

## CONTENTS

---

Requirements.....	2
Operating System.....	2
Browser.....	2
Bandwidth.....	2
Join an Appia Web Meeting.....	2
Enter by Telephone.....	3
Audio.....	3
Webcam.....	4
Mute/Unmute.....	5
Further Information.....	6
Links on the Appia Web Meeting Site.....	6
Other Links.....	6
Attachment – Audio Troubleshooting.....	7
Set Default Windows Audio Devices.....	7
Allow Access to Audio Devices.....	8
Internet Explorer.....	8
Google Chrome.....	8
Firefox.....	9

## REQUIREMENTS

---

### OPERATING SYSTEM

---

- Microsoft Windows 7 or later
- Linux
- Apple OS X 10.7 (Lion) or later.

### BROWSER

---

- Internet Explorer version 8 or later
- Apple Safari
- Firefox
- Google Chrome.

The various dialogs shown in this User Guide may look different in different browsers and operating systems.

### BANDWIDTH

---

A reliable broadband internet connection is essential, especially if you plan to use video. Video requires a lot of bandwidth, so it's best not to use it if your bandwidth is limited.

## JOIN AN APPIA WEB MEETING

---

You will receive an invite from the moderator of your meeting. Click on the link to join.

You should see this:



The screenshot shows a dialog box titled "Appia Web Meeting Invite". The main text reads: "You have been invited to join John Smith's Appia Web Meeting [71990CFE] that currently has 0 participants." To the right, there is a label "Enter your name:" followed by a text input field containing the placeholder text "<Your Name>". Below the input field is a "Join" button, which is circled in blue. At the bottom of the dialog, there is a note: "(Letters or spaces only. 2 to 30 characters.)" and a footer: "Appia Communications, Inc. 2001-2015."

Enter your name in the text box and press 'Join'. Your name should be between 2 and 30 characters long, and should contain only letters or spaces.

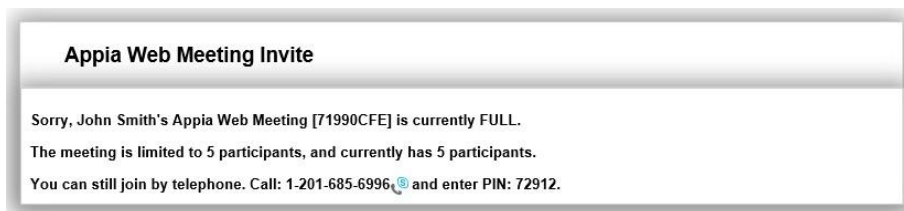
If the moderator is already in the meeting, you will enter right away. If not, you will see this:

## Appia Web Meeting Guest Guide (v.1.2)



This message will remain visible until the moderator enters the meeting, when you will automatically join the meeting.

A web page similar to the following indicates that the meeting is full.



## ENTER BY TELEPHONE

---

You can join an Appia Web Meeting even if you are not at a computer or if you prefer to join the meeting by telephone. Call the telephone number in the invite sent to you by the moderator and enter the PIN when prompted.

**If all of the participants join a meeting with no audio, the telephone dial-in returns the message, "You have dialed an invalid extension."**

## AUDIO

---

The Audio button allows you to set up your headset. When the icon does not have a green check mark, it means that the audio has not been configured.

When you click the button in this state, you get a dialog similar to this.



## Appia Web Meeting Guest Guide (v.1.2)

Click the 'Microphone' button if you want to participate in the meeting and be able to contribute to the audio conversation.

Click the 'Listen Only' button if you want to participate in the meeting, but NOT contribute to the audio conversation.

**Note that the moderator controls muting for all participants,**

The Audio button shows a green check mark if the audio configuration is successful. If you press the Audio button when it has a green check mark, it will disconnect your microphone. See the attachment for more help in setting up your audio.

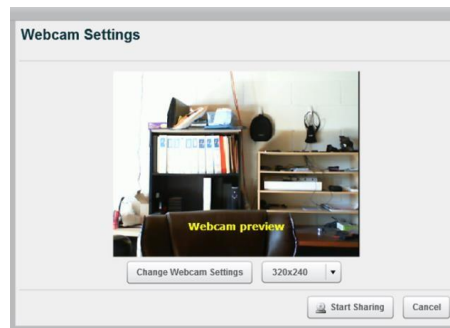
---

## WEBCAM

---

The Webcam button allows you to set up your webcam. When the icon does not have a green check mark, the webcam has not been configured.

When you click the button in this state, you get a dialog similar to this.



Press the 'Change Webcam Settings' button to change the settings of your webcam.



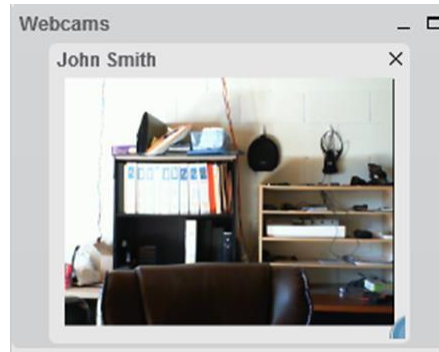
The dialog that is shown will depend on various factors on your system. Use the controls shown to adjust the behavior of your webcam.



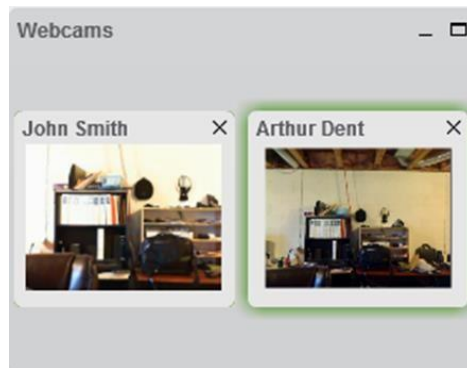
**The resolution of Appia Web Meeting has been set to 320x240 and cannot be changed.**

## Appia Web Meeting Guest Guide (v.1.2)

Press the 'Start Sharing' button to start the transmission of the video from your webcam. The video from your webcam will be shown in the Webcams window.



If other participants are sharing a webcam, you will see the video from their webcams.



The Webcam button will contain a green check mark if the webcam configuration is successful.



If you press the Webcam button when it has a green check mark, it will disconnect your webcam.

---

## MUTE/UNMUTE

---

The 'Microphone' button allows you to mute and unmute your microphone. The button looks like this when your microphone is unmuted.



Press the button to mute your microphone.

The button looks like this when your microphone is muted. Press the button to unmute your microphone.



## Appia Web Meeting Guest Guide (v.1.2)

The button will also indicate when the microphone is detecting sound.



---

### FURTHER INFORMATION

---

#### LINKS ON THE APPIA WEB MEETING SITE

---

Go to <http://webmeeting.appiaservices.com> and click on any of the links.

#### OTHER LINKS

---

To view video overview for moderators, enter the address below in the address bar of your web browser.

<http://www.youtube.com/watch?v=PHTZvbL1NT4&feature=youtu.be>

To view video overview for guests, enter the address below in the address bar of your web browser.

<http://www.youtube.com/watch?v=LS2lttmPi6A>

A collection of instructional videos are available at the BigBlueButton site at:

<http://bigbluebutton.org/videos>

ATTACHMENT – AUDIO TROUBLESHOOTING

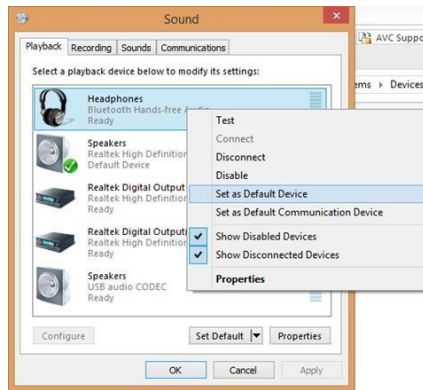
SET DEFAULT WINDOWS AUDIO DEVICES

Follow these steps if you are using Windows 7 or later and are having problems using a headset.

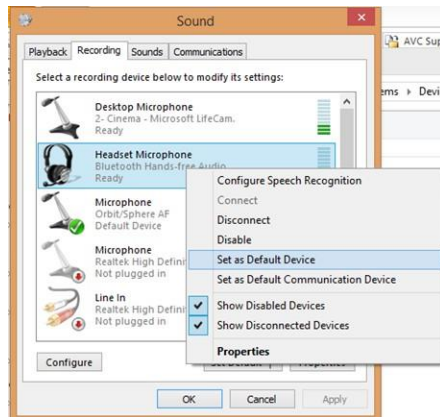
1. Close both Appia Web Meeting and your browser.
2. Right click the speaker icon in your Windows desktop taskbar and select 'Playback devices'



3. Right click on your headset and select 'Select as Default Device'



4. Right click again and select 'Set as Default Communications Device'



5. If any of the selections are unavailable, it means that they are already set.
6. Select the 'Recording' tab in the Sound dialog.
7. Right click on your headset microphone and select 'Select as Default Device'.

## Appia Web Meeting Guest Guide (v.1.2)

8. Right click again and select 'Set as Default Communications Device'.
9. If any of the selections are unavailable, it means that they are already set.
10. Press OK to close the dialog.

### ALLOW ACCESS TO AUDIO DEVICES

---

When Appia Web Meeting requires access to your audio devices, a dialog may be shown asking for your permission. The dialogs that are shown depend on your operating system and browser. The examples below show the dialogs in the three most common browsers running on Microsoft Windows.

#### INTERNET EXPLORER

---

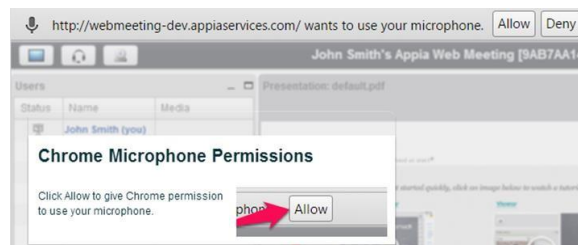
Press the 'Allow' button to allow the application access to your devices.



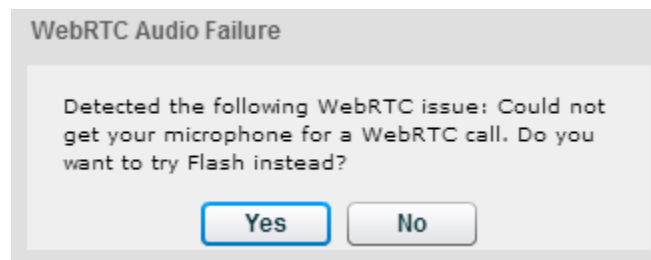
#### GOOGLE CHROME

---

Press the 'Allow' button to allow the application access to your devices.



Certain versions of Chrome may not be able to access the microphone, and you may get a message similar to this:



Press "Yes" to use Adobe Flash instead.



### FIREFOX

---

1. Select the microphone that you want to share from the drop down menu.
2. Press the button at the top of the browser.
3. Press the 'Share Selected Device' button to allow the application access to your devices.
4. Press the buttons at the top of the browser.

