

# VideoOffice 6.1

## User Manual

Anywhere, anytime, anybody video conference system

**VIDEOCONFERENCE**

The logo for 4NB Multimedia features the text "4NB" in a large, bold, black font, with "MULTIMEDIA" in a smaller, blue, sans-serif font directly below it. A red, stylized swoosh or ribbon graphic curves around the text from the top left to the bottom right.

**4NB**  
MULTIMEDIA



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Customer Center : <http://help.4nb.co.kr>



# Agentda

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1. To delete VideoOffice

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1. Customer services



# 1. Features of VideoOffice

## 1. Operational requirement for

For the proper use of VideoOffice, the following requirements are necessary.

### 1) H/W requirement

Category	Description
CPU	Over Intel Pentium4 3.0 GHz or compatible
RAM	Over 1 GB
HDD	Over 5 GB
Network	Over ADSL
OS	Windows 2000, XP, 2003 , Vista , Win7
Web Browser	Over Internet Explorer 6.0

### 2) Other peripherals for VideoOffice

The following peripheral devices are necessary for effective video conference with VideoOffice .

Device Name	Description
Video Camera	CCC or CMOS Camera over 300,000 Pixels. Support RGB24 ,YUY2 compression format
Sound Card	Internal or external bi-directional sound card
Head Set	Head Set with Microphone



# 1. Features of VideoOffice

## 2. Features of VideoOffice

VideoOffice of 4NM provides stable and convenient conference with following unique functions.

### 1) Excellent sound quality

VideoOffice provides high quality sound like MP3.

It provides clear and clean sound like actual environment to the participants in the video conference.

### 2) Available for the users in various network environments.

VideoOffice is available for the users in various network environments such as VPN, Fire Wall, Private IP. Specially, the single port technology containing HTTP Tunneling makes video conference in any network environment.

### 3) Support collaboration, presentation, and file sharing

VideoOffice provides various collaboration functions.

Through document sharing, Web sharing, File transfer and multi loading, it support Powerpoint , Word, Excel of Microsoft, HWP, Image files (Jpeg, gif, bmp, rgb) and txt file.

Also, through Web sharing, the participant scan see the identical Web screen at same time and distribute meeting materials real time with file transfer function.

### 4) Convenient use

Through the test of various users in different environment for years, VideoOffice is designed to be easy and convenient for use.

The easy use is the most strong point obtained through the test of user domestic and abroad.

 <p><b>Multi language support</b> English, Japanese, Chinese and other language supported by Window.</p>	 <p><b>Available in any place in the world</b> English, Japanese, Chinese and other language supported by Window.</p>
 <p><b>Sound quality as MP3 class</b> High quality sound using voice compression technology</p>	 <p><b>Various sharing functions</b> Web, Document, and wall paper</p>
 <p><b>Free transfer to video mode</b> Multilateral screen, 3 dimensional screen</p>	 <p><b>Web Installing</b> Easy to use by simple access to Internet without installation</p>
 <p><b>Support Fire Wall</b> Private IP, NAT, Dynamic IP, VPN, Proxy and etc.</p>	 <p><b>Intra broadcasting mode</b> Video conference available through broadcasting or 1:1 mode</p>



# 1. Features of VideoOffice

## 3. Enhanced function of VideoOffice

### 1) Various video screens

The number of Video screen can be easily changeable by the user option, which can be selectable from min 1 to max 64 and the size also is adjustable. With drag and drop option, the user can move the video screen to any position on the display.

### 2) Reinforced voice permit function

Maximum 8 participants in video conference can have voice permission. Also, with simple mouse movement, the permission can be given to a participant.

### 3) Easy file sharing

From the list of files to be shared, the file can be uploaded or downloaded easily by simple mouse click. All participants in the conference can see the list of files shared and the progress at a glance.

### 4) Stable document sharing system

Product stability has been reinforced so that the file sharing can be done in low end system.

### 5) Easy set up of the quality of sound and image

While the fixed quality of sound and image were used in the existing product, VideoOffice has been updated to allow the administrator to adjust the sound and image according to the situation. With this function, the user in low bandwidth can perform video conference smoothly.

### 6) Screen configuration fit to conference objective

By classifying the upper-right menu of Main menu provided for the users into Video, Paint and Web sharing, the host can perform various types of conference to meet the user's requirement. In case of paint and web sharing, the screen can be changed to full screen mode and you can enjoy realistic conference as the video screen of presenter can be shared.

### 7) Support low end system

VideoOffice has been enhanced to run on the low end system by reducing the memory to be occupied by the product..

### 8) Reinforced document sharing during the conference

In the document conference, the users participating in the middle of conference can see the identical screen with that of current users.

### 9) Remote control and screen sharing

During the use of VideoOffice, other PC can be controlled and shared remotely without any other remote control system.



## 2. To install VideoOffice

### 1. To install

Open the internet and input the address (separate address will be given) , then the following video conference access page will show up.

If you first installation then have to Click "Install" button



To install VideoOffice program click "Install" button



The security warning will appear. Click "Run" button.



## 2. To install VideoOffice

### 1-1) Web launcher installation

At the first installation, Security warning windows will appear. Once you proceed as following.



At the first installation, Internet security warning will appear. That means to ask if you want to install 4NB's software. Click "Install" button to continue.



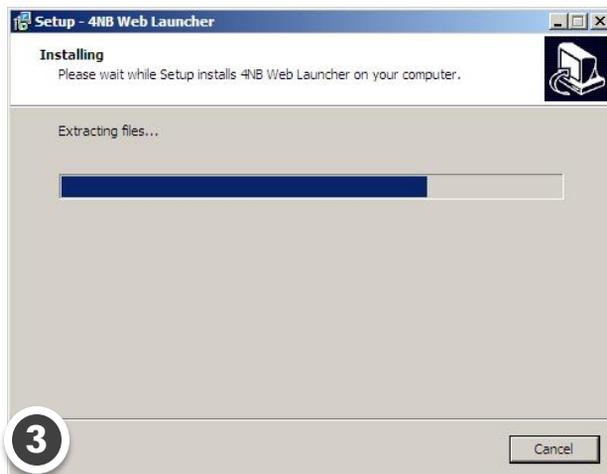
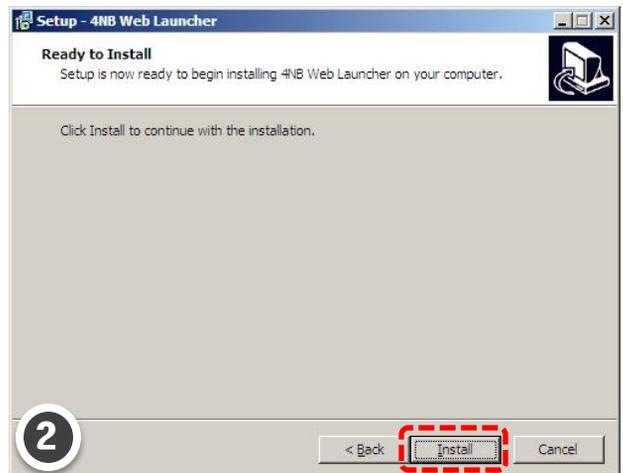
Select language as you want, Click "OK" button



## 2. To install VideoOffice

### 1-1) Web launcher Setup wizard

Once you proceed as following, then the program will be automatically downloaded and installed.

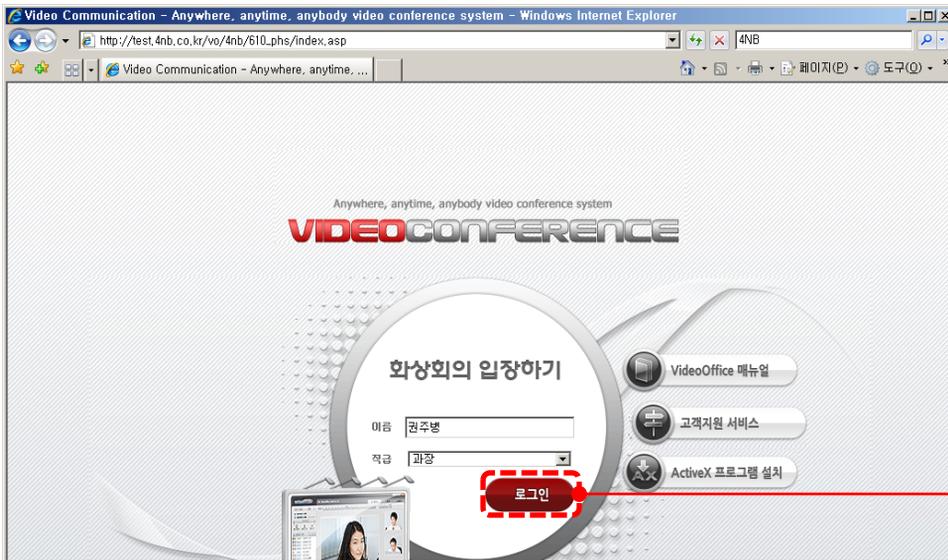




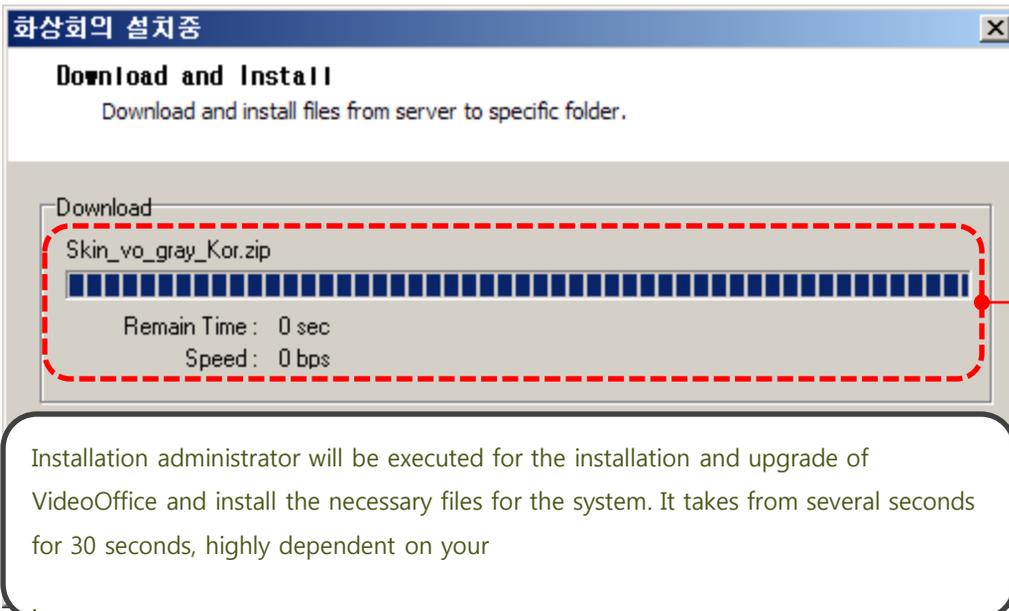
## 2. To install VideoOffice

### 1. To install VideoOffice

When the Web launcher installation is completed, you can install the VideoOffice program on your computer as Following.



Input your name and select your title and then click "Login"



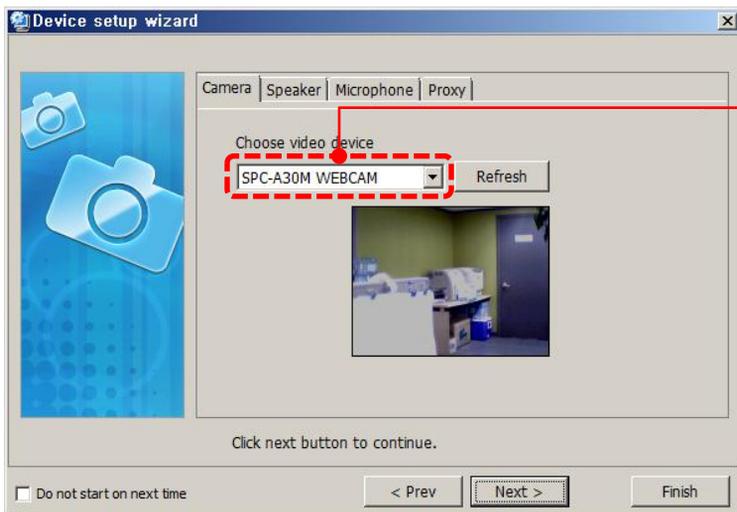
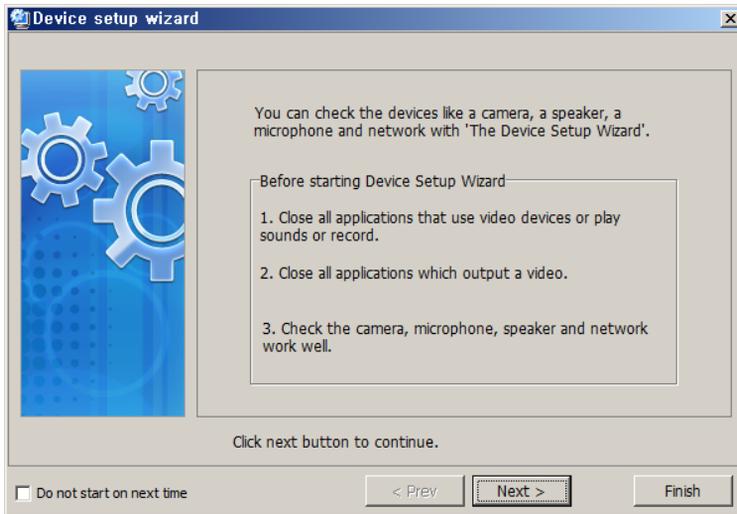
Installation administrator will be executed for the installation and upgrade of VideoOffice and install the necessary files for the system. It takes from several seconds for 30 seconds, highly dependent on your



## 2. To install VideoOffice

### 2. Device set up wizard

Once the installation is completed, the following wizard will show up and then you can set up or test camera and head set.



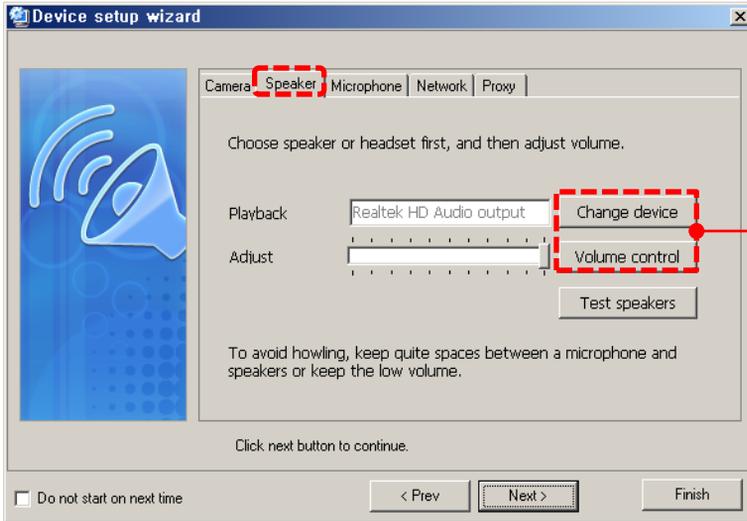
You can test if your image appear in camera tab. In case that there are multiple cameras, you can select one of them.



## 2. To install VideoOffice

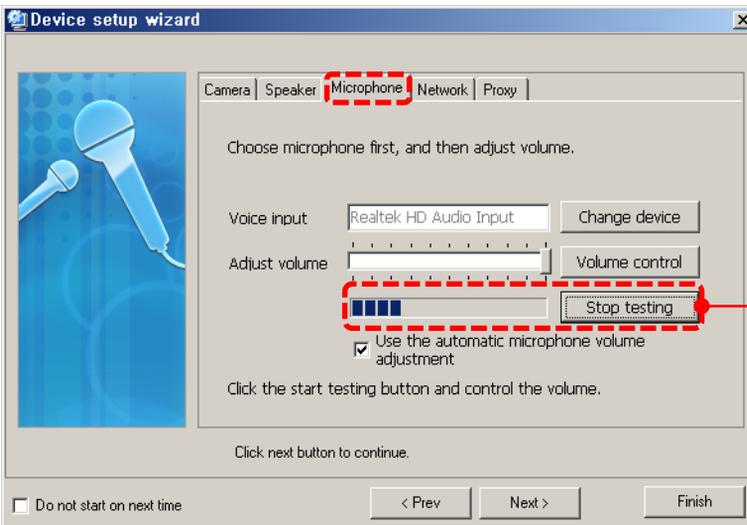
### 2-1) Device set up wizard

You can change the sound card, control the volume and test microphone in speaker tab.



**Device change:** In case of multiple sound cards, set up the desired sound card.

**Volume control:** You can control various types of volume..



**Microphone test:** You can confirm if the microphone works normally.

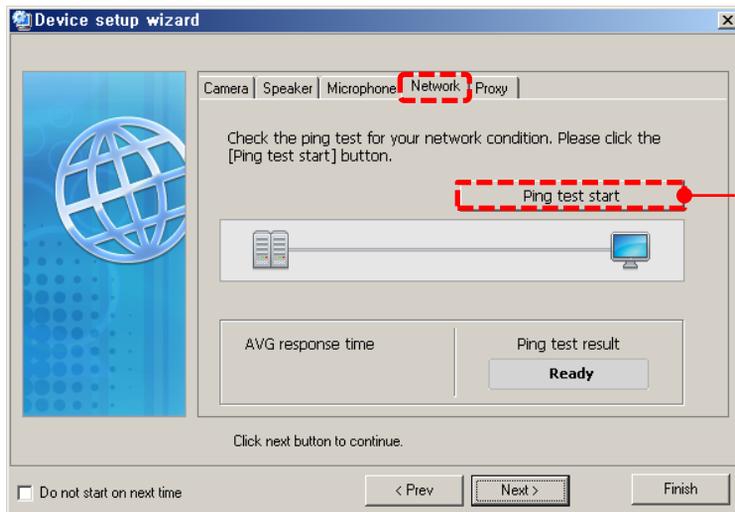
**To control the microphone volume automatically:** The microphone volume will be adjusted properly.



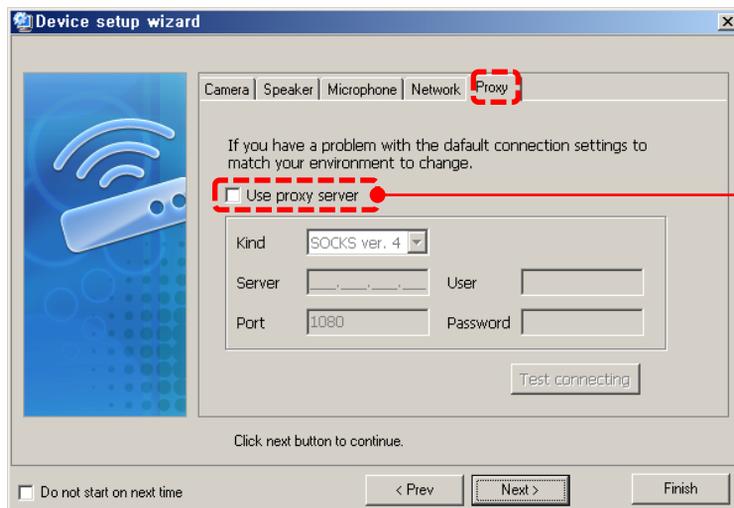
## 2. To install VideoOffice

### 2-2) Device set up wizard

You can test the speed of your internet connection and compare it to other in your area.



**Click on the start button :** The result of a ping test includes confirmation that connection was successful, along with a series of numbers that represent the communication delay in milliseconds (ms)



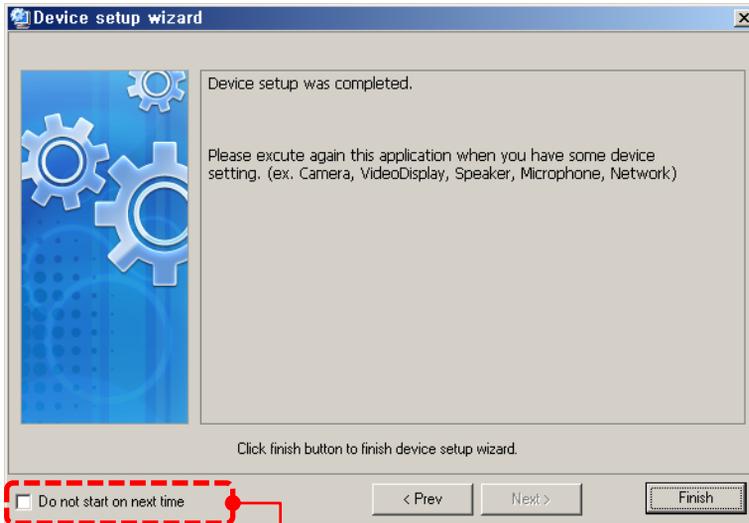
**Use proxy server :** To use proxy server, check this box.  
We just support proxy server type is SOCK4, SOCKS5 only.



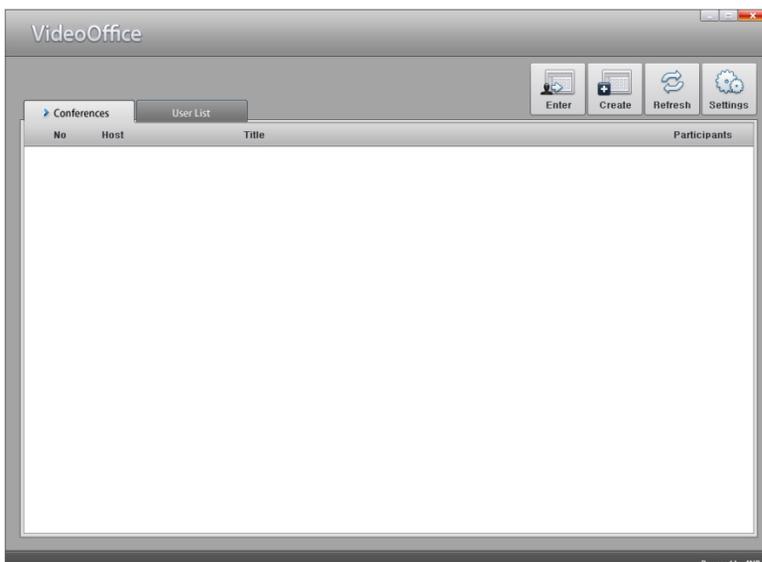
## 2. To install VideoOffice

### 2-3) Device set up wizard

In network tab, it will be set up when proxy server is used.



Check if you don't want to execute device set up wizard afterward.



When the installation is completed, waiting screen will be displayed as following.



# 3. To use VideoOffice

## 1. Waiting room mode

In waiting room, you can create and participate in the conference room.

**Conferences**

List of conference room

No	Host	Title	Participants
1	FNB(President)	Manual	1/20

The information of on-going conference will appear.

Number of Participants and quorum in the conference room

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## 3. To use VideoOffice

### 1-1) Waiting room mode

In the video conference waiting room, the location of current connected person and conference on-going can be found. .

▶ **User List**

**List of participants** : the location of counterpart logged in can be found.

VideoOffice

Conferences
▶ User List

User Name	Location
4NB(Ass. Manager)	Lobby
FNB(President)	# 1 (Manual)

**Name** : it indicates the nickname of logged-in person.

**Current position** : it indicates the location of logged in person.

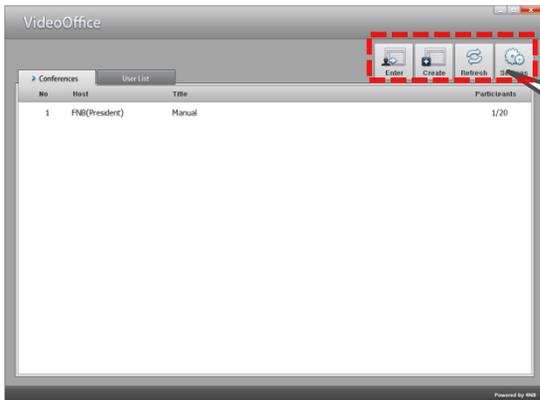
Powered by 4NB



# 3. To use VideoOffice

## 1-2) Waiting room mode

In the waiting room, the camera, head set and video quality can be set up through environment setting.



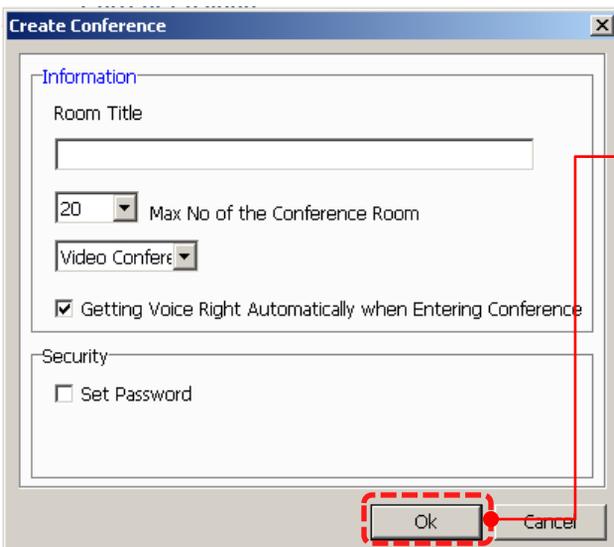
Select the desired conference room and click "Enter" button to enter the conference room..



To create a conference room, click "Open conference room" button.



Click " Refresh" to update the information of waiting room.



To create conference room, set up the title of video conference, quorum and password and then press "Confirm" to enter the conference room.



## 3. To use VideoOffice

### 1-3) Waiting room mode

In environment setting, video and audio quality and the composition of conference room can be changed. .



Setting necessary for video conference, camera, head set or quality of video conference can be adjusted.

Select to reject the message from counterpart.

Check if you don't want to execute the device set up wizard afterward.

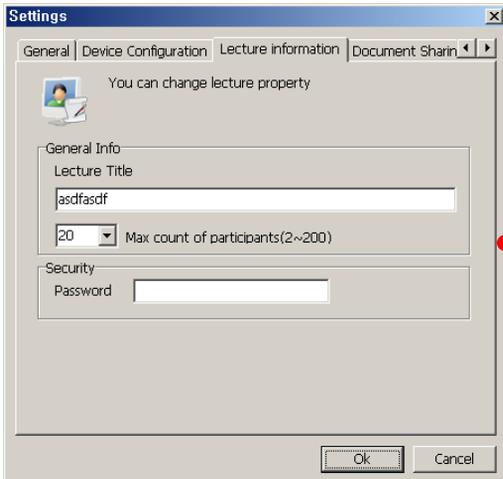
Device setting allows you to adjust the quality of audio and video, refer to conference "Option" for more detail.



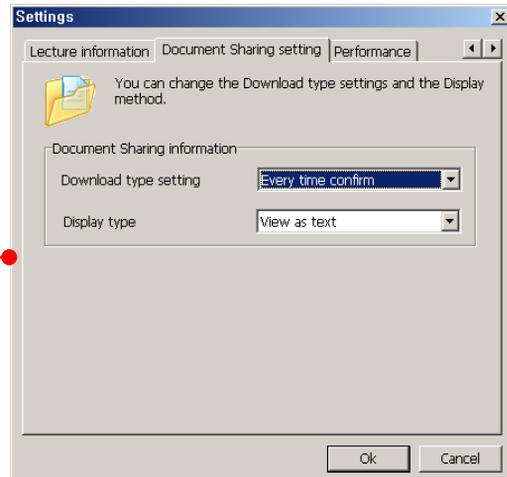
## 3. To use VideoOffice

### 1-4) Waiting room mode

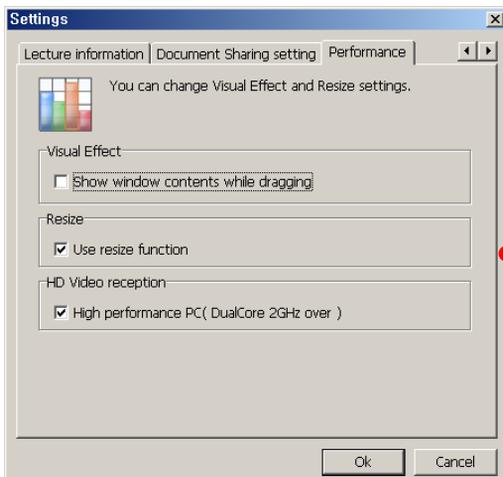
You can also change the conference room setting if you want.



Lecture information setting allows you to adjust the Number of Users and password.



Document sharing setting allows you to change "Download type" and Display type



Performance setting allows you to change the HD Video reception.



### 3. To use VideoOffice

#### 2. Video mode

Once you come from waiting room to conference room, the video conference will begin. There are various functions in the conference room which are divided into main function on the left each functional tabs comprising video, paint and web sharing. Main menu comprises as followings.

The screenshot shows the VideoOffice interface with several callouts:

- Option button:** Points to the gear icon in the top-left corner of the application window.
- To control the volume of microphone and speaker:** Points to the volume sliders in the top-left toolbar.
- The elapsed time of conference and number of participants:** Points to the top status bar showing "1234 (Time 00:03)".
- To chat with the participant in the conference room:** Points to the chat window on the left side of the interface.
- Easy to move the screen by mouse drag and drop:** Points to the main video window, with a red arrow indicating a drag-and-drop action.

The interface includes a top menu bar with "Video", "White Board", "Web", and "Media" tabs. A toolbar below the menu bar contains icons for various functions. The main area displays a large video window for the host, "김선미 (대리)", and a gallery of smaller video windows for other participants: "서은희 (대리)", "유종현 (대리)", "김동현 (대리)", and "김민정 (대리)".



### 3. To use VideoOffice

#### 2-1) Video mode

To move a specific user to large screen, drag the desired video screen and drop on the large screen, then the image of previous user in large screen will be replaced with new user. To release full screen mode, press [Esc].



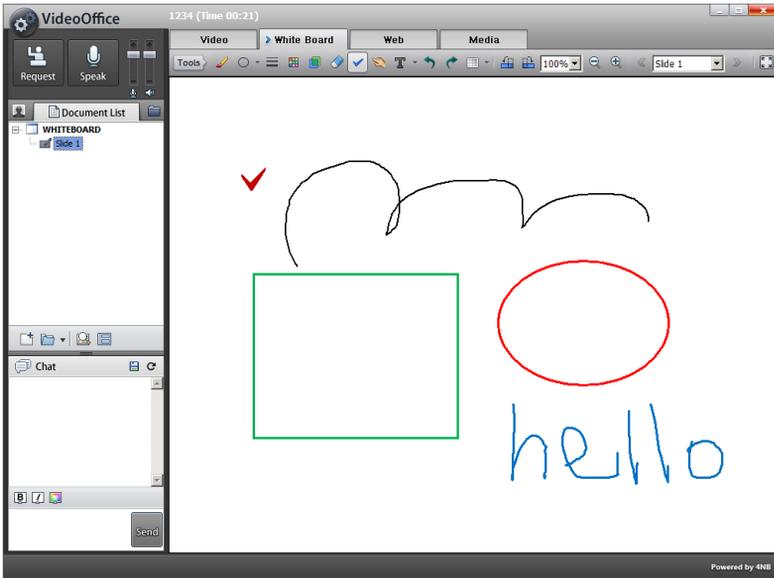
Mode		Description	
	HD Screen	HD Resolution mode	Resolution can be adjustable by pressing HD resolution Broadcasting : change to full screen
	1 Screen	SD Resolution mode	
	1 Screen (Small)	identical to screen but small in size	
	2 Screen	2 screens split mode	
	1 Screen (PIP Mode)	Picture-in-picture split mode	
	4 Screen	4 screens split mode	
	4 Screen	4 screens split mode	
	6 Screen	6 screens split mode	
	8 Screen	8 screens split mode	
	10 Screen	10 screens split mode	
	13 Screen	13 screens split mode	
	16 Screen	16 screens split mode	
	25 Screen	25 screens split mode	
	36 Screen	36 screens split mode	
	46 Screen	46 screens split mode	
	49 Screen	49 screens split mode	
	52 Screen	52 screens split mode	
	64 Screen	64 screens split mode	
	Virtual Screen	Virtual conference mode	
	Virtual Screen	Virtual conference mode	
	Full Screen	Change Full screen mode	



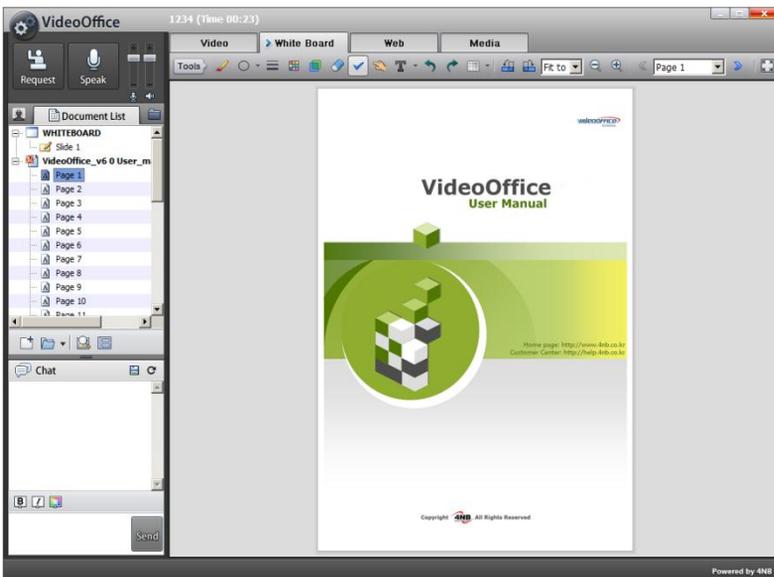
# 3. To use VideoOffice

## 3. Paint mode

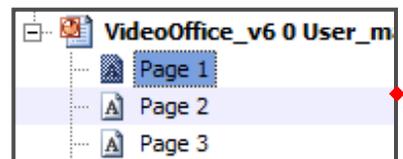
Like a whiteboard, you can mark on the figure and picture during the conference and load Word file or Excel document.



You can write various writing on the Paint. As the video mode is minimized, you can move it to any position you want.



To share a document, press "Open file" as shown on the figure to load the document



In case of multiple pages in document, press "Pagetab" to move to desired page.



## 3. To use VideoOffice

### 3-1) Paint mode

It is a function to input words (or drawing) or emphasize special part when the conference is on-going with document. This mode is useful when it is necessary to explain details about the web page. The Guest can not draw in paint mode.



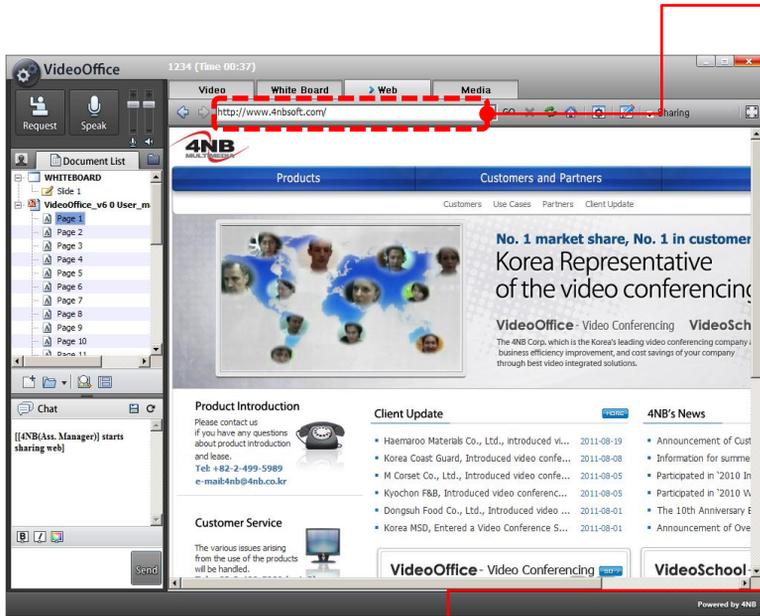
Icon	Function
Drawing tool	Draw with Pen. Straight line, level line, rectangular, and circle
Line thickness	To select the line thickness
Color selection	To select the color
Marker pen	
Eraser	To remove the writings
Check	To mark V on the important part and the color is selectable.
Baton	To point at certain part which will be explained to the participants
Text	To input text on the screen by clicking
Font size	To set up font size , click ▼
Delete writing	To delete the writings made by drawing tool or text input
New document	To refresh current figure or document
Open file	In case of document, Tab type page will be displayed under the icon of Paint.
Capture	To capture the screen executing
Save	To save the loaded document or image as JPG or BMP format.
Print	To print the loaded document or image.
Rotation	To rotate document or image
Zoom in/out	To zoom in / out the loaded document or image
Zoom in/out	To zoom in / out the loaded document or image
Maximization	To set up full screen mode
Preview	To preview the shared document alone



### 3. To use VideoOffice

#### 4. Web sharing mode

The conference can be performed while seeing internet with the participant in real time. Once the internet screen is shared, you can work with document in Paint.

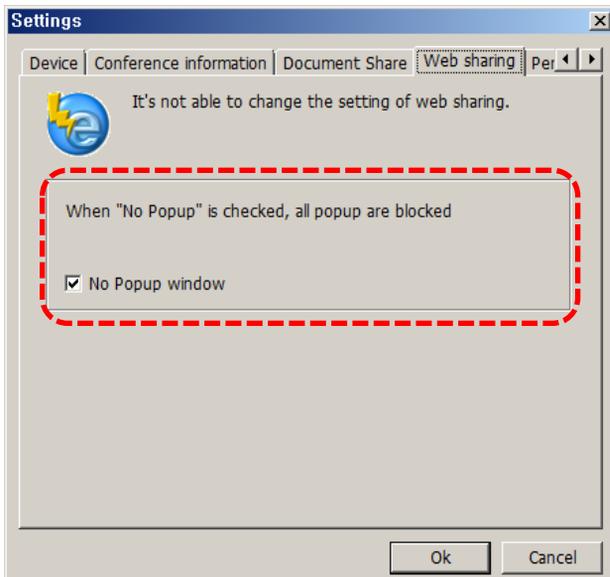


The user interface of Web sharing is very similar to Internet Web browser, so just input internet address into address filed to share the web

To quit Web sharing. Or close up internet Pop up window to quit.



As the writing is impossible in web sharing mode, the writing is possible with Gamluri icon.





### 3. To use VideoOffice

#### 5. User entitlement

VideoOffice is categorized largely into "Host", "Participant" and "Presenter" and each has different function.



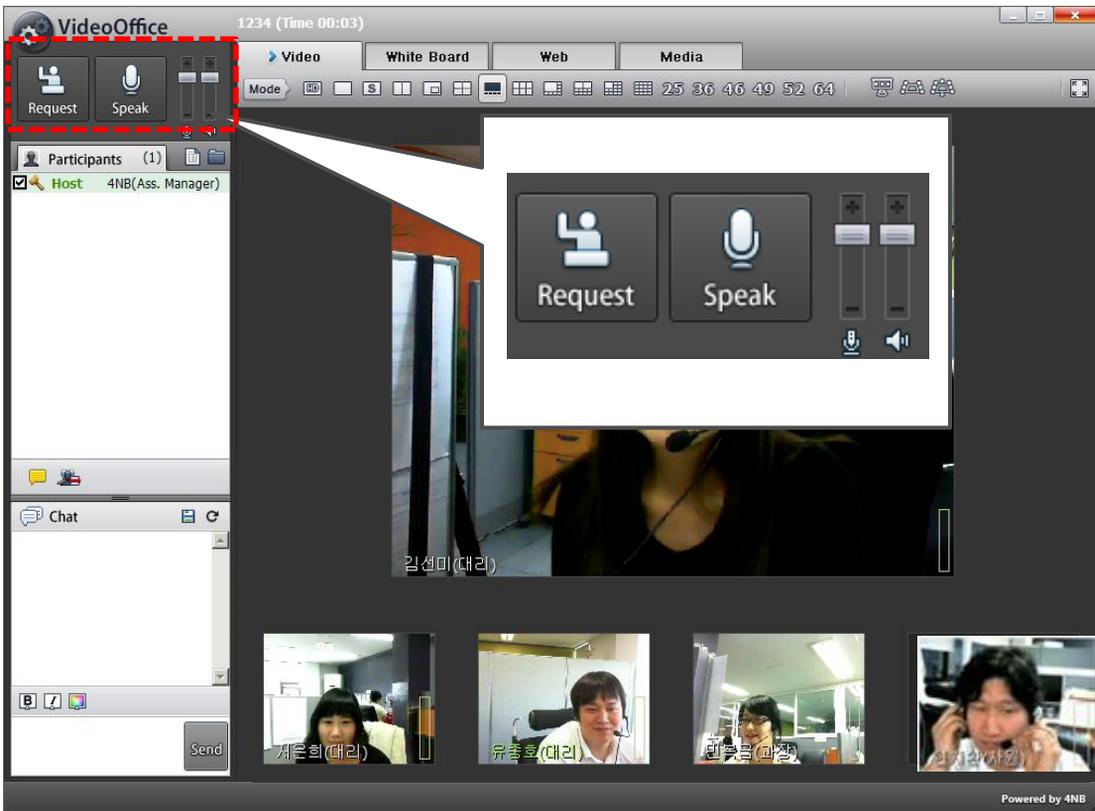
User		Entitlement	Remark
	Host	Who create conference room. Have right to perform the conference (entitled to control Video, Paint, Web sharing) Permit Speaker, accept the request from Speaker and Guest Transfer the entitlement of host, forced exit, cancellation of permission of Speaker Right to perform web sharing and paint	Right button of mouse
	Speaker	Speaker who has the right to speak Right to perform web sharing and paint (identical authority with host)	The entitlement of Speaker and Guest can be changed by the host.
	Guest	Identical to presenter but have no right to speak (can speak while left Ctrl key or Speak button)	



## 3. To use VideoOffice

### 5-1) User entitlement

The user having no entitlement can request authority by simple click and the quality of video and voice can be adjustable through option setup.



When the Guest wants to speak, he may ask Host for permission.



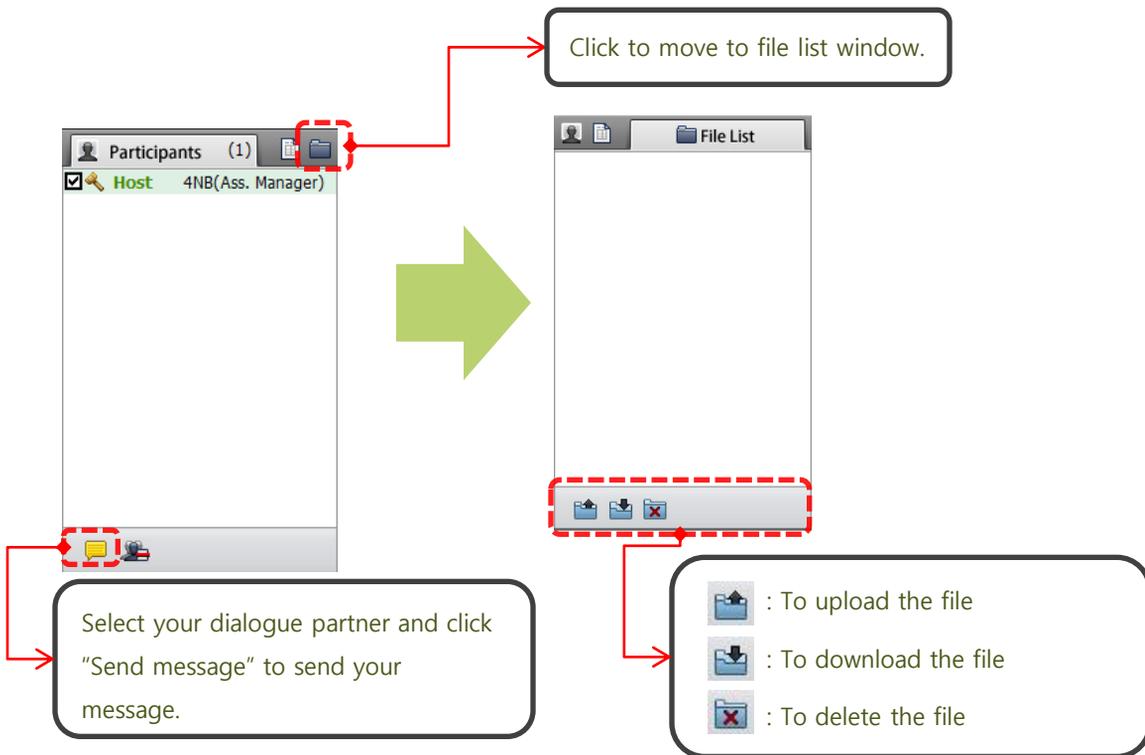
The Guest having not right to speak, he/she can speak while pressing Ctrl and F1 simultaneously.



### 3. To use VideoOffice

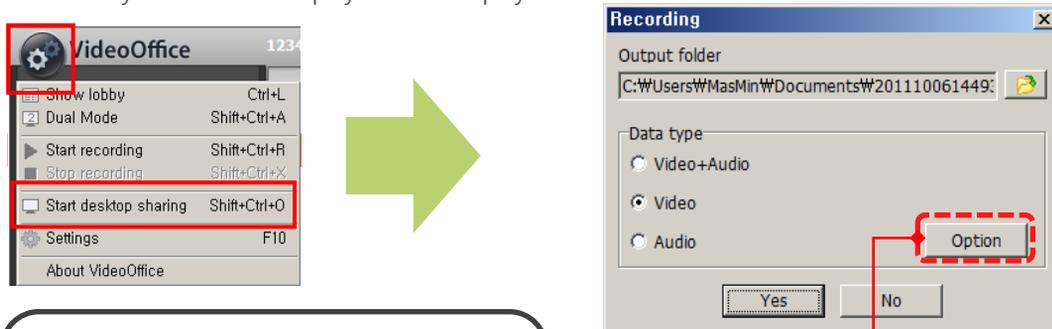
#### 6. File sharing

With VideoOffice, you can attach files to share with other participants.



#### 7. To record

It is a function to record voice and video during conference. The recorded file will be saved as WMV file and executable by Window media player or other players.

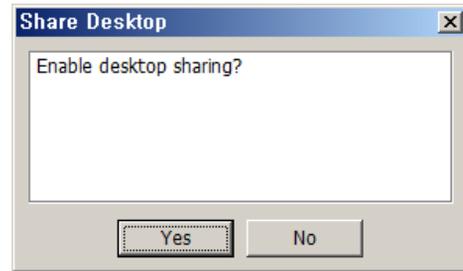




### 3. To use VideoOffice

#### 8. To share desktop

Through desktop sharing, you can show your PC screen to the counterpart and the counterpart can control yours.



Click "sharing desktop" button, then the screen on the right will appear. Click "Yes" to share PC screen with counterpart.



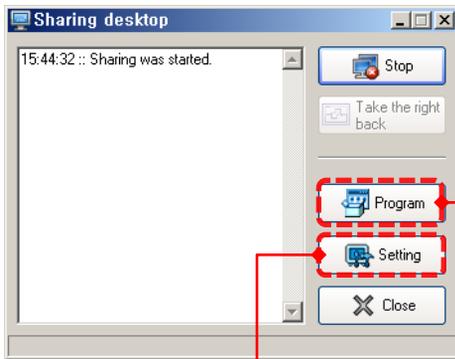
Once the desktop sharing begins, the counterpart can see the shared screen after being loaded for 1 second as shown on the left screen.



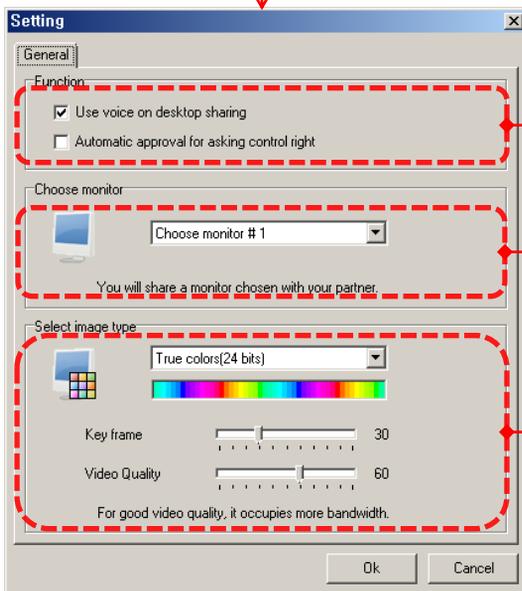
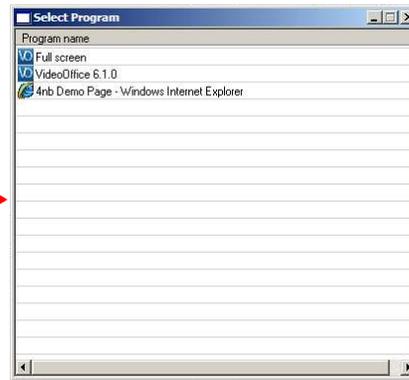
## 3. To use VideoOffice

### 8-1). To share desktop

Through desktop sharing, you can show your PC screen to the counterpart and the counterpart can control yours.



Once desktop sharing begins, the following screen will appear. Click "Program" button to select the screen to be shared.



To confirm if conference voice will be used on not during the sharing. The request of counterpart for control right can be set up automatically

Select a monitor to show when dual monitor mode.

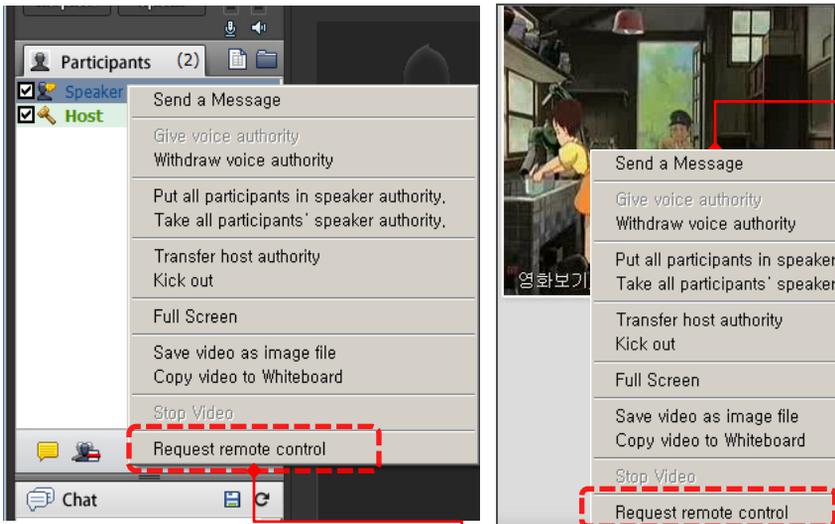
To adjust the color according to network condition and control the frame and video quality.



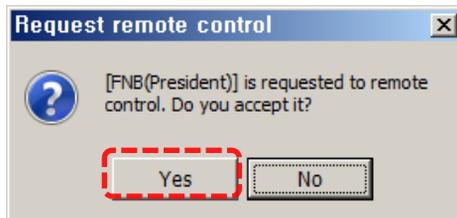
### 3. To use VideoOffice

#### 9. Remote control

With VideoOffice, you can have remote control over the other person's PC during the conference. Any failure can be immediately recovered.



Remote control can be activated by placing your mouse on the desired counterpart and clicking left button of mouse.



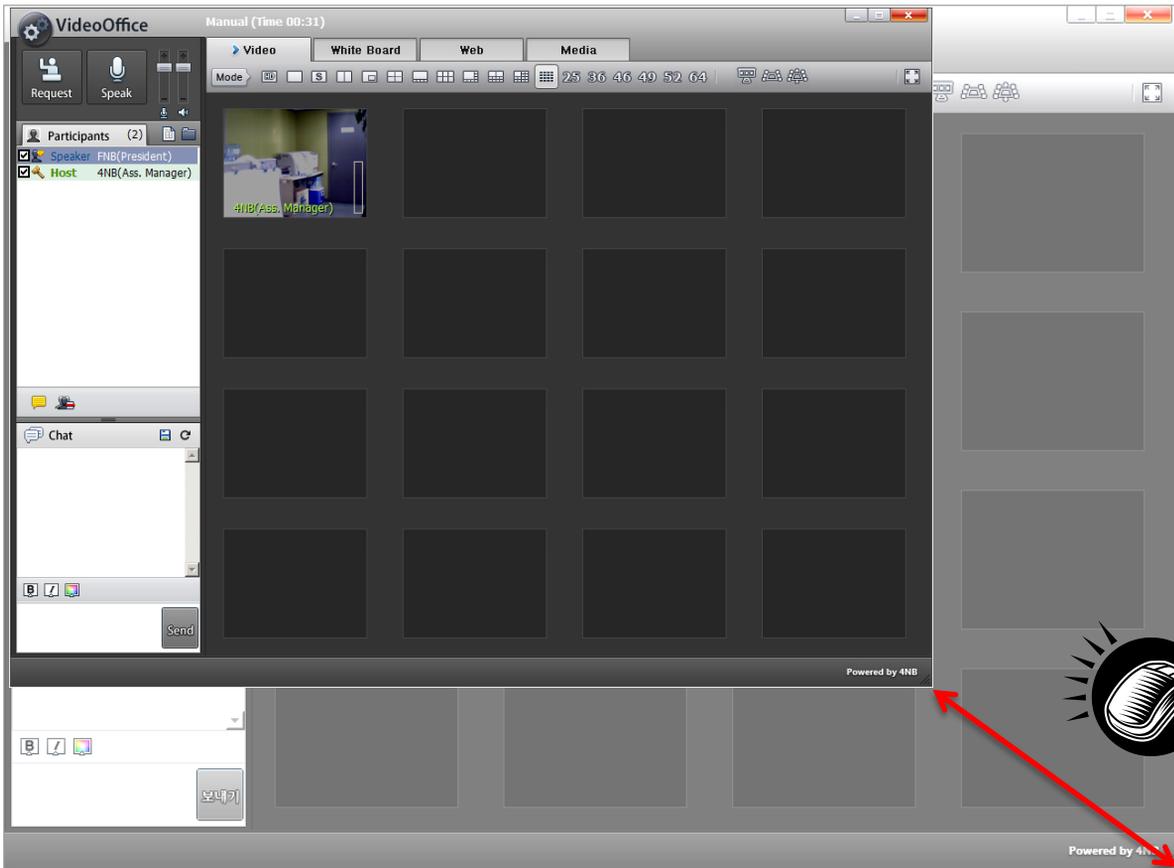
Once the counterpart accepts your request, the screen of counterpart will show up after 1 second as following screen.



## 3. To use VideoOffice

### 10. Free to change of video size(resizing)

Video Office supports all resolutions settings and the settings can be adjusted freely.



The Video Office application can be resized and moved anywhere on your computer screen. There are various zoom and direction settings for VideoOffice. The last zoom size and direction settings of Video Office are saved automatically.



# 3. To use VideoOffice

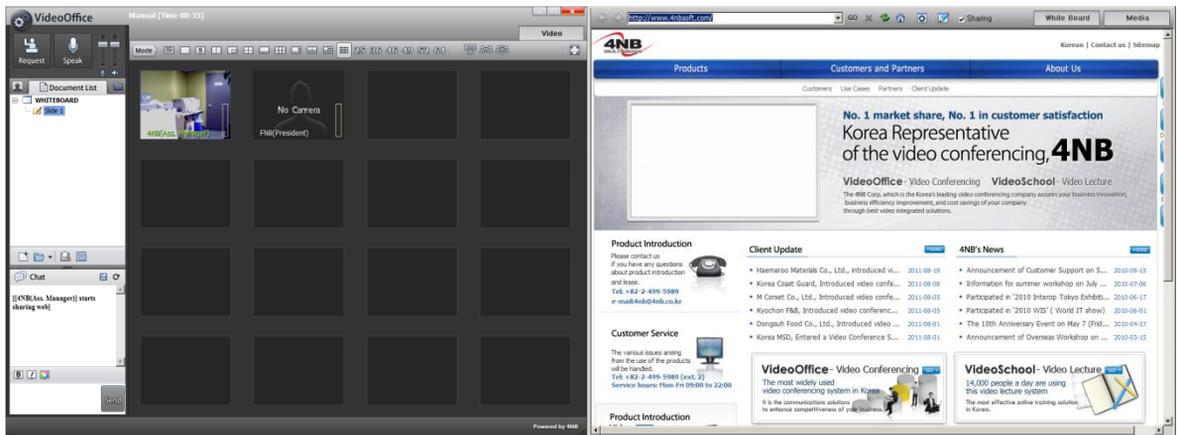
## 11. To use dual monitor

A dual monitor setup enable you to view the video mode and paint mode side by side



To use Dual monitor feature, click dual monitor icons then you to view the video mode And paint mode side by side.

If you want to single monitor mode then click it again.

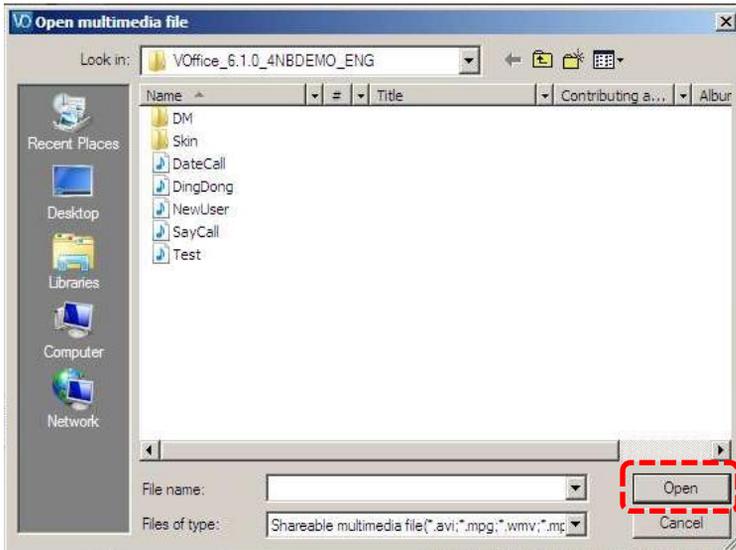
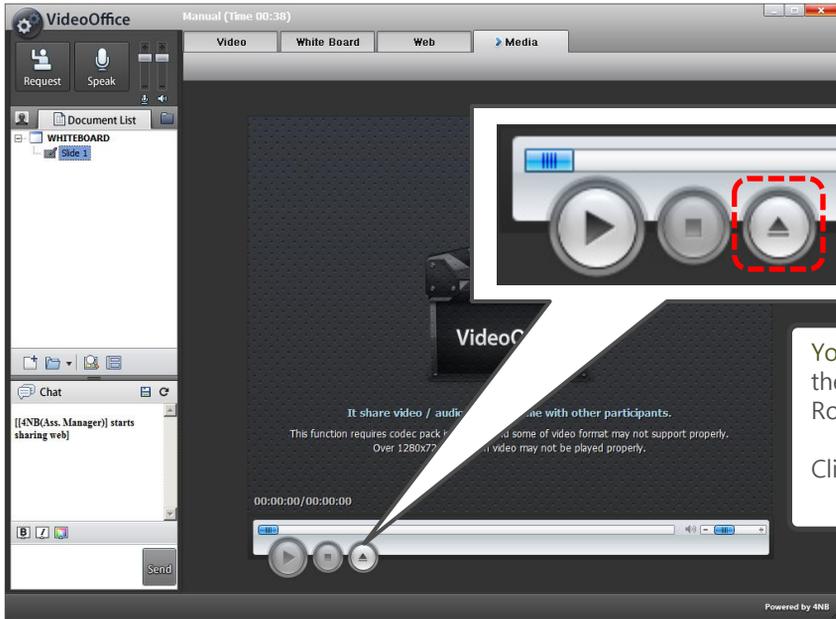




# 3. To use VideoOffice

## 12. Media sharing

Easy to sharing media files with the participant in the conference room.(MP3, AVI)



Support files list

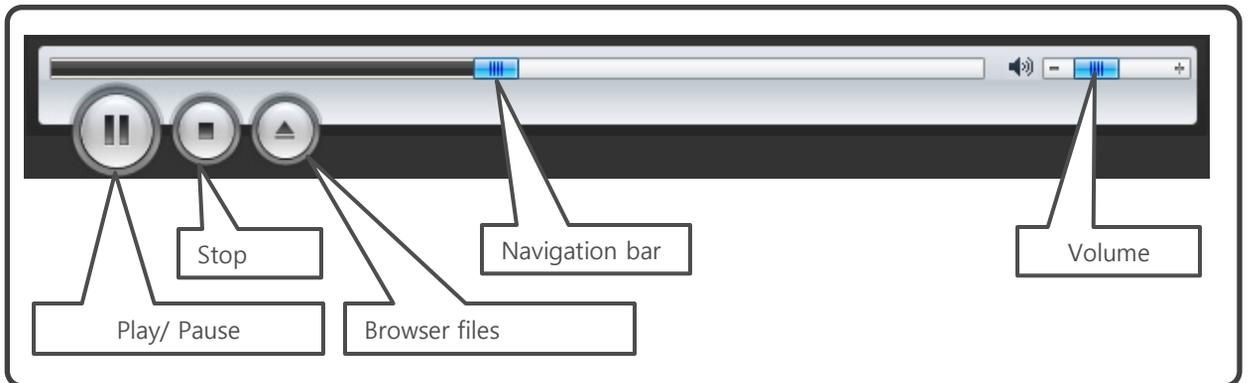
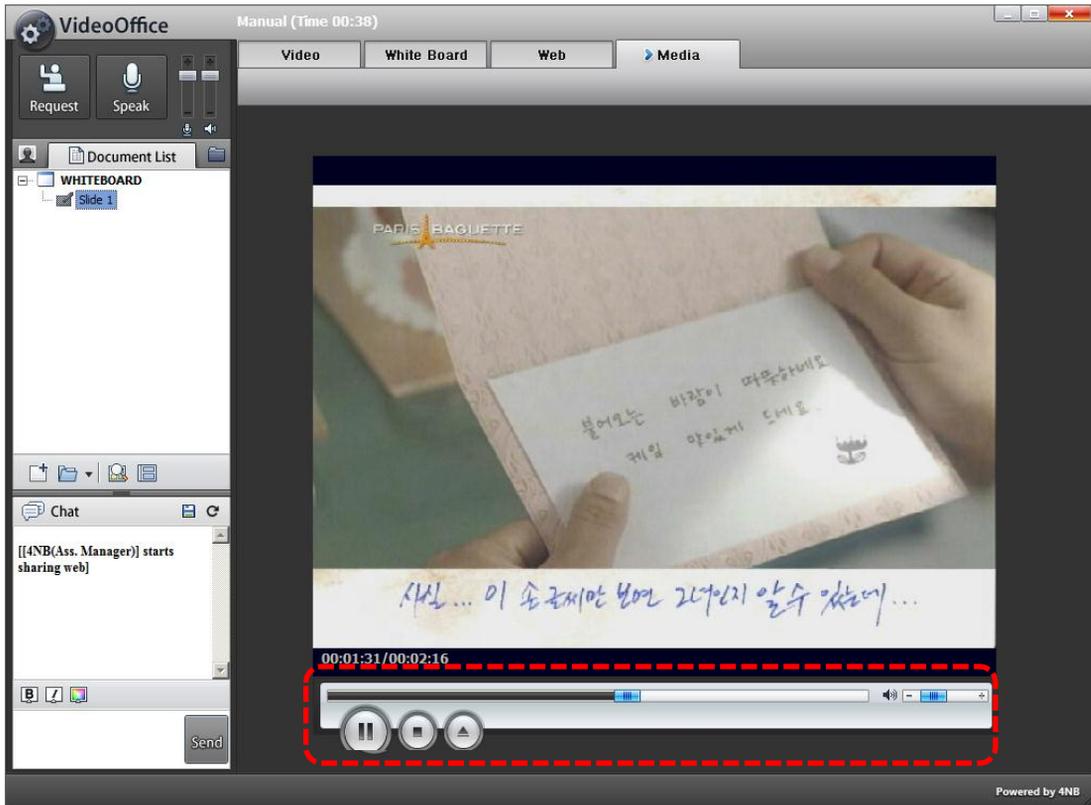
- Video : Xvid , MPEG4
- Audio : Mp3, Wav



# 3. To use VideoOffice

## 12. Media sharing

Using it to play streaming video is easy because it works well and is user-friendly.





### 3. To use VideoOffice

#### 13. Integrated voice conferencing

During the conference, you can invite other phone call user by this feature

Open Dial pad

You can invite user by dial pad

Participants are invited to a conference can use the VideoOffice

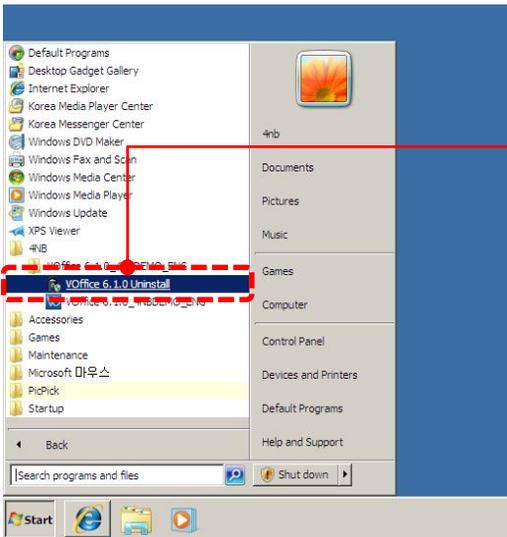


# 4. To delete VideoOffice

## 1. To delete VideoOffice

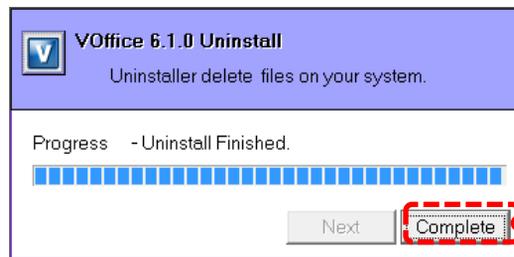
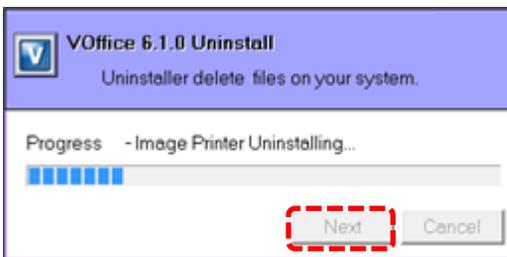
To remove the VideoOffice program from your computer, follow step

- Click "Start", click "All program", click "4NB", and then click "VideOffice 5.7.1 Remove"



Remove the VideoOffice form your computer. if you click "VideoOffice 5.7.1 remove"

This command is available only if you are not Already using VideoOffice



To finish Click "Exit"



# 5. Customer Service

## 1. Customer Service

4NB is providing various service to customers from technical support for Video Office products and customer support to service consulting.

### 1) Remote Control Service

Our service are available at AM 9:00 ~ PM 10:00 from Monday to Friday . If any problem you encounter during the use of our product line, fee free to contact to our customer support center.

### 2) On-line Service

We make best effort to support customers who request assistance through email, fax or telephone. On -line Service will be provided continuously to the customers who purchased our product.

### 3) On-Site Service

To help users use in proper manner, we can provide on site service if necessary.

▶ **Internet**

4NB Homepage : <http://www.4nb.co.kr/>

▶ **Technical support and email**

Customer support : <http://help.4nb.co.kr>

Email : 4nb@4nb.co.kr

▶ **Address, telephone and fax**

(133-825) 685-295 4NB Mokcheon Building 6fl Seungsoo1ga SeongdongGu,  
Seoul

Telephone : 02-499-5989 Fax : 02-498-3051