered a new ISL Online Account for **support@mycompany.com**. You received your username (support@mycompany.com) and password to your e-mail address. Initially, this username/password combination is used for both your ISL Online Account and your ISL Online Products account. If your company has several supporters and you wish to assign each an username (e.g. in order to be able to check per-supporter statistics, set concurrent session limit per user), then ISL Online Products accounts will look like this:

```
\\mycompany\john  
\\mycompany\jane  
...
```

Each will have his/her own password and will use this username/password combination for using ISL Online Products. ISL Online Account will still be support@mycompany.com.

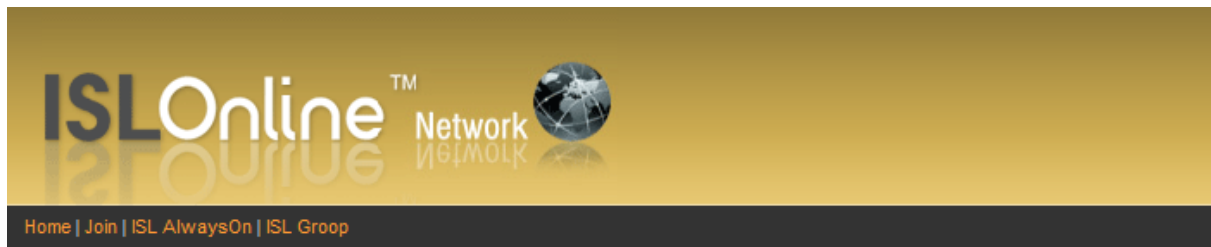
Please continue to the next step: Create a meeting.

2.3 Create a meeting

To create an ISL Groop meeting, please navigate to the ISL Groop home page <http://www.islgroup.com/> and click the Host a meeting button at the upper part of the page:



You will be asked to login with your ISL Online products username and password in order to create a meeting. If you do not have your ISL Online products username yet, please refer to this topic: Register ISL Online account. Your ISL Online products username will normally be your email address.



Login

Login details	
Username:	<input type="text"/>
Password:	<input type="password"/> Forgot your password?
IMPORTANT: username and password are case sensitive!	
<input type="button" value="Login"/>	

After a successful login, you will be presented with the ISL Group application input form for the meeting description.



ISL Group :: Add New Meeting

Select a subject to describe the new meeting and click *Create* to continue.

New meeting information	
Subject	<input type="text"/> <input type="button" value="Create"/> <input type="button" value="Cancel"/>

Enter the subject for this meeting and click the **Create** button. You will be taken to the next page where you can choose to invite people to your meeting as well as immediately join the meeting you created by pressing the **Join Now** button. If you have your email setup correctly in your user account, you should also receive a notification email notifying you about the newly created meeting. You are also automatically added to the list of meeting participants as the Host.



ISL Groop :: Add New Meeting

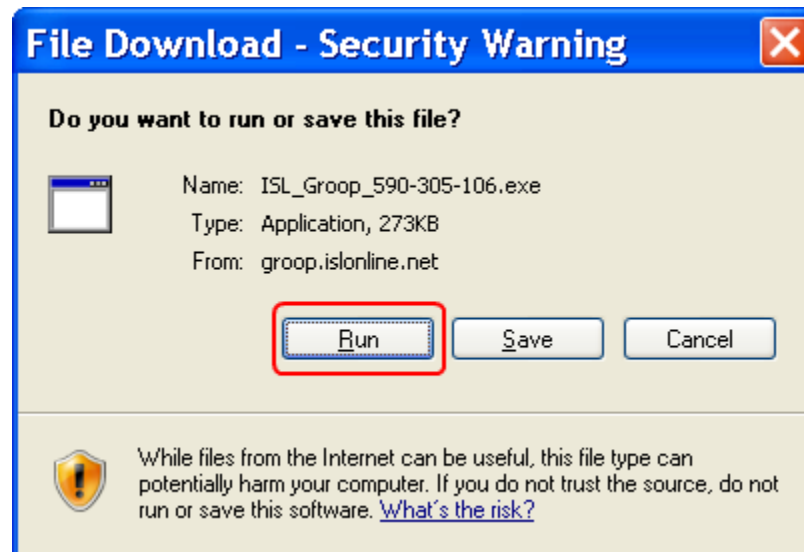
You have created a new meeting successfully. You are welcome to join the meeting and send invitations to other participants.

Meeting information	
Subject	<i>Session Subject</i>
Session Code	<i>xxx-xxx-xxx-xxx</i>
Join link	<i>http link to join the session</i>
Invited people	Send New Invitations
Email addresses	<i>Your email address</i>

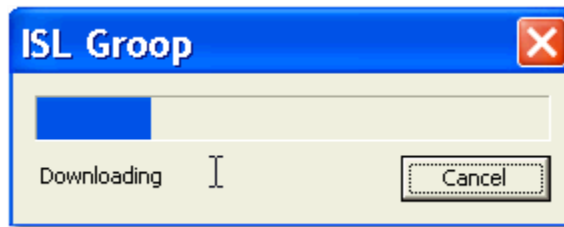
[Join Now](#)

2.4 Join a meeting

The easiest way to join a meeting is to click on a link in the email invitation - this will open your web browser with the session description. When you click Join Now, you will be presented with the security warning window.



When you click **Run**, it will start downloading the latest version of the ISL Groop:



When the download completes and the downloader verifies the downloaded file, it will start it. You will see the ISL Groop splash screen:



When ISL Groop connects to the server and joins the meeting, you will be presented with the main ISL Groop GUI. Please continue to Features overview chapter to learn the ISL Groop usage basics.


2.5 Features overview


This chapter describes main features of ISL Groop to get you started quickly - please select the desired topic for more information:


- List of roles
- Navigation and synchronization
- Import and export sessions


2.5.1 List of roles


During a meeting, attendees can have one of the following roles:

 **Host** User who creates the meeting. Host cannot be removed from a meeting and is the only one with the ability to lock or end a meeting. The host of a meeting is also its default initial podium holder, meaning that he starts a meeting on a podium. In case of a meeting with a public scope, the host selects a default role for public access. A host can promote or demote any single attendee or a group of attendees to a different role during a meeting.

 **Podium holder** User on the podium becomes an active speaker with superior permissions relative to his initial role. The most important podium feature is public slide navigation (assigning the global focus to a shared slide). Podium holder can pass the podium to any other meeting attendee or leave the podium, thus making the meeting non-moderated. Podium holder can be forced to leave the podium by the meeting host.

 **Presenter** Meeting attendee with the ability to add/delete slides or live content to a shared folder. Presenters may also annotate the content and broadcast audio and video. A host can assign a Presenter role to multiple attendees, depending on the type of the meeting requirements, but in the sessions with small number of attendees Host can play a presenter's role also.

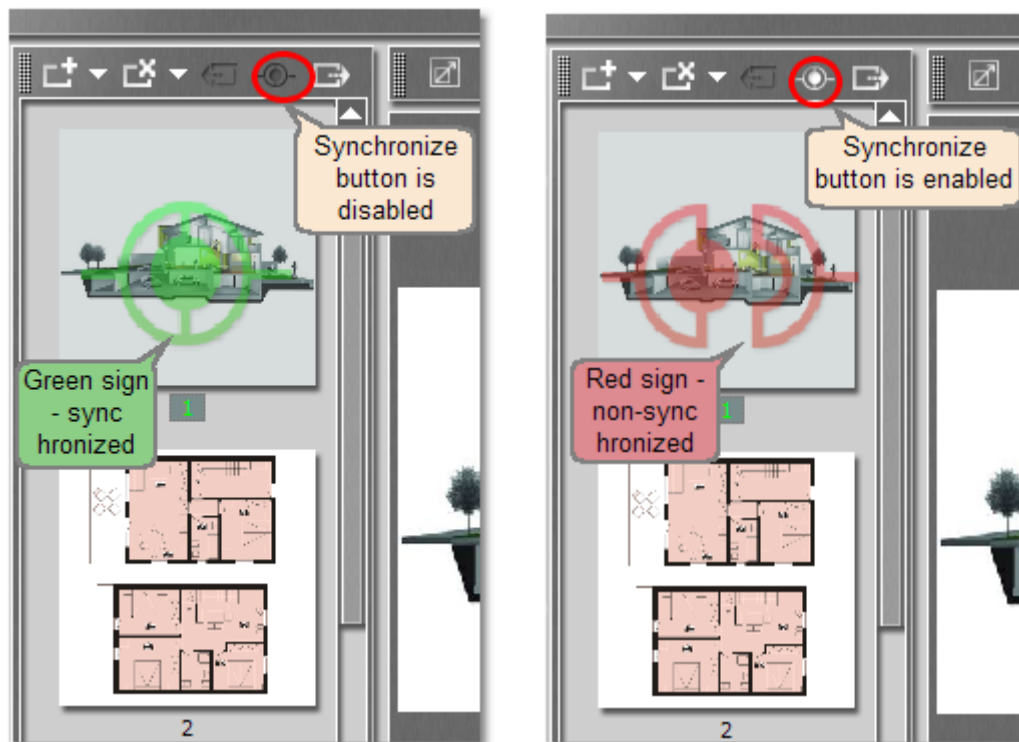
 **Participant** User who has been invited to participate in a meeting as an active audience member. Participants cannot create new slides or delete existing ones, but may annotate and broadcast audio.

 **Guest** User who has been invited to participate in a meeting as a passive audience member. Guests don't have any permissions except sending public text messages and raising hand to post a question.

2.5.2 Navigation and synchronization

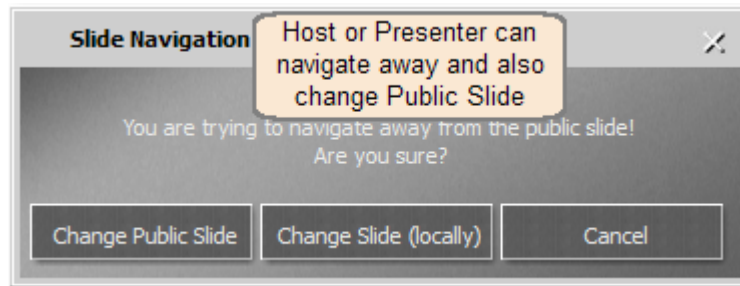
There are two possibilities for following the presentation during the meeting. If **Sync mode** is forced by the Podium Holder (**synchronize button** is pressed by the Podium Holder, green color) a slide selected by him will have a public focus (navigates the content globally). Other attendees cannot navigate themselves but can collaborate. Under the **Unsync mode** - (synchronize button is not pressed - white color) Podium Holder navigates the content globally, but others can independently navigate locally.

➔ Note that the current slide in a slide strip is always covered with a **synchronization status sign**. While for Podium Holder the sign is always green, the other attendees have their sign green if synchronized, and red if not synchronized. When a user is not synchronized, the "synchronize" button is enabled (white color):

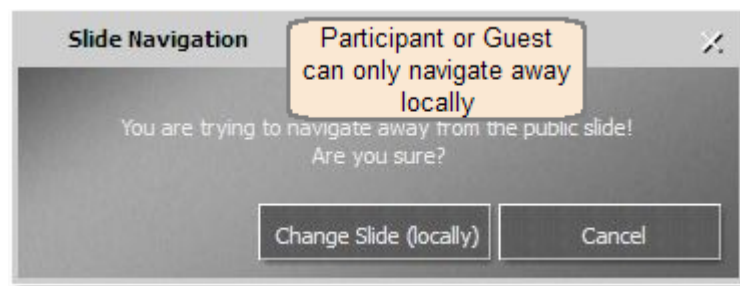


Basically, all persons collaborating through an ISL Groop meeting can navigate through the slides in Unsync mode. Their navigation through the slides can be performed simply by clicking the desired slide or by clicking

next / previous button at the top of the user interface. If an attendee has Host or Presenter privileges, a dialog appears when a slide is selected, offering also the possibility to change the position of the public slide:



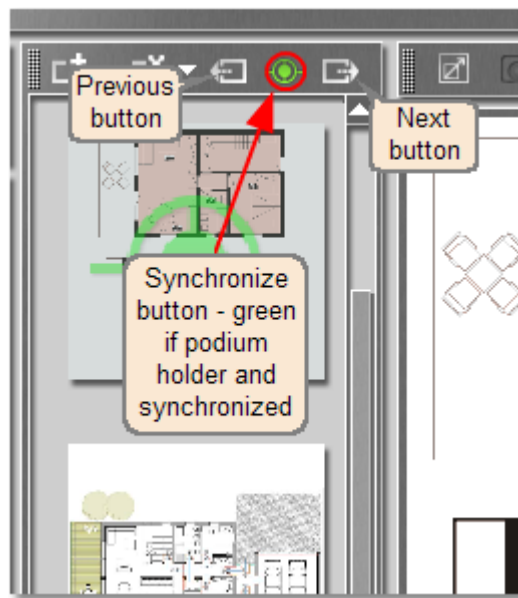
Participants and guests can only change a slide locally:



➔ Slide navigation menu appears only when navigating away from the slide with the public focus. When an attendee is positioned on a slide that currently does not have public focus and is trying to change the slide, a dialog mentioned above is not shown.

The selected slide is shown under current slide display part of the GUI immediately after it is selected. If not synchronized, attendee can also synchronize his position with Podium holder slide simply by clicking the "synchronize" button at the top of the ISL Groop user interface:

The attendee's right to navigate independently can be simply cancelled by the Podium Holder by pressing the "Synchronize" button. In this case, the button on the Podium Holder's interface is glowing green:

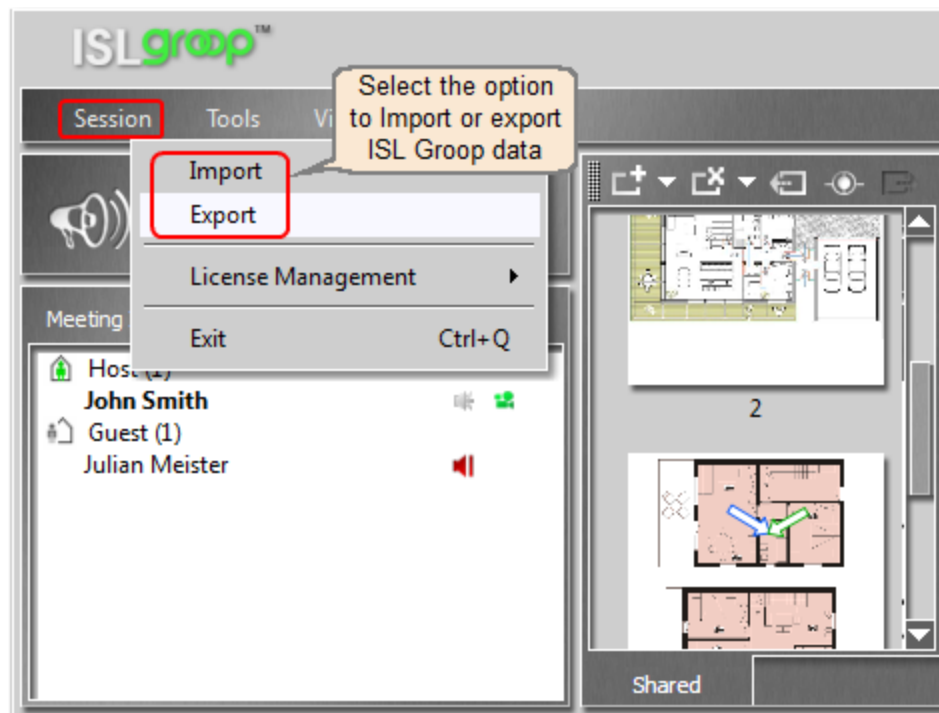


➔ By default, guests and participants cannot attend the session in unsynchronized mode. This rule can be changed by the host for each attendee separately by right-clicking on an attendee, selecting **Permissions - Modify permissions - Navigate Shared Content Slides**.

2.5.3 Import and export sessions

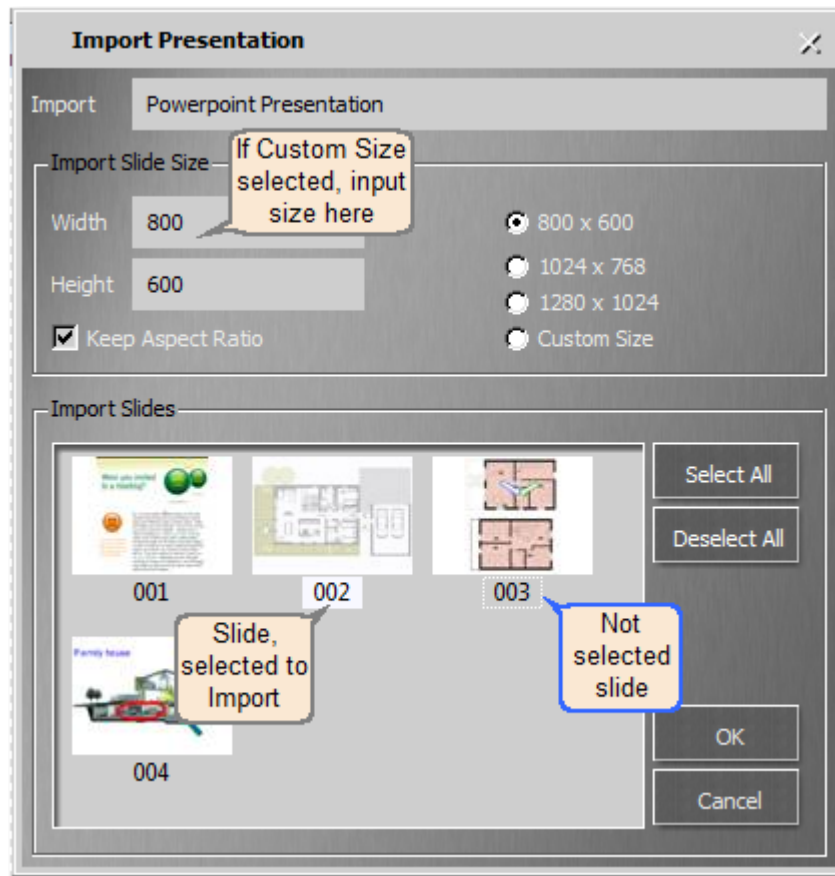
To import or export session data, please select the proper option from the Session option in the top menu:

➔ **Important:** You need Microsoft PowerPoint installed in order to import or export session data! If you do not have Microsoft PowerPoint installed, **Import** and **Export** options are disabled.



When exported, ISL Groop session slides will be saved under the selected folder and file name in PPT (Microsoft PowerPoint) format. Exported PPT files can be used for usual Microsoft PowerPoint presentations and can also be imported back to ISL Groop sessions.

When you select **Import** or **Export**, you are presented with a dialog where you can select predefined sizes or specify a custom slide size. You can select/deselect certain slides - use Ctrl + click to select more than one slide. Selected slides are semitransparent and have a white frame around the slide number.



➔ **Important:** When a session is exported, all objects on slides are flattened. If you import such an exported session into ISL Groop, slides will remain flattened. This means that you will not be able to select certain parts (i.e. objects) of the slide, since those objects do not exist any more due to flattening.

3 Manual

This manual describes ISL Groop in detail. Everything within this chapter applies to both hosted service users and server licence users. When there is a difference for server licence users, a special note will be added and the user will be able to go to the appropriate server licence topic by clicking the link provided.

Example:

➔ **Server licence users:** The procedure for server licence differs from the procedure for hosted service users - please go to this topic for more information.

Please click here to go to the topic that describes usage and options of ISL Groop that are specific for server licence users.

This manual is divided into the following sections:

- How ISL Groop works
- Create a meeting
- Join a meeting
- Role features
- ISL Groop GUI
- User Management

3.1 How ISL Groop works

ISL Groop is a client-server solution, designed to support communication and real-time content delivery for group work. Imported or created content is saved as a slide in a shared workspace and **ISL Groop** allows users to draw and comment on slides, talk to each other using integrated VoIP and video, or send text messages.

ISL Online offers two user models

ISL Groop is a part of ISL Online and there are two user models available.

Using ISL Online as a **Hosted service** (ASP Subscription or PayPerUse Coupon), a secure connection is established through the ISL Grid - ISL Online's massive network of servers worldwide.



Server License allows you to set up your own ISL Conference Proxy server (or a grid of servers) and use it as a connecting point for ISL Online products instead of our ISL Grid. You should be familiar with network and server administration in order to install and configure it properly. If you wish to use the Server License, please visit our Knowledge Center to learn how to setup the ISL Online system in your company.



3.2 Create a meeting

➔ **Server licence users:** The procedure for server licence differs from the procedure for hosted service users - please go to this topic for more information.

Basic way of creating a meeting has been described in the previous part of the manual (Getting started), please refer to this topic for more information.

Another way to do it is to go to <http://www.islonline.com>, click **Product Login** in the ISL Groop section on the right and login with your ISL Online products username and password. You will be presented with a list of your meetings (if any) and an option to add a new meeting. Click it and follow the instructions.

3.3 Join a meeting

There are a few ways of joining a meeting (please refer to the appropriate section below for more information):

- Joining during the meeting creation process
- Using the invitation link in the e-mail
- Manually entering the session code

Joining during the meeting creation process

There is an option to join the meeting immediately after you have created it, by pressing the **Join Now** button - please see the previous topic for more information.

Using the invitation link in the e-mail

When the host sends invitations for a meeting, recipients are presented with an e-mail with instructions that looks like this:

Hello,

You are kindly invited to an ISL Groop online meeting. Please find the information on the meeting below.

Subject <Subject of the meeting>

Session Code <Session code of the meeting, in the form abc-def-ghi-jkl>

Join link <Link to join the meeting, in the form <http://www.islonline.net/join/abc-def-ghi-jkl>>

Owner <e-mail address of the owner>

If the Join link does not open, copy link <http://www.islonline.net> and open it in your browser. You will need to provide the meeting's Session Code and click the Start button.

Manually entering the session code

You can navigate to the ISL Groop home page <http://www.islgroup.com/> and click the Join a meeting button at the upper part of the page:



3.4 Role features

This chapter covers actions that are available for each role - please select a role from the list below:

- Host
- Podium holder
- Presenter
- Guest or participant
- All

3.4.1 All

The following actions are available for all roles - please select the desired action for more information:

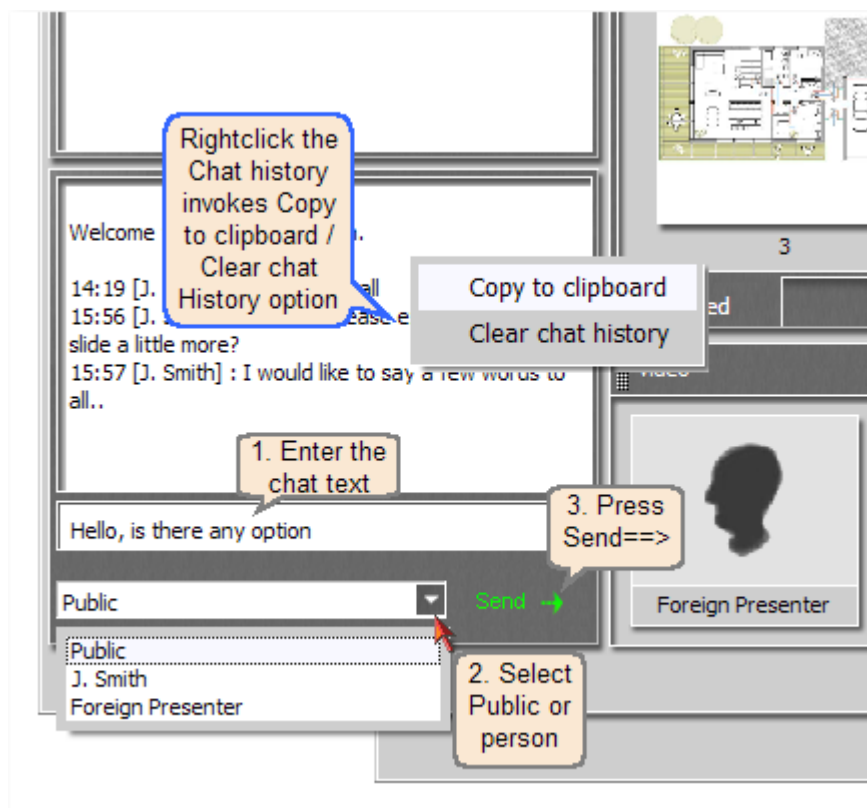
- Chat
- Raise hand
- Queue for podium

- Post a question
- Toggle video window
- Broadcast audio
- Performing actions

3.4.1.1 Chat

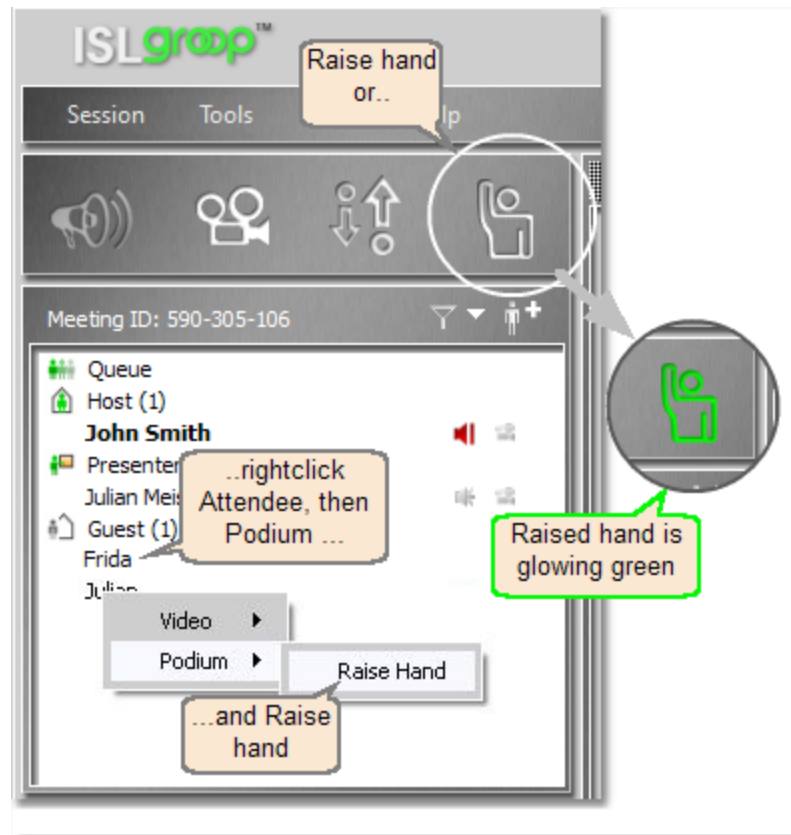
Chat messages can be posted as public to all attendees or private to the selected person. To send a message, enter the text into the chat box, select person or "Public" if you want to send message to all and press the **Send** button.

Chat with its properties (time stamp, destination) will be displayed in the chat history window. You can copy or clear the chat history by right-clicking it and then selecting the desired option.



3.4.1.2 Raise hand

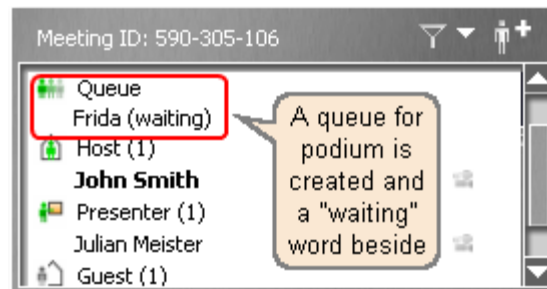
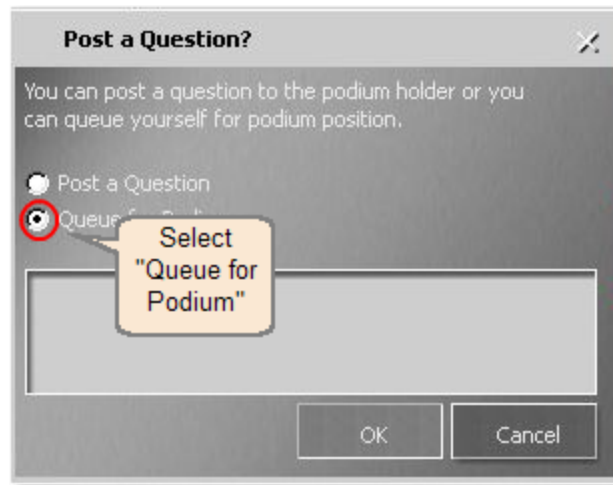
Meeting attendees can **raise a hand** in order to **post a question** or **queue for podium**. This action can be performed by clicking the **raise hand** button or right-clicking on attendee's name in the list and then selecting **Podium - Raise hand**:



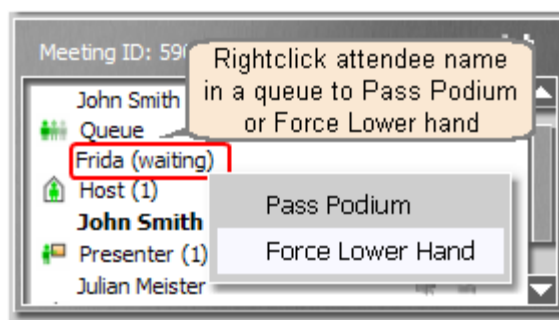
When your hand is raised, the **raise hand** button is glowing green. To lower your hand, please click the **raise hand** button again or right-click on the attendee's name in the attendee list and then select **Podium - Lower hand**.

3.4.1.3 Queue for podium

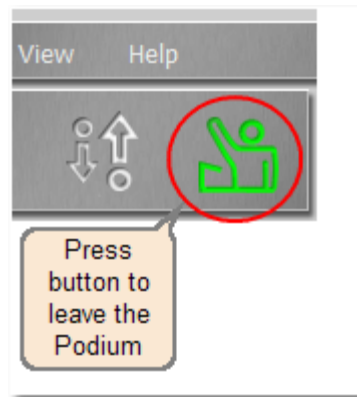
This option can be selected by raising hand and then selecting **Queue for podium**. This creates a queue for podium (if it does not already exist) and places a waiting mark next to the attendee's name:



Host can decide whether to give podium to the user or to lower his/her hand (this will remove the attendee from the queue). Both actions can be performed by right-clicking the attendee's name in the queue:



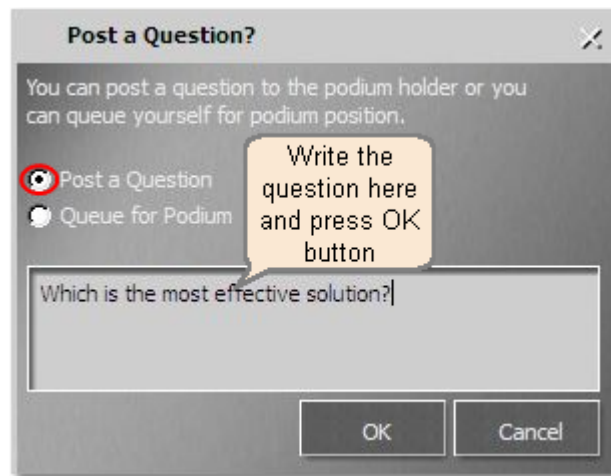
The request can also be cancelled by the requester (i.e. attendee that raised his/her hand) by right-clicking his/her name and selecting the action or by clicking the green raised hand icon in the toolbar:



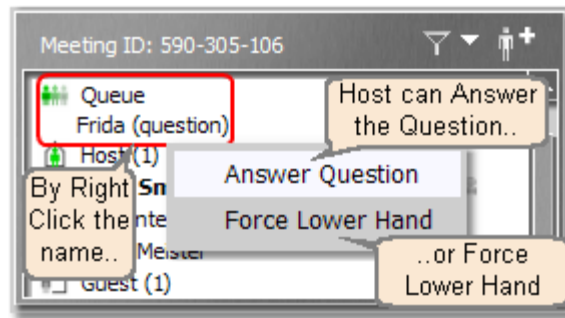
When the podium is passed to the attendee by the host, attendee's raised hand icon becomes enabled (it will be colored green). To leave the podium, attendee should press that button.

3.4.1.4 Post a question

In order to post a question, an attendee needs to raise hand first, then select **Post a Question** option in the dialog, enter the question in the provided space and click **OK**..



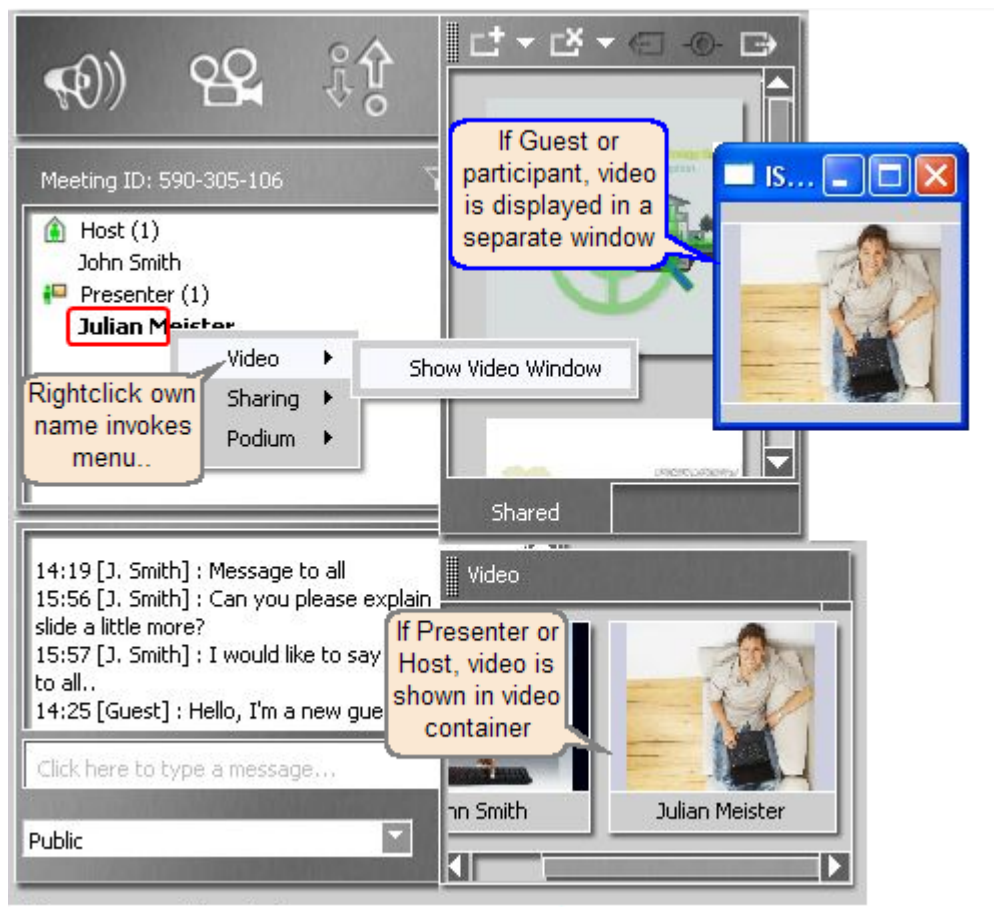
Having clicked the **OK** button, attendee's name is placed in a queue with a mark (question) next to the name. The host can decide (by right-clicking the attendee's name in the queue) to either answer the question or lower attendee's hand (thus removing the attendee from the queue) by using the **force lower hand** option.



The attendee can remove his/her posted question at any moment - either by right-clicking his/her name in the list or by pressing the green raised hand button in the top toolbar.

3.4.1.5 Toggle video window

By right-clicking an attendee's name in the attendee list and selecting **Video**, there is an option to **Hide / Show video window**. If the option Show video window is selected, video window appears. If the current role of an attendee is guest or participant, video window is presented as a separate window, otherwise it is presented within the video container.



➔ Please note that the right-click menu can differ depending on the current role of an attendee.

To hide the video window, right-click an attendee's name in the attendee list and select **Video - Hide video window** or right-click the video in the video container, select **Quality - Disable video** (if presenter or host) or close the the separate video window (if guest or participant).

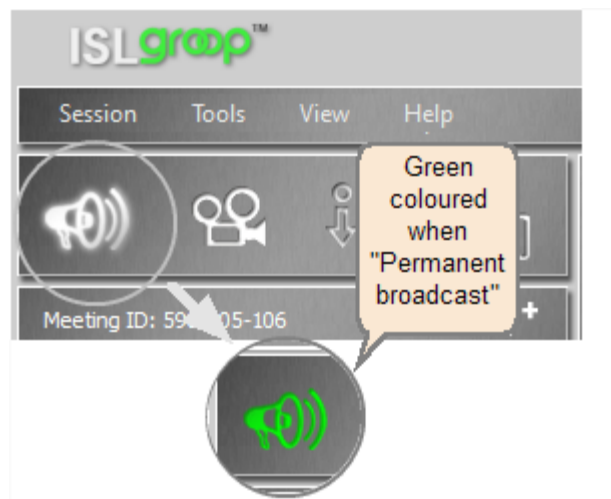
3.4.1.6 Broadcast audio

All attendees except guests (unless set otherwise by the host - please refer to this topic) can request to talk to the audience. There are two ways to broadcast audio:

Push to talk (an attendee should keep the button pressed while talking - guests and participants are by default allowed to broadcast audio this way; an indication of this method is the orange color of the toolbar icon when pressed):

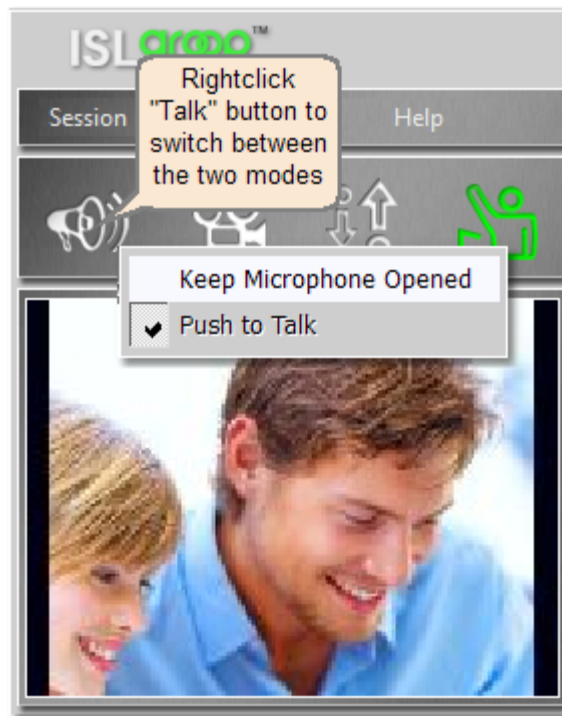


Permanent audio broadcast (host, presenters and podium holders can use this way of broadcasting audio; an attendee with this ability should press the toolbar icon only once to enable audio broadcasting; an indication of this method is the green color of the toolbar icon):



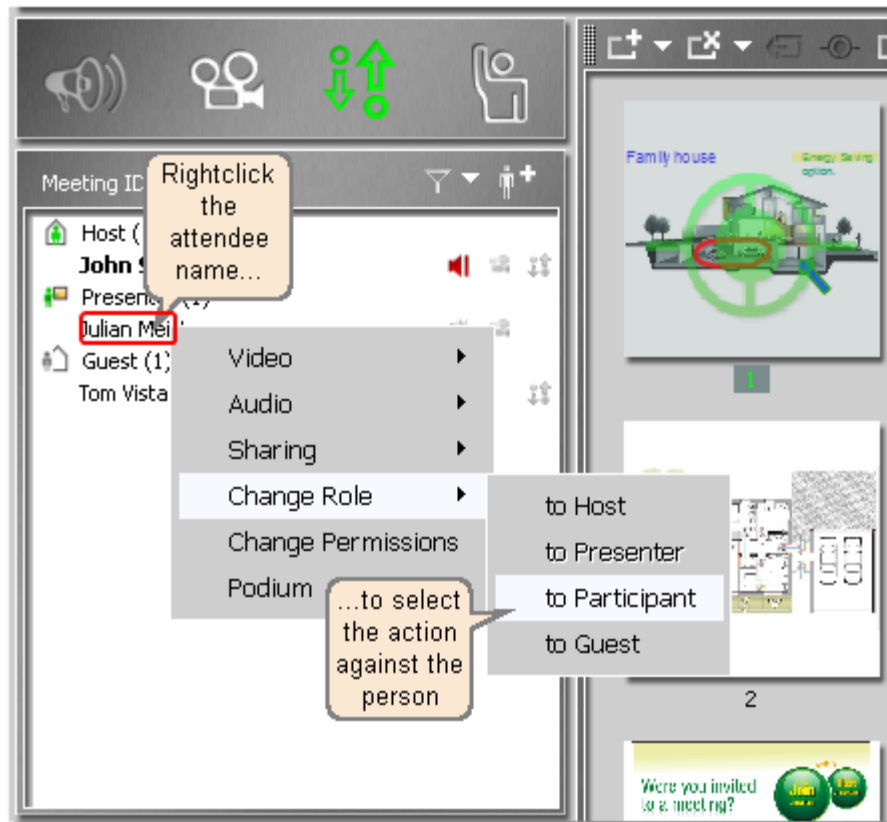
To turn off the audio broadcast, click the toolbar button again and its color will switch from green to white.

To switch between two ways of broadcasting audio, right-click the toolbar button and select the desired option:



3.4.1.7 Performing actions

Attendees can request different actions against other persons attending the session by right-clicking the person's name in the attendee list and then selecting the proper action:



➔ Please note that possible actions are limited by the roles - both by the role of the action requester and by the role of the action target. Basically, the host can perform any action while a guest can only perform actions that affect his/her own screen.

All:

- Against All
 - **Refresh Shared Content** if someone is sharing the content

Guest:

- No additional actions allowed

Participant:

- against **guest, participant** and **presenter**
 - **Show / Hide** the video window
- against **host** and **podium holder**: no requests allowed

Presenter:

- against **guest, participant** and **presenter**
 - **Show / Hide** the video window
 - **Sharing**

- **Content sharing** request
- Request **control** over shared content
- against **host** and **podium holder**: no requests allowed

Host:

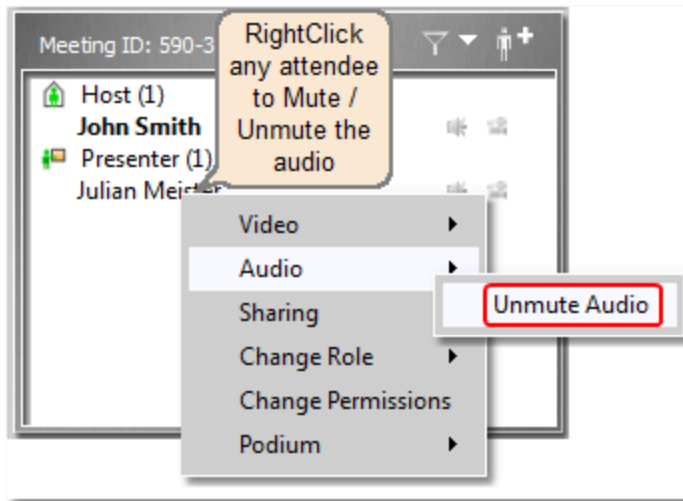
- against **guest, participant, presenter** and **host**:
 - **Video**: Hide / Show video window
 - **Audio**: Mute / Unmute
 - **Sharing**
 - **Content sharing** request
 - Request **control** over shared content
 - **Change role**:
 - to Host
 - to Presenter
 - to Participant
 - to Guest
 - **Change permissions** (all set of permissions)
 - **Podium**:
 - Give podium or
 - (Force Leave Podium when on Podium)
- against **podium holder**:
 - **Force Leave Podium**

Podium holder:

- against **all**:
 - **Video** Hide / Show video window
 - **Sharing**:
 - Request Content Sharing
 - Request control over Shared Content
 - **Podium**:
 - Pass podium

Mute / Unmute audio of any attendee

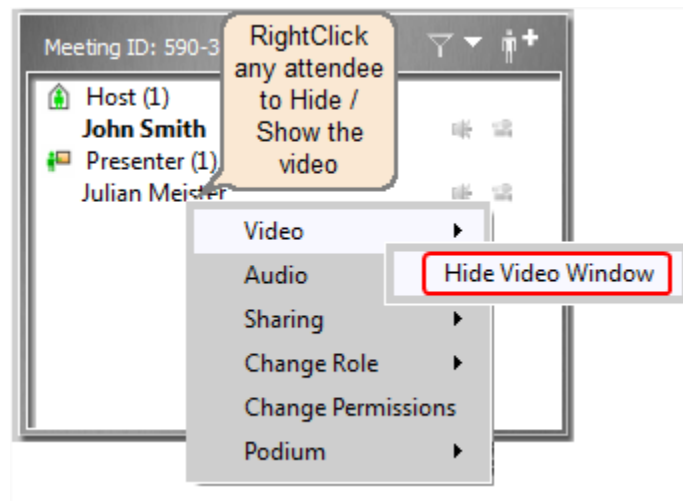
To locally mute / enable audio of any attendee, right-click on the attendee's nickname in the attendee list, select **Audio** and then select **Mute** or **Unmute** audio in the audio menu option.



➔ This action will not affect the audio stream that is being broadcasted by the user, but will mute / unmute the audio in the local client application only.

Hide / Show video of any attendee

To locally hide/show a video image of any user in the video module or the Podium video module, right-click on the user's nickname in the Attendee list and select 'Hide video' in the video menu option.



➔ This action will not affect the video stream that is being broadcasted by the user, but will hide / show the video image in the local client application only.

3.4.2 Guest or participant

Participants and guests do not have any additional actions available apart from those mentioned in the All chapter.

The only difference between a participant and a guest is that guest cannot request an audio broadcast unless that option is set by the host through the **Modify permissions** dialog.

3.4.3 Presenter

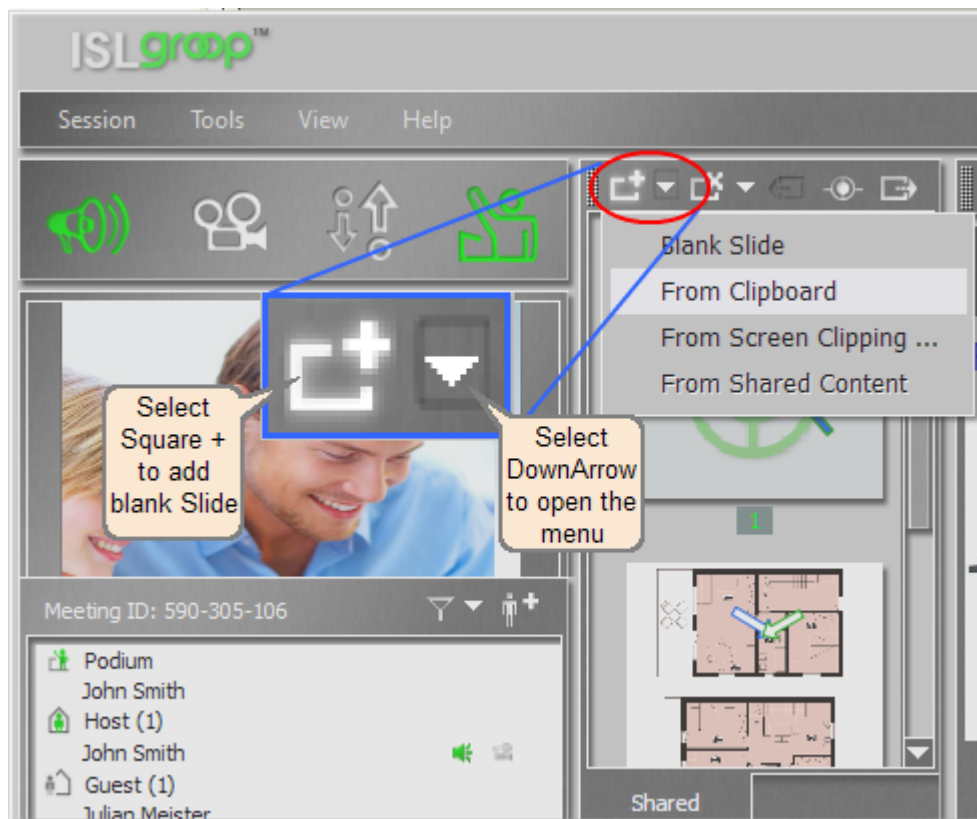
The presentation is technically prepared by the host (creation of the session, inviting attendees and defining their roles etc.) but the content is usually prepared by one or more presenters. Naturally, host can also take the presenter role and prepare the whole session himself/herself - this is not unusual for smaller meetings where one person takes care of the whole preparation process.

The following actions are available - please select the desired action for more information:

- Creating slides
- Deleting slides
- Inserting content to a slide
- Content sharing
- Control over the shared content
- Changing the slide order
- Annotating slides
- Video broadcast

3.4.3.1 Creating slides

To create a slide, a presenter (also applies to host or podium holder) should click the "Insert slide button" at the top of the ISL Groop GUI. If the square button is pressed directly, a new blank slide is added. If the down-arrow is pressed, a menu with options is shown:



Apart from inserting a blank slide, the following options are available:

From clipboard

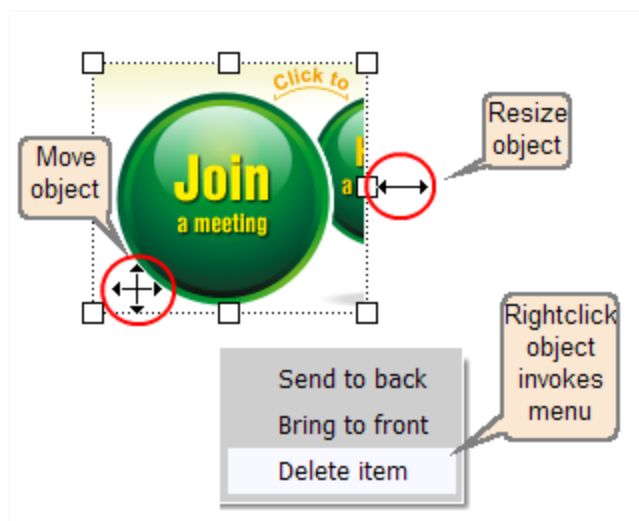
This option creates a new slide and inserts clipboard contents into it. If the clipboard is empty, this option is disabled.

From screen clipping

Open the application that you wish to make a clipping from, then select the menu option **From screen clipping** - ISL Groop will be temporarily hidden and the screen will be covered with a semi-transparent layer. Move the mouse to the desired starting point and then drag the cursor to the ending point so that you select the desired area. When you release the mouse button, a new slide will be created with the selected content and the focus will be set to the new slide.



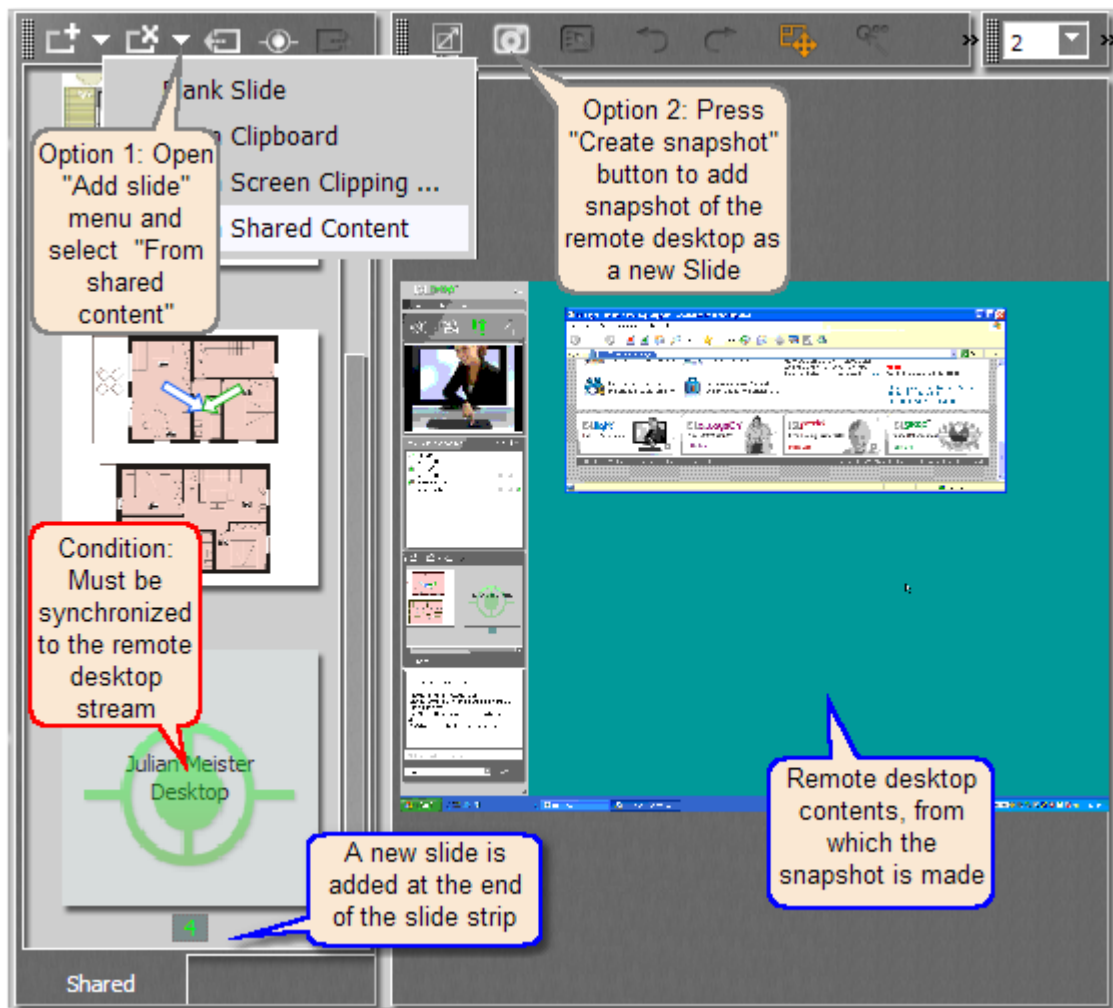
Inserted content is an object that can be resized, moved, deleted etc.



From shared content

There are two ways of performing this task:

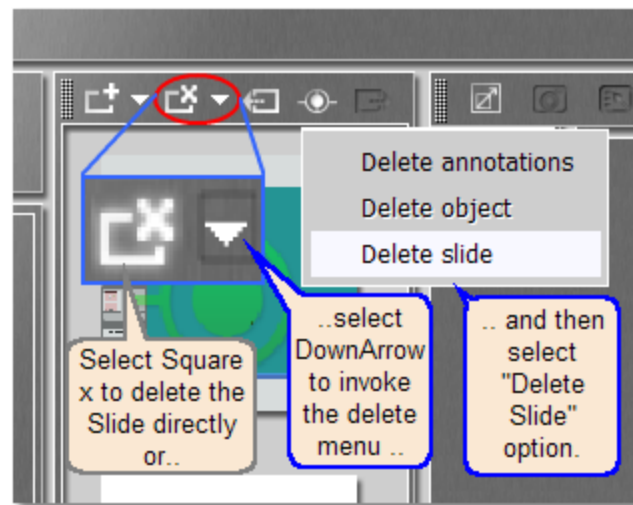
1. **From the add slide menu** (if an attendee is sharing his/her desktop and if the slide creator is synchronized to that attendee's shared content, the complete shared content is copied to the new slide - if those two conditions are not met, this option will be disabled in the menu)
2. **Using the Create snapshot button** (it is also possible to use the Create snapshot button to achieve the same result - same conditions apply)



3.4.3.2 Deleting slides

To delete a slide you need to have focus on that slide - click the force synchronization button if it is not already enabled. There are two ways to delete it:

- Delete it directly by pressing the square x button in the toolbar
- Open the delete menu by pressing the down arrow button next to the square x button in the toolbar and select **Delete slide**.

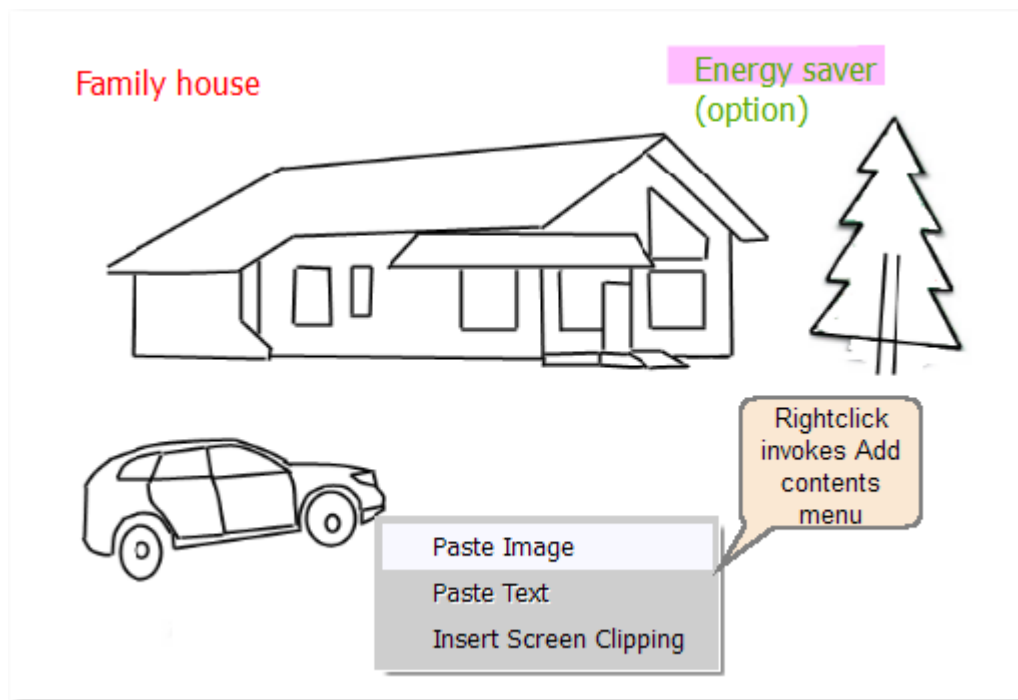


In both cases, the slide will be deleted after the confirmation.

3.4.3.3 Inserting content to a slide

There are two ways of inserting content to a slide:

1. While creating a new slide - please refer to the following topic for more information: Creating slides
2. Through the right-click menu - to insert content to a slide, right-click the slide area and a menu will appear



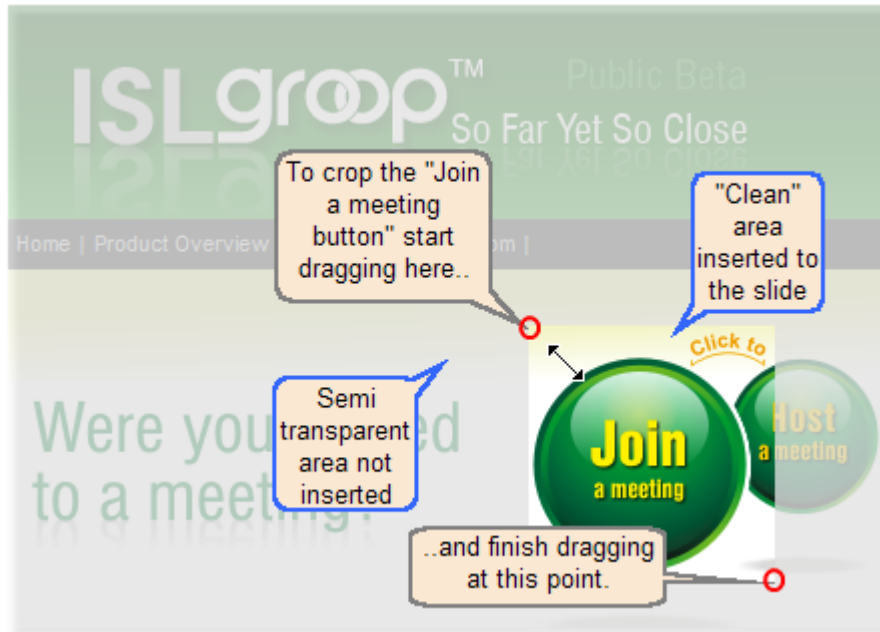
The following options are available:

- **Paste image** (inserts image from the clipboard - if the clipboard does not contain an image, this option is

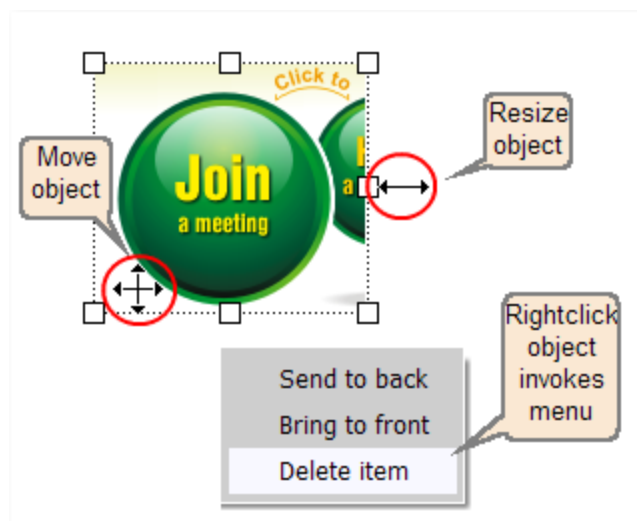
disabled)

- **Paste text** (inserts text from the clipboard - if the clipboard does not contain text, this option is disabled)
- **Insert Screen Clipping**

Open the application that you wish to make a clipping from, then select the menu option **From screen clipping** - ISL Groop will be temporarily hidden and the screen will be covered with a semi-transparent layer. Move the mouse to the desired starting point and then drag the cursor to the ending point so that you select the desired area. When you release the mouse button, a new slide will be created with the selected content and the focus will be set to the new slide.



Inserted content is an object that can be resized, moved, deleted etc.

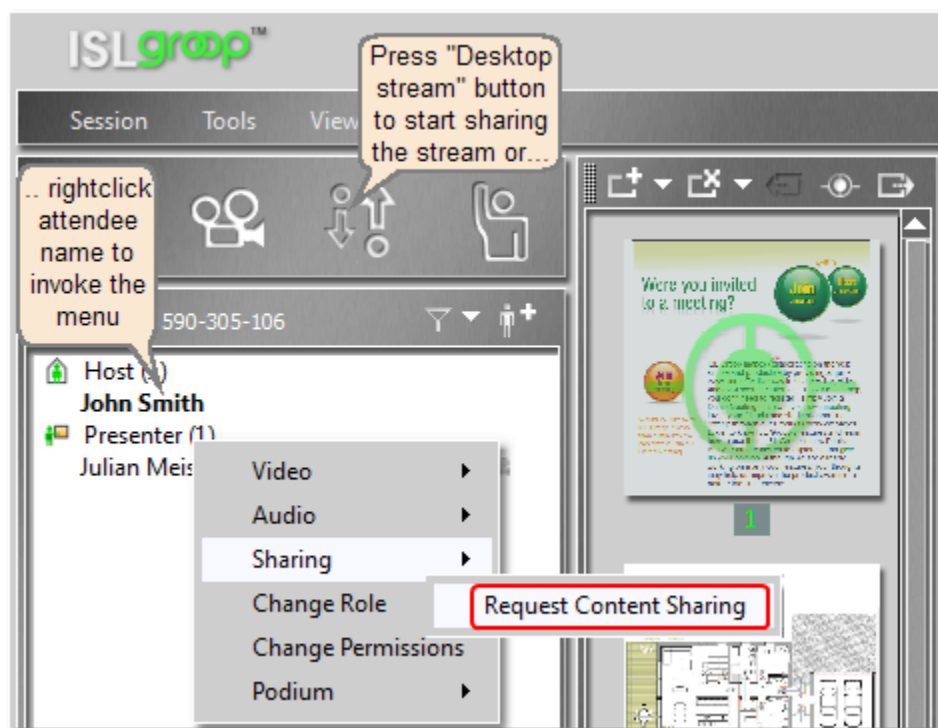


New content is placed at the middle of the slide as an object and can be resized, moved, deleted etc.

3.4.3.4 Content sharing

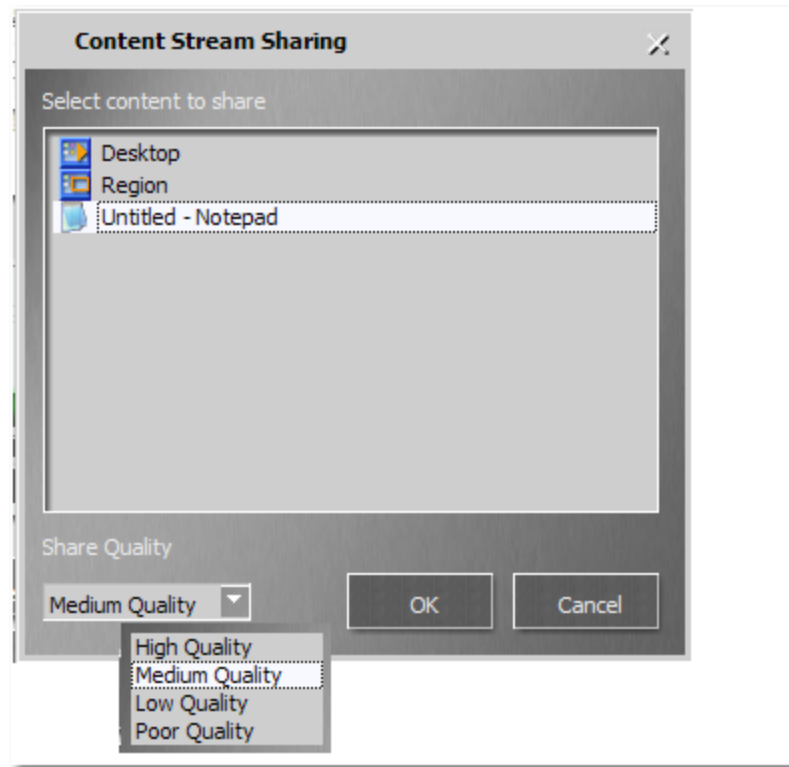
An attendee needs to be a presenter, host or podium holder in order to be allowed to stream his/her desktop content.

To start streaming desktop, simply press the **desktop stream** button at the top. Another way to start streaming desktop is to right-click your name in the attendee list and select **Sharing - Start content sharing**:



Content stream sharing selection menu appears with options to show **desktop**, **region** or **application** (if there is at least one running application).

There is an option to select the share quality - default value is medium.



If you select desktop, ISL Groop starts streaming the whole desktop.

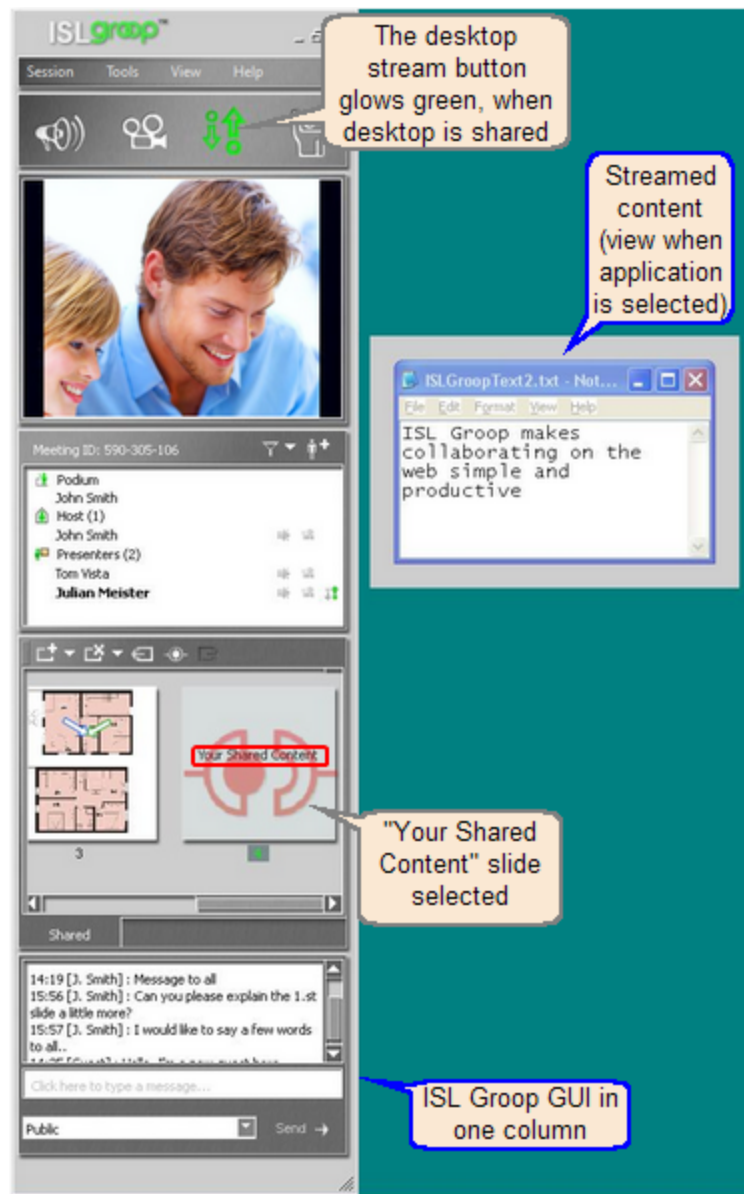
If you select region, the procedure that follows is similar to the procedure for inserting a screen clipping (you can refer to this topic).

If you select an application, a semi-transparent frame is drawn around the application window. In this case, only the selected application is streamed to other attendees.

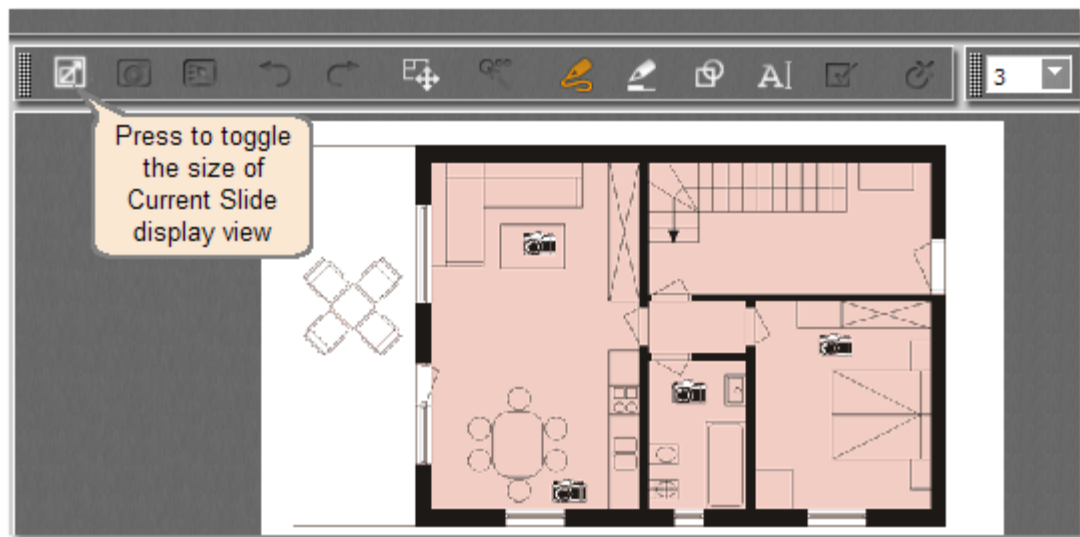
When the source for sharing is selected, a live stream starts - a new "your shared content" slide is created at the end of the slide strip. In the attendee list, a sign for live stream (📺) appears next to the attendee's name and the desktop stream button is glowing green. When streaming his/her own content, the presenter can also switch to the "your shared content" slide. In this case, ISL Groop GUI is changed - all elements are moved to the side, leaving more space for the streamed content. When the presenter switches to any other slide, ISL Groop GUI layout is restored.

When other presenters select the streaming slide, red-colored text "Waiting for synchronization..." appears while the content is being synchronized.

When a live stream starts, it is not necessary for it to be immediately shown to other attendees. This happens only if force synchronization mode is enabled, otherwise other attendees should navigate to the newly created slide with your stream. Other attendees see your slide with your name in the description of the shared content.



As for other slides, attendees (other than the one that is streaming his/her desktop) can resize the shared content view using the "Toggle view" button on the left side of the annotation toolbar.

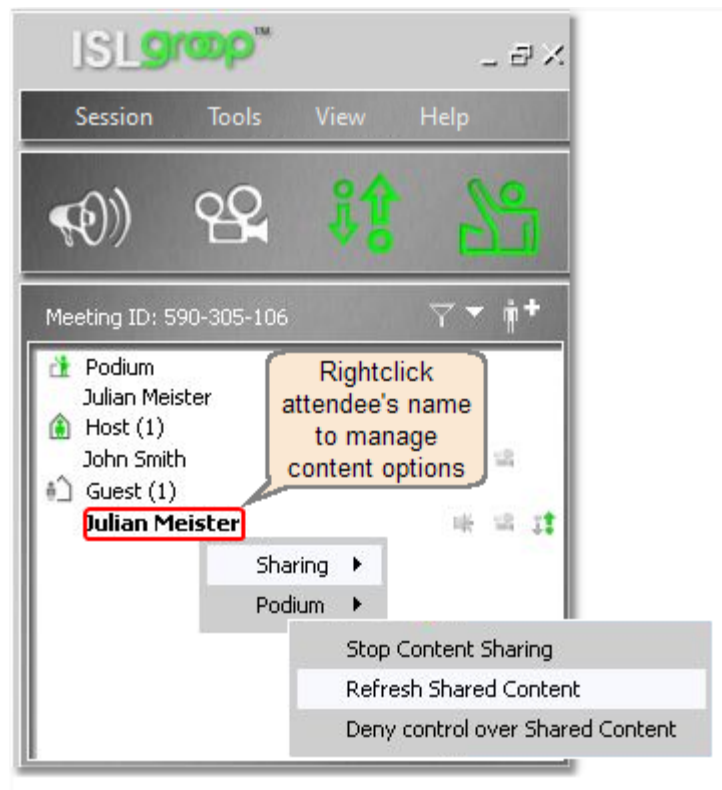


Stop streaming desktop

To stop the desktop stream, simply delete the shared content slide or click the "desktop stream" button which is glowing green. Streaming will be stopped after the confirmation.

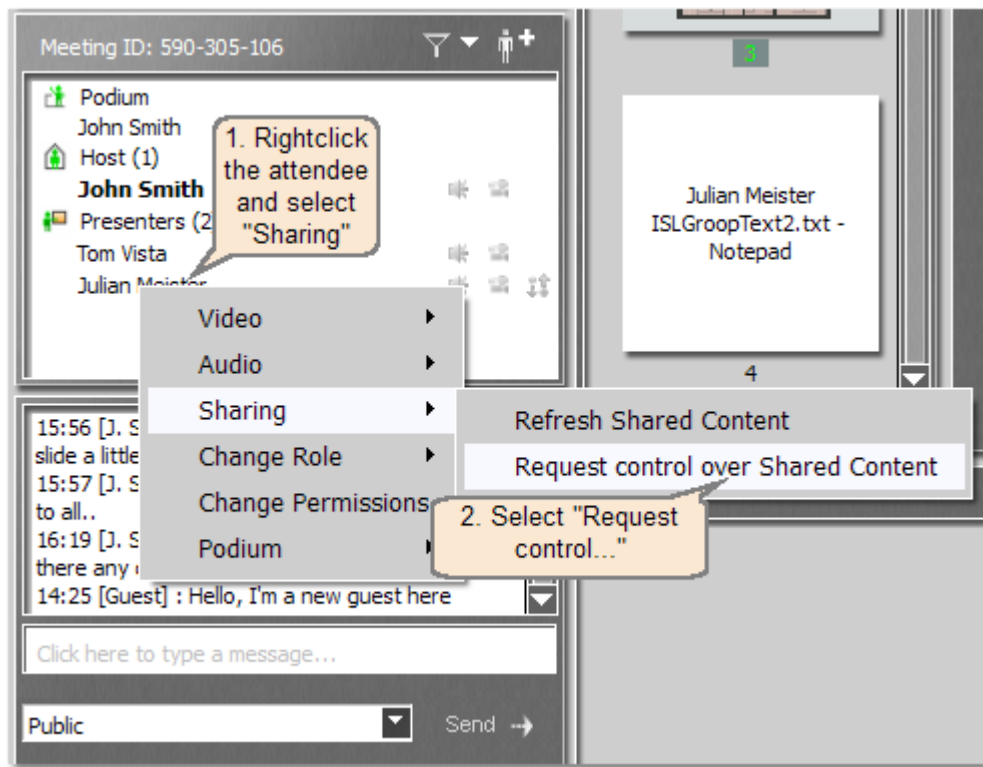
Refresh shared content / deny control over shared content

To perform one of these two actions, right-click attendee's name in the list, then select Sharing - a menu with three options will appear:

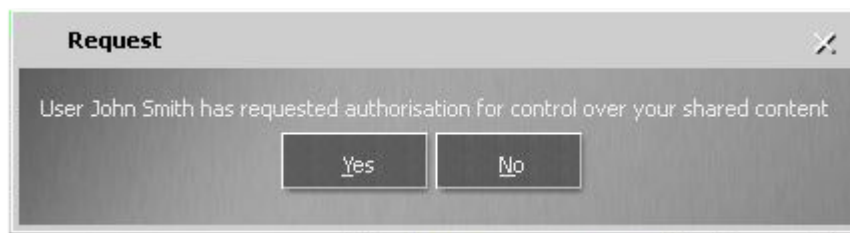


3.4.3.5 Control over the shared content

In order to get control over the shared content, right-click the attendee in the list that is streaming desktop, then select **Sharing - Request control over shared content**.

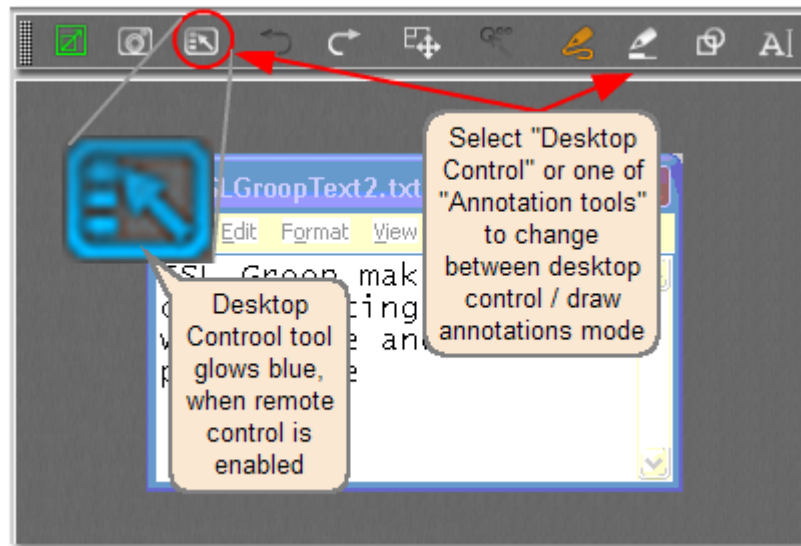


A confirmation dialog will appear on the remote side:



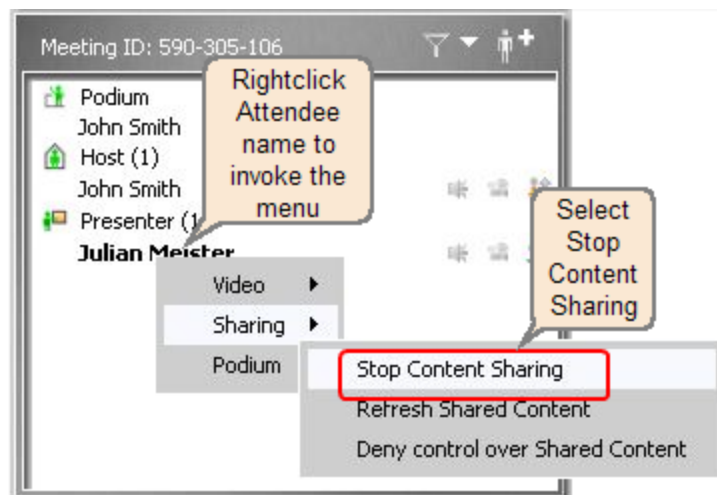
If the remote side confirms this request, the requester is notified and the small orange stream control sign (🗨️) is shown next to the requester's name in the attendee list. Requester gets immediate control over the shared content.

To annotate shared content while having control over it, simply click the desired annotation tool button in the annotation toolbar. To switch back to control, click the desktop control tool button on the left side of the toolbar. This button is glowing blue when remote control tool is enabled.



The streaming side can take over control by moving the mouse - this stops the control for 3-4 seconds, after that it returns the control to the viewer.

To completely stop remote control, right-click attendee's name in the list and select **Sharing - Deny control over shared content**.

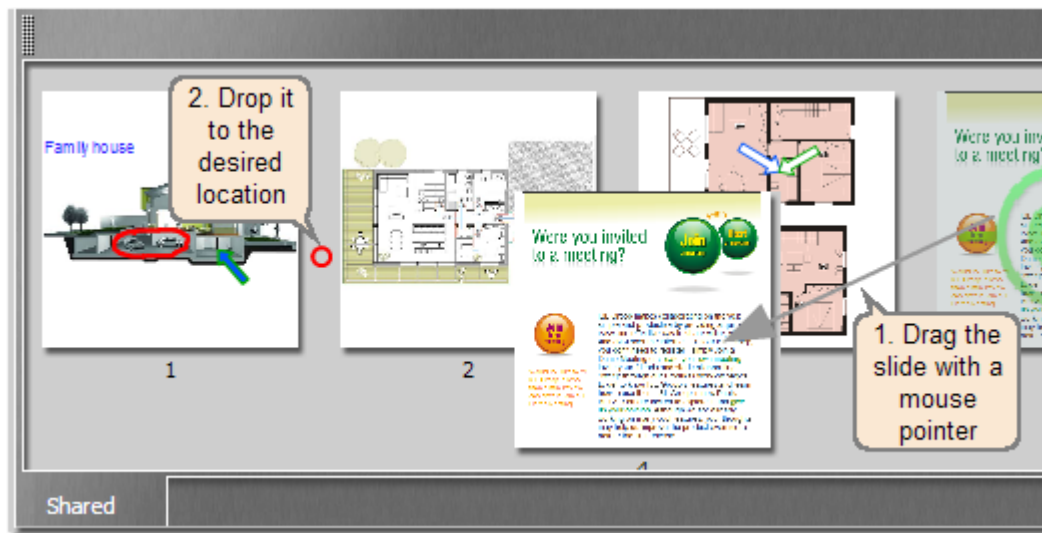


When a user with control navigates away from the shared content slide and then back to it, he/she still has control.

➔ Please note: Several attendees can have control granted over the shared content.

3.4.3.6 Changing the slide order

To change the position of a specific slide, just select the slide from the slide strip, drag it with the mouse pointer (left mouse key) and drop it to the desired position:



All attendees' ISL Groop GUIs are updated immediately - it does not depend on the synchronization mode.

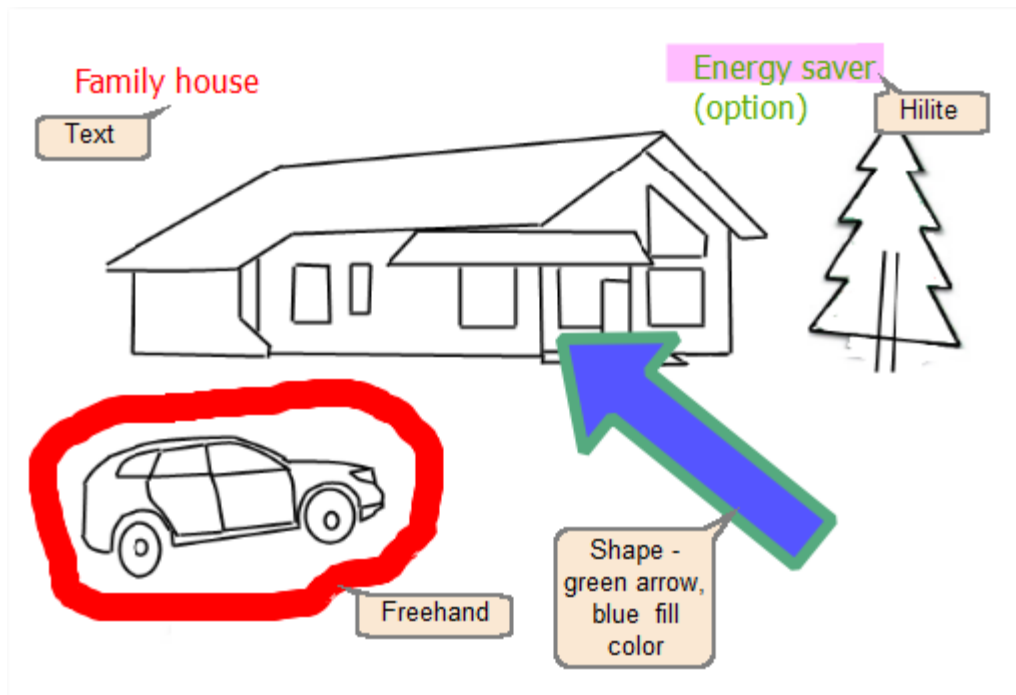
3.4.3.7 Annotating slides

In order to annotate a slide, attendee needs to have host, presenter or participant privileges.

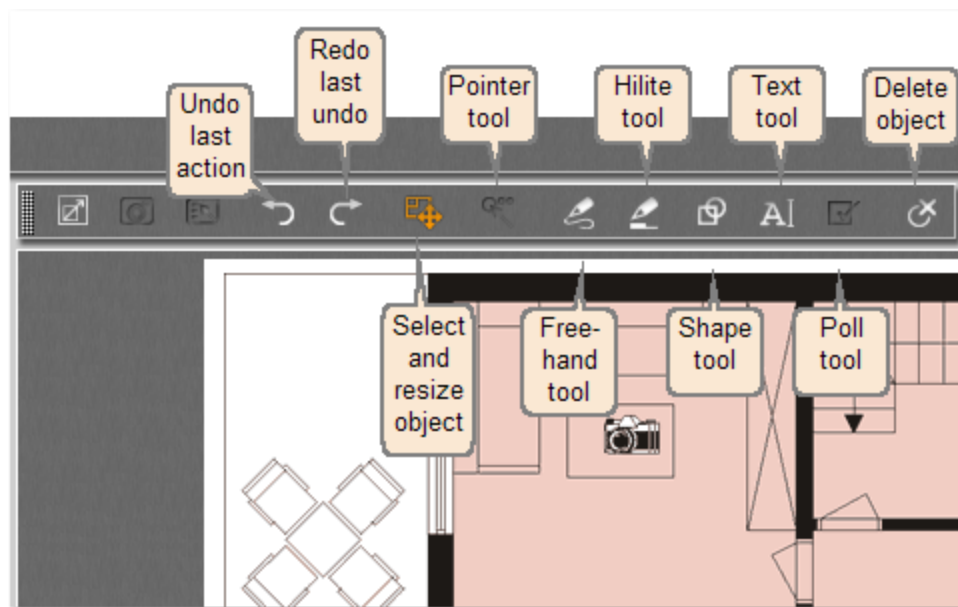
➔ **Important:** This means that guests by default cannot annotate slides unless permissions are changed by the host through the modify permissions dialog. Please refer to this topic for more information.

Apart from audio, a participant can use the following tools to comment slides:

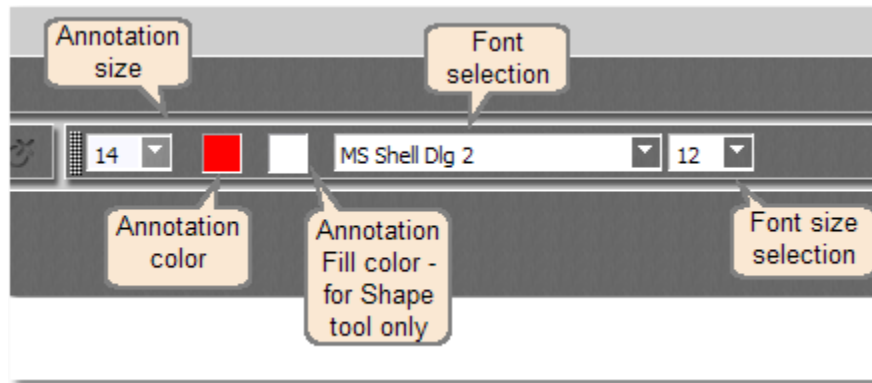
- **Freehand tool** (draw freehand objects - line width and color can be selected in the toolbar on the right)
- **Hilite tool** (make semi-transparent highlights - highlight line width and color can be selected in the toolbar on the right)
- **Shape tool** (draw arrows - arrow border and fill color can be selected in the toolbar on the right, size and direction are defined by dragging the mouse)
- **Text tool** (write text - select text color, size and font in the toolbar on the right)



Annotation tools are accessible from the annotation toolbar in the ISL Groop GUI:



Annotation sizes and colors can be selected from the formatting toolbar on the right side of the annotation toolbar. To select an annotation or fill color, please click the appropriate color button.

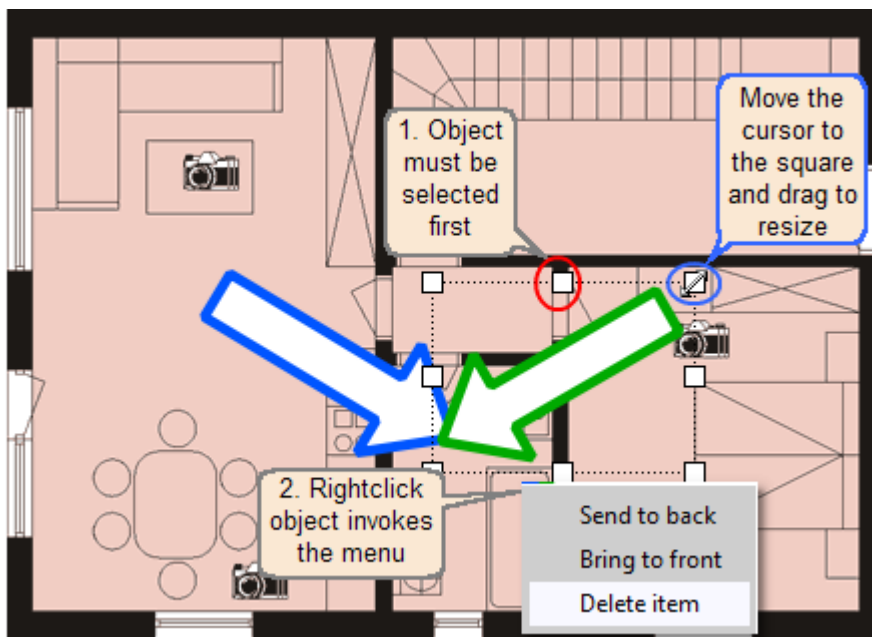


➔ Please note that the annotation fill color is only used when working with the shape tool.

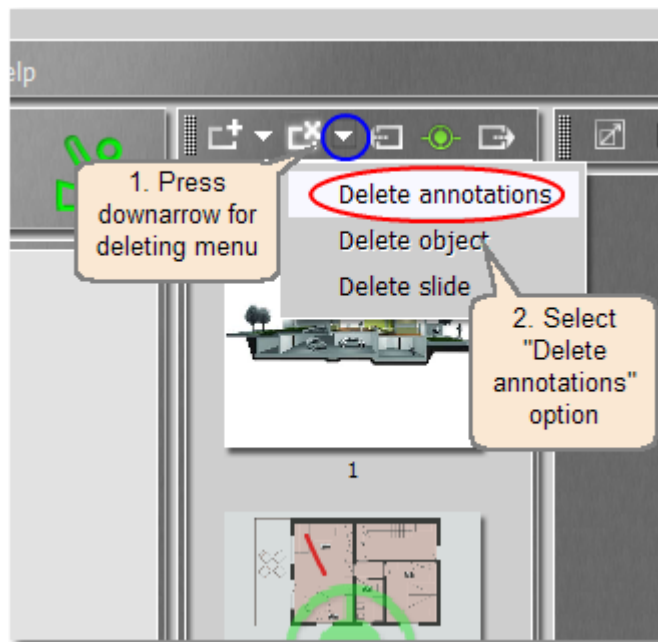
Select and resize object button is used to select previously created object. When an object is selected, the following options are available:

- **Resize** (resize object)
- **Move** (move object)
- **Select color** (change object color, fill color or text color from the toolbar)
- **Send to back** (move object to back)
- **Bring to front** (move object to front)
- **Delete item** (to delete an annotation, select it with the **select and resize object** tool and press the delete key or right-click the desired object and select **Delete item** from the menu)

➔ You can use undo and redo buttons in the toolbar after performing an action.



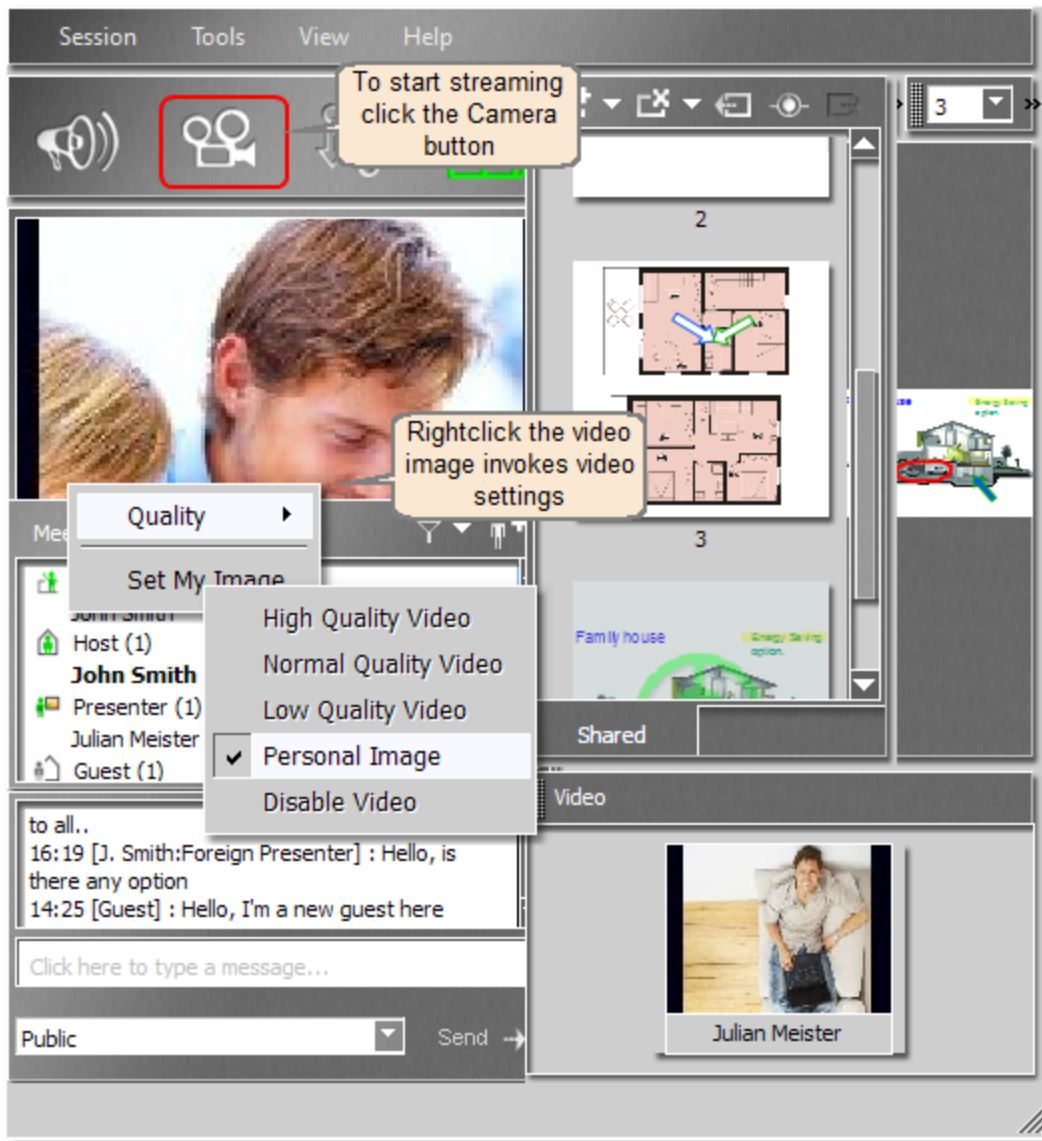
To delete all annotations from a slide, click the down arrow next to the delete slide button and select **Delete annotations**.



3.4.3.8 Video broadcast

Similar to audio broadcast, users can send and receive video stream according to their permissions.

To start streaming your video image, click on the Camera button in the Communication toolbar. Your live video image should appear either in the video module or in the podium video module (in case you are the podium holder). A video broadcast status icon in the attendee list (next to your nickname) should turn green. Right-clicking the video image allows you to change the quality and to set your personal image:



While you are streaming video, this action will only affect your local video image and not the stream itself. To adjust global video properties, go to the **Tools - Settings** menu and choose the **Video** tab. To locally hide/show a video image of any user in the video module or the podium video module, right-click on the user's nickname in the attendee list and select **Hide video** in the video menu option. Again, this action will not affect the stream that is being broadcasted by the user, but will hide/show the video image in the local client application only.

Please refer to the following topic for more information: Video

3.4.4 Podium holder

When an attendee is moved to the podium, he/she becomes an active speaker with superior permissions compared to the initial role. The most important podium feature is public slide navigation (assigning the global focus to a shared slide). Podium holder can pass the podium to any other attendee or leave the podium, making the meeting non-moderated. Host can force the podium holder to leave the podium.

Please select the desired action for more information:

- Become the podium holder
- Slide navigation
- Leave the podium
- Other functionalities

3.4.4.1 Become the podium holder

Podium holder can perform most of the actions that are allowed for his original role. A list of possible actions can be modified by the host using the dialog for modifying permissions.

There are two main features that become available (if not already available before as a part of attendee's role) to an attendee when he/she becomes the podium holder:

- Slide navigation
- Creating slides

There is more than one way to become the podium holder:

Raise hand (anyone except host)

Take podium (host only)

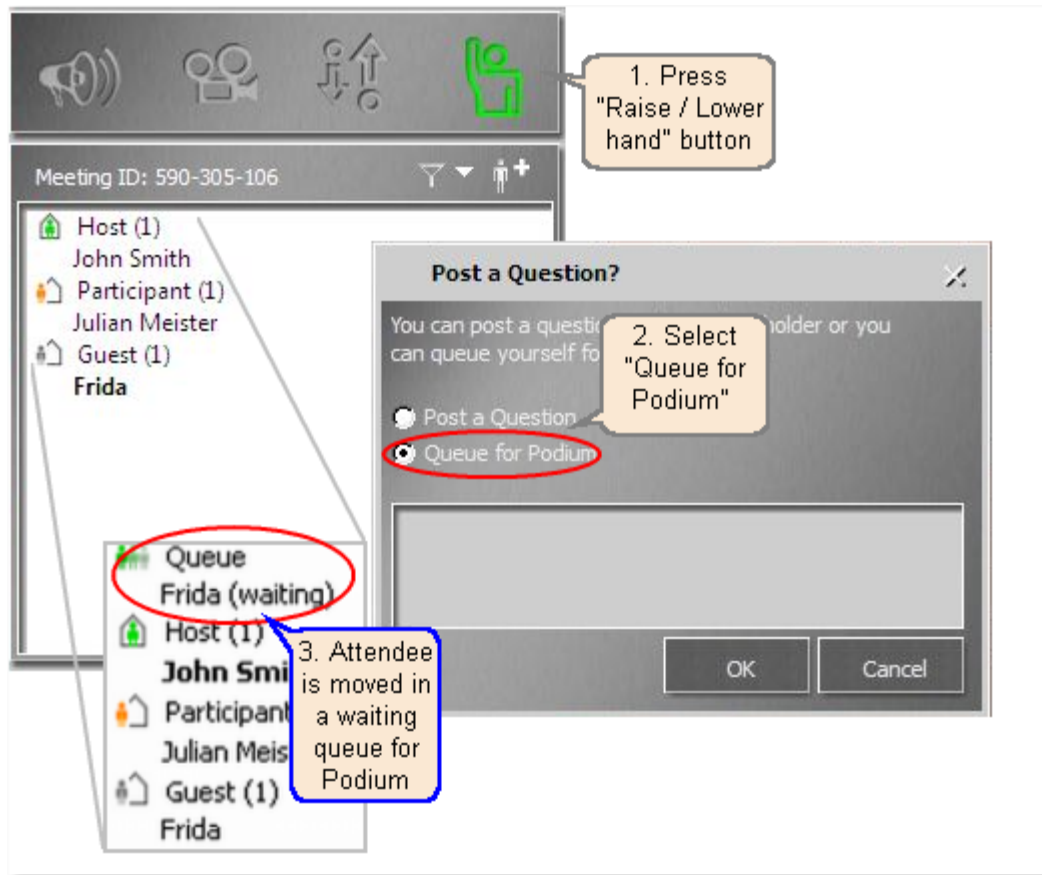
Give podium (host only)

Pass podium (current podium holder only)

Please refer to the text below for a description of each way.

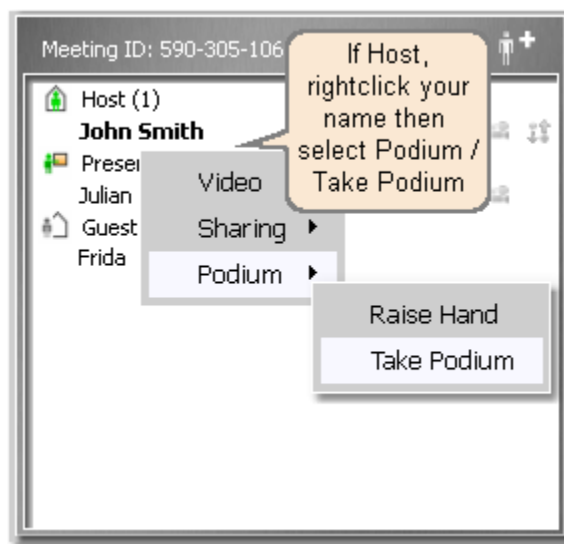
Raise hand (anyone except host)

Attendees (other than the host) can click on the **Raise/Lower hand** button and then select the **Queue for Podium** option. Attendee's name will be added to the queue (if it does not exist yet, a queue is created) and waits:

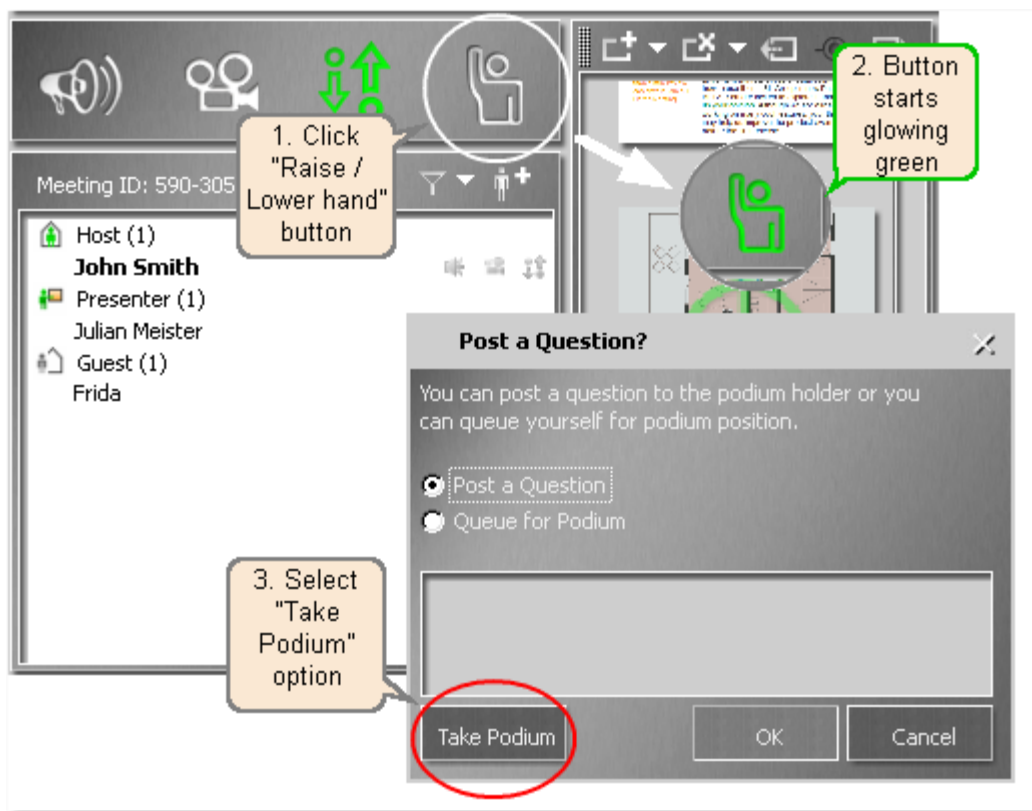


Take Podium (host only)

Host can directly take podium by right-clicking his/her own name in the list and select **Podium - Take podium**.

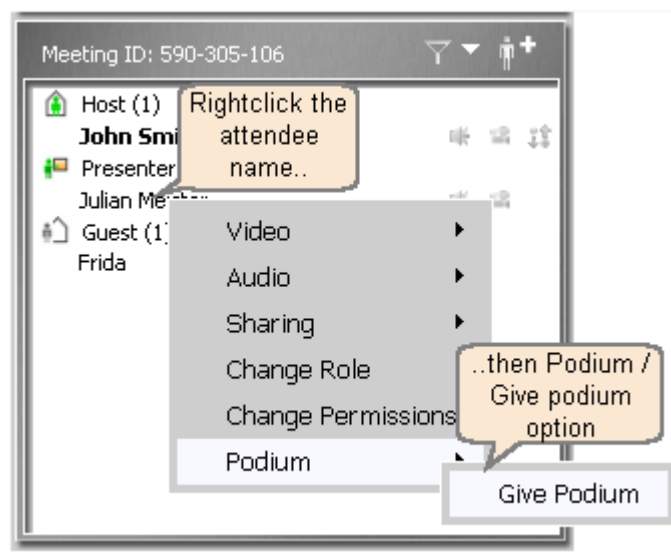


Another way to do it is to click the **Raise/lower hand** button and then click **Take podium**:



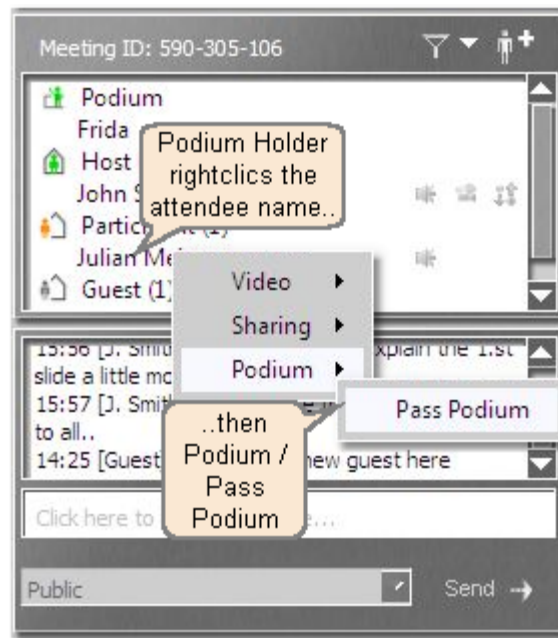
Give Podium (host only)

Host can give podium to any of the attendees - he simply right-clicks the desired attendee in the list and then select **Podium - Give podium**.



Pass Podium (current podium holder only)

Current podium holder can pass the podium to an attendee of his/her choice by right-clicking the selected attendee name and selecting **Podium - Pass Podium**:

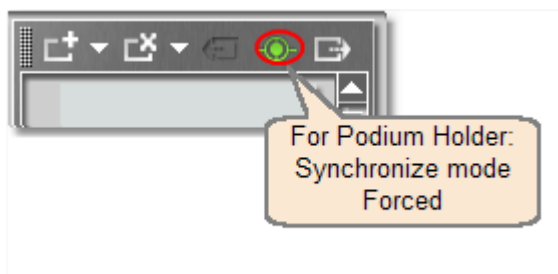


3.4.4.2 Slide navigation

Podium holder has following options available regarding the slide navigation:

Slide synchronization: Activate the force synchronization mode

Podium holder decides which slide has the public focus (navigates content globally), while other attendees are forced to follow. To activate the force synchronization mode, podium holder should press the synchronize button on the left side of the toolbar. It is glowing green when this option is active.

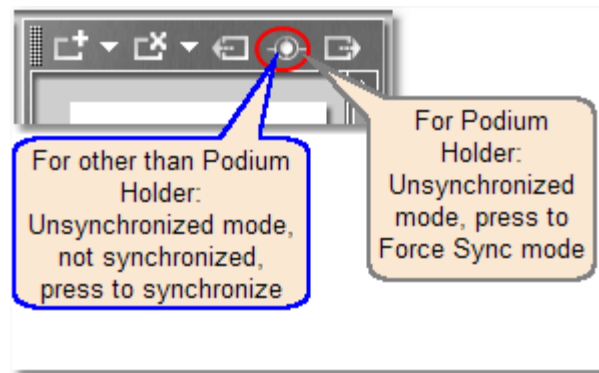


Slide synchronization: Deactivate the force synchronization mode

When the force synchronization mode is deactivated, podium holder navigates the content globally, but other attendees can independently navigate locally. To deactivate the force synchronization mode, podium holder should press the synchronize button on the left side of the toolbar. It is colored white when the force synchronization mode is deactivated.

➔ Attendees (apart from the podium holder) can use the same button to synchronize their position to the active

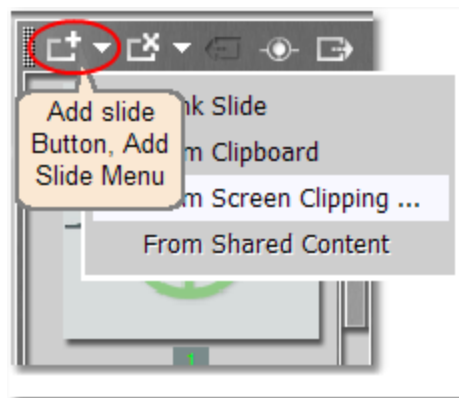
slide. When an attendee is synchronized and the force synchronization mode is not active, the button is disabled and the slide preview in the slide strip is marked with a green (synchronized) mark.



Please refer to the following topic for more information on slide synchronization: Navigation and synchronization

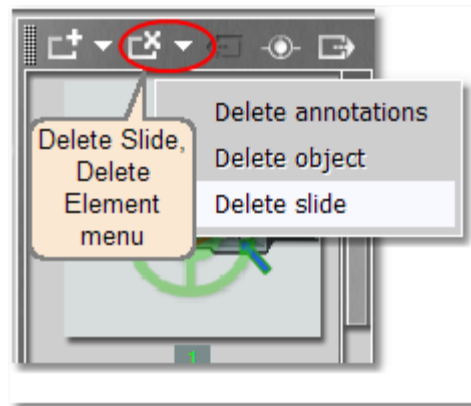
Adding a new slide

Similar to a presenter, the podium holder can create a new slide from different sources by pressing the "New slide" button or selecting one of the options from the down-arrow menu next to the "New slide" button.



Deleting the slide

Please use the Delete Slide / Delete Element menu to perform this action.



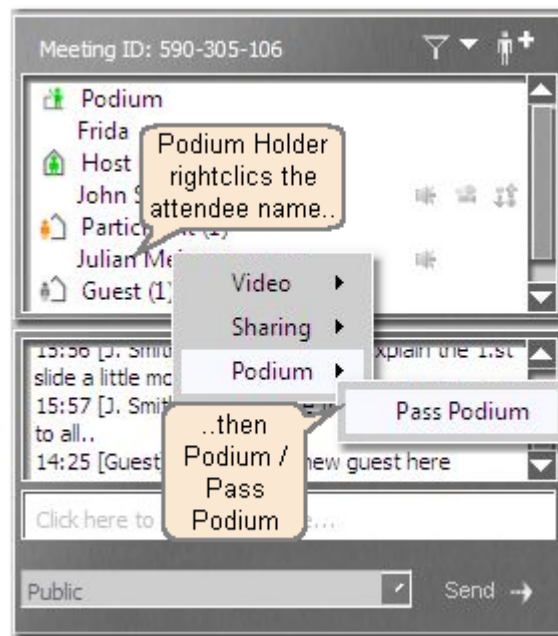
More about creating and deleting slides can be found in the following chapters: Creating slides, Deleting slides.

3.4.4.3 Leave the podium

There are a few ways for the podium holder to leave the podium:

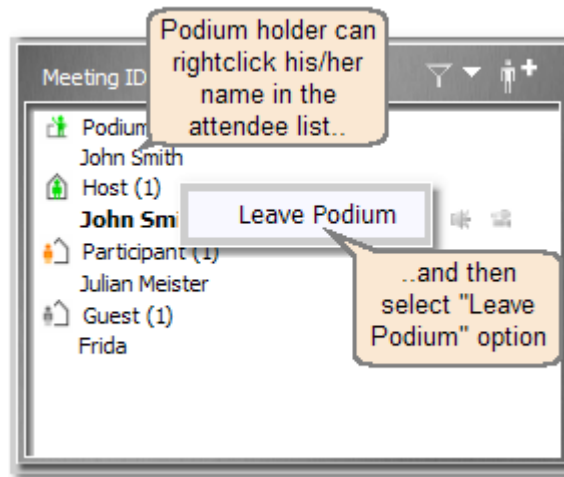
Pass Podium to another attendee

Current podium holder can pass the podium to an attendee of his/her choice by right-clicking the selected attendee name and selecting **Podium - Pass Podium**:



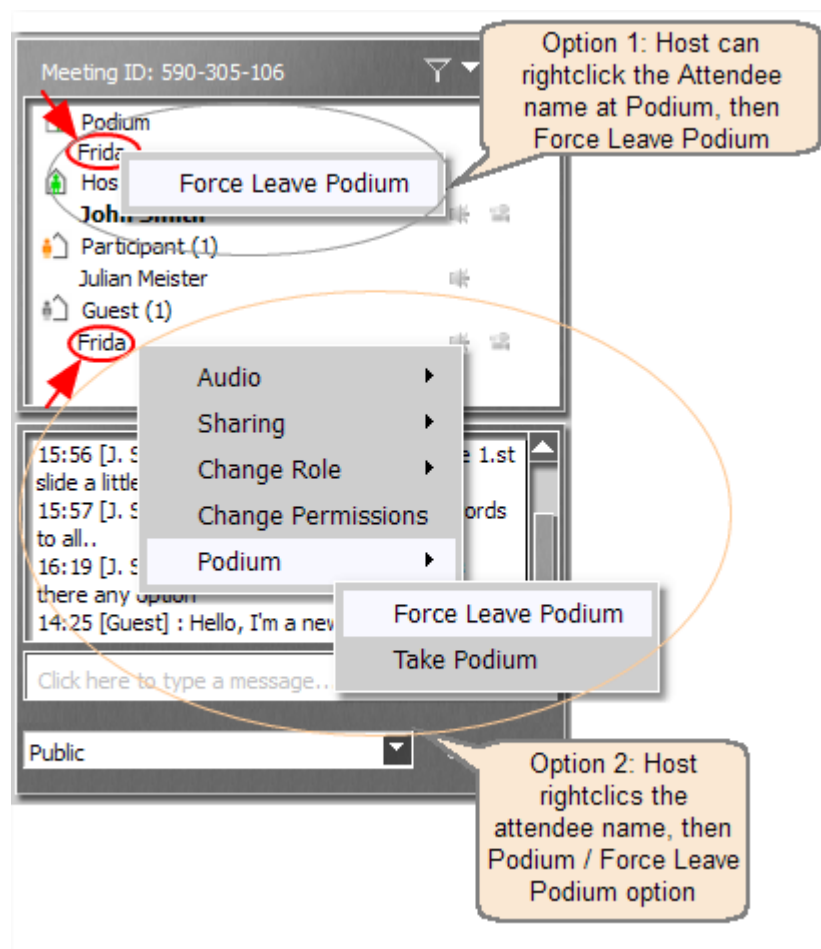
Leave Podium

To leave the podium, the podium holder simply right-clicks his/her name in the list and then select **Leave podium**.



Forced to Leave Podium

Host can force any other attendees to leave the podium. To perform this task, host should right-click the name of the attendee on the podium and select **Force leave podium**. Another way to do it is to right-click the attendee's (current podium holder's) name in the list and select **Podium - Force leave podium**.



3.4.4.4 Other functionalities

Podium holder can perform some other actions - please refer to the following topics among presenter role features for more information:

- Inserting content to a slide
- Content sharing
- Control over the shared content
- Changing the slide order
- Annotating the slides.

Please note that those functionalities belong to the presenter role. Permissions for other role can be limited by attendee's basic role that can be changed by the host through the **Modify permissions** dialog.

3.4.5 Host

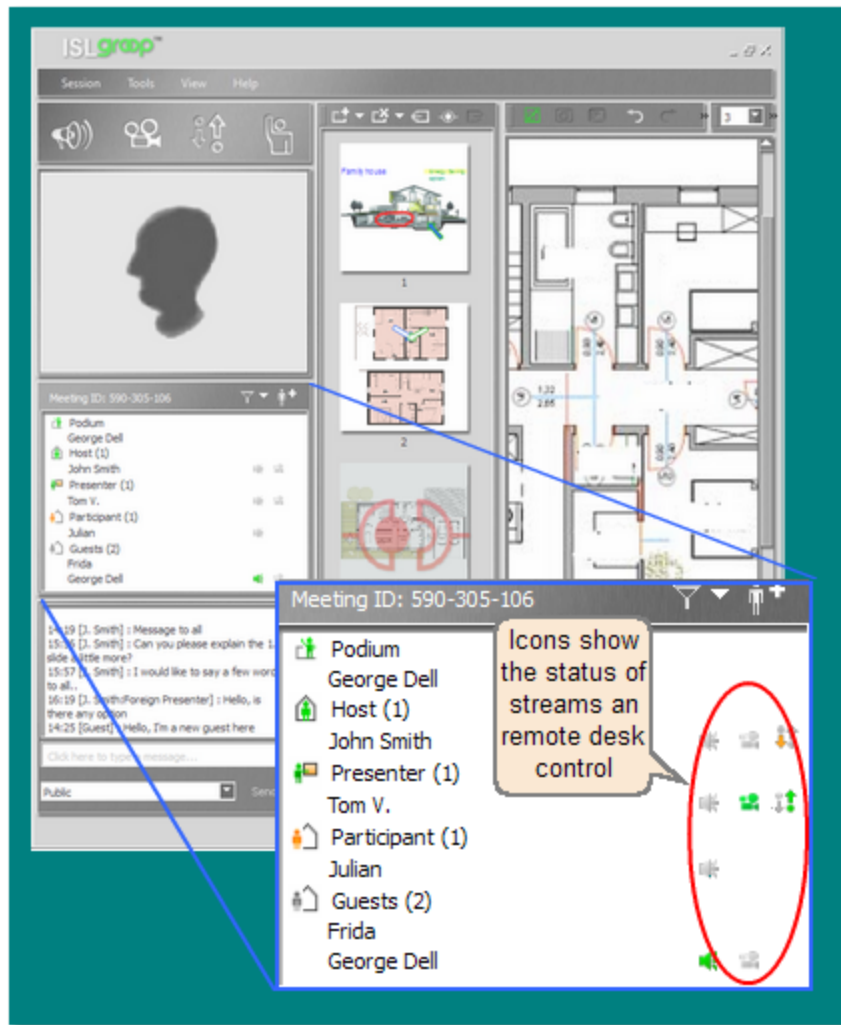
The presentation is technically prepared by the host (creation of the session, inviting attendees and defining their roles etc.) but the content is usually prepared by one or more presenters. Naturally, host can also take the presenter role and prepare the whole session himself/herself - this is not unusual for smaller meetings where one person takes care of the whole preparation process. Please refer to the Presenter chapter for more information.

The following actions are specific for a host - please select the desired action for more information:

- Attendee list
- Requests and permissions
- Access policy
- Changing groups

3.4.5.1 Attendee list

The list of attendees can be found on the middle-left side of the ISL Groop GUI when using the full layout view:



Attendees are grouped according to their role, but you can use the sort button to change it.

Small icons on the right side of the list show the status of audio, video and desktop streaming and control. If an icon is grey or omitted, that feature is not available at the moment. Some examples:



streaming audio, video disabled

not streaming audio, streaming video & desktop

not streaming audio & video, has control of the remote desktop

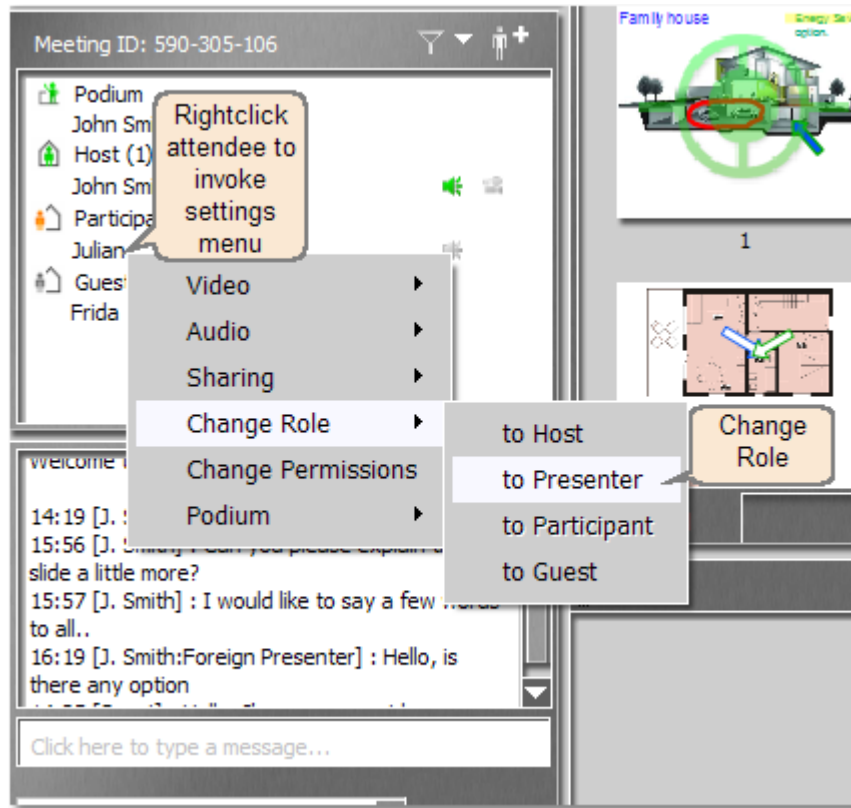
audio muted by host, no video stream

attendee has navigated away from the public slide

Please note that in the example above, guest George Dell is allowed to broadcast audio because he is on podium - otherwise guests cannot stream audio and video.

3.4.5.2 Requests and permissions

By right-clicking an attendee's name in the list, a context menu appears:



Requests against the attendee

By right-clicking an attendee's name in the list, host can also perform the following actions:

- Video:
 - Show video window
 - Hide video window
- Audio
 - Mute audio
 - Unmute audio
- Sharing
 - Request content sharing
 - Request control of the content
- Podium
 - Give podium (if host is on podium)
 - Pass podium (if host is not on podium)
 - Force leave podium

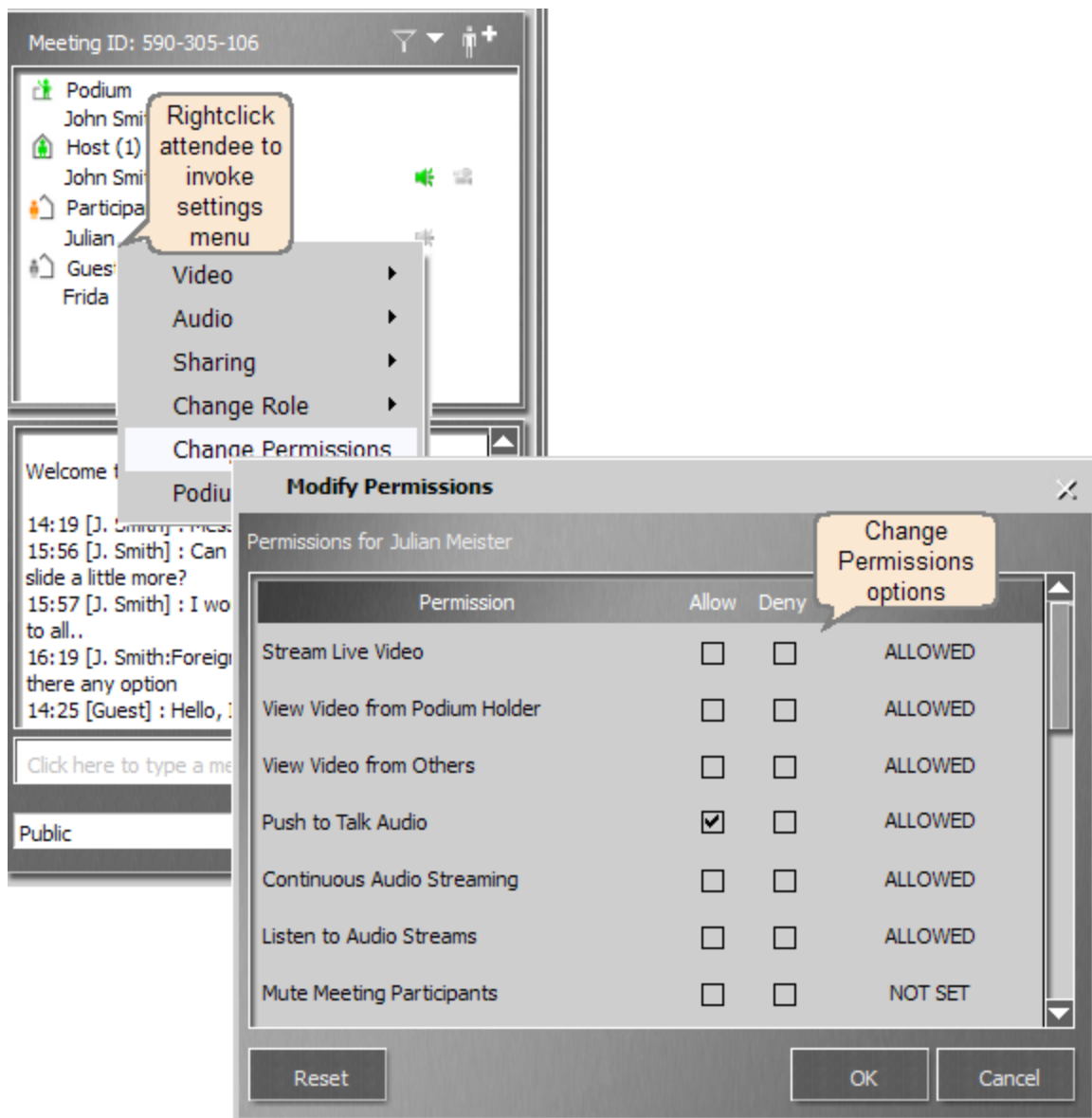
Changing roles and permissions

Role is a set of specific attributes that are assigned to an attendee. These attributes can later be changed using the **Change permissions** option.

The following role changes are available:

- to host
- to presenter
- to participant
- to guest

To open the menu for changing permissions, right-click an attendee in the list and select **Change permissions**. You will be presented with a dialog that allows you to set each option to **allow**, **deny** or **not set** (this means that the default set of permissions is used).



Host can change the following attributes:

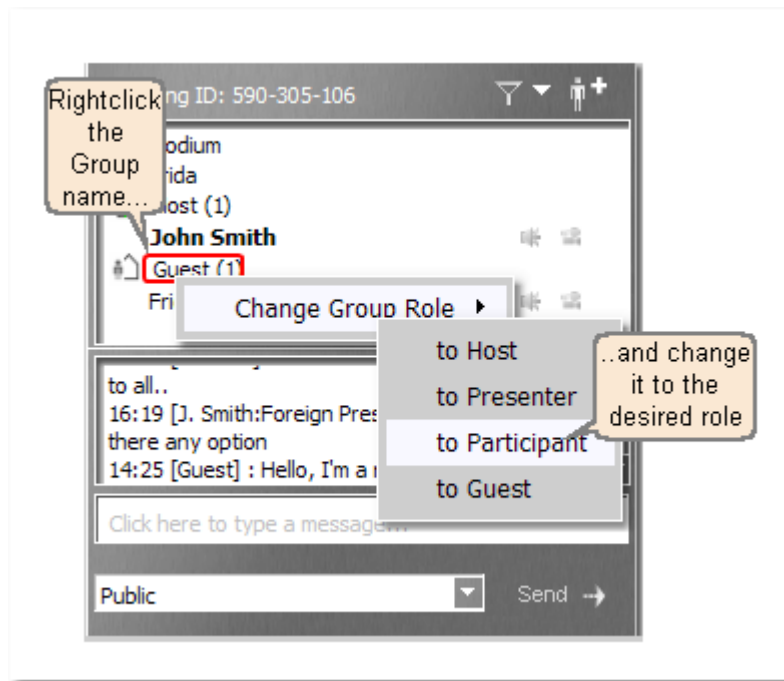
- Stream live video
- View Video from Podium Holder
- View Video from Others
- Push to talk Audio
- Continuous Audio Streaming
- Listen to Audio Streams
- Mute Meeting Participants
- See Shared content Sledes Strip
- Navigate Shared Content Slides
- Create / Modify / Delete Own Shared Content
- Modify / Delete Aby Shared Content
- Annotate Shared Content
- Undo Other Users Annotations
- Send Public Chat Messages
- Send private Chat Messages
- Clear Chat History
- Raise / Lower hand
- Pass Podium
- Take Podium
- Force Lower Hand / Leave Podium
- Invite more People to Session
- Lock / Unlock Session
- Modify Session

3.4.5.3 Access policy

Meetings can have either public or authenticated-only access policy. Meetings that allow only authenticated users to attend are more secure, since only the users that the host has explicitly invited can join the meeting. If a meeting has public access policy, then anyone with the knowledge of its session code (and not necessarily the PINs, depending on the meeting settings) can join the meeting.

3.4.5.4 Changing groups

Host can change the role of a group of users with a single action. It is performed by right-clicking the desired role group and selecting the new group role from the list:



This action will immediately change the role of all attendees within that group.

3.5 ISL Groop GUI

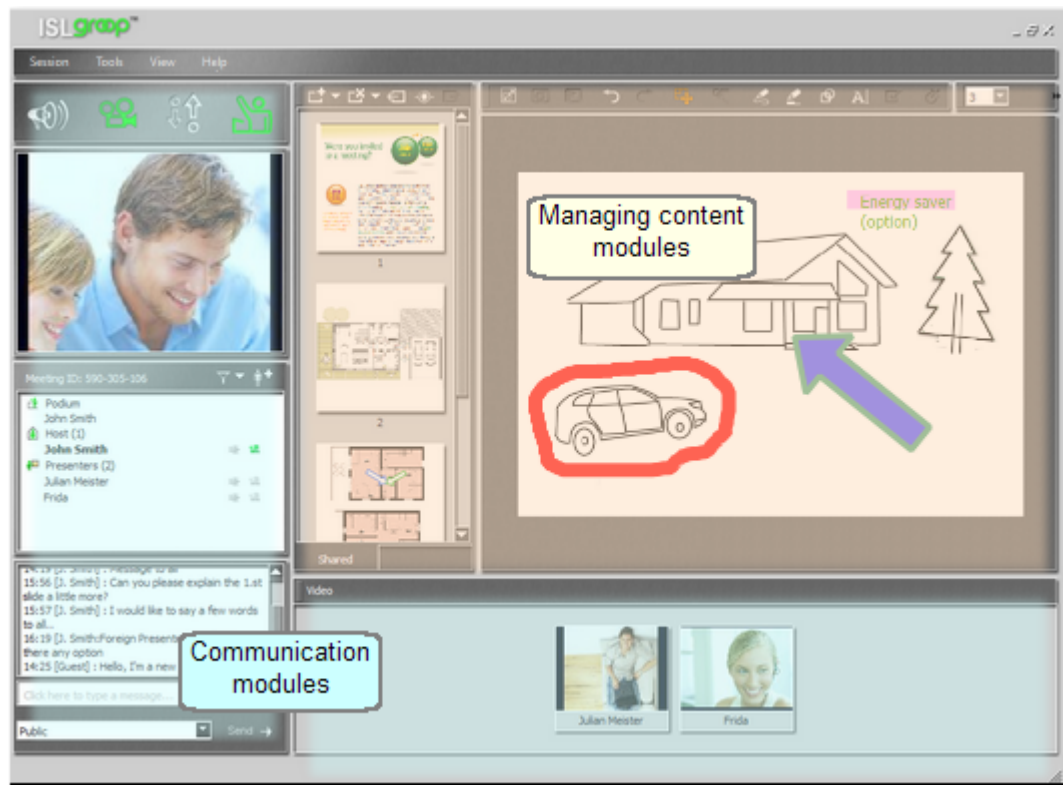
This topic describes parts of ISL Groop GUI. It is divided into the following topics:

- Two groups of elements
- Licence management
- Communication toolbar
- Video
- Podium video
- Attendee list
- Chat
- Slide navigator
- Content viewer/Whiteboard
- Remote desktop view and control
- Annotation toolbar
- Formatting toolbar
- Settings

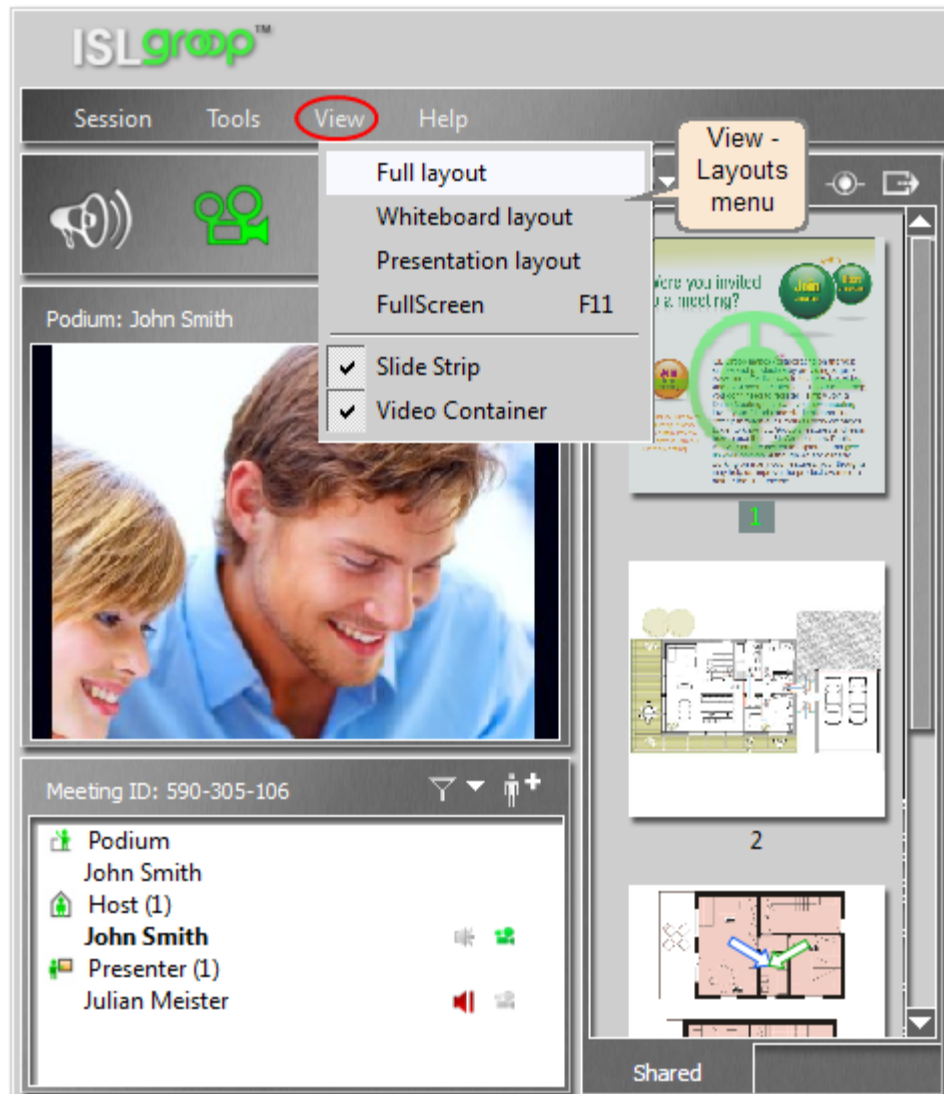
3.5.1 Two groups of elements

There are two distinctive groups of elements (modules) in the client application's user interface:

- **Communication modules** group (Podium/Others video, Chat and Attendee list)
- **Modules for managing content** (Slide navigator and Content Viewer/Whiteboard)

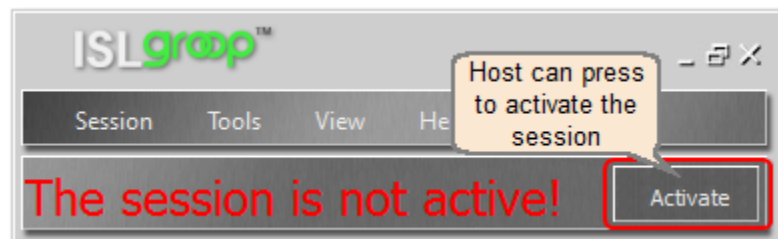


The default layout has all modules visible with most communication modules in the left part. Layout styles can be switched in the View menu.



3.5.2 Licence management

When starting an ISL Grop session with manual licence management, you will see that it is started in a special mode - "The session not active" mode. It means that this session is not using any of the purchased ISL Online active connections:

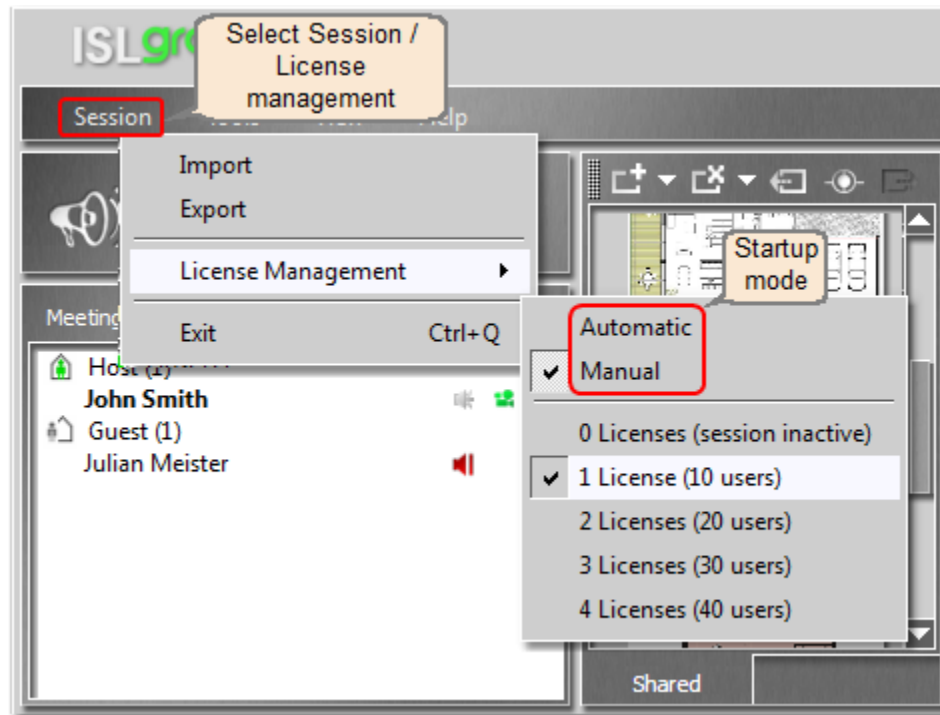


When a session is not active, attendees' view is limited to the current view or to Slide strip, according to the

current role of an attendee.

Attendee with a role of the host is the only one that can change the status of a certain session. The easiest way to activate a session is by pressing the **Activate** button under the top menu bar. When a session is activated this way, one active connection is used and up to 10 attendees can join this session.

Any attendee with a role of the host can change licence management options through the **Session - License Management** menu:

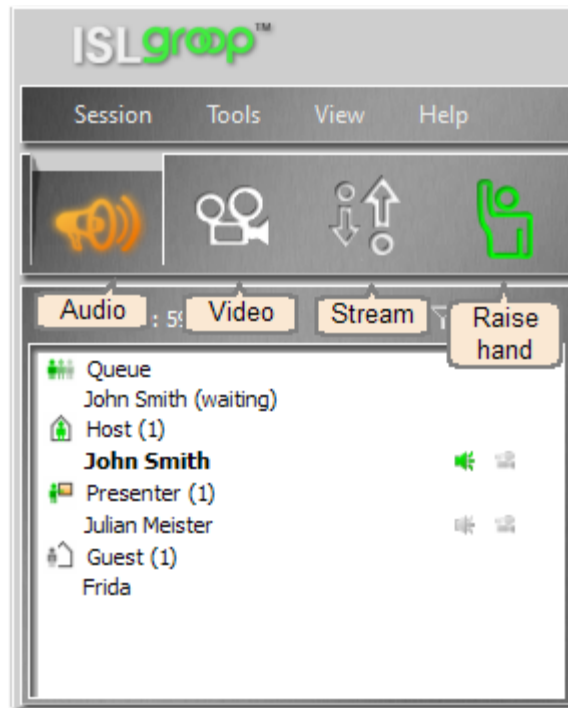


By selecting more than 0 licences, a session is activated and corresponding number of attendees can join the session.

Session startup mode (regarding activation) can also be set to **Automatic**. In this case session will be under Active mode and the selected number of licences will be used when started. If **0 licences** is selected when **Automatic** option is selected, the number of licences is set to 1. Switching to **Manual** sets the number of licences to 0.

3.5.3 Communication toolbar

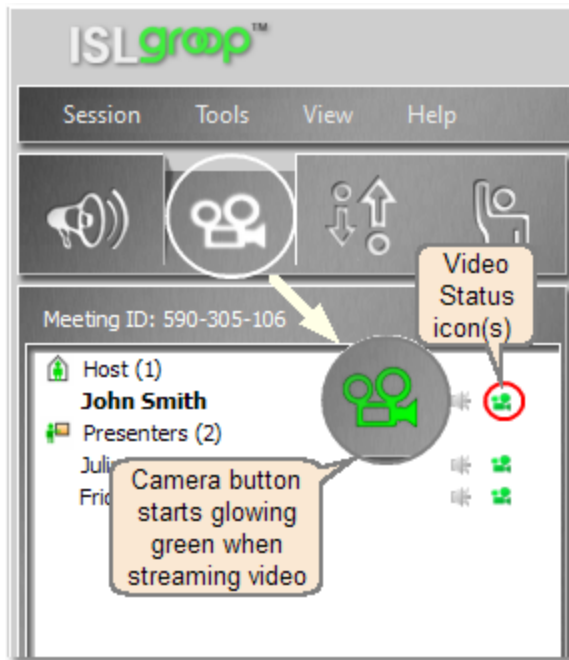
Recognizable by its four large buttons, it is used for streaming voice and video, sharing live content and raising a hand:



When any button is pressed, the function is active and its icon turns green. In case you are currently on the Podium, Raise hand button has a Leave podium function (podium holder doesn't have to raise hand to ask a question). Sharing live content invokes a dialog with a list of currently running applications that can be shared and a stream quality selector. Pressing an active toolbar button switches it off.

3.5.4 Video

Similar to audio broadcast, users can send and receive the video stream according to their permissions. To start streaming video, an attendee should click on the Camera button in the Communication toolbar:



Attendee's live video image should appear either in the Video container video module or in the Podium video module (in case the attendee is holding the podium). A video broadcast status icon in the Attendee list (next to the attendee's nickname) turns green.

To locally hide/show a video image of any user in the video module or Podium video module, right-click on the user's nickname in the Attendee list and select 'Hide video Window / Show video Window' in the video menu option. This action will again not affect the stream that is being broadcasted by the user, but will hide/show the video image in the local client application only.

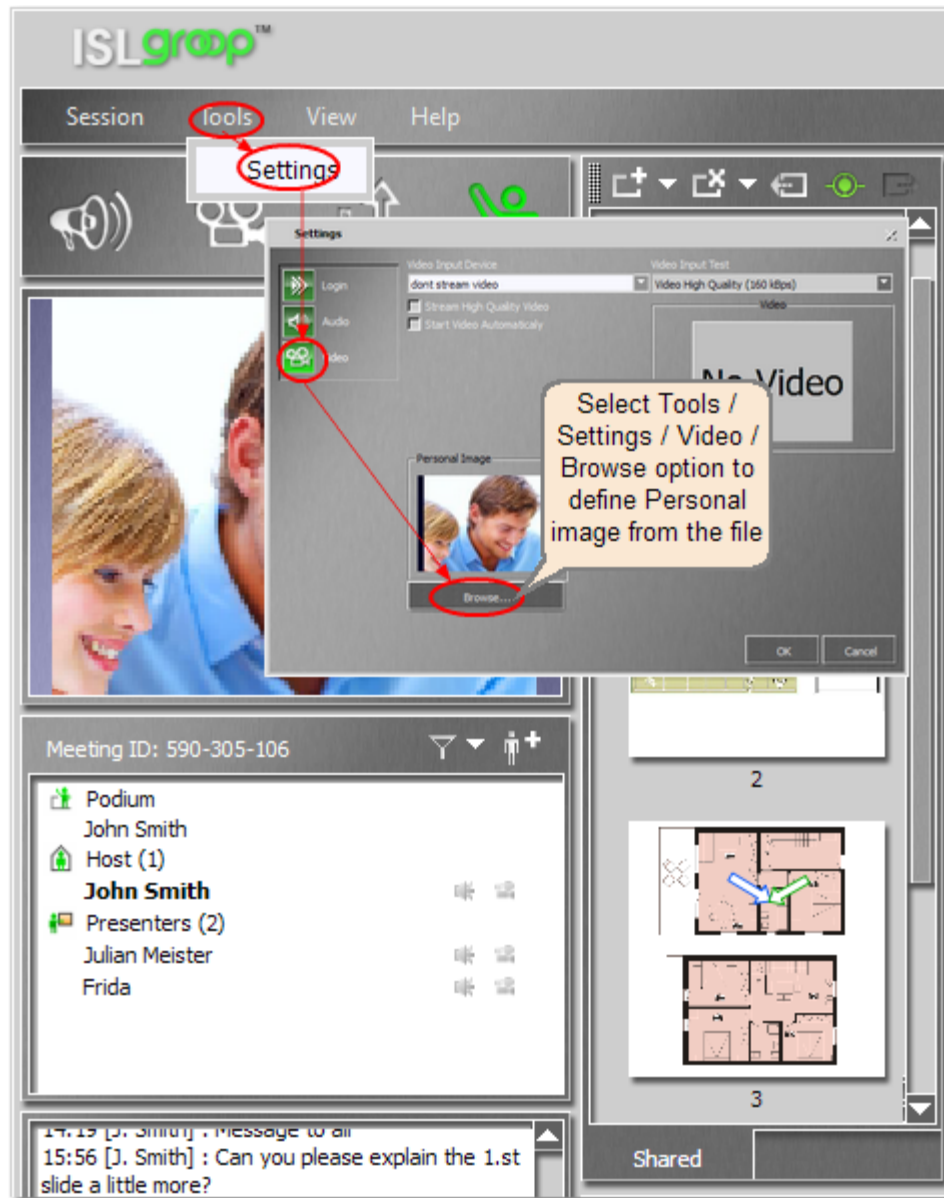
The quality and source of the video stream can be set by right-clicking the attendee's video through the Podium Holder video stream or through the video stream presented in the video container:



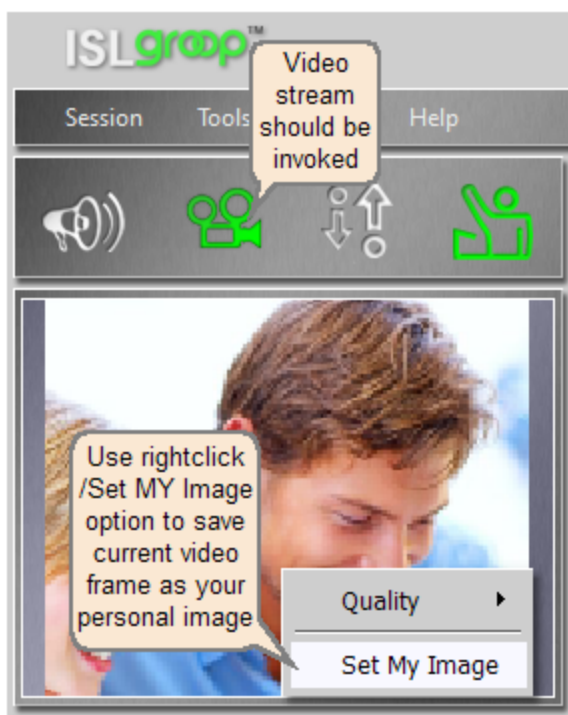
While streaming video, video settings action will only affect local video image and not the stream itself. To adjust the global video properties, go to the Tools/Settings menu and choose the Video tab.

Setting personal images

Personal image can be streamed instead of live video. Image can be taken from a disk file or from a frame of your current video stream, which is saved in the ISL Groop system. To set the personal image **from a disk file**, please select the Tools / Settings / Video Personal image - Browse option and then select the desired image:

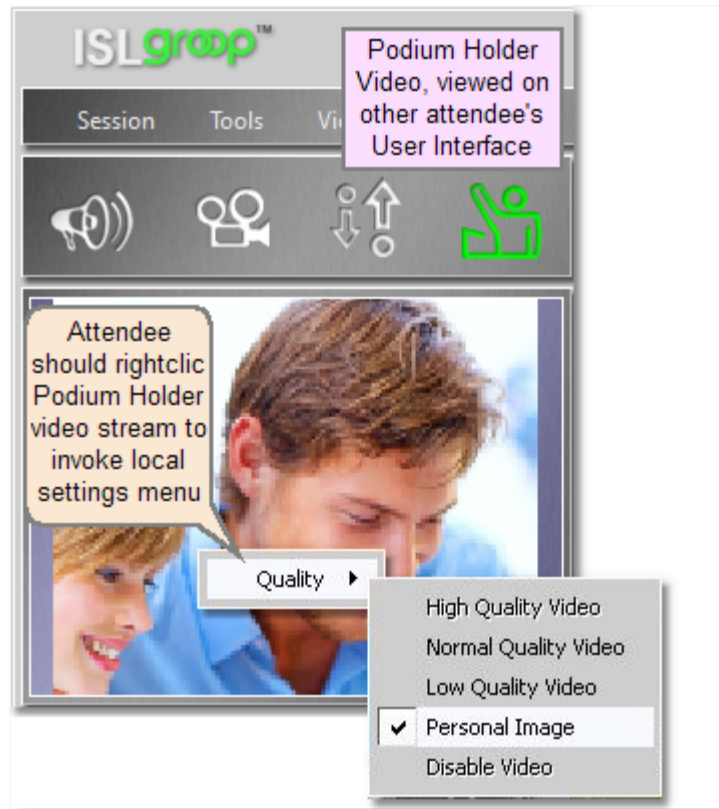


Right-clicking the video image allows you to set your temporary Personal image from the current video stream:



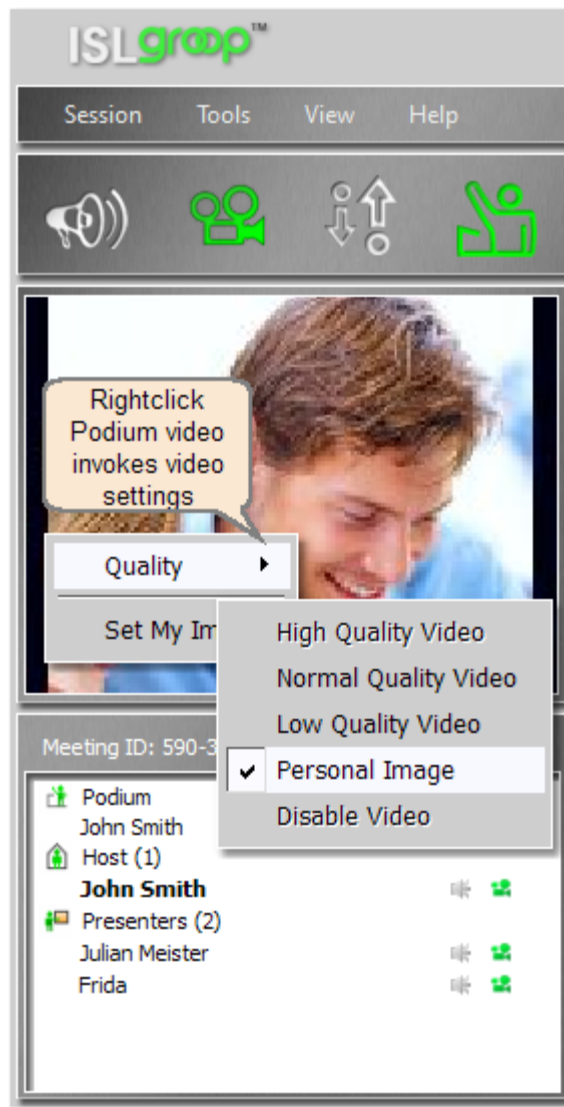
Currently selected image is saved in the ISL group system. When a personal image from the video stream is created it replaces the previously selected Personal image from the file and vice versa.

➔ Please note: Selecting a personal image using procedures described above does not necessarily mean that the image will appear on the screen immediately. To be shown, it should also be selected from picture / right-click menu, then "Quality" option and then "Personal image". Image is streamed instead of video stream when video stream is not active (camera button is inactive-grey). When video stream is active, the remote attendee can also select the personal picture instead, simply by right-clicking the Podium Holder video and then by selection Quality / Personal image option:



3.5.5 Podium video

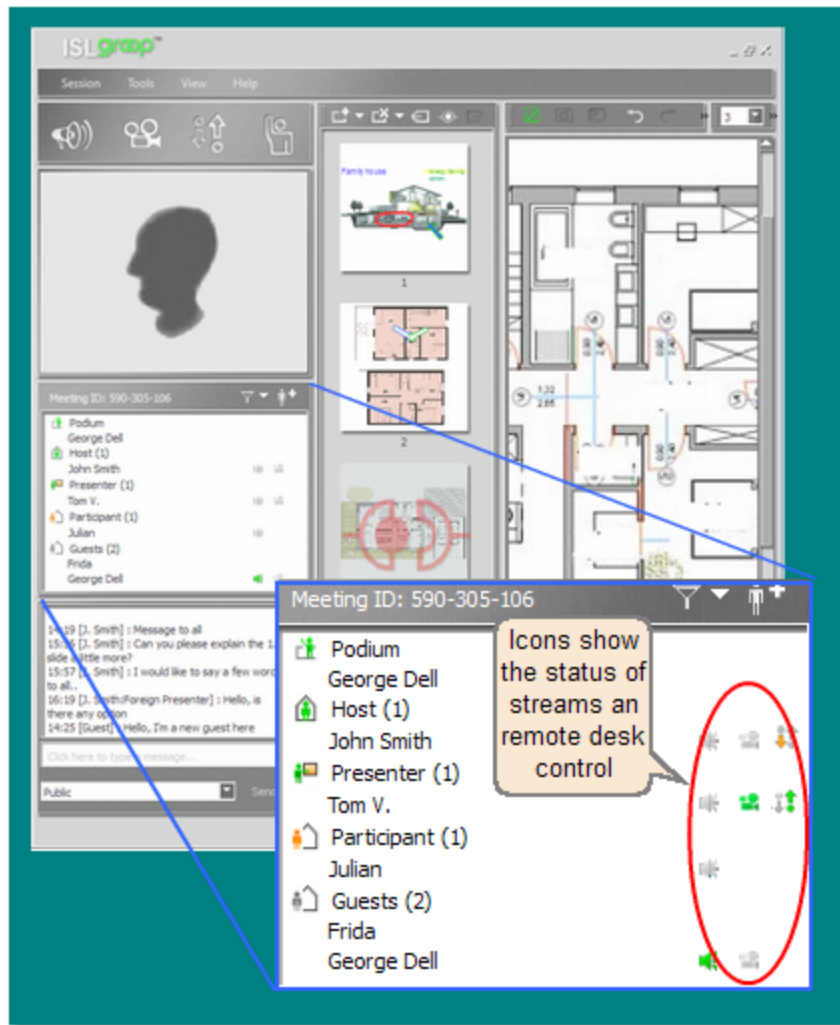
In case an attendee is holding the podium, his/her live video image appears in the podium video module. A video broadcast status icon in the attendee list (next to the attendee's nickname) turns green. Right-clicking the podium video image allows you to change the quality or to select a personal image as the source for the video stream instead of the live video.



➔ Please note: If an attendee is on the podium and the camera button is glowing green, live (camera) video stream is being broadcasted to all attendees, regardless of the selected image source (video, personal image) by the podium holder. Attendees that are receiving podium holder's video stream can select between different qualities of video or personal image of the podium holder.

3.5.6 Attendee list

The list of attendees can be found on the middle-left side of the ISL Groop GUI when using the full layout view:



Attendees are grouped according to their role, but you can use the sort button to change it.

Small icons on the right side of the list show the status of audio, video and desktop streaming and control. If an icon is grey or omitted, that feature is not available at the moment. Some examples:



streaming audio, video disabled

not streaming audio, streaming video & desktop

not streaming audio & video, has control of the remote desktop

audio muted by host, no video stream

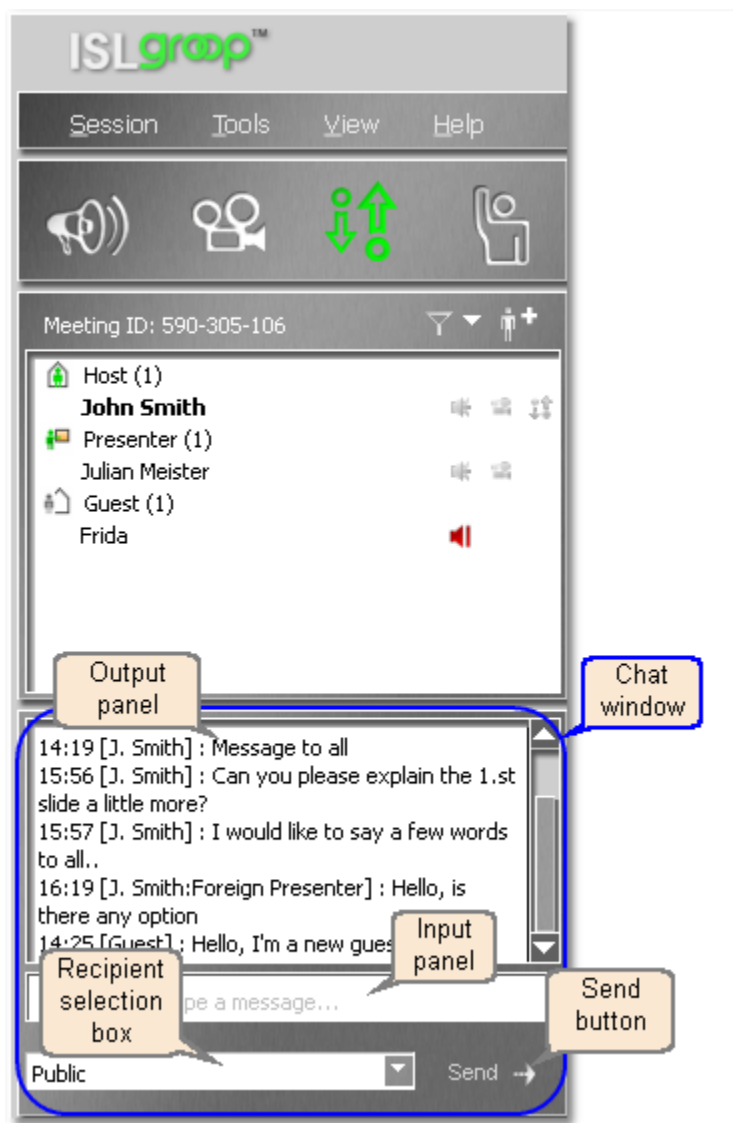
attendee has navigated away from the public slide

Please note that in the example above, guest George Dell is allowed to broadcast audio because he is on podium - otherwise guests cannot stream audio and video.

3.5.7 Chat

The output panel represents the largest part of the chat module - it contains chat posts. The rest of the chat module consists of the input panel, recipient selection box and a send button. The send button becomes enabled

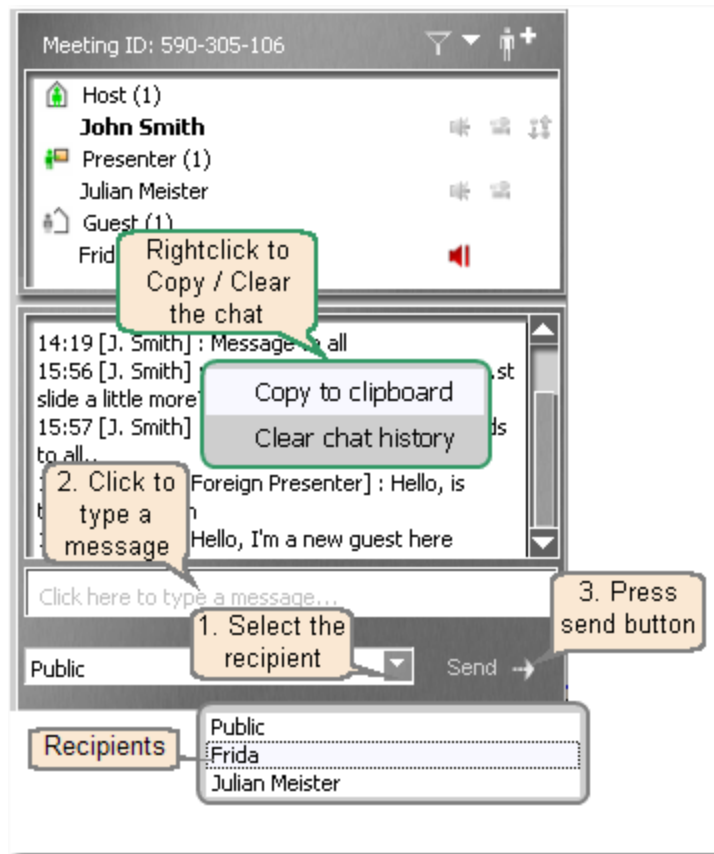
when text is entered into the input panel.



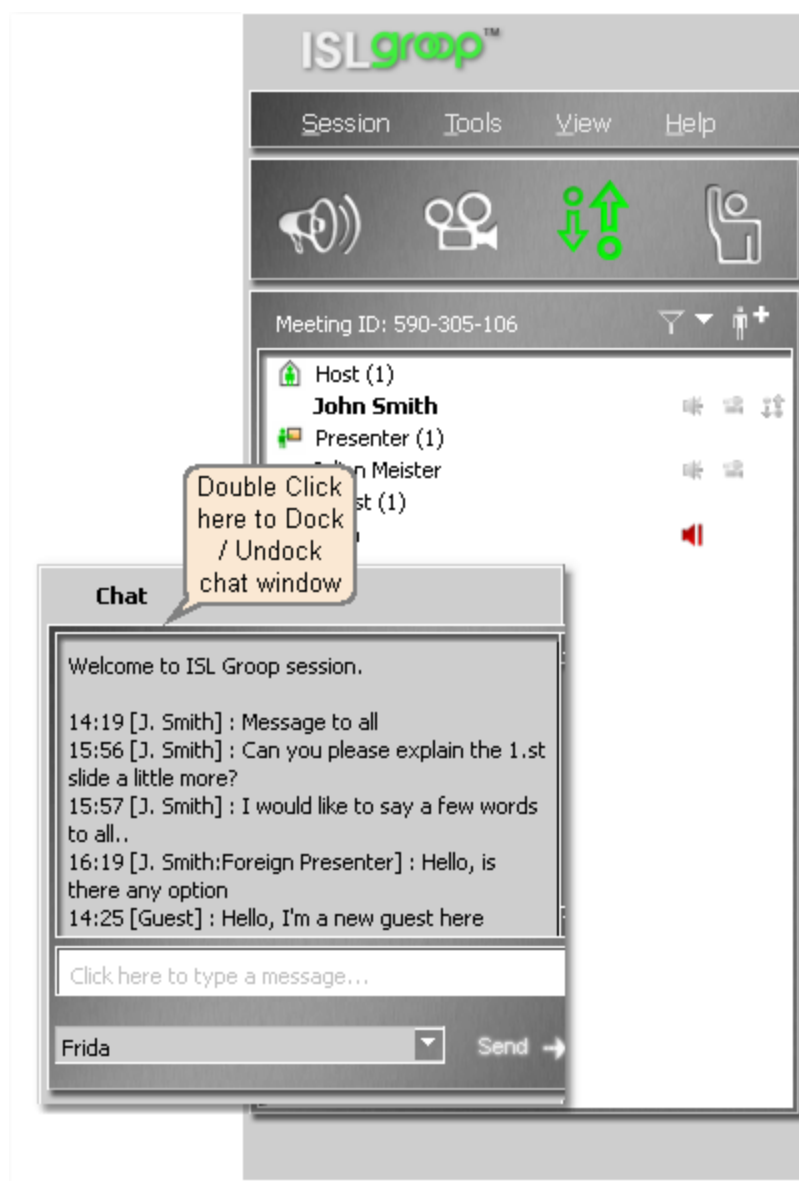
To send a chat message:

1. Select a recipient from the list of recipients.
2. Click into the input panel and type a message.
3. Press the **Send** button.

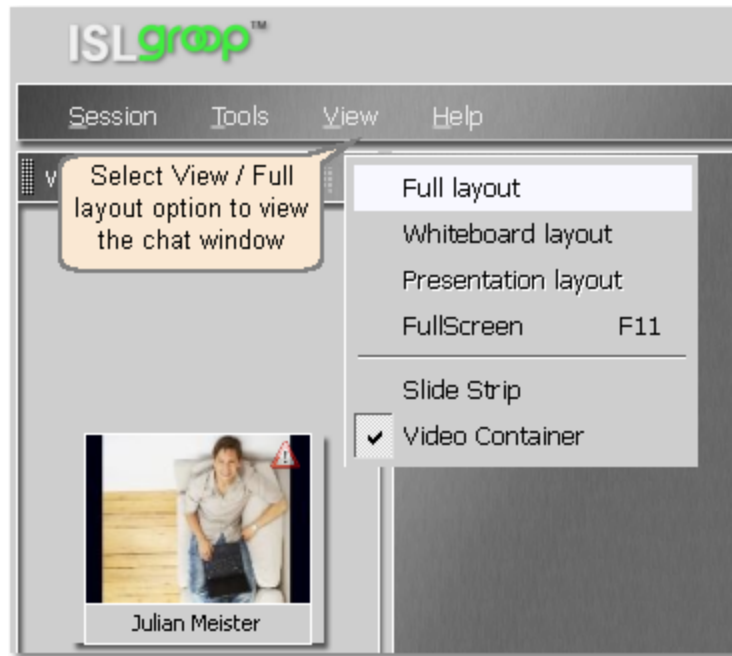
By right-clicking the output panel, you can select to copy or clear the chat.



The chat module can also be undocked by double-clicking the chat module header:

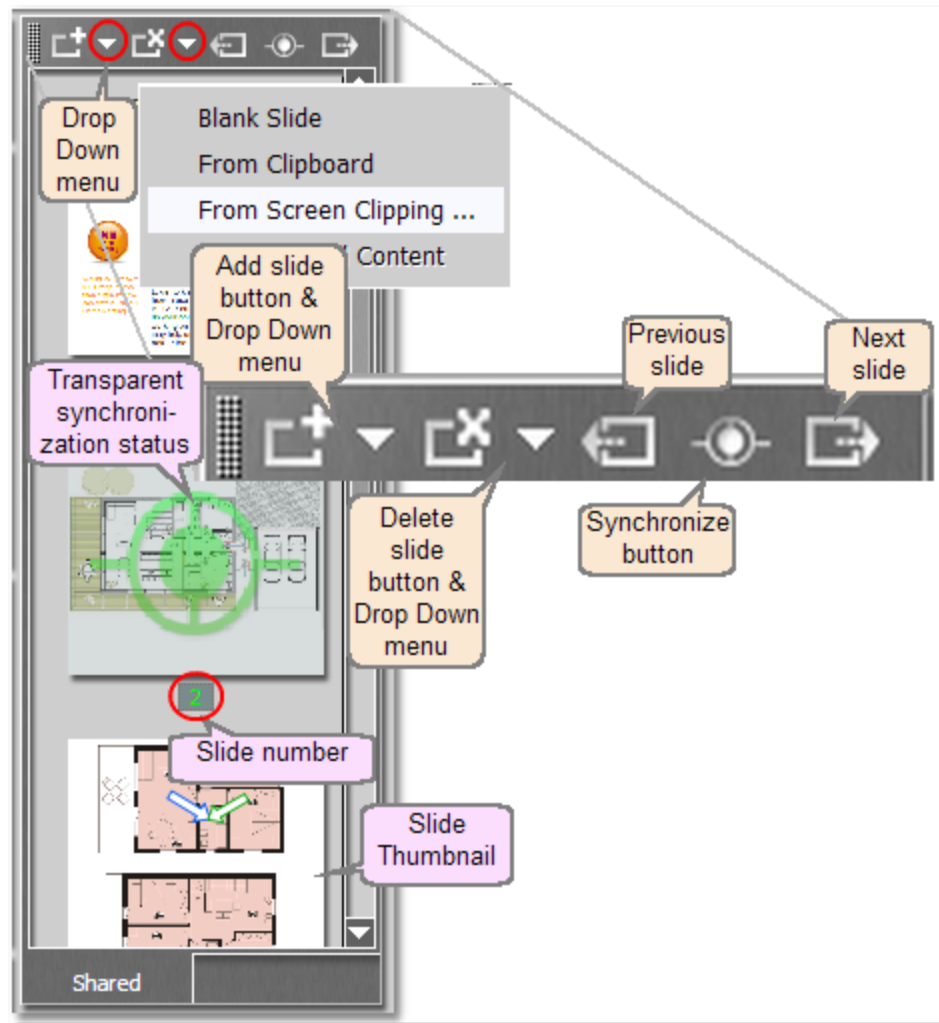


➔ Please note: If Chat window is not seen in the ISL Group GUI, please select **View - Full layout** option from the menu on the top. That layout will include the chat window:



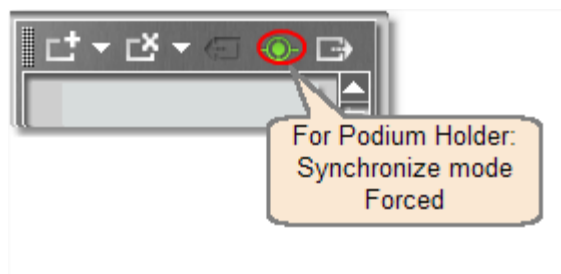
3.5.8 Slide navigator

Every slide is presented with a thumbnail view in the slide navigator module. A header of this module contains buttons for adding and deleting slides, navigating between slides and toggling the synchronization mode. The first two buttons also have a drop down list with additional options (a small arrow on the right). Slide thumbnails are enumerated and have transparent overlays with synchronization status icons. Slide navigator module can be undocked by double-clicking the module header, or repositioned within the main client window by dragging the module handles (leftmost dots in the header):



Slide synchronization: Activate the force synchronization mode

Podium holder decides which slide has the public focus (navigates content globally), while other attendees are forced to follow. To activate the force synchronization mode, podium holder should press the synchronize button on the left side of the toolbar. It is glowing green when this option is active.

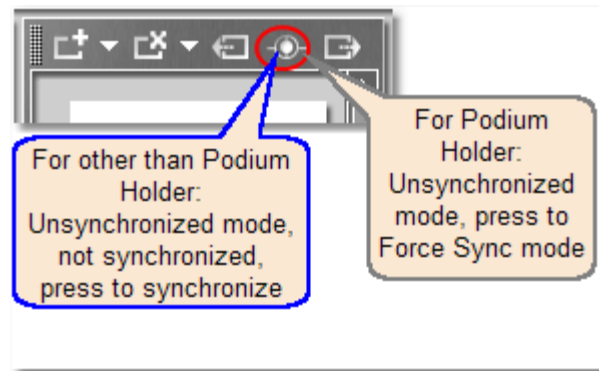


Slide synchronization: Deactivate the force synchronization mode

When the force synchronization mode is deactivated, podium holder navigates the content globally, but other

attendees can independently navigate locally. To deactivate the force synchronization mode, podium holder should press the synchronize button on the left side of the toolbar. It is colored white when the force synchronization mode is deactivated.

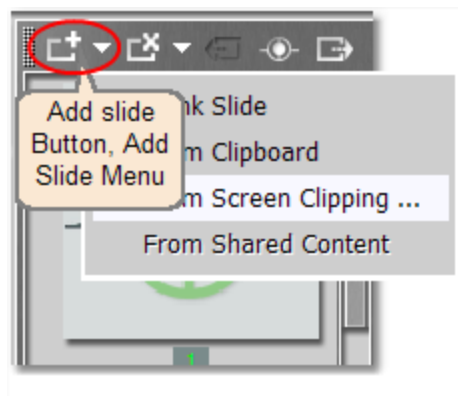
➔ Attendees (apart from the podium holder) can use the same button to synchronize their position to the active slide. When an attendee is synchronized and the force synchronization mode is not active, the button is disabled and the slide preview in the slide strip is marked with a green (synchronized) mark.



Please refer to the following topic for more information on slide synchronization: Navigation and synchronization

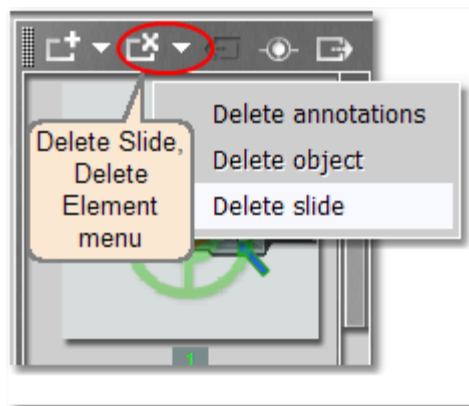
Adding a new slide

Similar to a presenter, the podium holder can create a new slide from different sources by pressing the "New slide" button or selecting one of the options from the down-arrow menu next to the "New slide" button.



Deleting the slide

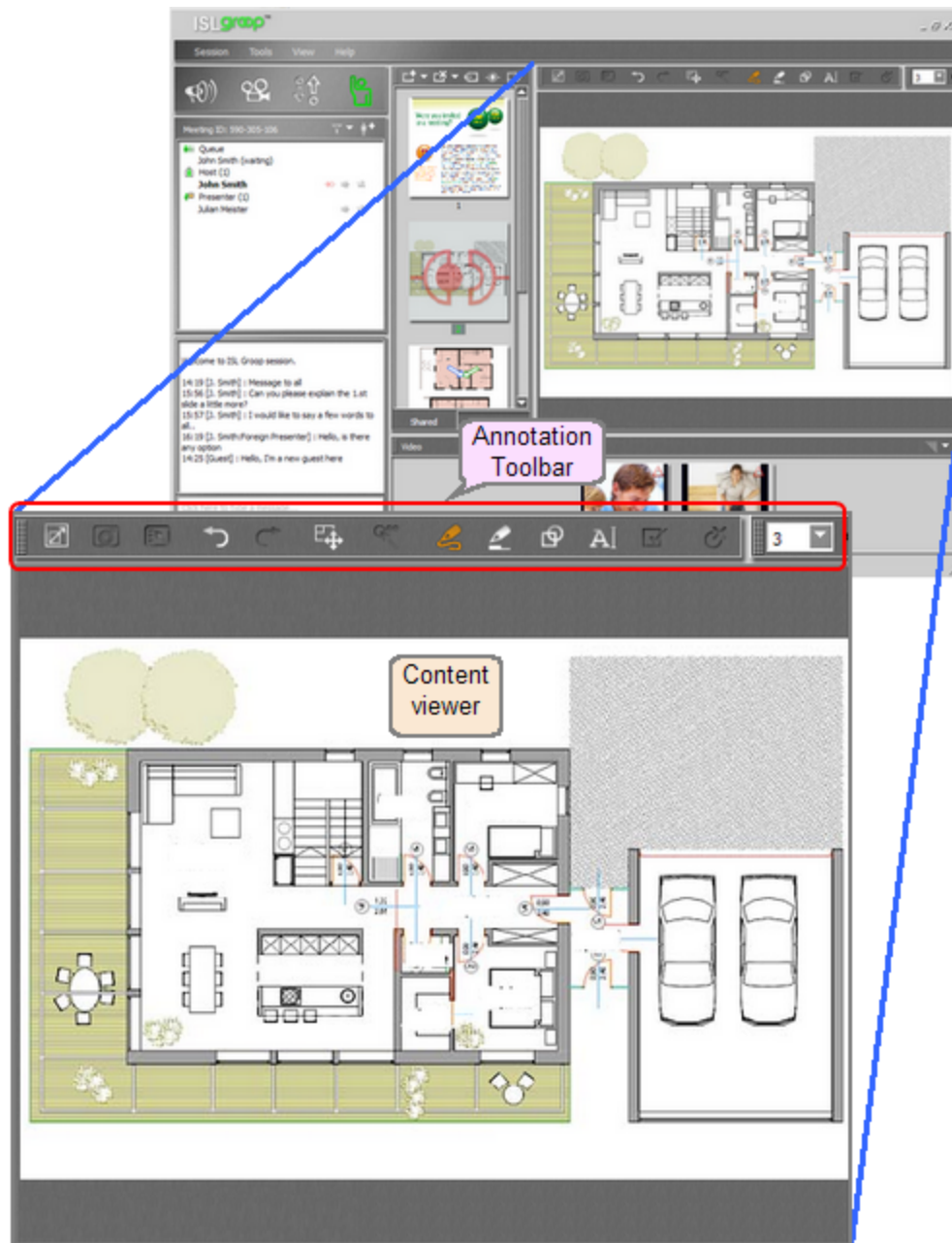
Please use the Delete Slide / Delete Element menu to perform this action.



More about creating and deleting slides can be found in the following chapters: Creating slides, Deleting slides.

3.5.9 Content viewer/Whiteboard

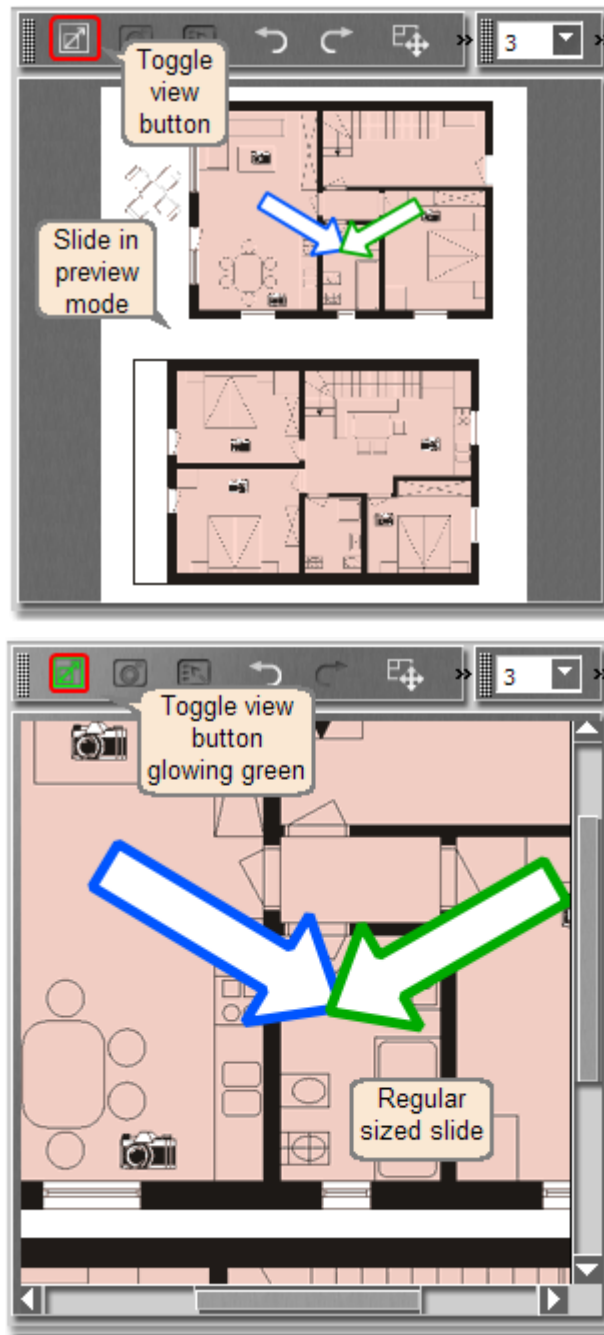
The content viewer is the main module of the ISL Groop GUI and is used for content presentation. A blank slide (a whiteboard), a shared slide or a live stream can be displayed in the content viewer at maximum 800x600 pixels. Users with sufficient level of rights can annotate the content and thus collaborate.



Apart from annotating slides, basic functionalities of the content viewer are:

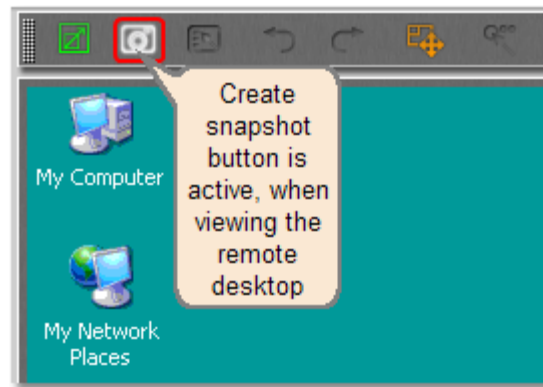
Toggle view

When you press this button in the annotation toolbar, the display mode of the slide is switched between preview and regular mode:

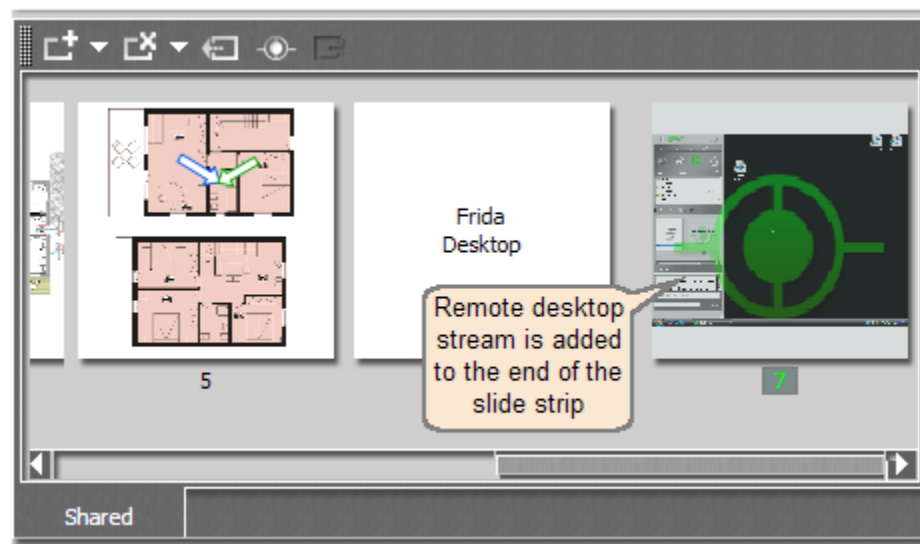


Create snapshot

When viewing remote live content, a snapshot of the remote screen can be created:



A new slide will be created from the remote desktop stream and will be added at the end of the slide strip:



Remote Desktop View and Control

The content viewer is also used for viewing and controlling the remote desktop.

When control is given, the remote control button     can be pressed to temporarily switch the control on or off.

Please refer to the following chapter for more information: Remote desktop view and control

➔ Please note that remote desktop needs to be streamed first in order to operate with the remote desktop (view, create snapshot, have control). Streaming is by default only allowed for the roles of presenter and host, but this can be changed (please refer to this topic).

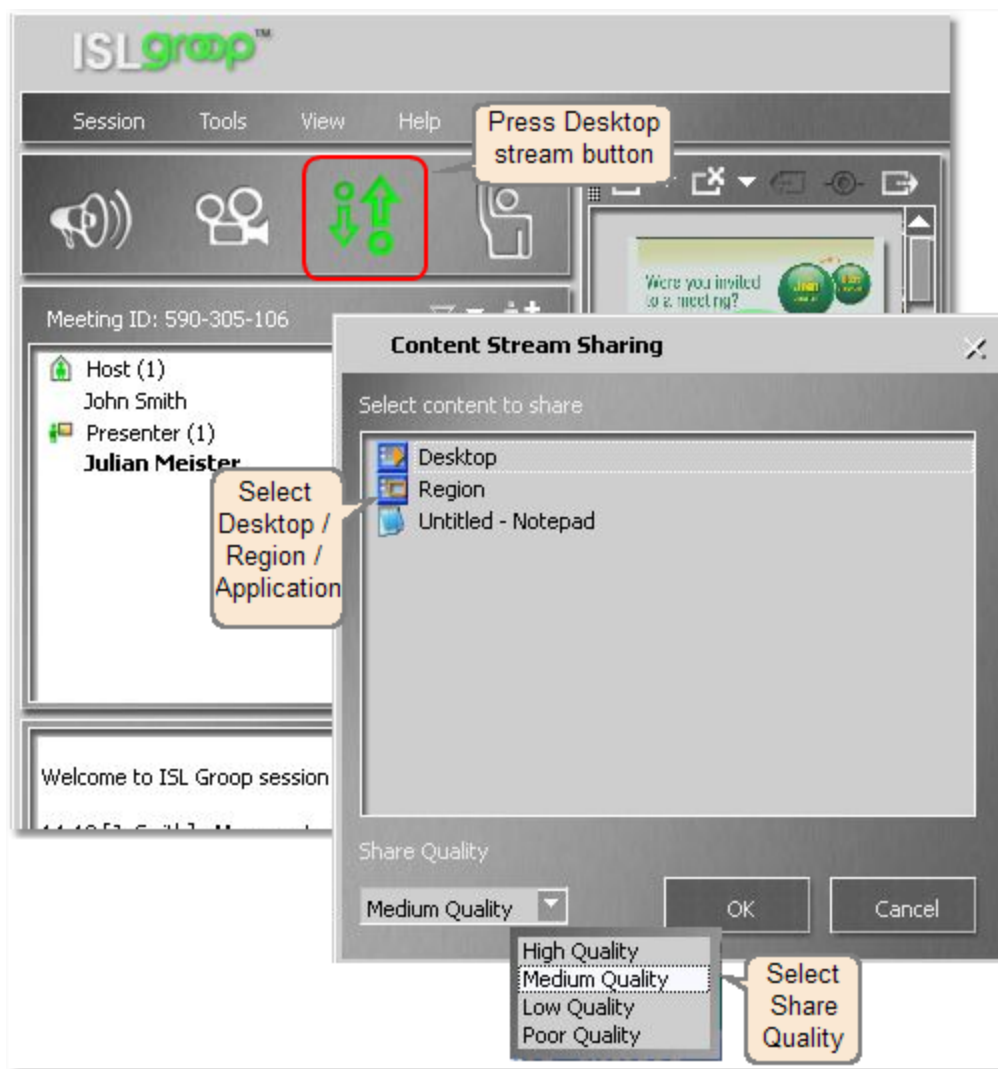
3.5.10 Remote desktop view and control

➔ Please note that remote desktop needs to be streamed first in order to operate with the remote desktop (view, create snapshot, have control). Streaming is by default only allowed for the roles of presenter and host, but this can be changed (please refer to this topic).

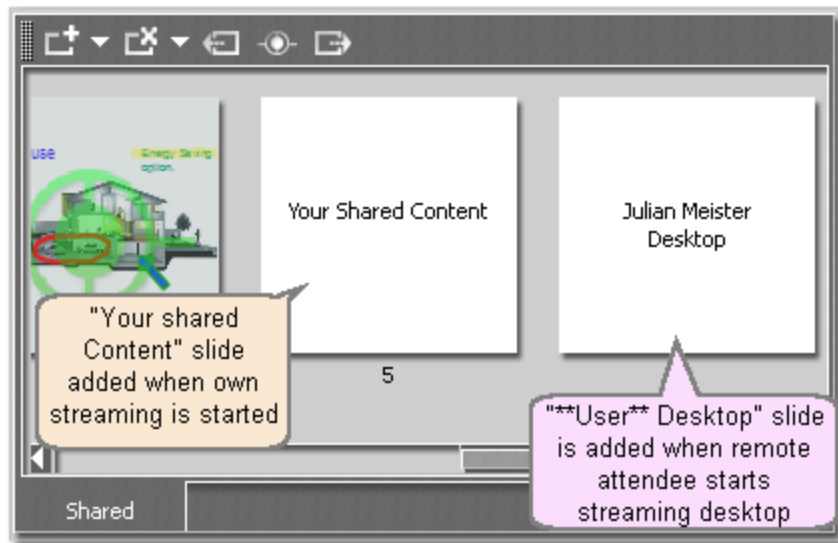
Please follow these steps to view and control remote desktop:

1. Start streaming

An attendee should start streaming the desktop content by pressing the **Desktop stream** button and selecting one of the options - to either stream his/her whole desktop, a region or an application:

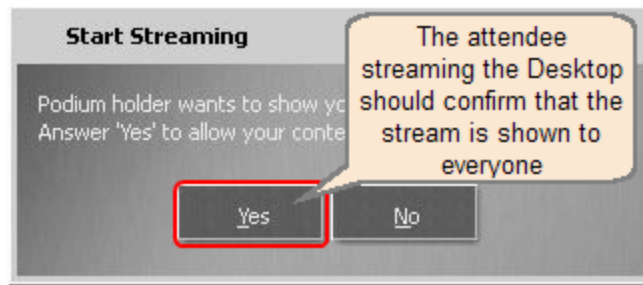


When started, a new slide is added to the slide content:



2. Navigate to the slide with the desktop content

Podium holder navigates (clicks) to the newly added slide with the desktop content. Before the slide becomes active, the remote attendee should confirm to allow the content can be shown to everyone:

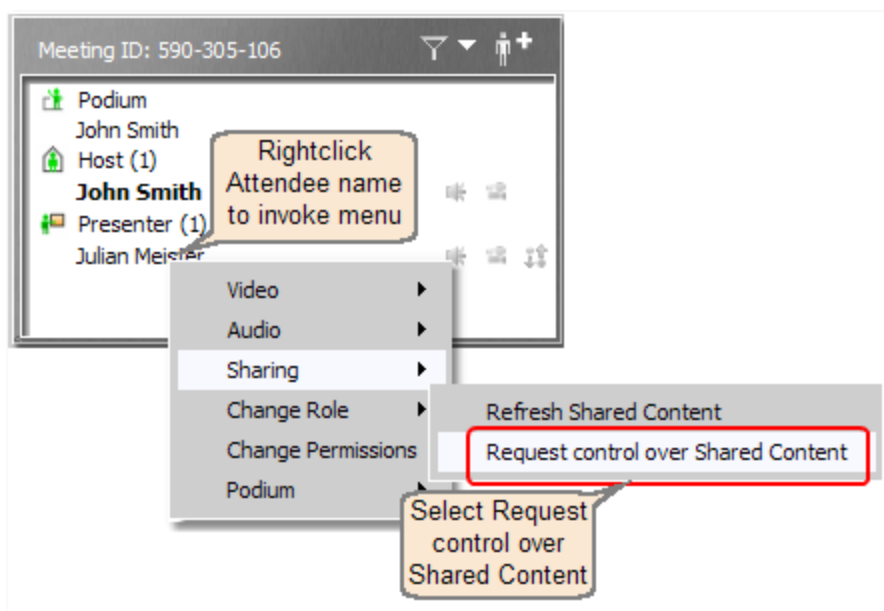


Desktop content becomes active and is shown to all attendees. Please note that the desktop background is removed.

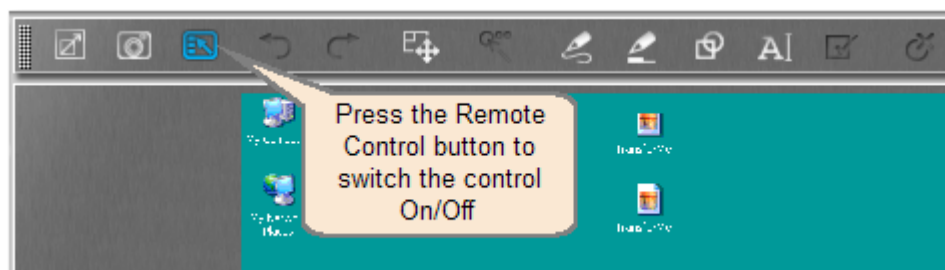
➔ Please note that direct navigation to the slide - presenting the shared desktop is not possible. If the slide already has public focus (i.e. was previously selected by podium holder), one can navigate to the slide by pressing the synchronize button in the slide navigator.

3. Request control

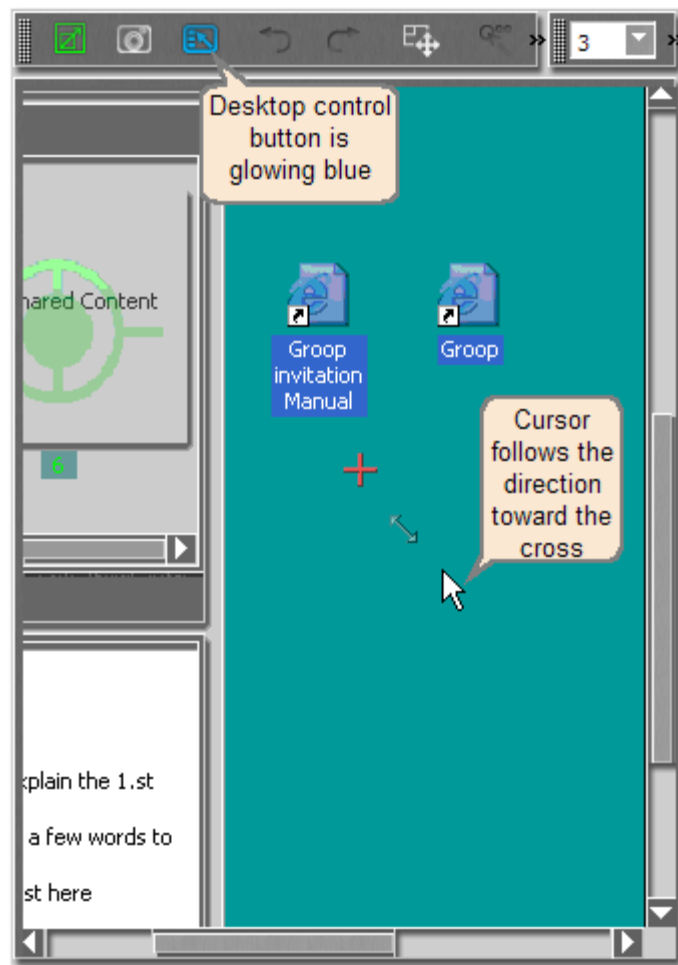
All participants with the role of presenter, host or podium holder can now request control over the shared content. To do this, right-click the attendee's name in the list, select **Sharing - Request control over shared content**:



When control is confirmed by the attendee, the requester is notified. The remote desktop control tool button in the annotation toolbar should be active - it glows blue when control is active:




In the content viewer the mouse cursor position is represented by a small cross - it shows the future position of the cursor. The requester can immediately control the remote desktop:




With the control granted, the following situations are possible:

Navigating away and back and deactivation of the control

If an attendee navigates away from the current shared desktop slide and then navigates back using the synchronize button, the control is regained, but the streaming should be confirmed by the attendee that is streaming the desktop. If needed, the desktop control button in the toolbar should be pressed (it should be glowing blue: ) , but the permission to control the remote desktop remains active until explicitly revoked.

Using annotation tool

When the annotation tool from the toolbar  is used without changing the current slide, the remote control mode is temporarily switched off. To return to the control mode, the desktop control tool button in the annotation toolbar should be pressed.

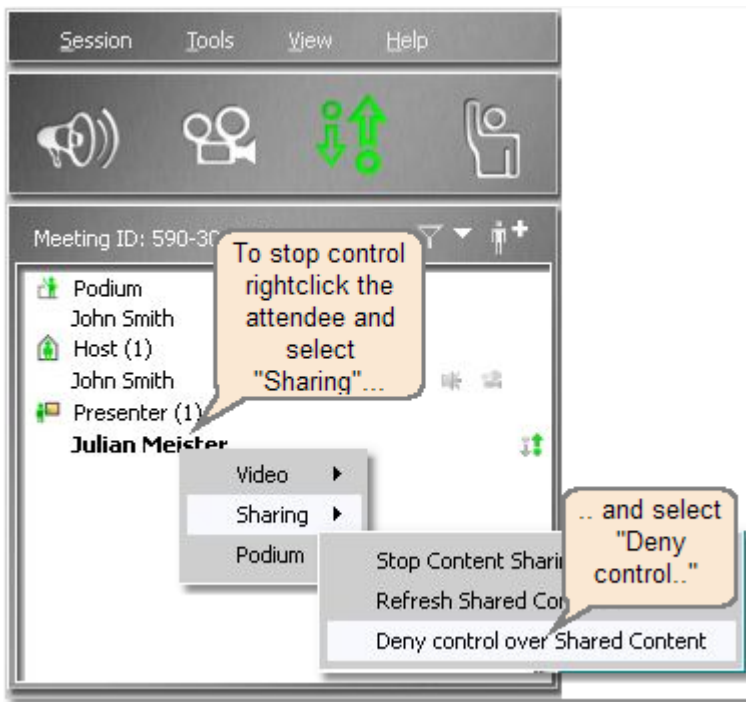
Revoke control

Once the control is granted, there are several ways to revoke it:

- **Stop the desktop stream** (press the desktop stream button - the desktop streaming will stop as well):



- Select the **Deny Control** option in the menu (attendee whose desktop is being streamed and controlled can right-click his/her name in the list and select **Sharing - Deny control over shared content**)



- **Move the mouse** (moving the mouse temporarily revokes control)

3.5.11 Annotation toolbar

This toolbar contains the tools for drawing and managing the content and has the following buttons: toggle view, create snapshot, toggle between sharing control and annotation, undo and redo, select/move/edit, freehand, marker, shape (arrow), text and delete object button. It can be repositioned around the content viewer by dragging the toolbar handles (small dots on the left).

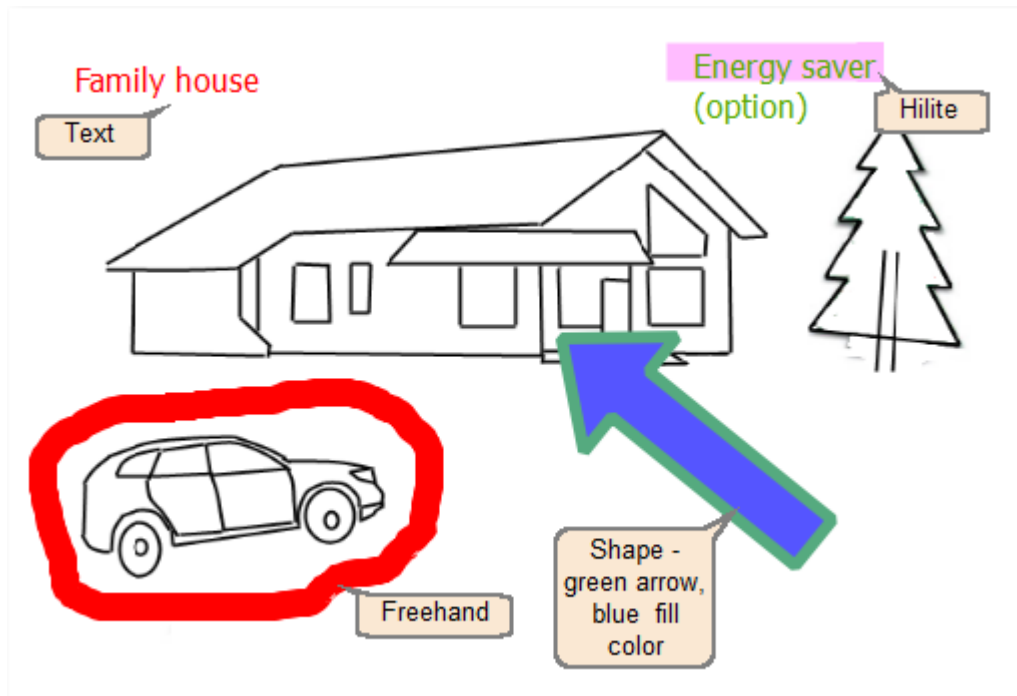
To use the annotation feature on a slide or on shared live content, select the desired tool by clicking the appropriate button in the annotation toolbar. Users can choose between a freehand tool, a marker tool, an arrow tool and a text tool.

In order to annotate a slide, attendee needs to have host, presenter or participant privileges.

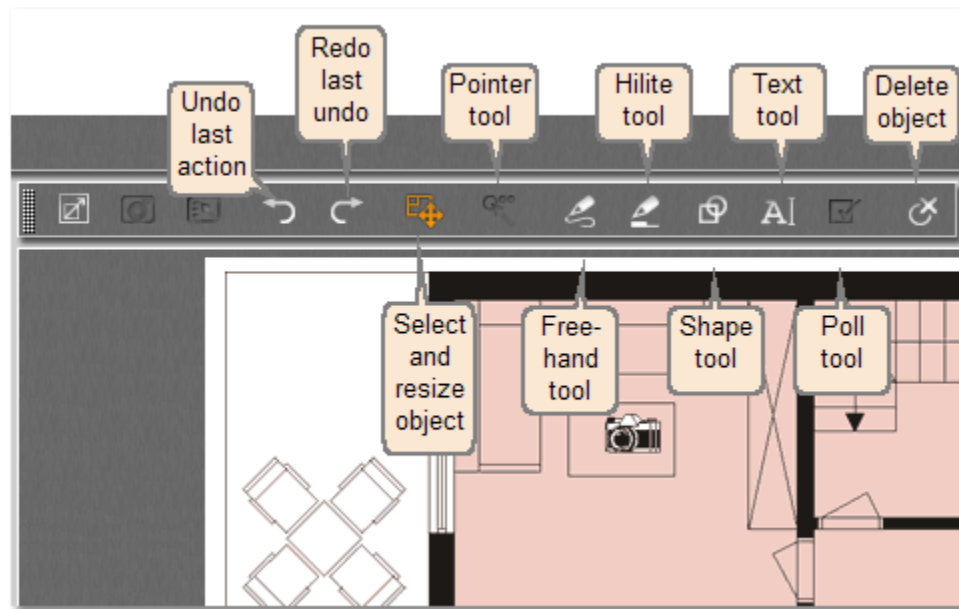
➔ **Important:** This means that guests by default cannot annotate slides unless permissions are changed by the host through the modify permissions dialog. Please refer to this topic for more information.

Apart from audio, a participant can use the following tools to comment slides:

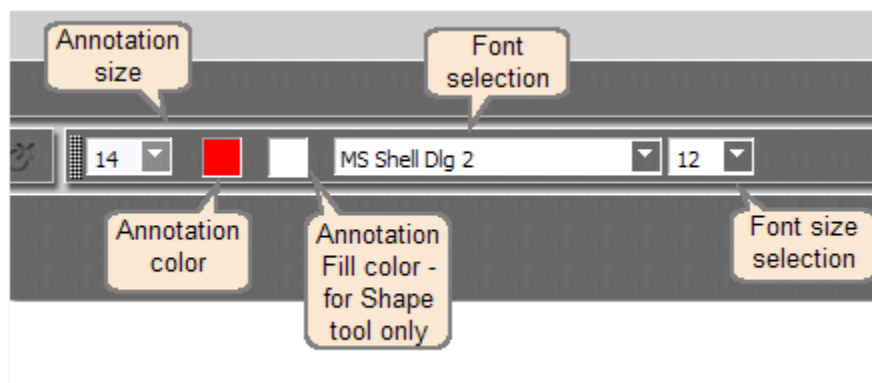
- **Freehand tool** (draw freehand objects - line width and color can be selected in the toolbar on the right)
- **Hilite tool** (make semi-transparent highlights - highlight line width and color can be selected in the toolbar on the right)
- **Shape tool** (draw arrows - arrow border and fill color can be selected in the toolbar on the right, size and direction are defined by dragging the mouse)
- **Text tool** (write text - select text color, size and font in the toolbar on the right)



Annotation tools are accessible from the annotation toolbar in the ISL Groop GUI:



Annotation sizes and colors can be selected from the formatting toolbar on the right side of the annotation toolbar. To select an annotation or fill color, please click the appropriate color button.

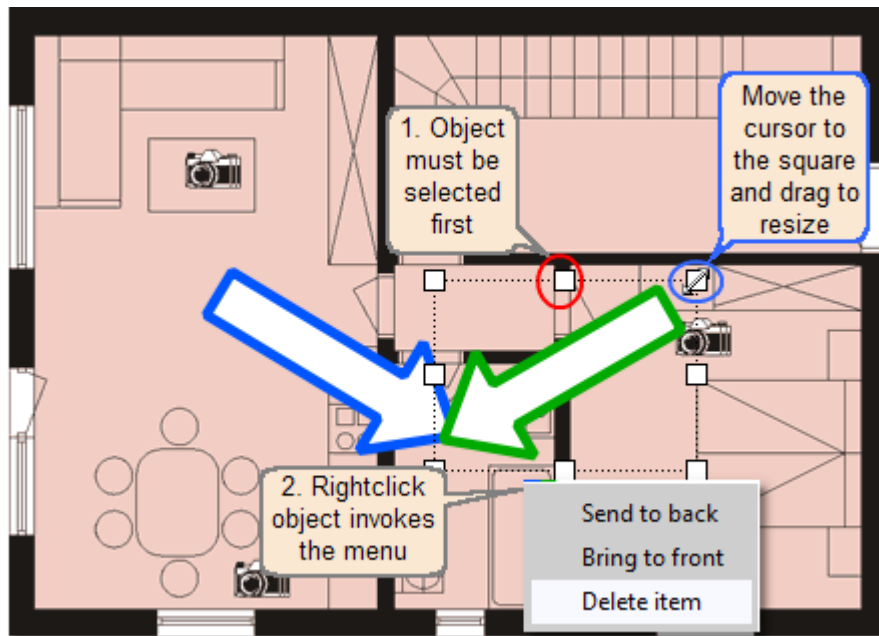


➔ Please note that the annotation fill color is only used when working with the shape tool.

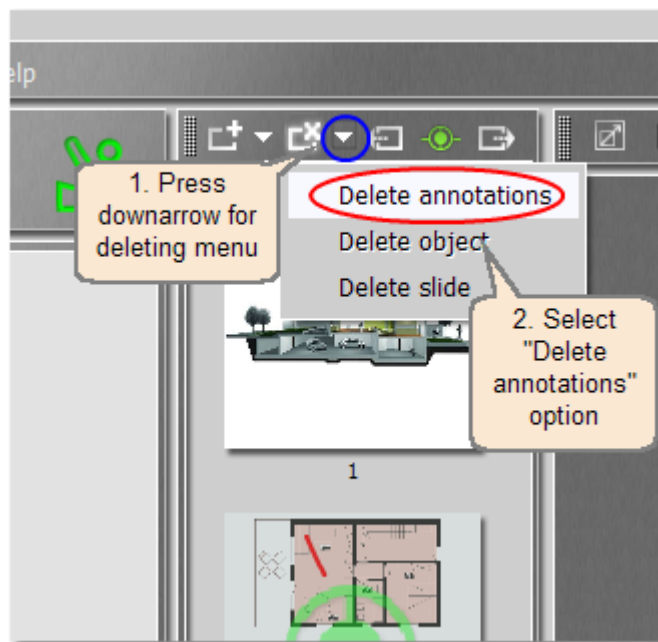
Select and resize object button is used to select previously created object. When an object is selected, the following options are available:

- **Resize** (resize object)
- **Move** (move object)
- **Select color** (change object color, fill color or text color from the toolbar)
- **Send to back** (move object to back)
- **Bring to front** (move object to front)
- **Delete item** (to delete an annotation, select it with the **select and resize object** tool and press the delete key or right-click the desired object and select **Delete item** from the menu)

➔ You can use undo and redo buttons in the toolbar after performing an action.

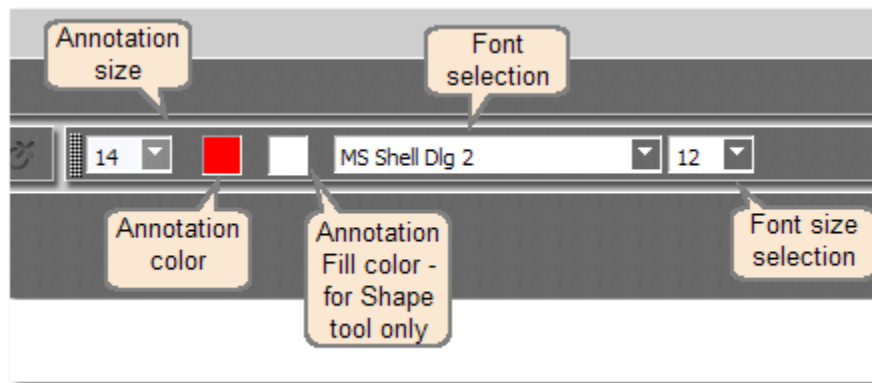




To delete all annotations from a slide, click the down arrow next to the delete slide button and select **Delete annotations**.




3.5.12 Formatting toolbar

Properties of the selected tool can be set in the **formatting toolbar**. This toolbar is positioned on the right side of the annotation toolbar. To select the color click to the annotation color or fill color menu item:



To change object's attributes, the object needs to be selected first. To select it, click the "Select and resize / move object" button in the annotation toolbar. The button starts glowing orange  \Rightarrow  when active.

Each object has an owner, so users need sufficient rights to modify objects other than their own.

 For changing text attributes, please select the "Text annotation tool". "Select and resize / move object" option has no effect in this case.

3.5.13 Settings

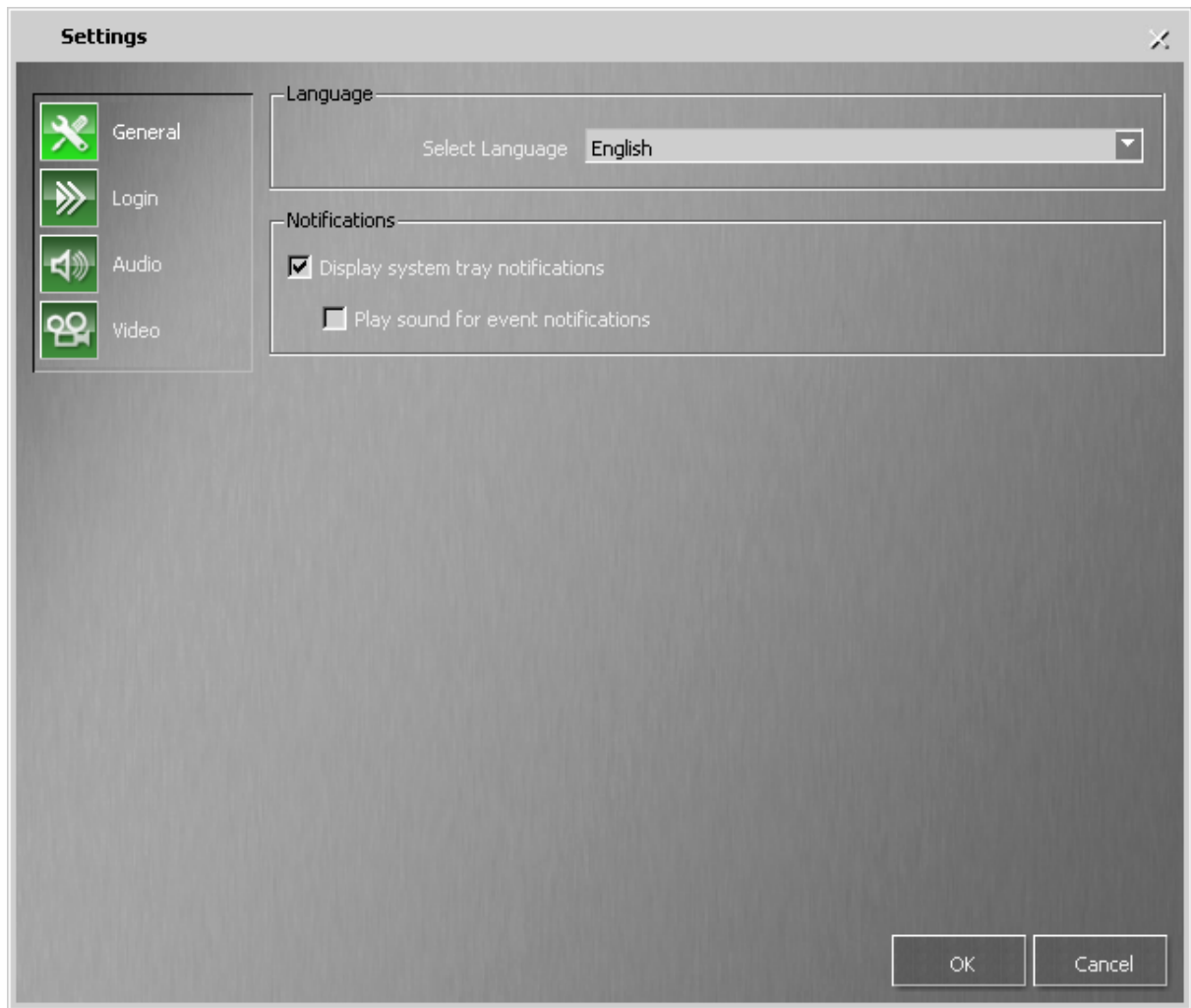
To access settings, open the **Tools** menu and select **Settings**.

The following sections are available:

- General
- Login
- Audio
- Video

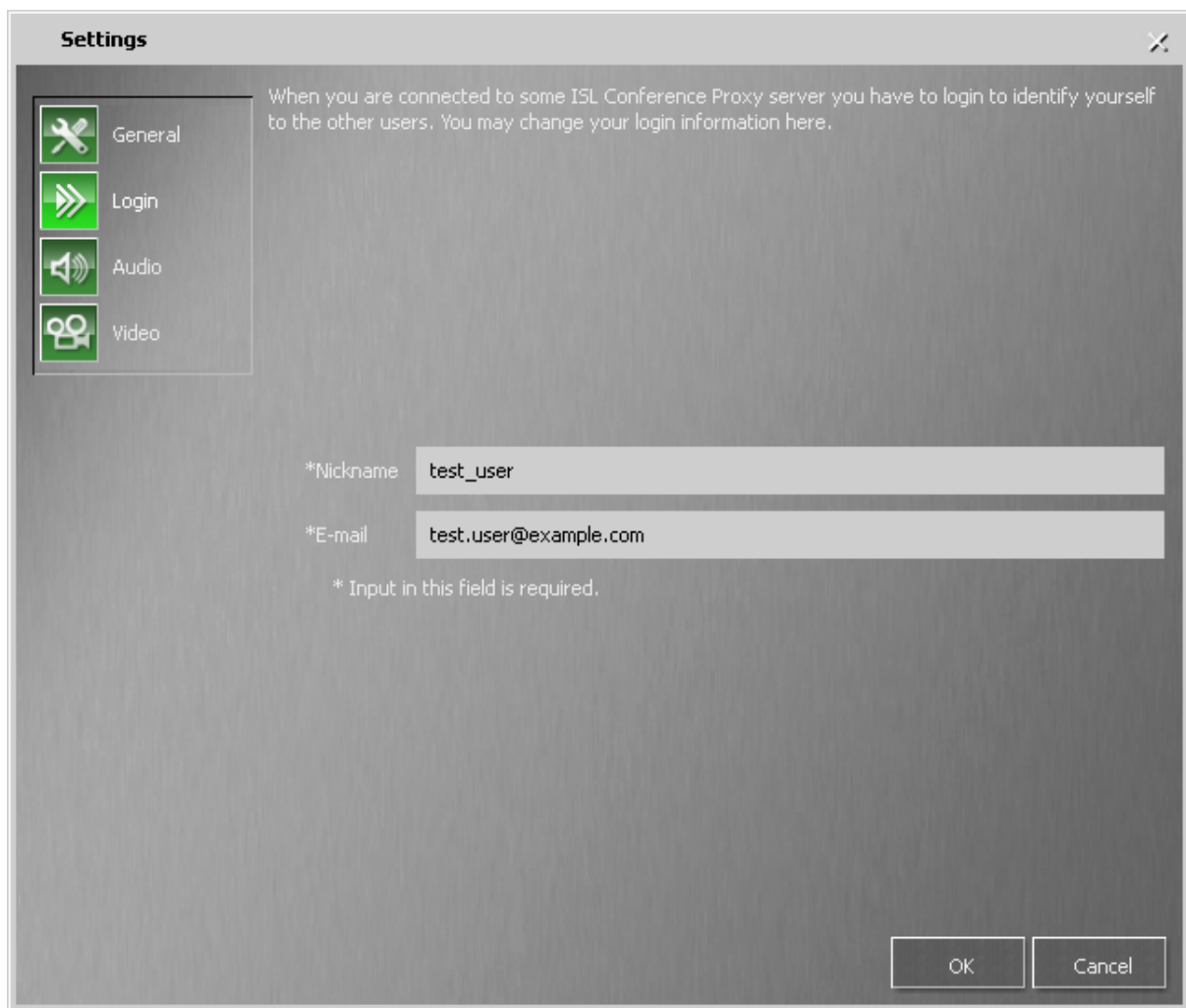
3.5.13.1 General

General settings dialog allows you to choose the program language as well as change notifications preferences - you can enable/disable system tray notifications and event sounds.



3.5.13.2 Login

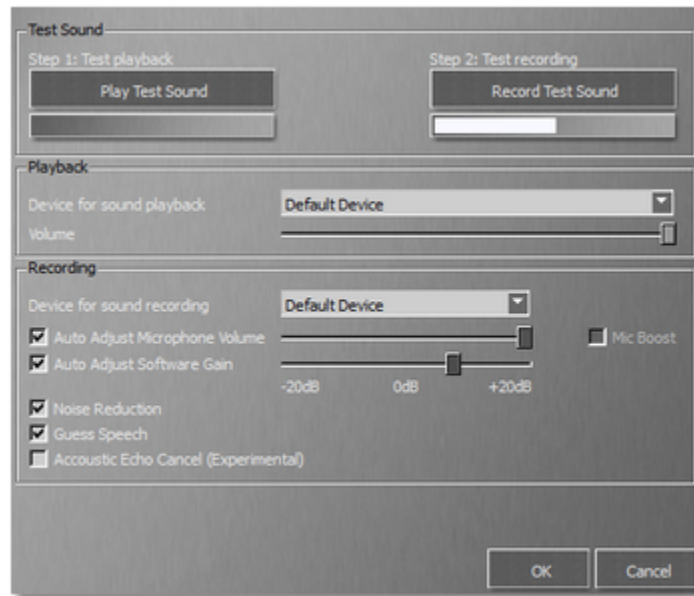
Login settings dialog allows you to set your nickname and e-mail address.



3.5.13.3 Audio

➔ Before using audio capabilities of ISL Groop, it is highly recommended to run the **audio setup wizard** - open the **Tools** menu and select **Audio setup wizard**.

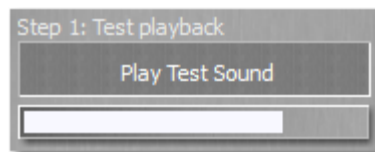
Audio settings dialog allows you to adjust audio properties by selecting the appropriate recording and playback device, set volume and advanced audio features that are designed for users who experience sound anomalies such as echoes or distortions or when you microphone does not transmit your voice consistently.



The following options are available:

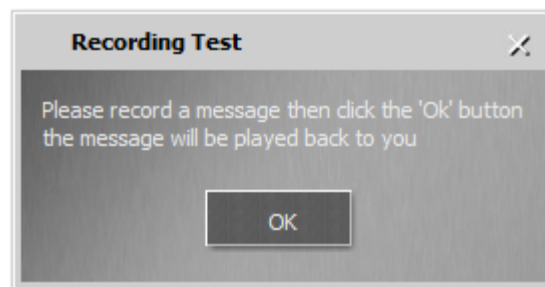
Play Test Sound

Playback level can be tested by clicking the 'Test' button. If the button is pressed, a short 2-3 seconds beep test sound is sent to the selected device, indicated with white stripe on the bottom of the button.

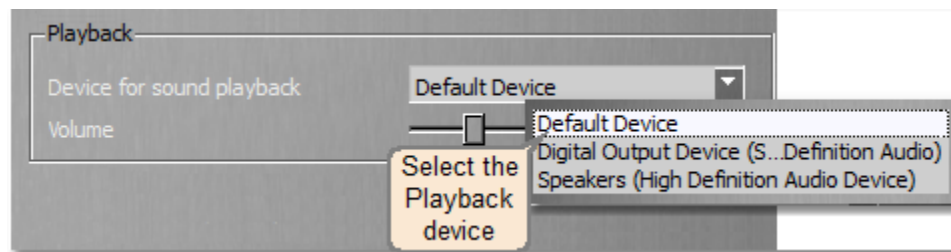


Record Test Sound

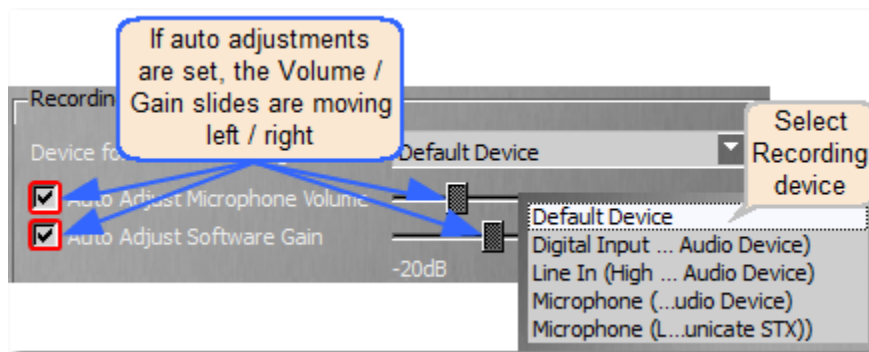
To test recording, click on the 'Record' button and say a few words in the microphone immediately after the button is pressed. Recording is finished and playback to the selected output device starts when the "Ok" button is pressed in the "Recording test" info window:



Device for sound playback selection



Device for sound recording selection and other features



Adjust software gain

Use this option to adjust the recording level to produce an equal playback level on the receiving end. Together with **microphone volume**, this feature can be automatically adjusted by checking the appropriate check boxes. If checked, slides on the settings panel are moving left and right freely, according to the sounds in the microphone surroundings.

Microphone Boost

Supported by most soundcards, this feature allows hardware amplification of the input signal prior to software amplification to produce the optimum signal to noise ratio.

Noise Reduction

This feature is intended to reduce background noise.

Guess Speech

Mutes the input when no voice is present in order to reduce background noise.

Acoustic Echo Cancel (Experimental)

This option can be set to reduce the echo in an environment with multiple microphones and speakers.

➔ To reduce the echo, please switch off the camera microphone if using a camera and a headset.

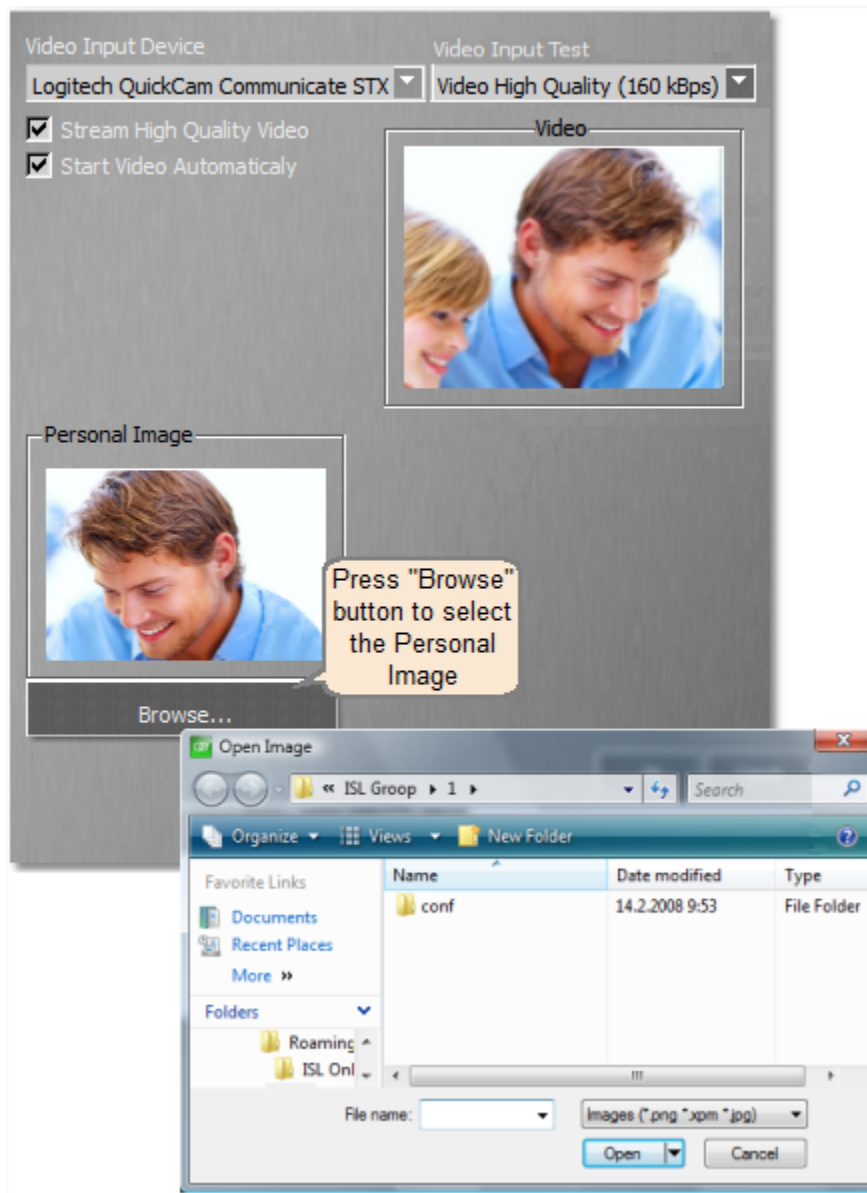
3.5.13.4 Video

Video settings dialog allows you to adjust video properties by selecting the appropriate input device and broadcast policy. Users with fast internet connections should allow higher quality broadcast on both sending and receiving end by enabling the **stream high quality video** option and setting video to high quality. Users with slower connections should use the default stream quality.

High quality video requires 160 kB/s for the podium and 35 kB/s for the video module image.

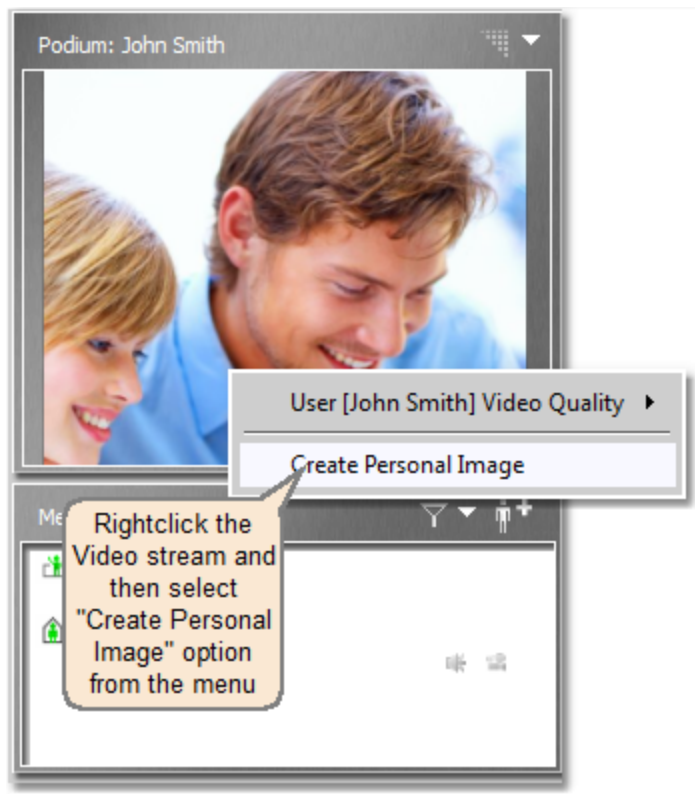
Standard quality video requires 80 kB/s for the podium and 15 kB/s for the video module image.

Users can also broadcast their personal image when live video stream is not being broadcasted. To use this feature, a user must first select an image from a local folder (click the **Browse** button).



Another way to set the personal image is to create one from the live video - if not already started, please start

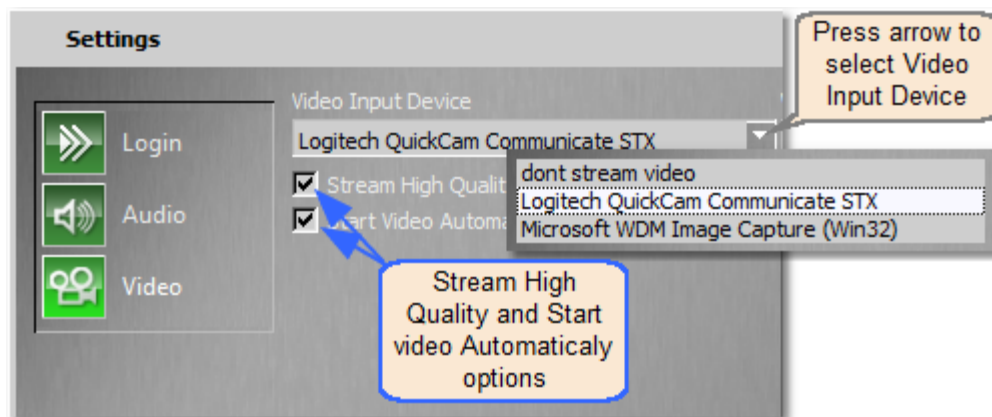
your video stream, then select **Create personal image**.



You can right-click the video stream either in the "Others video stream" or "Podium" stream, if you are a podium holder. Personal image is saved under the name `personal_image.jpg` in the directory `..\\ISL Online Cache\\ISL Group` in user's application data.

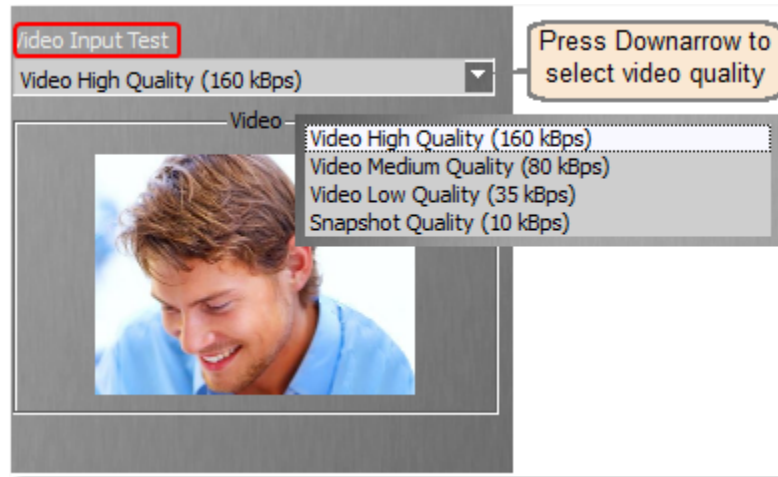
Video input device

You can select the desired video input device. There are also two check boxes - one is for streaming high quality video and the other is for automatically starting video (if set, it will automatically start streaming video when a user with appropriate rights joins a session).



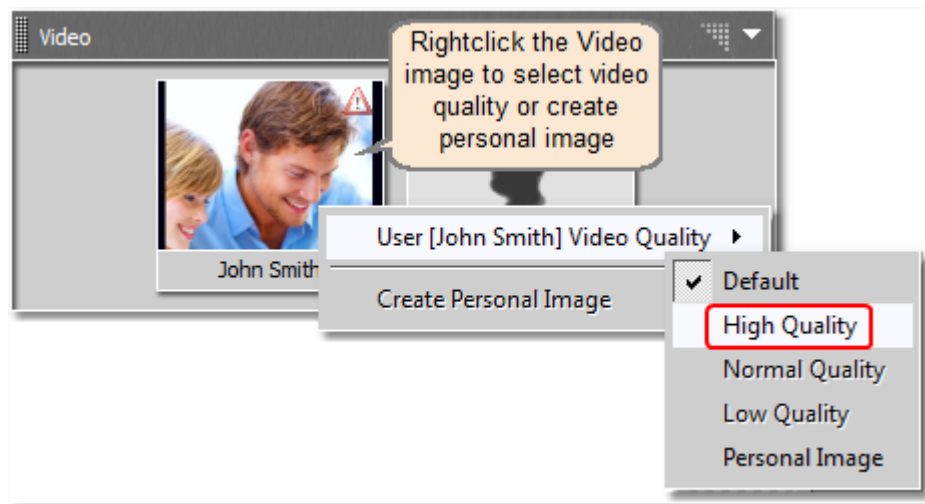
Video input test

Video input test can be performed with all available stream qualities to evaluate the operation of your web camera:




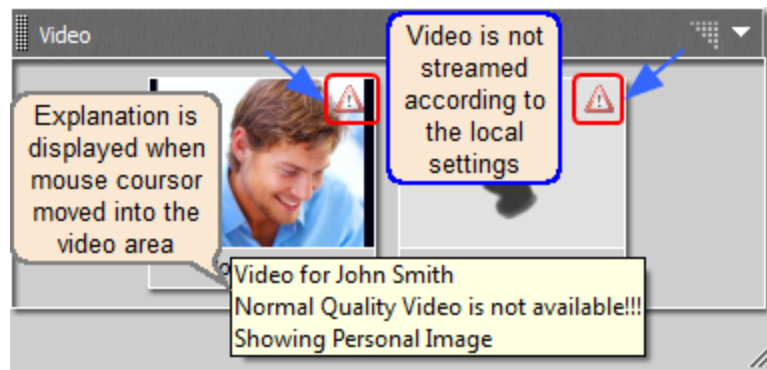
Video quality

Right-clicking the video image allows you to change the quality and to set your Personal image. While you are streaming video, this action will only affect your local video image and not the stream itself:



To adjust the global video properties, go to the Tools/Settings menu and choose the Video tab.

If the quality of the video displayed to the local ISL Groop GUI is different from local settings (e.g. this may occur if the streaming side has changed the previously tuned video settings to some other), a special info sign  appears. If the cursor is moved to the video stream area, an explanation appears. Video settings for this particular attendee can be checked in this case, but not necessarily:



3.6 User Management

➔ **Server licence users:** The procedure for server licence differs from the procedure for hosted service users - please go to this topic for more information.

User administration for hosted service users is available within your ISL Online account. Please login to your ISL Online account (refer to this topic for instructions) and go to **Hosted service - users**.

There are two modes of user administration available - **simple administration** (default) and **advanced mode**.

Simple administration is the default mode and it includes only one user - this user's username is the same as the ISL Online account e-mail address. The following options are available:

- Change password (use it to change the user password - note that this password is independent from your ISL Online account password)
- Forgot password (use it to resend the user's password to the user's e-mail address)
- Change contact (use it to change user's name and e-mail address)

Advanced mode allows creation and administration of multiple users within your ISL Grid domain name (e.g. mycompany). To register an ISL Grid domain, please, follow the link Register Your ISL Grid domain name. You can add a new user or change settings for the existing user(s). The following options are available:

- Change password (use it to change the user password - note that this password is independent from your ISL Online account password)
- Forgot password (use it to resend the user's password to the user's e-mail address)
- Change contact (use it to change user's name and e-mail address)
- Delete user (use it to delete a user)
- Limitations (enable or disable a user, limit the number of concurrent sessions, enable or disable certain plugins)
- Customizations (change customization settings for this user)

If you click on **Preferences**, you have the following options available:

- personal info (view your ISL Online account's contact information)
- change info (change your ISL Online account's contact information)
- change password (change your ISL Online account's password)
- change email (change your ISL Online account's e-mail address)

➔ Please note: if the **advanced mode** is enabled, users must enter their **ISL Grid domain name in front of their username**, with two leading backslashes. The separator between the ISL Grid domain name and a username is a single backslash. Example: \\ISLGridDomain\username.

➔ Warning: "**Back to simple administration**" option deletes your ISL Grid domain name and all users within this domain!

4 Server licence

This chapter describes usage and options of ISL Groop that are specific for server licence users. The first topic (Quick setup) includes some basic instructions to get your own ISL Conference Proxy server up and running. Please refer to the ISL Conference Proxy Manual for further instructions and advanced features.

➔ Whenever you see a reference to `localhost` in this manual, it refers to the server that runs ISL Conference Proxy. Please replace it with the appropriate address for your situation.

This chapter includes the following sections:

- Quick setup
- Conference Proxy points of interest
- Starting ISL Groop
- User management
- Integration

Please continue to the Quick setup chapter.

4.1 Quick setup

In order to install ISL Conference Proxy, you first need to create a new packet. Please follow these steps:

1. Please login to your ISL Online account (refer to this topic for instructions).
2. Go to **Server licence - info** and read the three steps on the right - this is what you need to do now.
3. Click **define a new server** and enter your server's inner and outer IP address, then click **Define server**.
4. Having defined a new server, click **assign licenses**, select your server IP from the list and click **Change**.
5. Having assigned a licence, go to **Server licence - packets** and click **create new packet**.
6. Select your server IP from the list next to **Server** and select ISL Conference Proxy 3.1 next to **Release**, then click **Next**.
7. You can enter a comment if you wish and then press **Create packet**.

You have now created a new ISL Conference Proxy 3.1 packet - it contains two files: **Readme.html** and **confproxy-3-1.license**. Please download those two files to your computer and open the **Readme.html** file - it contains installation instructions. Please follow the appropriate section (depending on your server OS - Windows or Linux).

Instructions for first installation are included below for convenience:

Windows

1. Run the latest ISL Conference Proxy installation file and follow the installation wizard.
2. Web administration will appear (also available from Start menu or address <http://localhost:7615/conf>).
3. Login as user **admin**, password **asd**.
4. Select **Basic configuration** and enter all necessary fields.
5. Select **Licenses** and upload license file.
6. Select **Online update** and download all necessary software components (ISL Light, ...).

Linux

1. Download the latest ISL Conference Proxy installation file.
2. Login as root and install ISL Conference Proxy: `sh ISL_Conference_Proxy_3_2_x_linux.bin` (where 3.2.x is the version of the downloaded installation file)
3. Open web administration, which is available at address `http://localhost:7615/conf`.
4. Login as user **admin**, password **asd**.
5. Select **Basic configuration** and enter all necessary fields.
6. Select **Licenses** and upload license file.
7. Select **Online update** and download all necessary software components (ISL Light, ...).

Having followed the appropriate section above, you should now have a running ISL Conference Proxy on your server. In order to use ISL Online products with your ISL Conference Proxy, you need to create at least one user, since the **admin** user is only used for administration purposes. Please follow these steps to add a user:

1. Login to your ISL Conference Proxy administration (`http://localhost:7615/conf`).
2. Go to **User management** and click **Create user...**
3. Enter the details (User name, password, password again, full name, e-mail, nickname) and click **Create**.

You have now successfully created a new user and you can use that username and password for creating an ISL Groop session. For more information on user management, refer to the User management chapter.

This concludes the Quick setup chapter.

Please continue to the Starting ISL Groop chapter to learn how to use ISL Groop with your new ISL Conference Proxy server.

You may also be interested in some of the main ISL Groop-related settings in the Conference Proxy administration - please check the Conference Proxy points of interest chapter for more information.

4.2 Conference Proxy points of interest

For reference purposes, this topic includes some ISL Light points of interest in the ISL Conference Proxy administration. Please refer to ISL Conference Proxy Manual for more information about ISL Conference Proxy administration.

- **Activity monitor - Servers**

Information about your servers - you can restart, connect a server to grid, disconnect a server from grid.

- **Activity monitor - Clients**

Shows connections to servers and concurrent usage statistics.

- **Activity monitor - System statistics**

Shows system information and current usage statistics - e.g. cpu load, memory usage.

- **Activity monitor - Sessions - Active - ISL Groop**

Shows a list of active ISL Groop sessions.

- **Activity monitor - Sessions - History - ISL Groop**

Browse and search ISL Groop session history.

- **Configuration - General - HTTP ports**

Default values (80, 443, 7615) can be changed - e.g. if port 80 is already taken by the web server, remove it from the list and ISL Conference Proxy will not try to bind that port. If possible, please have a separate IP address for ISL Conference Proxy and all three ports available in order to allow most users to connect.

- **Configuration - General - Default domain for user authentication**

Change the default domain from "default" to some other domain, e.g. "mycompany".

- **Configuration - ISL Groop**

Used for managing ISL Groop server-side settings, e.g. set the message that is used in an e-mail invitation.

- **Configuration - Advanced - Integration**

Used for setting up integration options - please refer to "Integration Instructions" chapter in the ISL Conference Proxy Manual for more details and an integration example.

- **Configuration - Advanced - Programs**

Used for setting program parameters - e.g. allowing programs, which branches to use.

- **User management**

Used for managing domains and users. Please refer to the User management chapter for more information on user management.

- **Manage software - Licenses**

Displays information about the currently installed license - most important entries are "Concurrent limit" and "Max release date".

- **Manage software - Online update**

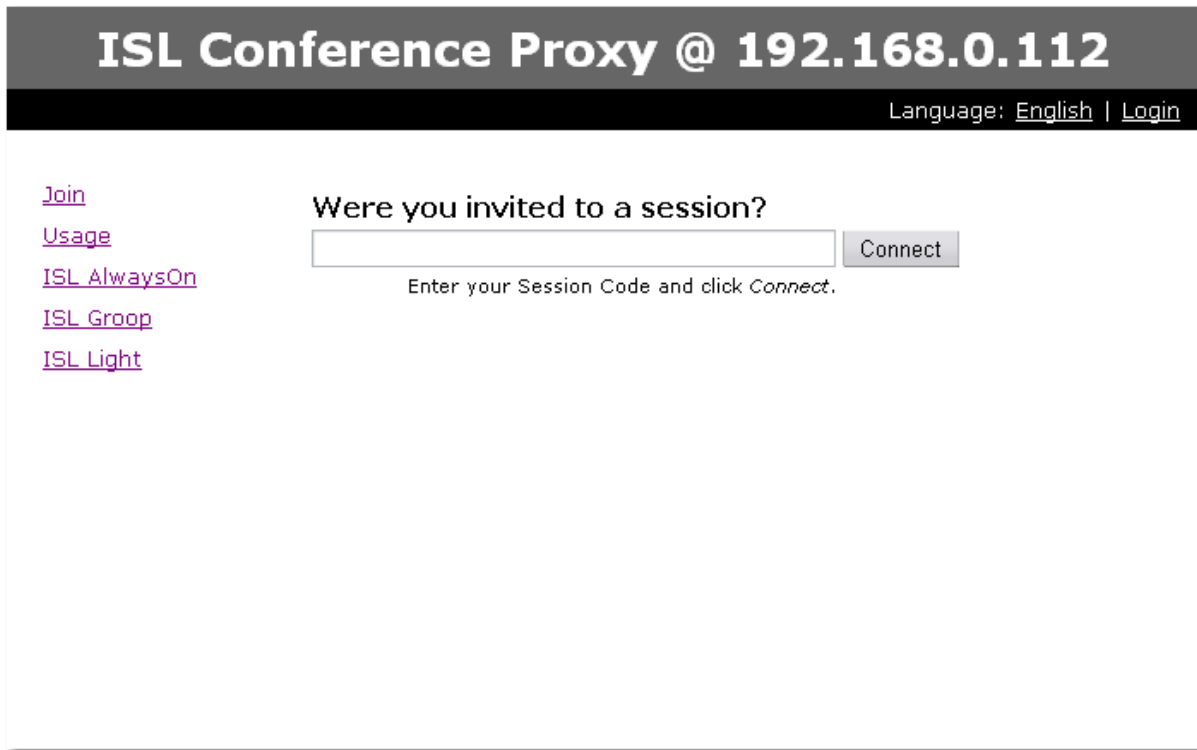
Offers an easy way to update your ISL Conference Proxy server and its components.

- **Manage software - Install ZIP**

Used for manually updating ISL Conference Proxy in case it is not connected to the internet.

4.3 Starting ISL Groop

Standard interface for accessing ISL Online products can be reached through the `http://localhost/` address in your browser (replace `localhost` in the address with the appropriate server address for your situation):



Only the **Join** page (the default page) is available when not logged in - all other options in the menu on the left will ask you to login first.

Click **ISL Groop** on the left and login with the desired username and password. Once logged in, you will be presented with a list of your meetings where you can join an existing meeting, modify its parameters or create a new meeting.

Advanced start mode

1. Go to <http://localhost:7615/users/programs>.
2. You will be presented with a page that looks like this:

ISL Conference Proxy @ 192.168.0.112

Language: [English](#) | [Login](#)

Join Usage ISL AlwaysOn ISL Groop ISL Light	Download type: Normal Automatic updater Branch: any stable beta development Stable since (YYYY-MM-DD): <input type="text"/> <input type="button" value="Update"/> Max date (YYYY-MM-DD): <input type="text"/> <input type="button" value="Update"/> Program name: Connection Tester ISL AlwaysOn ISL AlwaysOn Connect ISL Groop ISL Light Client ISL Light Desk ISL Pronto ISL Recording Player Platform: linux mac macppc win32 Customization: <input type="text"/> <input type="button" value="Update"/> Intranet: Yes No
---	---

3. You will see several categories / criteria, e.g. **Download type**, **Branch**, **Program name**, **Platform** etc. Please refer to the list below for more information on these criteria:

- **Download type** (**Automatic updater** selects the net start version that checks for new versions on startup, while **Normal** selects the full version)
- **Branch** (use this criterion to set which branches should be used - default value is stable)
- **Stable since (YYYY-MM-DD)** (use this criterion to specify the earliest release date that should be considered when choosing a program)
- **Max date (YYYY-MM-DD)** (use this criterion to specify the latest release date that should be considered when choosing a program)
- **Program name** (use this criterion to select the desired program name, e.g. ISL Groop)
- **Platform** (use this criterion to select the desired platform - default value is to auto-detect the current operating system)
- **Customization** (use this option to specify a certain customization name that should be used)
- **Intranet** (use this criterion to specify whether the downloaded program should be configured for intranet use or internet use)

4. As you select the desired options for the desired criteria, those criteria disappear from the view since they have already been defined and they are .

5. After you have selected at least **Program name** and **Download type**, you will see **Download link** below the last not yet defined criterion, as well as a list of files that match your currently set criteria. If you click the **Download link**, it will download the latest version that matches your selected criteria (latest from the list displayed below). If you wish to download a specific version from the list below, click the **direct download** link next to the desired version.

4.4 User management

This topic will show you the basics of user management.

To access a list of users or domains on your ISL Conference Proxy, please do the following:

1. Login to your ISL Conference Proxy administration (<http://localhost:7615/conf>).
2. Go to **User management**.
3. To manage domains, click the **Domains** tab. To manage users, click the **Users** tab.
4. You will be presented with a list of domains or users, depending on your choice. Filtering of the results is available, including standard wildcards like * and ?.

➔ If you wish to allow users to view sessions in user's domain or all sessions, go to the **Security** tab and change **User can view sessions in domain** or **User can view all sessions**.

Creating a domain

1. Click the **Domains** tab and then click **Create domain...**
2. Enter the desired domain name and click **Create**.
3. You will be presented with the **General** tab for the newly created domain. After making the desired changes, please click **Save**. For a detailed description of settings in each tab please refer to the ISL Conference Proxy manual.

Creating a user

1. Click the **Users** tab and then click **Create user...**
2. Enter user information (User name, password, password again, full name, e-mail, nickname) and click **Create**. You can change the domain from the default value to some other domain - click (**change...**) and select the desired domain.
3. You will be presented with the **General** tab for the newly created user. After making the desired changes, please click **Save**. For a description of settings in each tab please refer to the ISL Conference Proxy manual.

➔ **Important:** If you assign a blank password to a user, that user will not be able to obtain a session code.

➔ **Important:** Users from a non-default domain have to enter their usernames in the following format: `\\domain\username`

Deleting a domain

1. Click the **Domains** tab and select the desired domain.
2. Click the checkbox next to the **Delete domain** button.
3. Click the **Delete domain** button to delete the domain.

➔ **Important:** Deleting a domain automatically deletes all users within that domain.

Deleting a user

1. Click the **Users** tab and select the desired user.
2. Click the checkbox next to the **Delete user** button.
3. Click the **Delete user** button to delete the user.

4.5 Integration

This chapter contains some integration examples for ISL Groop using ISL Conference Proxy's means of integration.

For a general description of ISL Conference Proxy's integration capabilities and a description of ISL Conference Proxy administration settings please refer to the ISL Conference Proxy manual.

Please click the desired topic:

- HTTP events (includes a description of ISL Groop-related HTTP events and an example)
- XMLMSG (includes a few ISL Groop-related XMLMSG examples)

4.5.1 HTTP events

ISL Online products send notifications when certain events occur. You can use these events for various purposes, e.g. save certain data to your database, respond to certain events through the XMLMSG interface etc.

Each HTTP event notification consists of the following parameters:

- **TIMESTAMP** (event creation timestamp in unix timestamp format)
- **MODULE** (module name which created event - for ISL Pronto events it will be **ISL_PRONTO**)
- **EVENT** (event name)
- **SERVERID** (GRID ID number of server who created and sent event)
- **DOMAIN_ID** (id of ISL domain where event originated)

ISL Groop module provides the following additional fields:

HTTP event Description

Parameters

SESSION_CRE Event is generated when a new meeting session is created on the conference proxy server.

USER_NICK - nickname of the user creating the session
USER_ADDR - IP address of the user creating the session
USER_ID - database id of the user creating the session
SESSION_CODE - session code of the created session
SESSION_ID - database id of the created session

SESSION_STA Event is generated when a certain session is programmatically, meaning that memory resources are allocated on the server and communication channels required for session operation are constructed.

SESSION_CODE - session code of the started session
SESSION_ID - database id of the started session

SESSION_ACTI Event is generated anytime the session active license usage changes. When license usage changes from or to 0 active licenses this event also implies session activation or deactivation.

SESSION_CODE - session code of the session
SESSION_ID - database id of the session
ACTIVE - 1 or 0 depending on the session active status
CONCURRENTS - active connections used by the session

SESSION_STO Event is generated when a certain session is programmatically, meaning that memory resources are release and all session communication channels are closed.

SESSION_CODE - session code of the session
SESSION_ID - database id of the session

SESSION_TER Event is generated when a certain session

MINATE	session has been forcefully terminated, either by server crash or by administrator action.	SESSION_ID - database id of the session
SESSION_USE	Event is generated anytime a user joins the session.	USER_ID - database id of the user
R_JOIN		USER_NICK - user nickname USER_ADDR - IP address of the user USER_ROLE - Role of the user in session SESSION_CODE - session code of the session SESSION_ID - database id of the session
SESSION_USE	Event is generated anytime a user leaves the session.	USER_ID - database id of the user
R_LEAVE		USER_NICK - user nickname SESSION_CODE - session code of the session SESSION_ID - database id of the session

4.5.2 XMLMSG

XMLMSG is a way to control ISL Conference Proxy database remotely by using XML messages. XMLMSG is available as a simple web page entry form or direct HTTP POST access for developers. Most XMLMSG messages will need the database secret. Please set the database secret in ISL Conference Proxy administration (available at **Configuration - General - Database secret**).

Web entry form is particularly suitable for testing or quick database updates. It is available at http://localhost:7615/xmlmsg_form.html (open the link in the web browser on the server). The message will be sent by pressing the **Send** button. Server will respond with a message which describes the actions taken.

HTTP POST can be used to send XMLMSG messages automatically from a program. "Content-Type" of the HTTP POST request must be set to **text/xml**.

➔ Whole protocol specification is available at <http://localhost:7615/xmlmsg/relaxng.xml>.

5 Frequently answered questions

Please refer to the Frequently answered questions manual.