MAGNET
NETWORKS

Video Conferencing
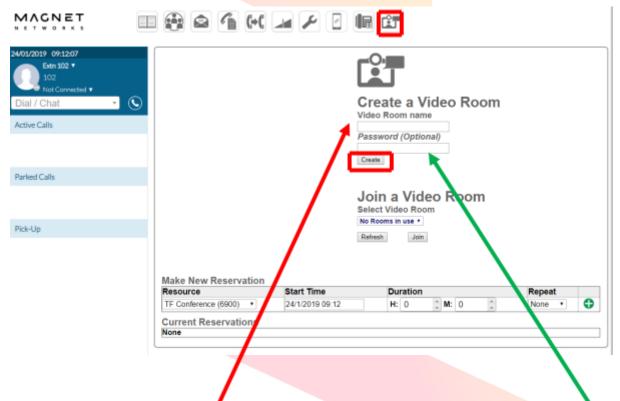# and Collaboration

How to use Video Conferencing &
Desktop Sharing on Magnet Voice

Magnet Voice Video Conference

1. How to set up a video session

Go to your browser portal, by connecting to the server address given in your Welcome Pack registration details, using an up-to-date version of Google Chrome. The server address normally has the format: companyname.magnetvoice.ie

Enter your Username and PIN to connect to your individual portal.

Enter the name for your (A) Video Conference room (e.g. sales45) and a (B) Password, if required, and then click Create.
Alternatively, join an existing room from the drop-down menu on the lower dialogue box. **When adding a username and password please do not use spaces**.
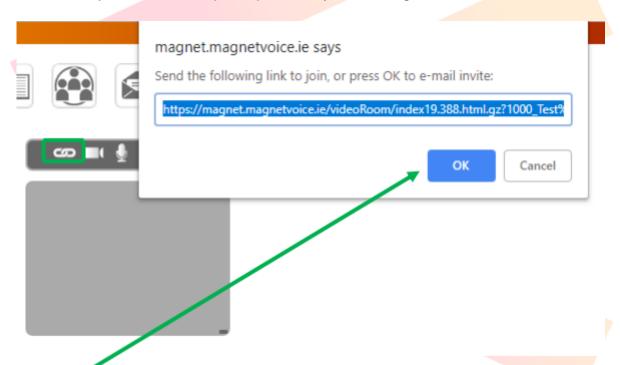
The first time you use the platform to create a video room, you need to enable your camera and microphone by clicking Allow. All other attendees will need to have a working camera and microphone on their device.

If you have more than one camera or microphone, you can select which ones to use.

How to use Video Conferencing & Desktop Sharing on Magnet Voice

Once your camera is turned on, your image should appear on the left hand side of your screen. Click on the Share Link icon on the left (Highlighted in Green Below), for the web address of the Video Conference room you created, so you can invite participants by forwarding the link.

magnet.magnetvoice.ie says

Send the following link to join, or press OK to e-mail invite:

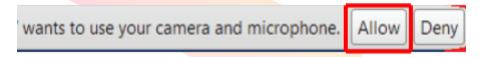https://magnet.magnetvoice.ie/videoRoom/index19.388.html.gz?1000_Test%

OK   Cancel

Click OK to open a standard Invite mail in your default mail client. Enter the addresses of the required video room Participants, edit the text and send. You must remain in the room, to keep the room alive, until the people invited join. Rooms cease to exist once empty. You can create a new room later with the same name.
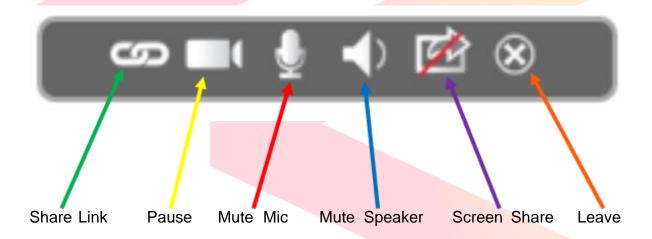
2. Running a video conference

The other participant(s)   join by clicking   on the url, using a supported browser, i.e. Chrome, Firefox or Opera. Each participant   must click Allow use of their camera and microphone,   the first time they use this video application.

Once in the conference   room, participants   may click on the icons above their image to Share the link, turn on/off the Camera,Microphone,   Speaker, Screen share or to leave the conference   room.

Share Link   Pause   Mute Mic   Mute Speaker   Screen Share   Leave
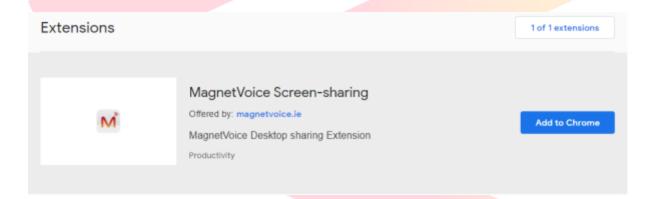
3. Screen sharing

To share your screen, click on the screen sharing icon, second from the right, above your image.
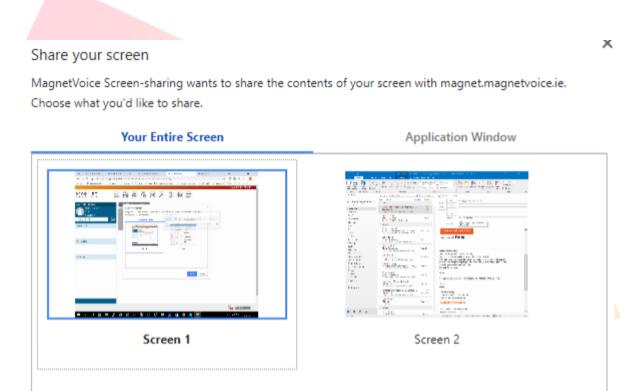

The first time you do this, a Screen-sharing Extension will be automatically added to your Chrome browser, provided you give the necessary acceptance.

Your browser may ask for confirmation   that you want to share your screen.

Images of all your open tabs are displayed, as shown in the above example.
Scroll down to, and click on, the tab you wish to share and then click Share.

You can stop sharing your screen at any point, by clicking   the Stop sharing
button, or by clicking   the screen Sharing icon,.

You do not see a dedicated image of your own-shared screen. The other parties do!
Each party may click on any of the lower, remote, elements on the left of their screen, so that it occupies the larger element of their screen. Click on the larger element to make it full screen.
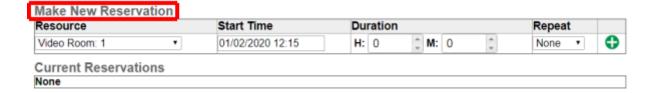
4. Bandwidth requirements

Each video stream requires about 1Mbit/sec. A shared screen requires about 0.5Mbits/sec. The number of participants in any conference room is restricted by the bandwidth.

5. Participant requirements

Up-to-date Chrome browser, rev 34 or higher, Firefox or Opera.

6. Schedule a video meeting

A meeting room may be reserved by clicking on the Video icon in the User Portal and proceeding to Make New Reservation.

Make New Reservation

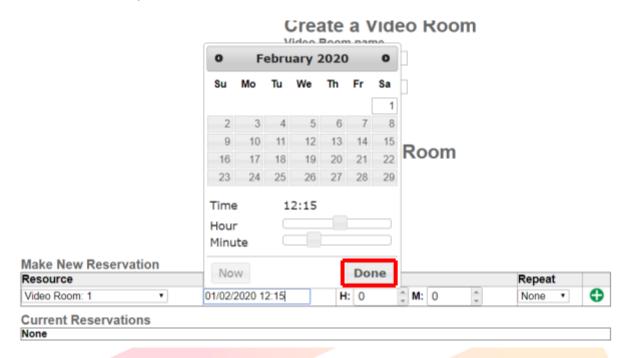| Resource	Start Time	Duration			Repeat	
Video Room: 1 ▾	01/02/2020 12:15	H: 0 ⬍	M: 0	⬍	None ▾	➕

Current Reservations

None

This reservation sheet does not prevent clashes, but gives the users and the system administrator an overview of meeting room demand. The lower section of the page lists the Current Reservations, including audio rooms.

Make New Reservation

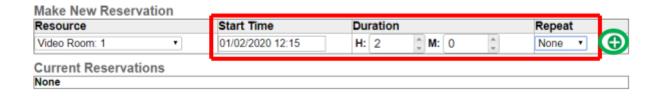| Resource	Start Time
Video Room: 1 ▾	01/02/2020 12:15

Select the room, having checked in Current Reservations, that the room is free when required.
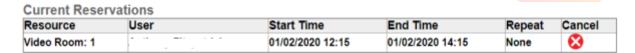

Click on the Start Time dialog box and select a month, date and Hour, then Minute and click Done.

Click the Duration in Hours and Minutes and, if required, select a Repeat from the drop-down menu and press the green key (highlighted in green above) to confirm the reservation.

The booking may be cancelled by the person who made the reservation or by the system administrator, by clicking on the red X. Only the system administrator can remove the record of the reservation.
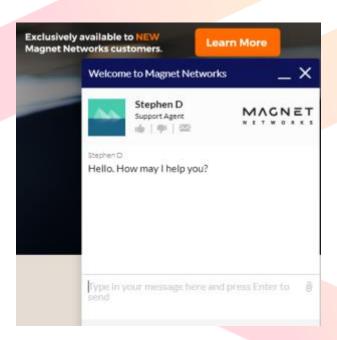
To set up the conference, proceed as described earlier.

- Create the room with a unique name, e.g. sales47.
- Forward the link or click the Invite email to the required participants, advising them of the scheduled time for the meeting.
- Leave the room.
- Just before the scheduled meeting time, go to the video room area on your user portal and create a room with the unique name you used, e.g. sales47.
- Wait for those invited to arrive.

If you need extra assistance, please contact:

Magnet Voice Support: 1800 789 789   Email: support@magnetnetworks.com

You can also contact us via our LiveChat @ our websiteMagnetnetworks.com.

Magnet Voice Video Conference