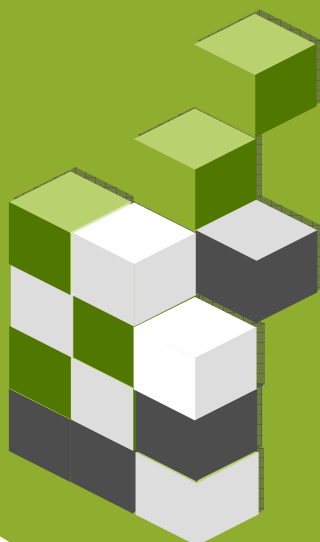
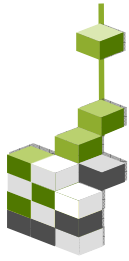


# VideoOffice 5.6

## User Manual



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



## Content of table

### Chapter 1. Service and benefit

- VideoOffice properties
- VideoOffice feature

### Chapter 2. Installing

- Installing
- Audio and Video Optimization

### Chapter 3. How to use

- Waiting room
- Video Mode
- Authentication
- Document sharing
- Video REC
- Desktop sharing
- Remote Desktop
- White board
- Website sharing

### Chapter 4. Removing

- Removing



# Customer Service

## ● Customer Service

We provide the various service – technical supports, customer support and advices for customers in VideoOffice solution.

### **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**

133-825

6F Mokcheon B/D, 685-295, Seongsu1-ga2-dong ,  
Seongdong-gu, Seoul, Korea

Tel : +82-2-499-5989 Fax : +82-2-498-3051



## 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 chipset (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

VideoOffice 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

VideoOffice 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

VideoOffice 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™, Hansoft HWP™, many image types(JPEG™, GIF™, BMP, RGB etc).

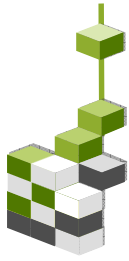
They also support the WEB-Sharing that shares the web pages among the attendants and the FILE-Sharing that publishes the conference materials on live.

### 4. Easy to use

VideoOffice 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.

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



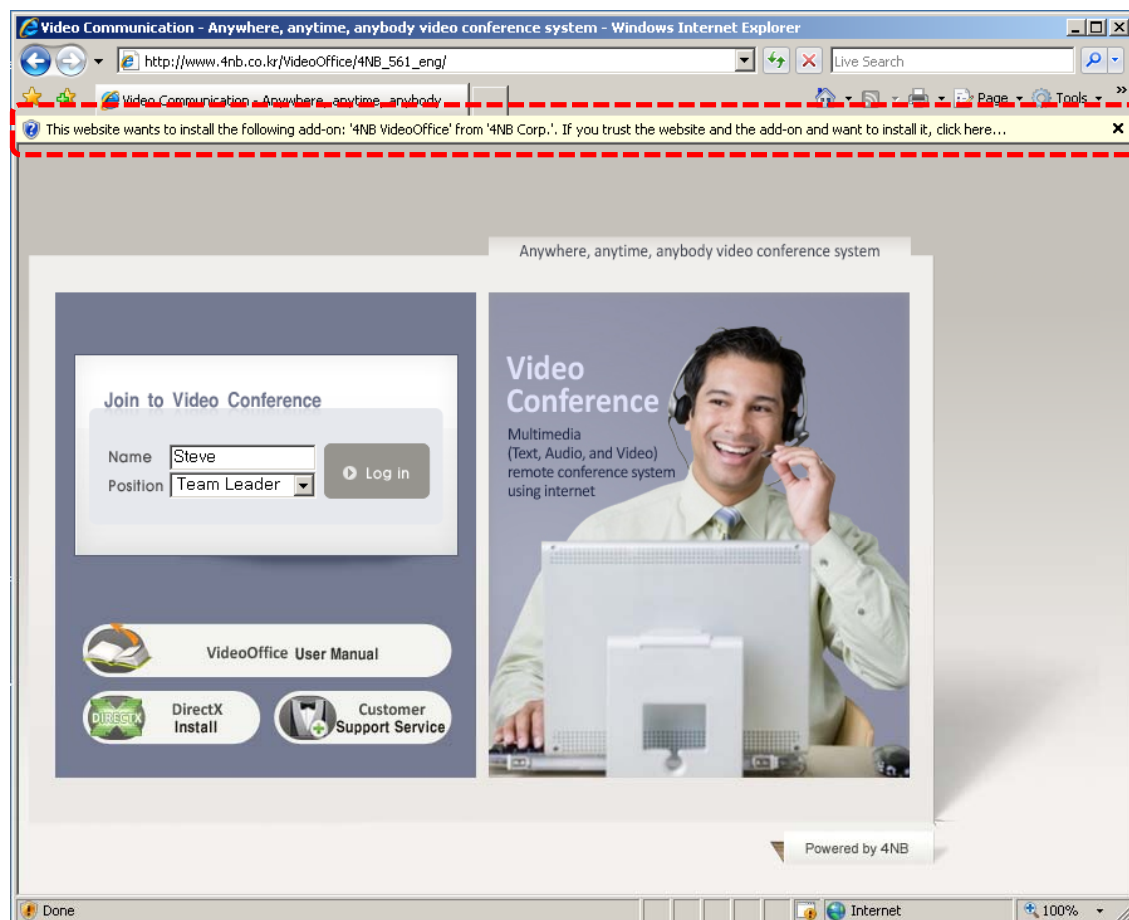
# Installing

## Installing

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

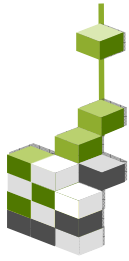
The login page contains the following items. Enter a valid login name and select position.

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



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

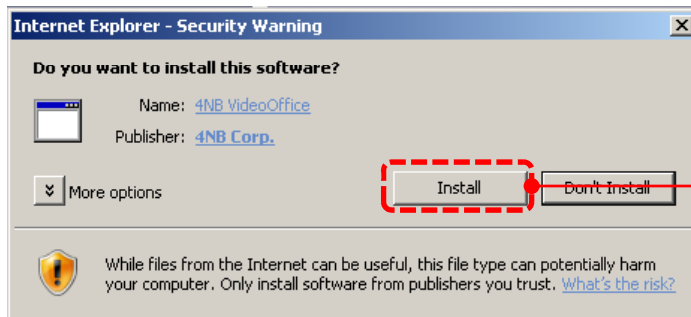
And click on "Install ActiveX control"



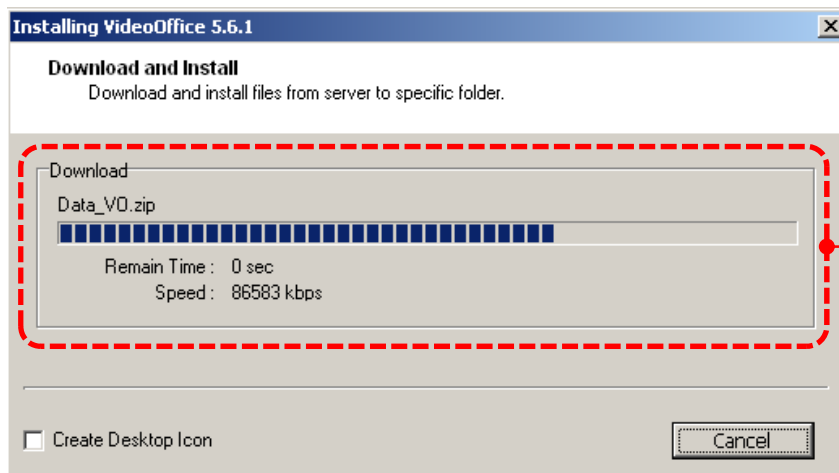
# Installing

## 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



A security warning dialog box will appear at first time.  
Automatically install VideoOffice on your computer.



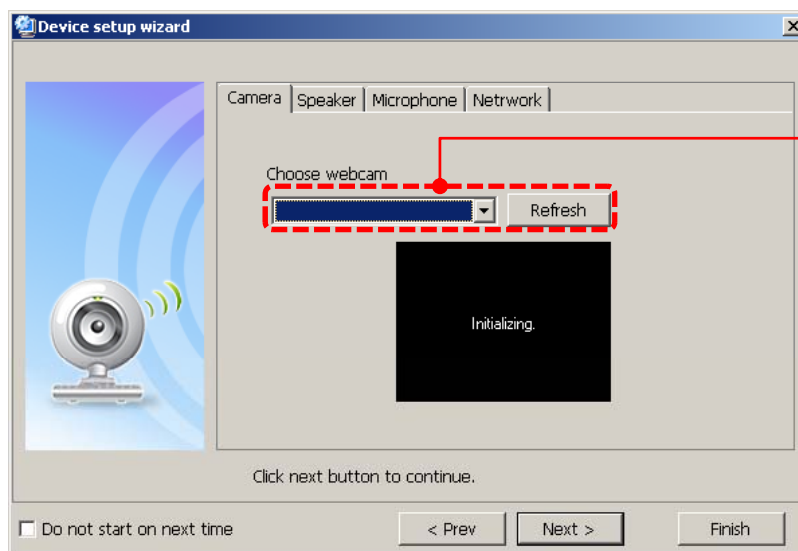
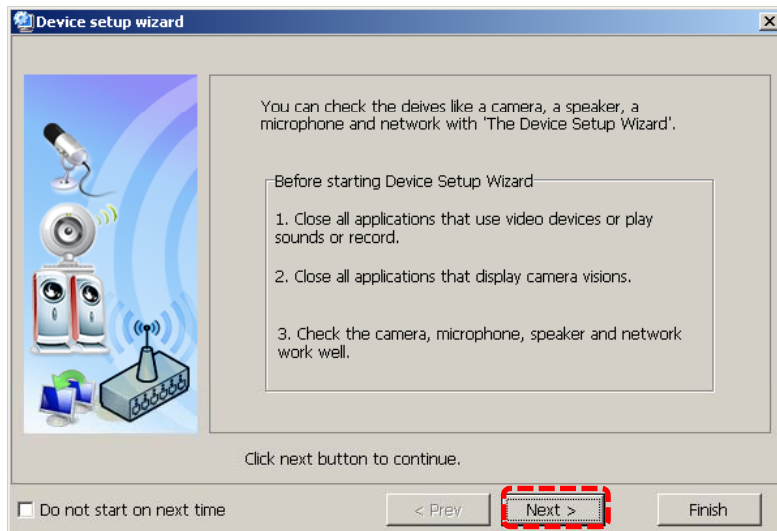
Download and install files form VideoOffice Server.



# Installing VideOffice

## Audio control wizard

This wizard will make sure the Web camera is working



You may use the web camera option after you have verified your web camera is working.

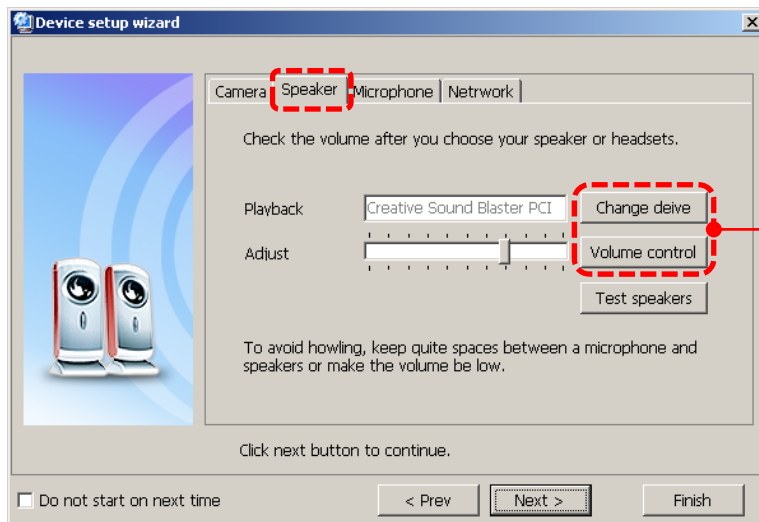




# Installing VideOffice

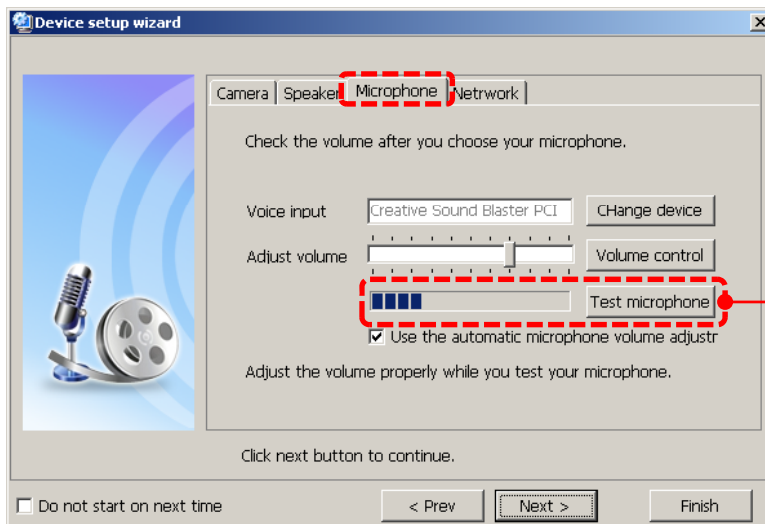
## Audio control wizard

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



**Change device** : Change the sound device under speaker tap.

**Volume Control** : Change the volume level.



**Mic Test** : Verify that the microphone is working.



# Installing VideOffice

## Device control wizard

If you are using a Proxy network then you must set it up below.

Device setup wizard

Camera Speaker Microphone Network

Reconfig this network setup when you have a trouble in basic network connection setup.

☒ Use proxy server

Kind: SOCKS ver. 4

Server: \_\_\_\_\_ User: \_\_\_\_\_

Port: 1080 Password: \_\_\_\_\_

Test connecting

Click next button to continue.

☒ Do not start on next time

< Prev Next > Finish

Check the Proxy Server Box if you in using proxy network

You can choose to have it not appear when starting VideoOffice if you would like.

videoffice

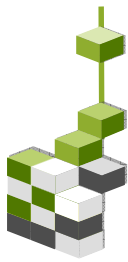
Room List User List Enter Create Refresh Settings

No	Host	Title	Members
1	Steve(Team Leader)	This is for test	1/20

You should be able to see the VideoOffice waiting Room in the picture

Message Private Talk



Powered by 4NB

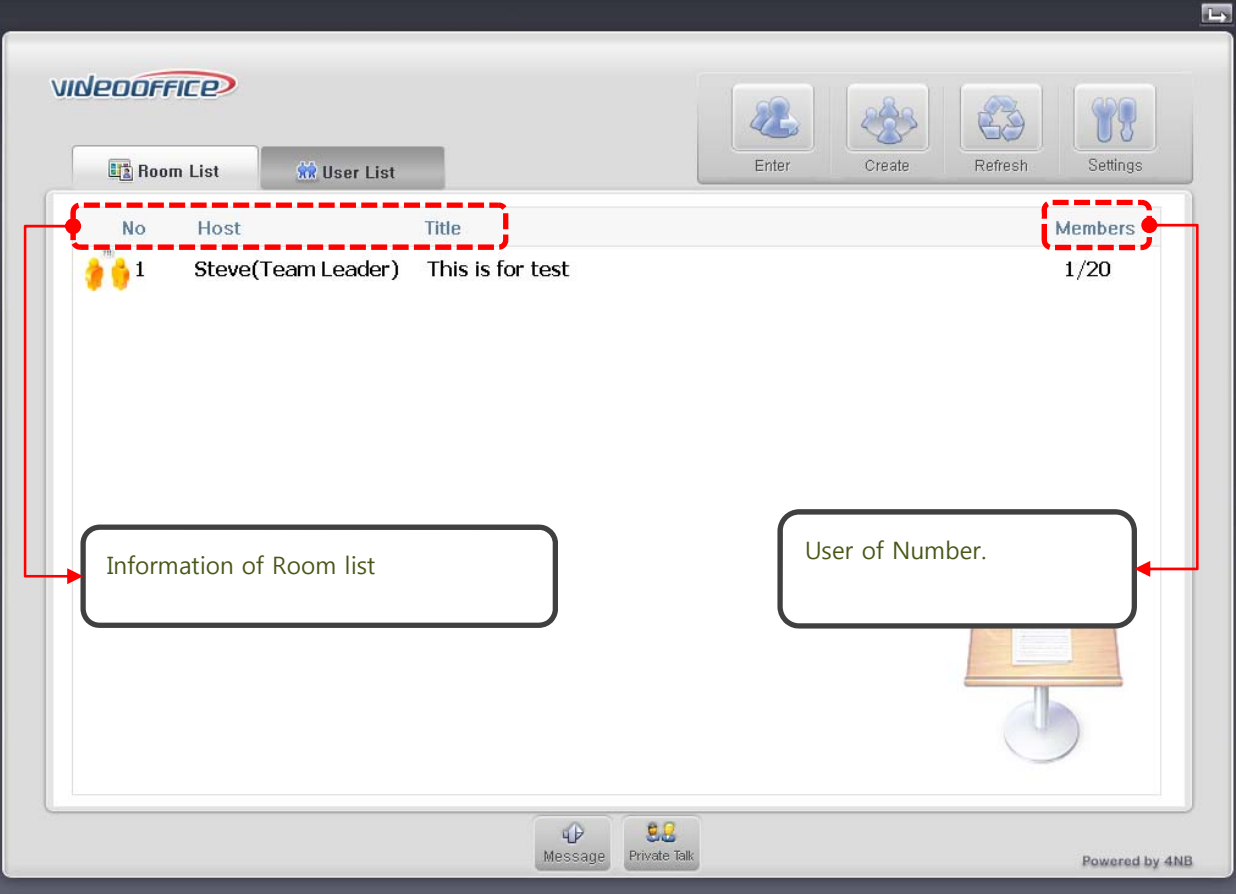


# How to use VideoOffice

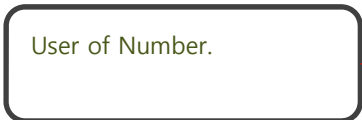
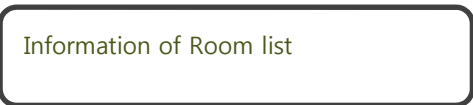
## Waiting room

The video Conference program will be appear after finishing the audio control wizard. (below)





No	Host	Title	Members
1	Steve(Team Leader)	This is for test	1/20





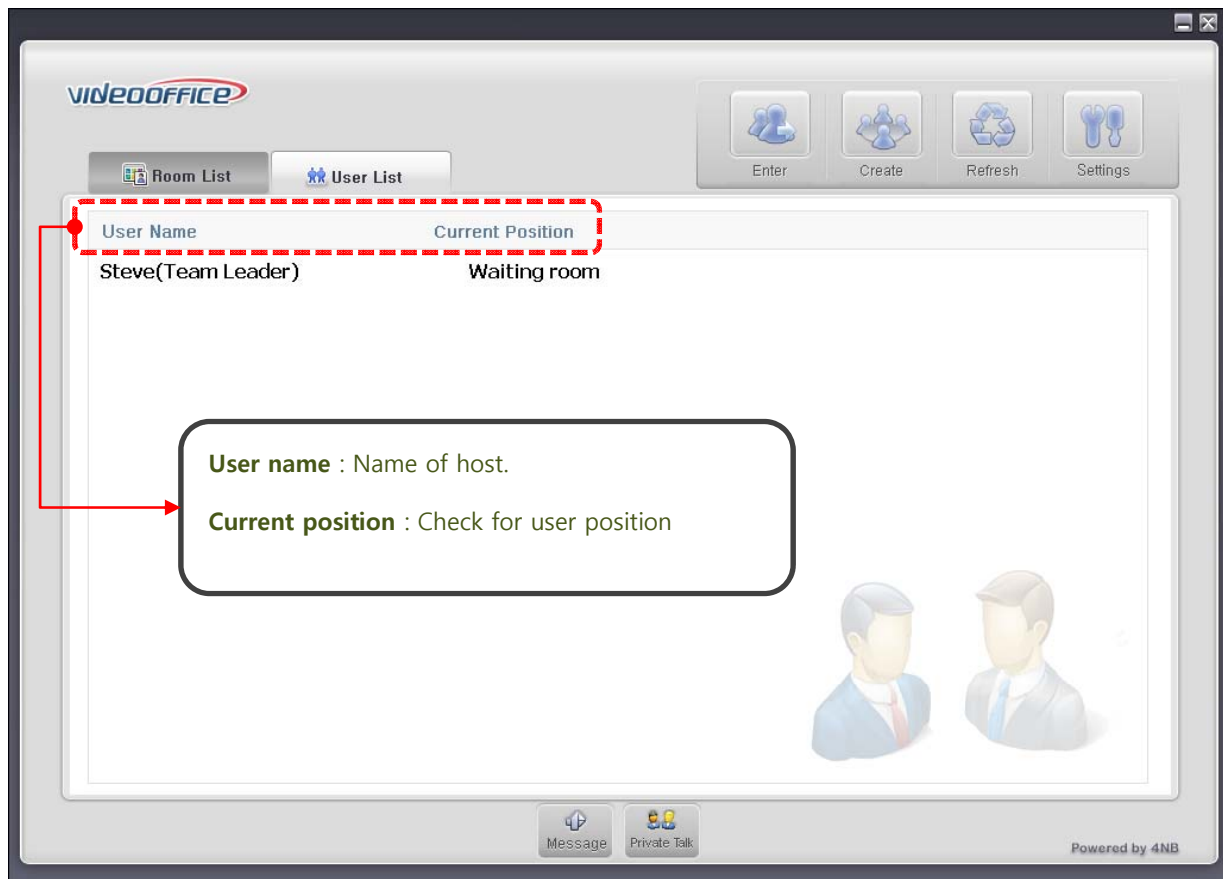
# How to use VideoOffice

## Waiting room

You can check for users name and users position in waiting room (bellow)

 **User List**

**User List** : Check for the users and room number and title.



**User name** : Name of host.

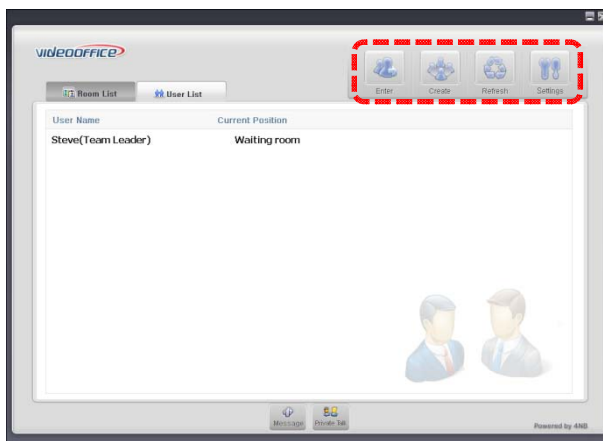
**Current position** : Check for user position



# How to use VideoOffice

## Waiting room

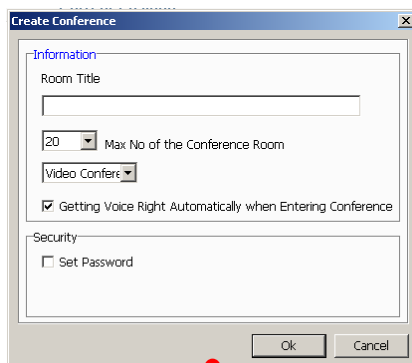
Also, Possible to change the quality of a video and sound by clicking the "Setting" button.



Users enter a conference if you want



To create the conference room, click it.



After clicking the Create button, you can change the room's title, max number of people, and the room password.



Refresh room list

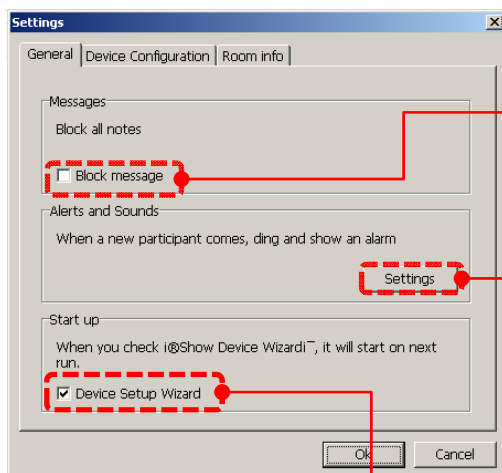


# How to use VideoOffice

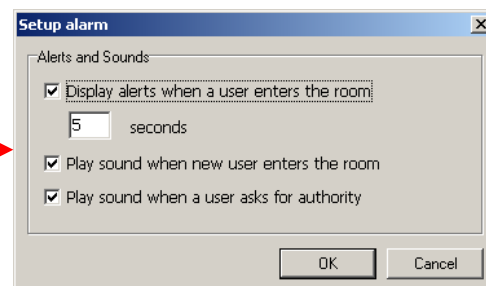
## Waiting room



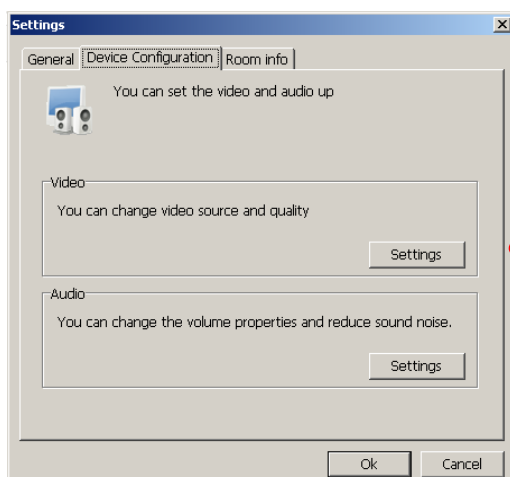
Change the quality of a video and sound by clicking the "Setting" button



Block the message from other users.



You can choose to have it not appear when starting VideoOffice if you would like.



Device configuration

You can change the quality of video and sound in the device configuration tab.



# How to use VideoOffice

## Video mode

After user enter a conference, you can see it as below

The screenshot shows the VideoOffice interface with several annotations:
















- To adjust the Volume and MIC Volume:** Points to the volume and microphone sliders in the top-left control panel.
- Check the Elapsed time and the number of persons:** Points to the 'Time 00:00' and 'Count 1' display in the top-left control panel.
- Check for waiting room:** Points to the 'Waiting Room' button in the top-right corner of the interface.
- The chat feature allow user to Communicate with each other user in conference:** Points to the 'Chat' window in the bottom-left corner.
- You can Change video position by drag and drop:** Points to the video thumbnails in the center, with a red curved arrow indicating the drag-and-drop action.



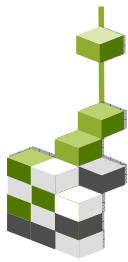
# How to use VideoOffice

## 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	Favorite 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	



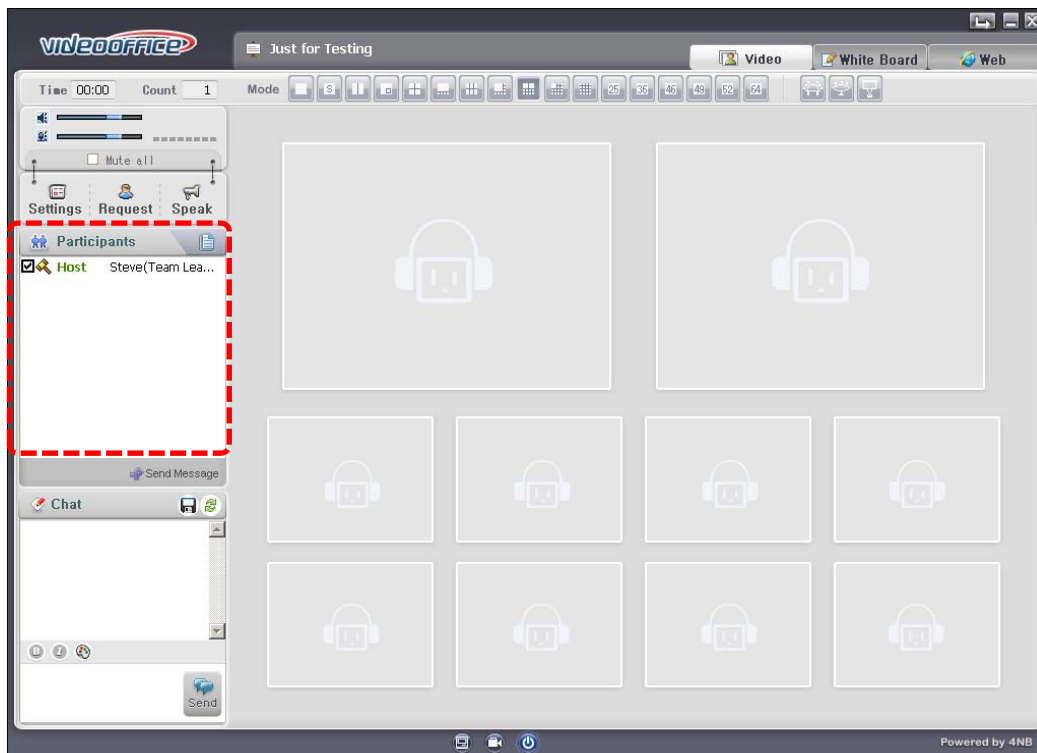




# How to use VideoOffice

## Rights in a conference

In some situation you may want to assign special rights to users

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



User's		Rights	E T C
	Host	Possible privileges below - Right to file upload / download file - Control the Tab (Video, White board, web) - Kick user - Enable admin abilities	Right clicking
	Speaker	Can talk to other users Almost have right like a host	Can be change by host
	Guest	Can only view and hear activity in a conference. Can't talk to any users.	



# How to use VideoOffice

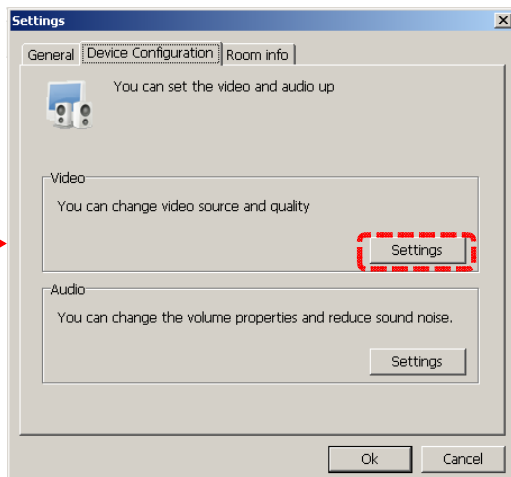
## Rights in a conference



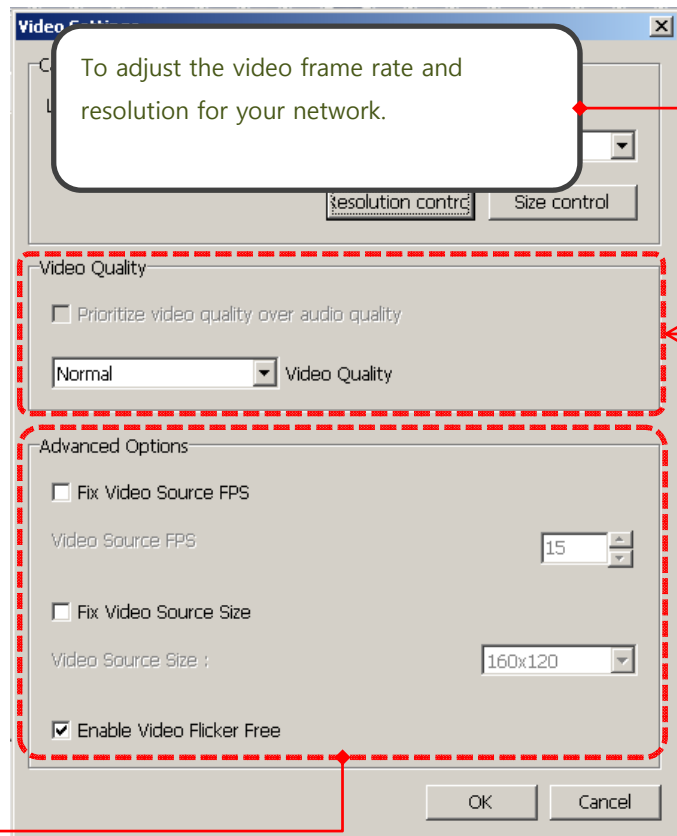
The host is only able to activate the mute feature.  
Once activated, no one is able to speak to users but the room host.

You must request for the ability to talk from the host if you are a guest and you would like to talk.

If you are a guest, you can speak to users by clicking "Speak" button. You must hold down the button while talking



It is also possible to change the quality of video and sound in the advanced settings.  
If your CPU usage is too high, refer to this section to adjust the video frame rate.

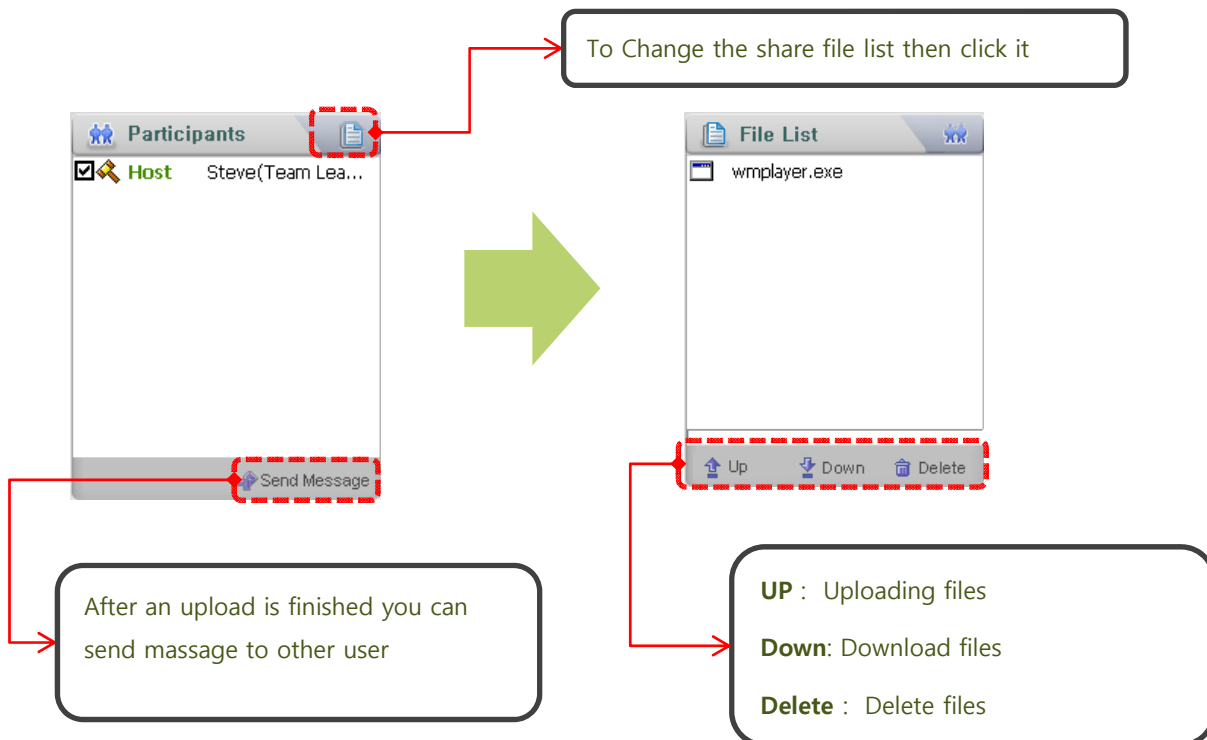




# How to use VideoOffice

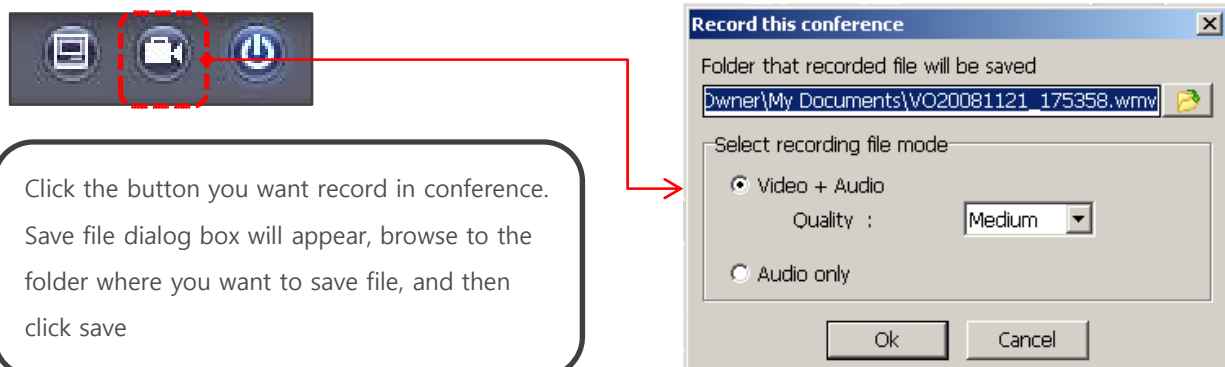
## Sharing file

Sharing files is a convenient way to share with all users. After a file is uploaded to the server, any user can Download it by clicking "DN" button. Only an host can delete a file in the file list.



## Record

Conferences can be recorded using the record feature. But this feature is enabled for the host only. After Recording, the created file is in WMV (Windows Media Video) format.





# How to use VideoOffice

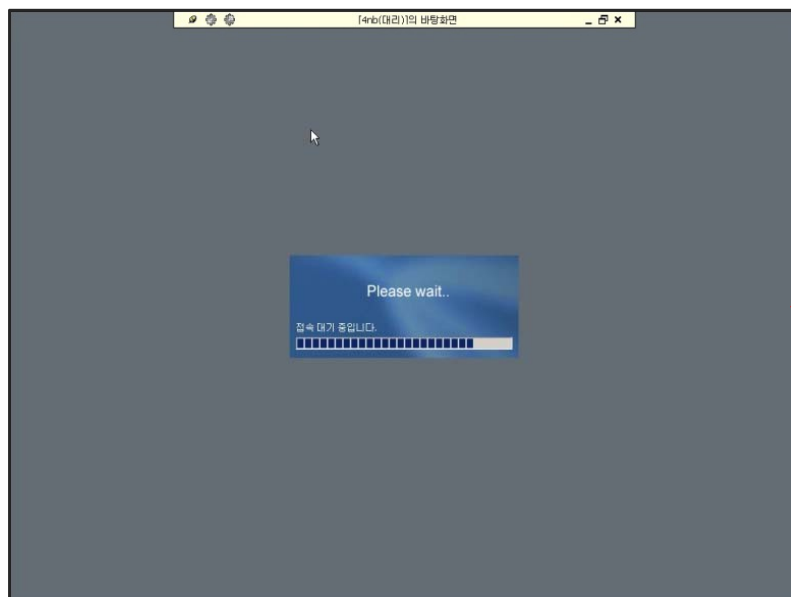
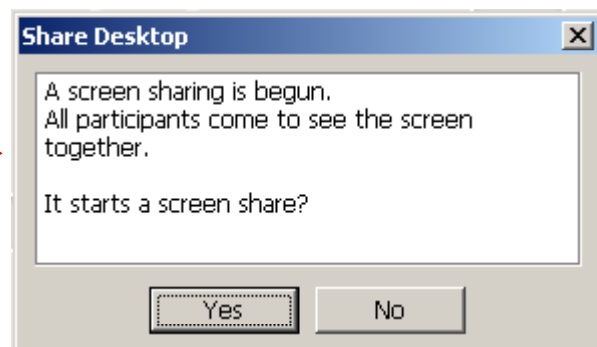
## Sharing desk top

In some situations you may want to share your desk top with other users.



Click the "Sharing desk top" button in conference.

Information dialog box will appear, Click, yes then sharing will be start.



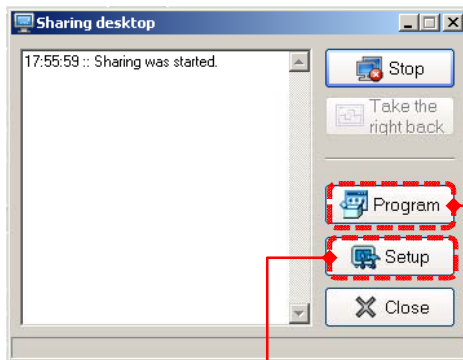
Connecting screen.



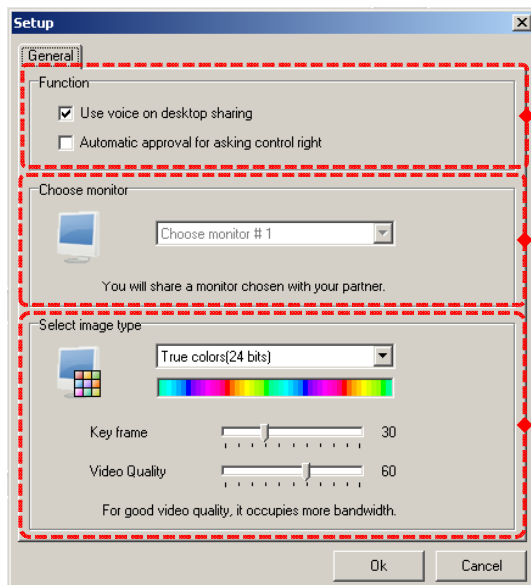
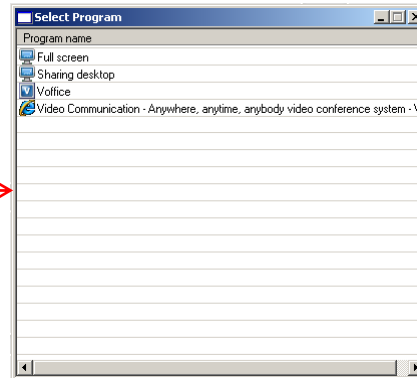
# How to use VideoOffice

## Sharing desk top

Also, Sharing desk top can control other user computer. Like a remote program.



After start "Sharing desk top" you can see picture as below  
Select the program where you want to share



Check for use voice when sharing.  
Approval for asking control right

Select default screen. When you using dual monitor

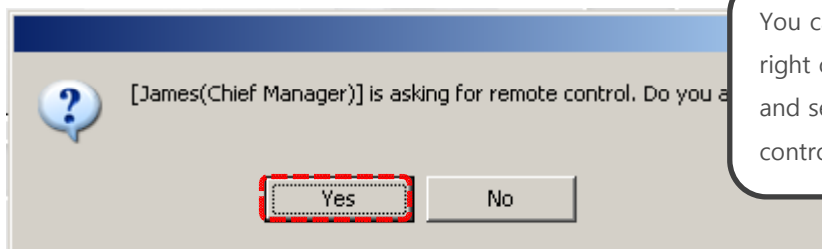
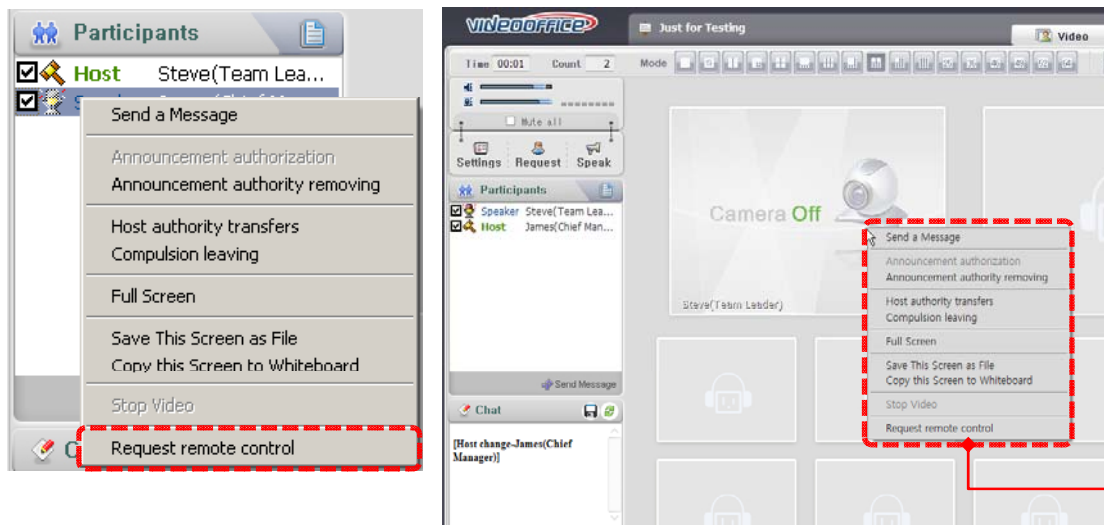
Sharing desk top is depend on network.  
Please, change the quality of a video and frame



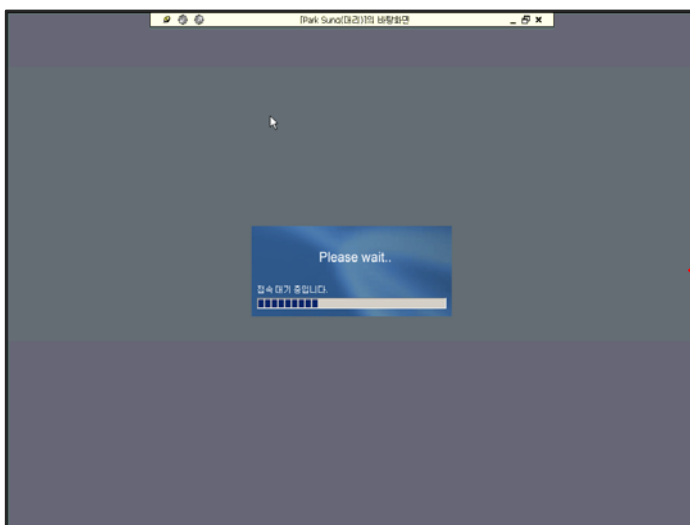
# How to use VideoOffice

## Sharing desk top

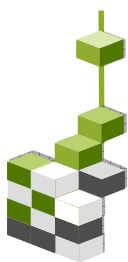
In some user have computer problem then resolve helpdesk issues remotely.



You can also request desktop sharing by right clicking on the user's video screen and selecting the "Request remote control" From the pop-up menu.



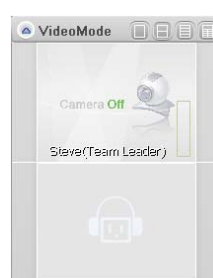
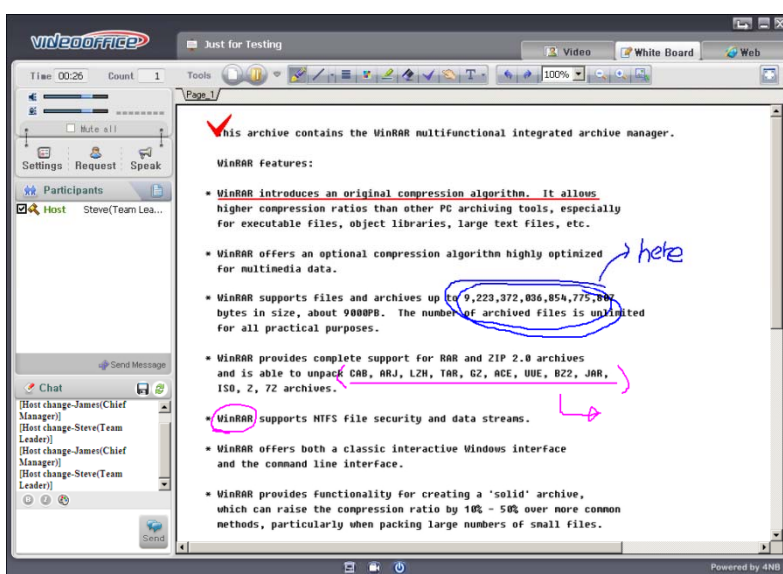
Connecting screen.



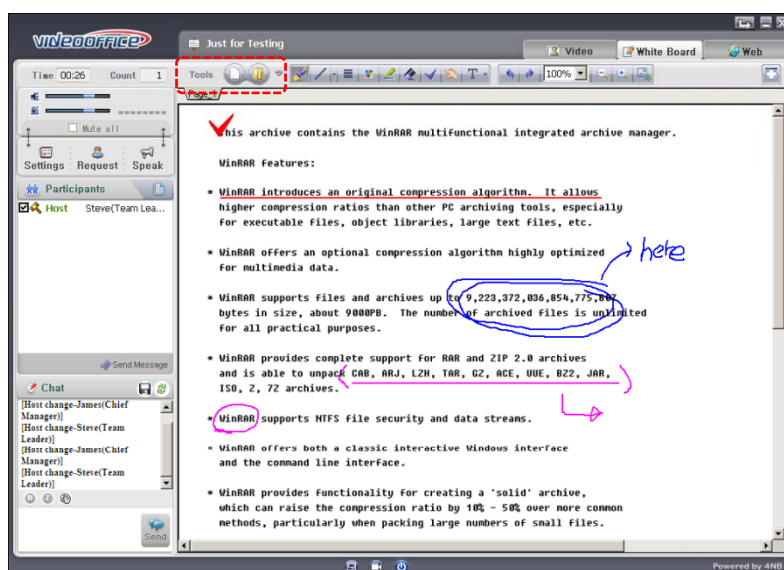
# How to use VideoOffice

## White-Board

White-Board is a drawing tool you can use to create simple graphics/drawings. These drawings can be either black-and white or color, and can be saved as a bitmap image file. You can also use paint with MS office files and pictures.



You can change the screen position by the drag and drop method.



You can open the file if you want then click this button.






















After document uploaded.  
To change document page in conference.



# How to use VideoOffice

## 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

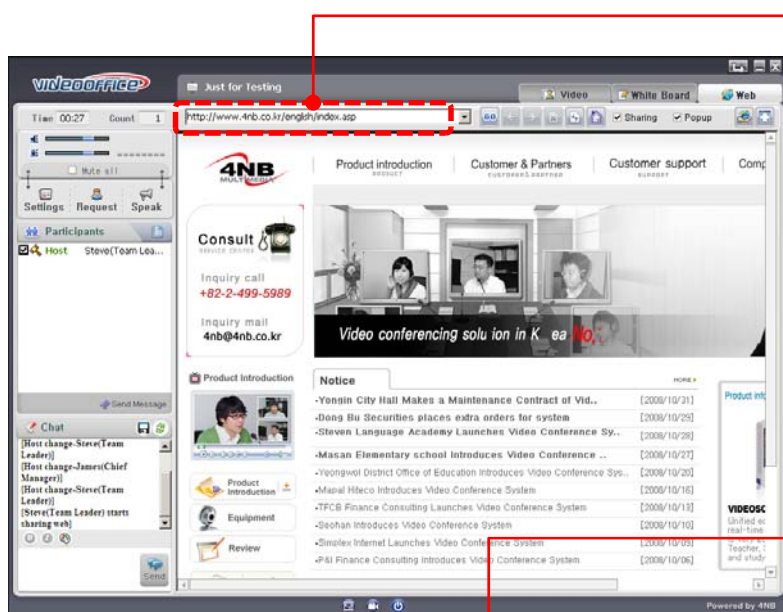




# How to use VideoOffice

## Sharing web

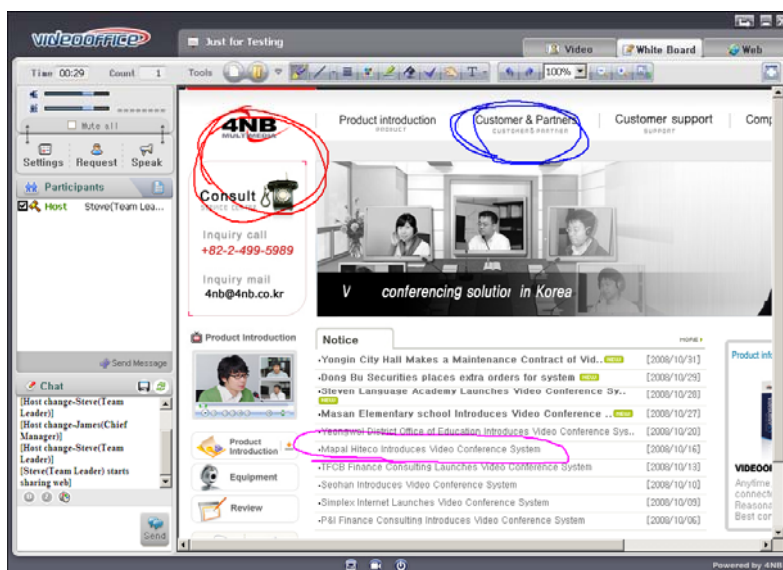
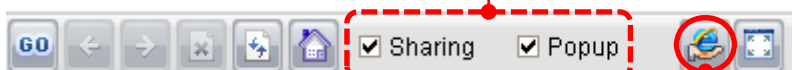
Sharing a web browser is a convenient way to display websites to participants. The browser is launched and the entire region around the browser is displayed to all users in the conference.



This is internet address bar. Almost like a MS Internet Explorer Address bar.

If you don't want Web sharing anymore then uncheck it.

Pop-up Blocker is turned on in VideoOffice by default.



You may capture a web page and switch to the White board tab automatically if you would like to use whiteboard.

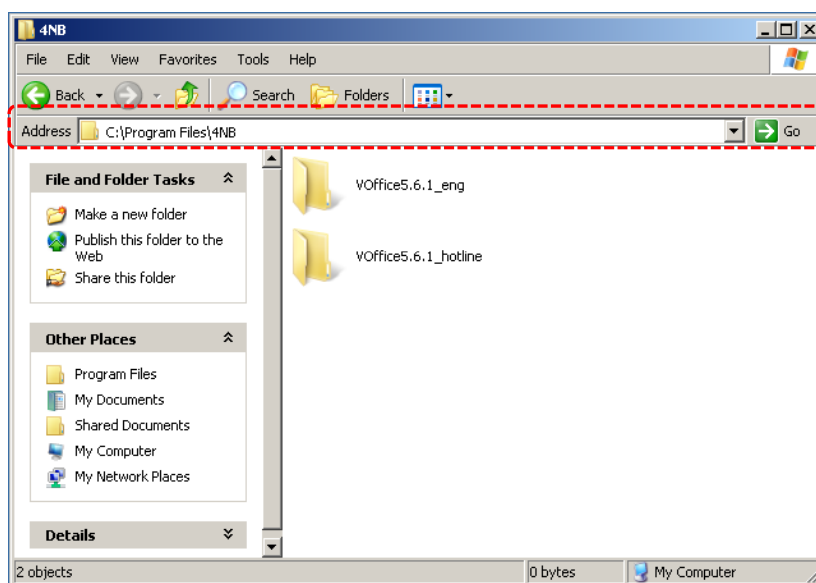


# How to use VideoOffice

## Removing manually

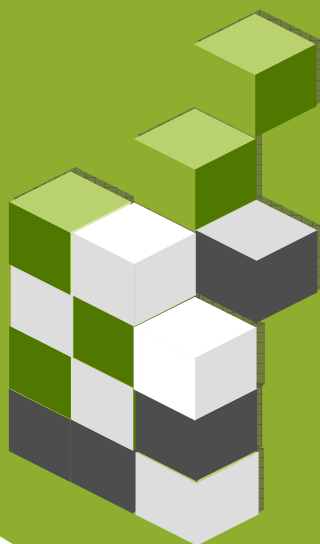
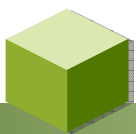
VideoOffice Program files are installed to the "C:\Program files\4NB" folder by default.

If you wish to remove them you will have to delete the entire folder.



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

# Thank you



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