



TANDBERG See and Share

WVN Studio Guide

TANDBERG See and Share is a facility provided on the data PC in the videoconferencing studio that allows you to share data and applications on the data PC with one or more conference sites. This means that participants in a videoconference can display documents or presentations (for example in Microsoft® Power Point®) simultaneously at all sites taking part in the videoconference and share the application, so that all ends of the call can collaborate interactively on the same document or program.

See and Share uses the Internet to share the information and is entirely independent of the videoconferencing equipment, so it is necessary to establish a separate See and Share conference before information can be shared.

Checking that See and Share is on the data PC

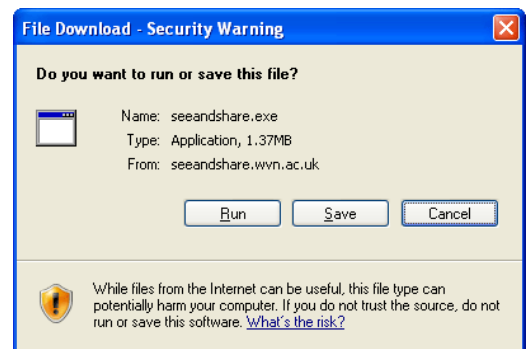
See and Share should already be loaded on the data PC. This can be confirmed by checking for the See and Share icon.



seeandshare.exe

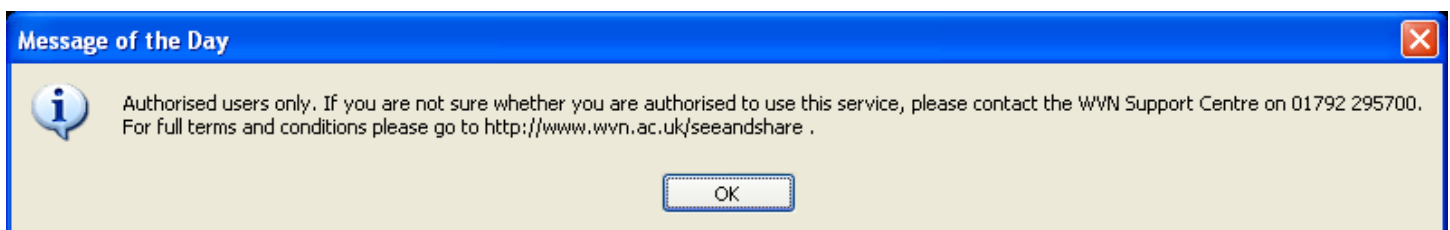
If See and Share has not already been loaded onto the data PC, the application can be downloaded from <http://seeandshare.wvn.ac.uk/seeandshare>.

Click **Save** on the dialogue box to download the application to the data PC. The SeeAndShare.exe icon should then appear on the desktop.



Starting See and Share

To start See and Share, double click on the See and Share icon on the desktop. When See and Share starts up, you will see a message reminding you that only authorised users are permitted to use this service. To proceed, click **OK** and the message will disappear.



You will then be asked for a joining password. If you do not know this password, please contact the WVN Support Centre on 0300 688 0688.

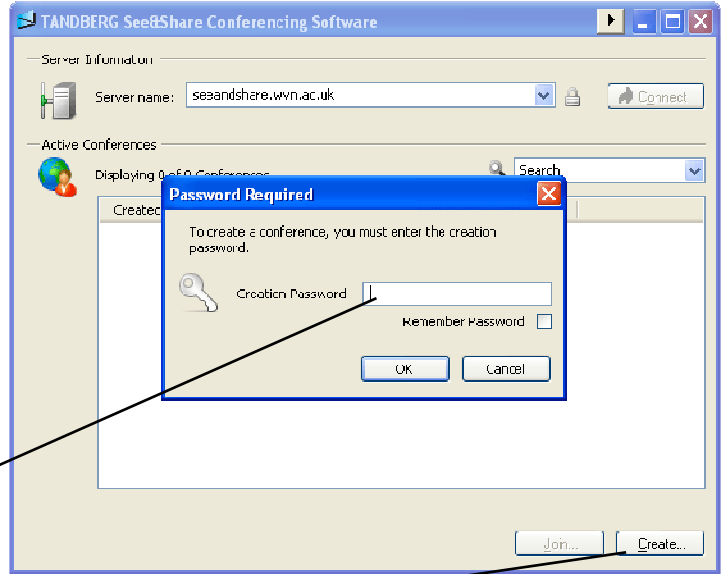
Creating a conference with See and Share

To create a conference with See and Share, click on the See and Share icon and click on **Run**. When the application has loaded, click on the **Create** button. A text box will appear, asking for a creation password. As the creator of a See and Share conference, you will be the conference owner.

If the creation password has not been saved to the PC, contact the WVN Support Centre on 0300 688 0688 for the current creation password.

Insert password

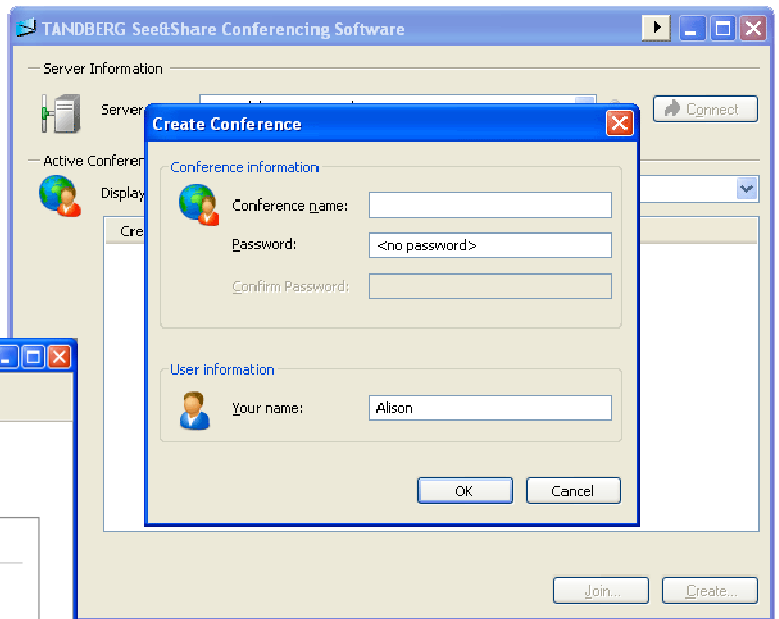
Create



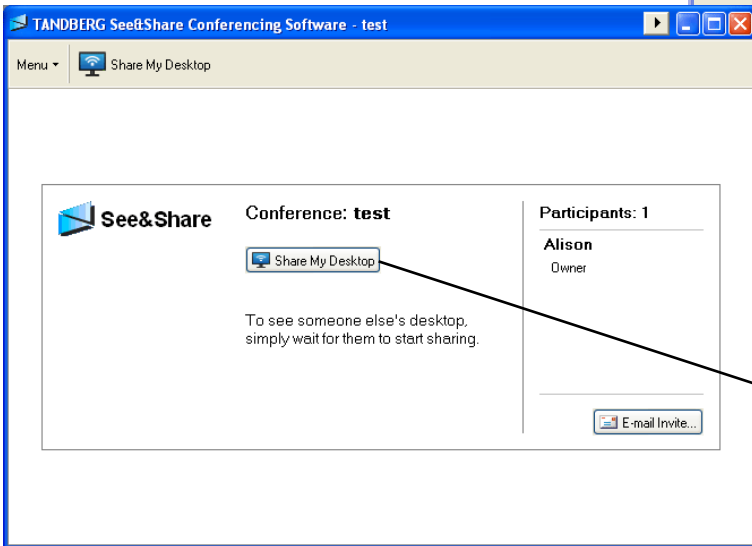
You will be asked to give the conference a name and to create a password for your conference so that only invited participants can join.

Click **OK** to start the conference.

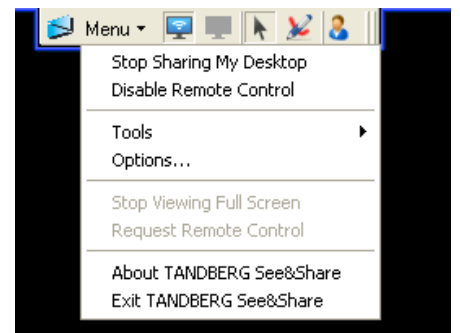
When you are ready to share your desktop, click the **Share My Desktop** button.



Share my desktop



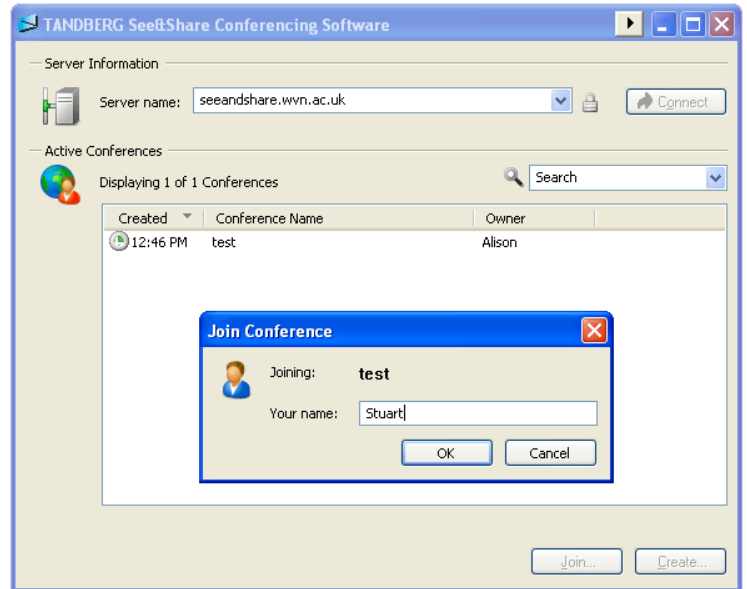
When you are sharing your desktop, a menu will appear at the top of the page. When you want to stop sharing, click on Menu and then click Stop Sharing My Desktop.



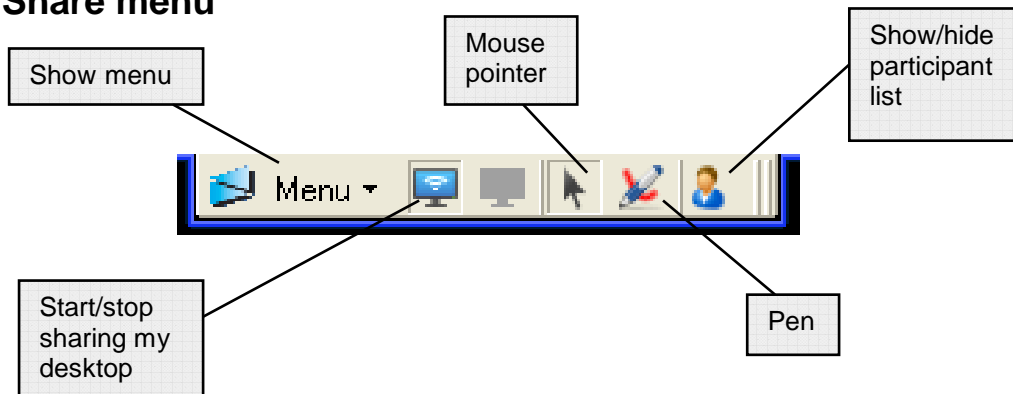
Joining a See and Share conference

To join a See and Share conference, click on the **See and Share** icon on the desktop, input the joining password and run the programme. If you do not know the current joining password, please contact the WVN Support Centre on 0300 688 0688.

The dialogue box will list the conferences running. Click on the name of the conference you wish to join and then click **Join**. You will be asked your name. Input your name and click **OK**. If the conference creator has password protected the conference, you will need to input that password to join the conference. This password is decided by the creator, and only they can give you this password. You will then see any desktop that is being shared with you.

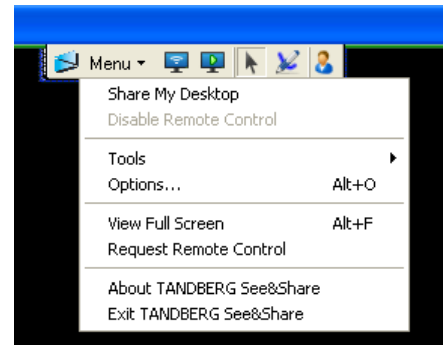


The See and Share menu



Sharing other desktops

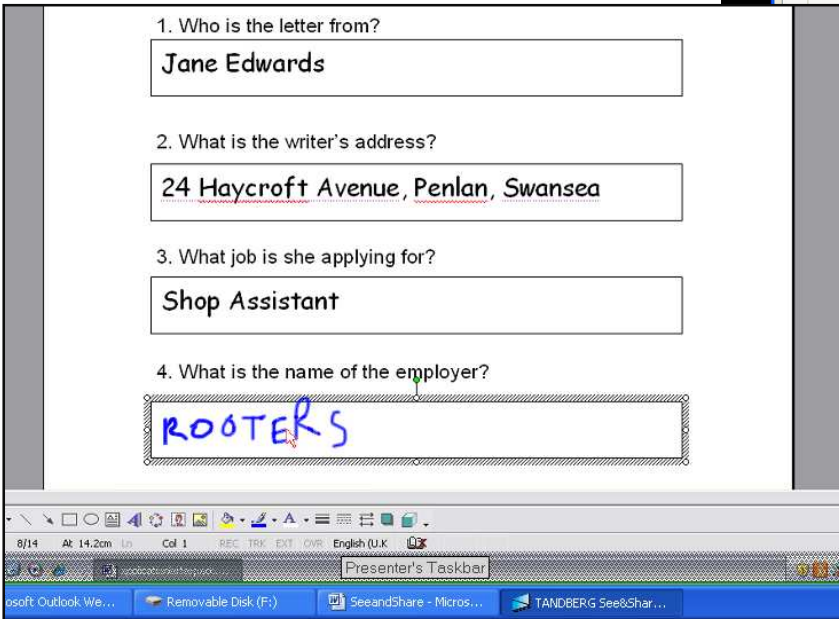
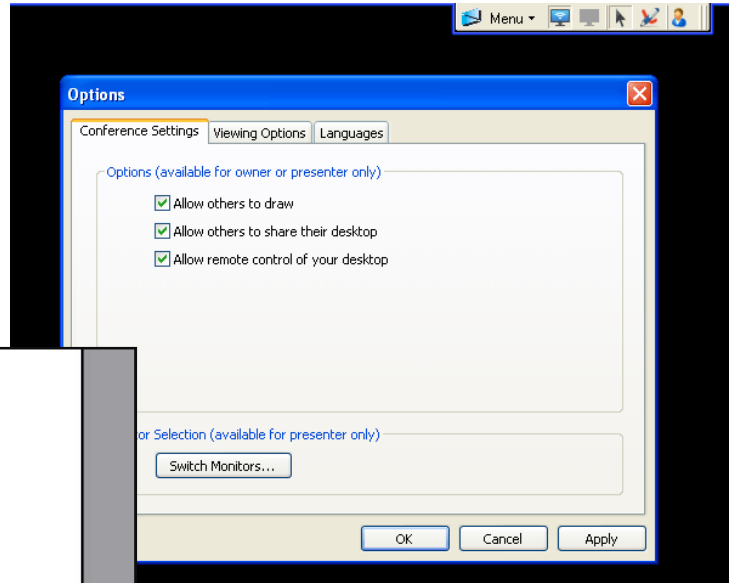
If you want to change from sharing one desktop to a different one, click on the menu at the top of the screen and select **Share My Desktop** or the **Start/Stop Sharing My Desktop** button. The system will request permission to take over sharing. The current sharer will have to agree to your request for sharing by clicking **Yes** in the dialogue box on their computer.



Giving others control of your desktop

You can allow others to have limited or full control of your desktop. Click on **Menu** and then **Options**. Select the level of control you are prepared to allow by ticking the appropriate box/boxes.

Once you have allowed control, others can annotate your document by clicking on their pen icon and then writing or drawing on the screen.



NOTE: If you allow remote control of your desktop, others will have full access to your desktop and all its files.

Leaving a See and Share conference

To leave the conference, click on the **Menu** and then **Leave Conference**. You will be asked to confirm that you wish to leave. The conference owner will also be given the option of closing the conference completely, or leaving the other participants in the conference.

