

**VideoOffice ver 5.5**

# **USER'S MANUAL**

<http://www.4nb.co.kr>  
<http://support.4nb.co.kr>

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# Customer Service

## Customer Service

We provide the various service – technical supports, customer supports and advices for customers in OfficePhone solutions.

### Business hours for customers

Our business hours are 9:00AM~ 6:00PM from Monday to Friday. When you are in trouble using our products, please call any time. We can provide the out-going-support in the initial installation if you contract the managements for the service.

### On-line supports

We provide the best supports for the customers who request the service by e-mails, faxes and phones and constant on-line supports for the customers who has bought our products.

### Out-going services

We can provide the out-going services for the proper usage of our products. Customers can be provided the out-going services in 6 month.

Out-going services are 3 times in 6 month. Extra period can cause the extra charges.

▶ **Internet**

Web site : <http://www.4nb.co.kr/>

▶ **Technical and customer service by email**

[support@4nb.co.kr](mailto:support@4nb.co.kr)

▶ **Mail, Telephone and fax**

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Seongdong-gu, Seoul, Korea

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# System recommendation

## System recommendation

Item	H/W
CPU	More than Pentium4 2.4GHz
RAM	More than 512Mbyte
HDD	More than 2GB
Network	More than 1Mbps
OS	More than Windows 2000, XP, 2003
Web Browser	More than Internet Explorer 6.0

## H/w for videoOffice program

Item	H/W
Camera	Web Camera (Support VFW & Directx)
Sound Card	Sound card or chipet (Compatible Sound Blaster).
MIC, Speaker	Headset or Mic & Speaker

# VideoOffice Feature

## Major Features

Our products have special features which are stable and convenient. As those are below.

### 1. Amazing sound

OfficePhone provides the MP3-quality sound.

This feature is for real conference environments and needs the high technology.

### 2. Ability for various kinds of network environments

OfficePhone supports many kinds of network which are VPN, firewalls, private IP. Especially HTTP Tunneling that is only one port technique can make customers use the video conference in most network environments.

### 3. Co-cooperation - presentation, file-sharing and so on

OfficePhone supports many kinds of co-operation.

Sharing files, documents, web-pages and transferring files and multi-drawing are possible. With these function, our products support Microsoft powerpoint™, Microsoft word™, Microsoft Excel™, Haansoft HWP™, many image types(JPEG™, GIF™, BMP, RGB etc).

They also support the WEB-Sharing that shares the web pages among the attendants and the FILE-Sharing that publishes the conference materials on live.

### 4. Easy to use

OfficePhone is easy and convenient to use. After several years, we have met many clients who are in domestic and foreign country. They have told us many advices to improve our products. That made our products be predominant.

These are the merits of our products.

	<p><b>Support multi-language</b> all language supported by MS-Windows</p>		<p><b>Anywhere, anytime, anybody</b> available with internet</p>
	<p><b>Real-sound-like quality</b> using voice compression technology</p>		<p><b>Support many kinds of sharing</b> web site, document, desktop. etc</p>
	<p><b>Switch the video mode freely</b> support one to multi, 3D video mode</p>		<p><b>Web installing</b> convenient to install thru web browser</p>
	<p><b>Support all kinds of firewall</b> private IP, NAT, dynamic IP, VPN, Proxy etc</p>		<p><b>Support broadcasting function</b> broadcasting, 1-to-1 mode</p>

# Installing

## Installing

To start a conference users have to login to conference web site.

The login page contains the following items. Enter a valid login name and select position.

When you login to the video conference web site you will see a yellow information bar below the address line of the browser window



Click on this information bar to reveal a drop down menu.

And Click on "install ActiveX Control"

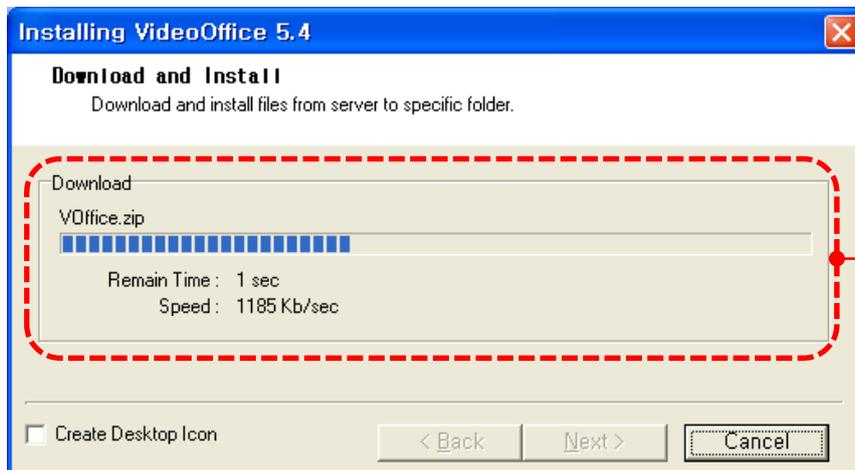
# Installing

## ActiveX installing

A security warning dialog box will appear. It list the name and publisher (4NB Corp. is the provider of video conference services.) of the ActiveX control and a choice to "Install" or "Don't Install". If you wish to installing you will have to click on the "Install" button in this dialog box



Security warning dialog box will appear at first time.  
Automatically install VideoOffice program on your computer.

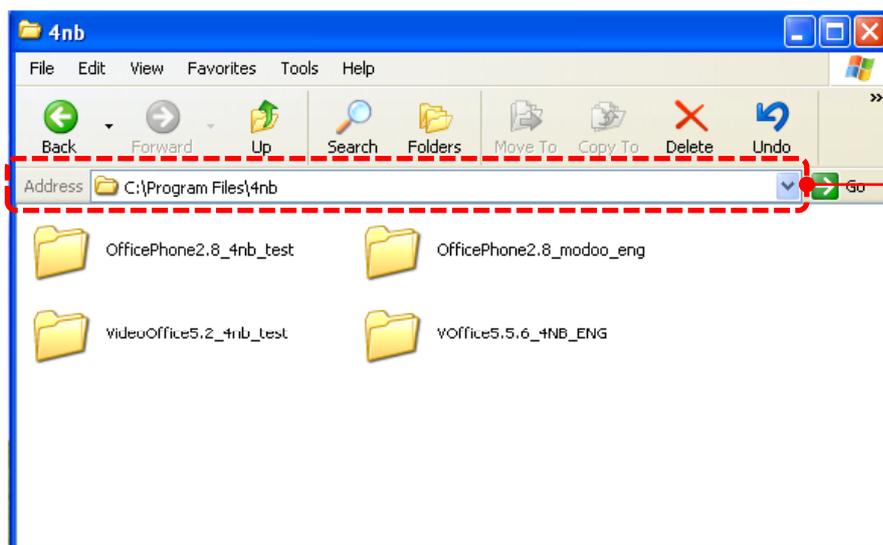


Download and install files form VideoOffice Server.

# Removing

## Removing manually

VideoOffice Program files will most likely be in the "C:\Program files\4NB" folder.  
If you wish removing it you will have to delete the entire folder.

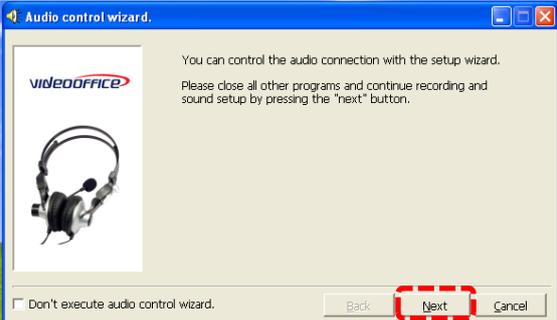
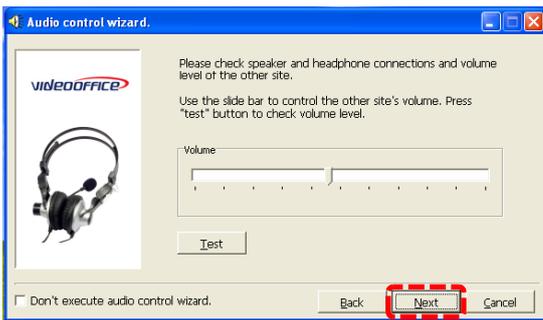
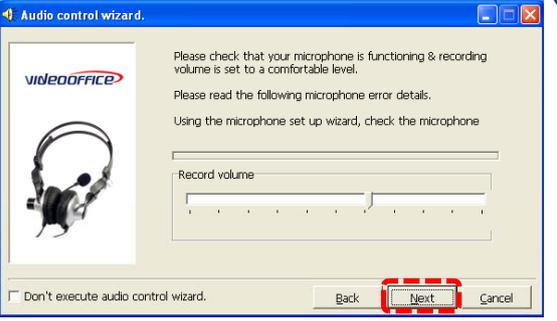


Close all open VideoOffice Program before Delete folder. If could not be deleted

# Audio Optimization

## Audio control wizard

This will make sure the microphone is working and that the microphone's volume is appropriate.

 <p>(1) Audio control wizard has been started</p>	 <p>(2) Set output Sound</p>
 <p>(4) Close the Audio control wizard</p>	 <p>(3) Set Input sound (Mic)</p>



# Waiting room

## Waiting room

The video Conference program will be appear after audio controll wizard. (below)

The screenshot shows the Video Office software interface. It features a 'Room List' table with one entry, a 'User List' with one user, and a 'Notice' area with a promotional message and bullet points. A folder icon is also visible in the bottom right corner of the interface.

No.	Host	Subject	Number
1	4NB(CEO)	Video Office Room	1/20

# Current conversation

Name	Current Position
4NB(CEO)	# 1

# Current user

Notice

*“Video solution using video, voice, chat, and document sharing.”*

- Supports several documents (PPT, DOC, JPG, TXT, etc.)
- Supports several video mode
- Communication with varieties

Powered by 4NB

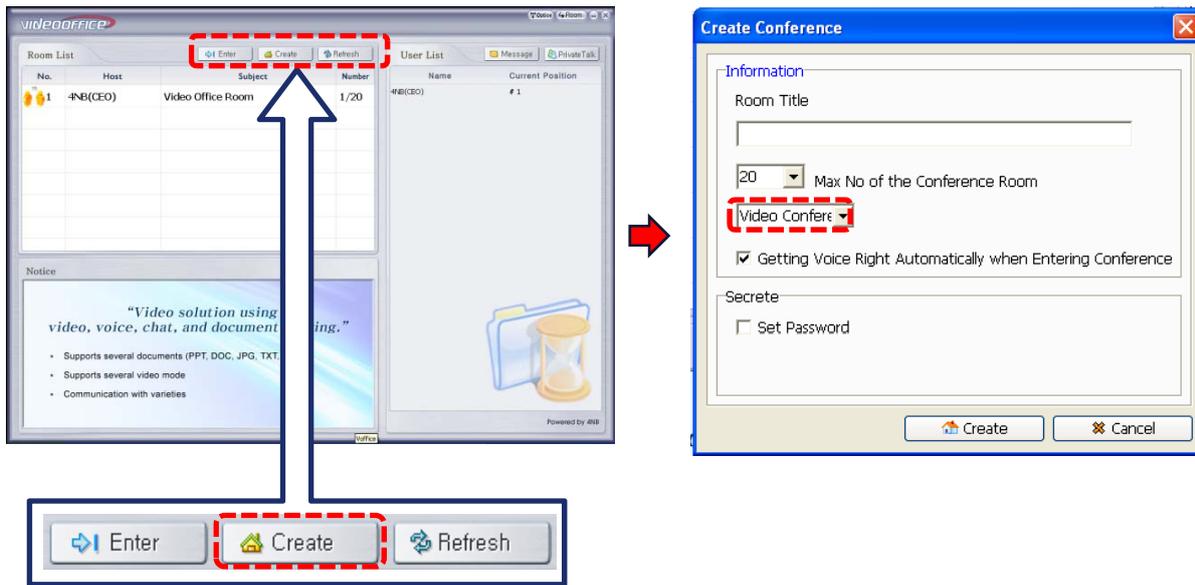
Waiting room

# Waiting Room

## Create Room menu

To create the conference room, click the create button.

If you wish to password protect your meeting, enter a password in the password field.

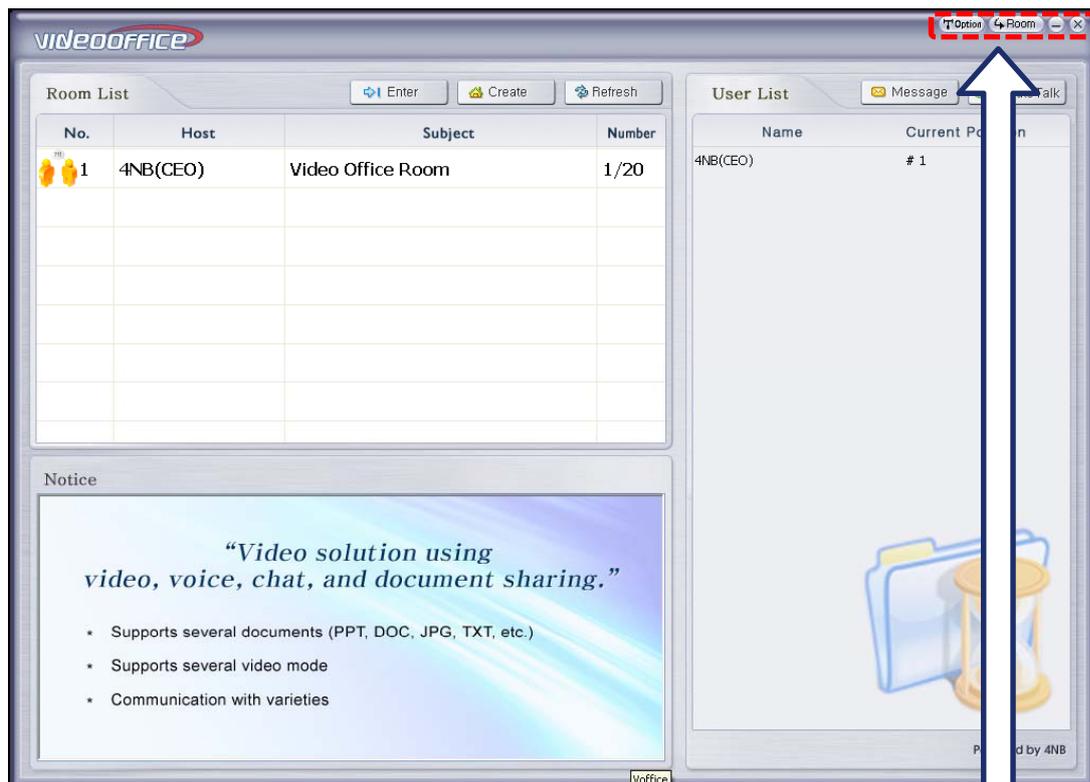


<b>Video Mode</b>	<p>Video Conference : Starting with the 16 screen mode</p> <p>Document Conference : Starting with the paint mode</p> <p>Seminar : Starting with the 2 screen mode</p> <p>Video Examination : Starting with the big screen mode</p> <p>1:1 Education : Starting with the pain mode</p>
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# Option menu #1

## Option menu

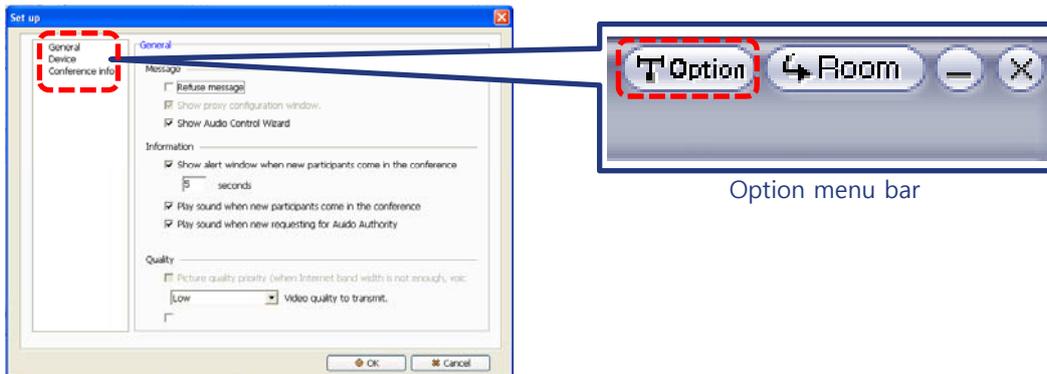
Can change the video conference setting of each individual meeting by clicking the options button.



Option menu bar

# Option menu #2

## Option menu



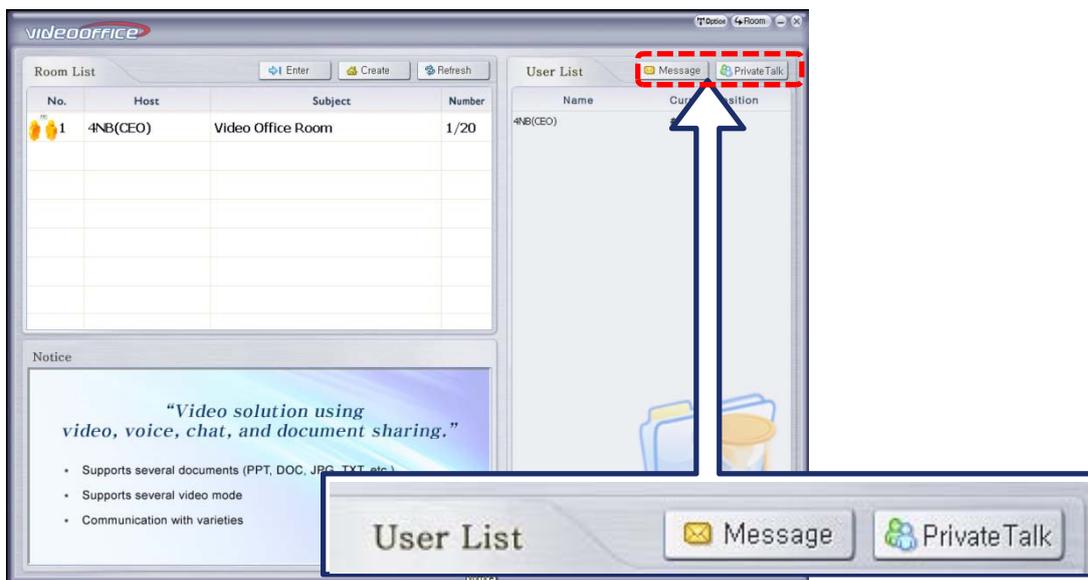
Option menu bar

<p><b>General</b></p>	<p>Message</p> <ul style="list-style-type: none"> <li>- Refuse message Block the message form other user</li> <li>- Show audio control Wizard Don't execute audio control wizard.</li> </ul> <p>Information</p> <ul style="list-style-type: none"> <li>- Show alert windows when new participants come in the conference</li> <li>- Play sound when new participants come in the conference</li> <li>- Paly sound when new requesting for audio authority</li> </ul> <p>Quality</p> <ul style="list-style-type: none"> <li>- To adjust the video frame rate, resolution</li> </ul>
<p><b>Device Setting</b></p>	<p>Sound Volume control</p> <ul style="list-style-type: none"> <li>- Speaker volume control To adjust the Speaker volume</li> <li>- MIC volume control To adjust the MIC volume</li> <li>- Use automatic mic volume configuration Automatically adjust the MIC volume</li> </ul> <p>Noise Reduction Control</p> <p>Video control</p> <ul style="list-style-type: none"> <li>-To adjust the video resolution</li> </ul>
<p><b>Conference infomastion</b></p>	<p>General</p> <ul style="list-style-type: none"> <li>- conference title Can change the video conference title</li> <li>- Security protect your conference</li> </ul>

# Sub-menu

## Sub-menu

To send message to another user go under the "message" menu and choose "message" and if you wish private talk then click private talk button. (Can't private talk without agree)



# Video Mode

## Video mode

After users enter a conference, you can see it as below.

The screenshot shows the VideoOffice interface with several callout boxes pointing to specific features:

- Check the Elapsed time and the number of persons:** Points to the top-left panel showing 'Time : 00:56:08' and 'Count : 1'.
- To adjust the Volume and MIC Volume:** Points to the audio control section with 'Option', 'Request', and 'Speak' buttons.
- All mute user, except for host:** Points to the 'Mute all' checkbox in the bottom-left panel.
- The chat feature allow user to Communicate with each other user in conference:** Points to the 'Text Message' input area at the bottom left.
- Recording menu:** Points to the 'Start Record' button in the bottom toolbar.

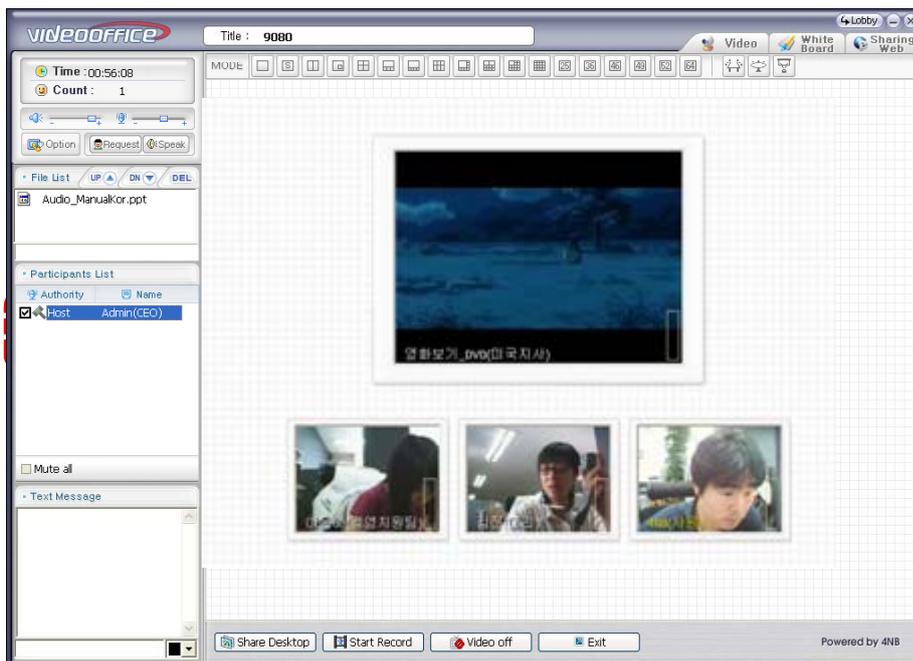
The interface also includes a 'File List' with 'Audio\_ManualKor.ppt', a 'Participants List' with 'Host Admin(CEO)', a main video display area, and a bottom toolbar with 'Share Desktop', 'Start Record', 'Video off', and 'Exit' buttons.

# Rights

## Rights in a conference

In some situation you may want to assign special rights to participants.

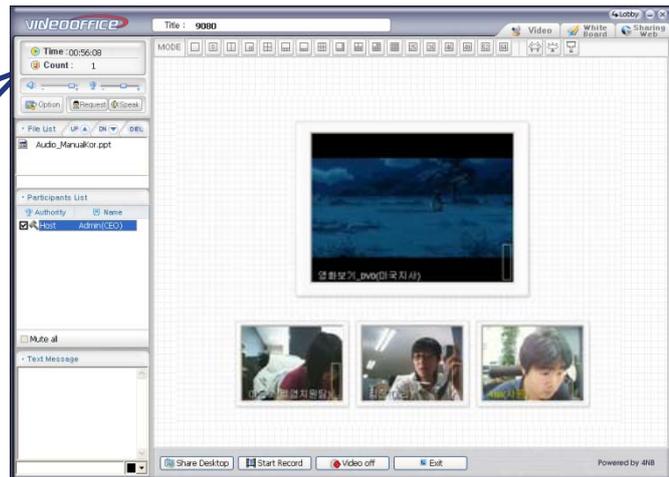
This is done by right clicking on the user and selecting the "Give the right to Speak", From Pop-up menu

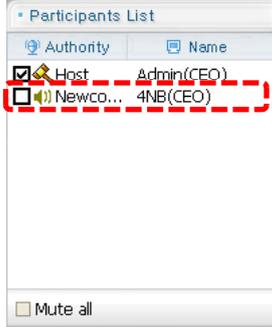


User's		Rights	ETC
	Host	Have all privileges below - Right to file UP/Down load - Control the Tab (Video, White board, web) - Kick out	Right Clicking
	Announcement	Can talk Almost have right like a host	Can be change by host
	newcomer	Almost have right like announcement But ,cant' talk	

# VideoOffice Sub menu

## Sub menu



Icon	Feature	
	<p>If you want to talk then have to request to host when you newcomer.</p>	 <p>Request message will appear at host only</p>
	<p>The "Speak" button feature lets user can talk when hold down the button when you newcomer.</p> <p>Will appear next to the name icon in the user list</p>	 <p>Just hold down the "speak" button for talk</p>

# VideoOffice Video Mode

## Video Mode

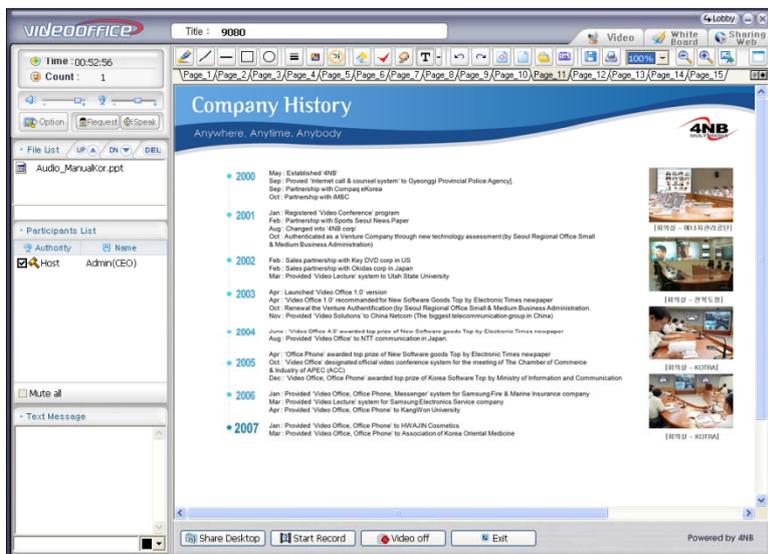


Mode	Feature
 Screen mode	A screen mode You can change the property of the resolution by button Broadcasting : Screen will change to full screen mode ESC key back to the normal screen mode
 Small screen mode	Small screen but it's smaller than a screen mode
 2 screen mode	Two screen mode only
 Screen mode (PIP mode)	Picture-in-picture is which you can see one screen inside a small screen on the main screen
 4 screen	4 screen mode
 4-split	4-split screen mode
 8 mode	8 screen mode
 10 mode	10 screen mode
 13 mode	13 screen mode
 16 mode	16 screen mode
 25 mode	25 screen mode
 36 mode	36 screen mode
 46 mode	46 screen mode
 49 mode	49 screen mode
 52 mode	52 screen mode
 64 mode	64 screen mode
 Virtual mode	Virtual screen mode

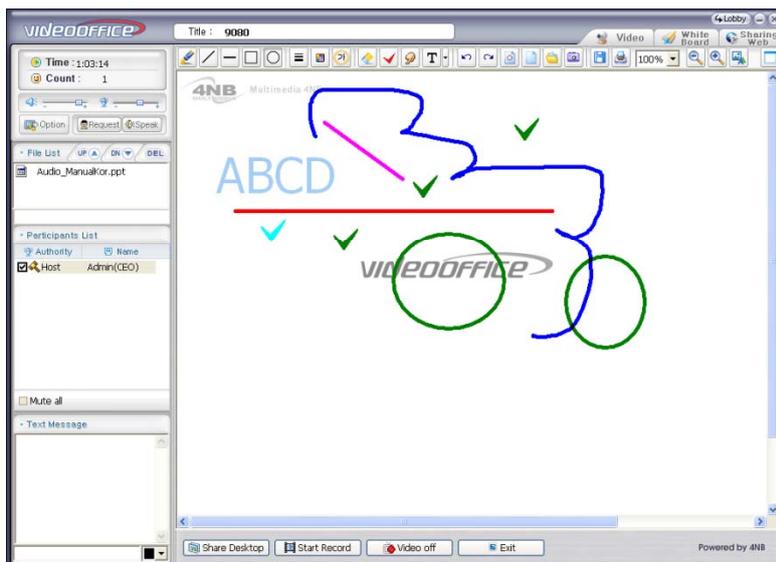
# VideoOffice White Board

## White-Board

White-Board is a drawing tool you can use to create simple. These drawings can be either black-and-white or color, and can save as bitmap. You can also use paint to work with document, such as MS office files and pictures.



Has been loaded



White-Board

# VideoOffice White-Board

## White-Board menu



Icon	Feature
	To draw a freeform line , straight line , ellipse or circle, square
Painting tool	
 Line width	Change to line width
 Color	Change to color
 Fluorescent	Enable highlight mode
 Erase	To erase a small area
 Check mark	To draw a check mark
 Finger point	Finger point will appear in the white-board, all users in the conference will see it
 Text	To type and format text
 Text size	If you wish change text size then click to "▼" button
 Erase drawing	All of drawing will be erase
 Erase all	All of drawing and document will be erase
 Open file	Open the file such as document and picture
 Snapshot	Snapshot
 Save	To save as JPG,BMP files
 Print	To print a document and picture
 Stretch	Change the size of document and picture
 Stretch	Change the size of document and picture
 Optimize	Optimize the quality of your document form document and picture
 Full Screen	Change full screen mode

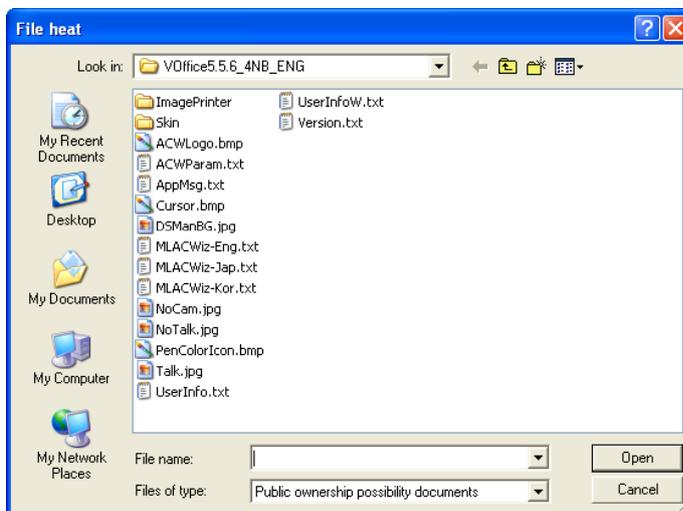
# VideoOffice Opening file

## Open the file

Open the file such as document, picture you want to open. Then you can to collaborate on a document.  
(See image below)



Open the file Icon



Open tool



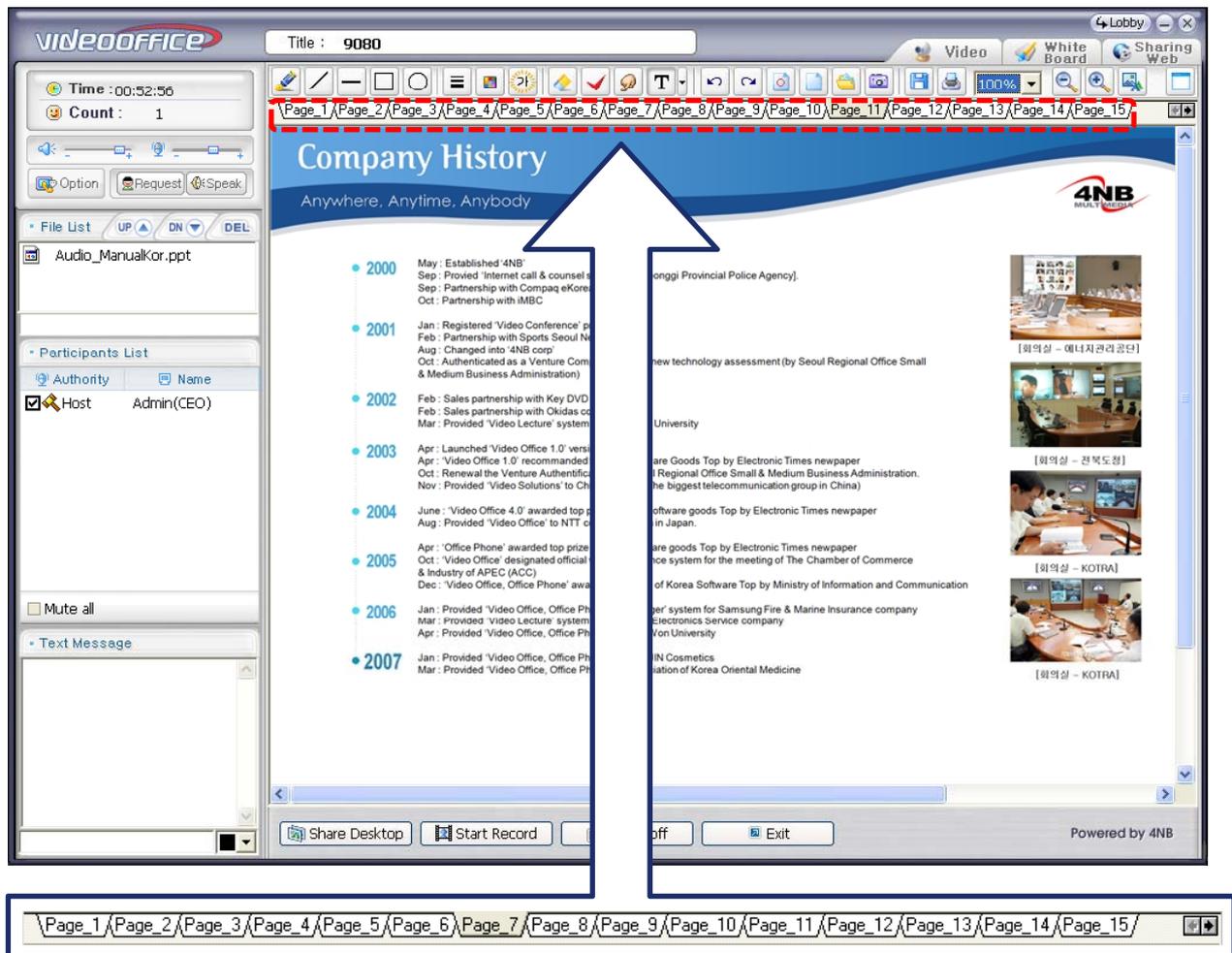
Loading bar

	<p>If the file you want to open, then select the file. click open And then all users in the conference will see document or picture after loading bar has been disappear</p>
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# VideoOffice opening file

## Opening file

When you loaded any file you want then you will see a page tab bar below the white-board tool bar .



You can change to page as you want.

# VideoOffice video mode

## Video mode of white-board

All so you can change video screen under white-board.  
This is the small Video screen in with-board and it's not much important in white-board

Icon		Feature	
	Hide		Hide the video screen
   	Mode	   	# This will support several video screen mode

# VideoOffice Sharing web

## Sharing web

Sharing a web browser is a convenient way to display website to participants  
 And the browser is launched and the entire region around the browser is displayed to all users in the conference.



# VideoOffice Sharing web

## Sharing web menu

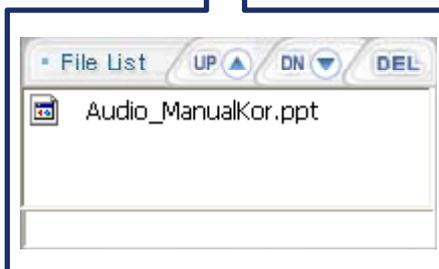
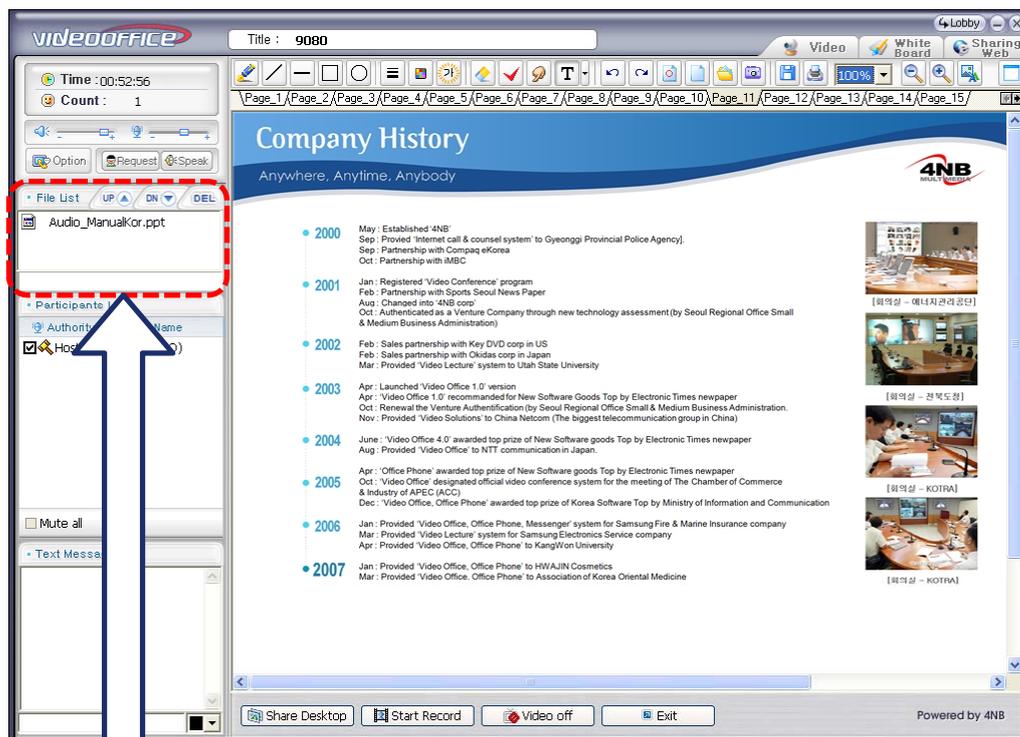
With an internet connection and internet explorer, you can find and view information about anything on the web.

Icon		Feature
Address bar		The same internet explorer address bar
	Go	Finding the information you want on the internet
	Back	Go back to page
	Forward	Go forward page
	Stop	Stop loading
	Refresh	Refresh internet explorer
	Open	Open the file you want
	Sharing	Enable : sharing web page with all users in conference Disable : Do not sharing web page with all users in conference.(local only)
	Go to white-board	If you wish drawing on webpage in Sharing web, then click it under Sharing Web tab
	Full screen	Full screen mode

# VideoOffice Sharing file

## Sharing file

Sharing file is a convenient way to share to all users. After the anyfile is uploaded to the server, any user can download it by clicking "DN" button. But, Can delete file list in file list box host only.



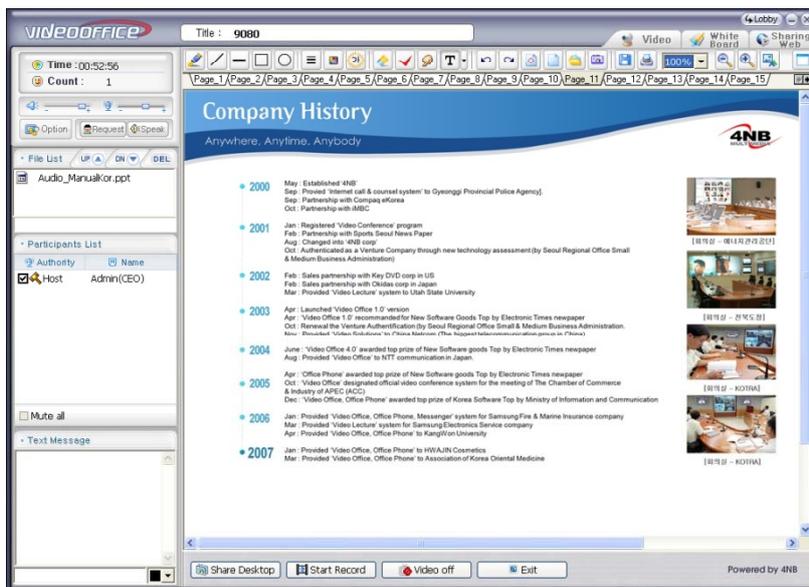
Uploaded list

Icon	Feature
	click the "UP" you want to upload.
	click the "DN" you want to download.
	Can delete file host only

# VideoOffice Record

## Record

Conference can be record using the record feature. But this feature enable host only.  
After Recording, Created file that WMV (Windows Media Video)



Icon	Feature
	Click the button you want record in conference. Save file dialog box will appear, browse to the folder where you want to save file, and then click save
	Stop recording.

# Thank You !

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