



Nefsis® Pocket Reference

This pocket reference is intended for Nefsis users that have installed, or wish to install, the Nefsis tray applet.

With the Nefsis tray applet, you can click on the “n” system tray icon and go right to your online meeting room. The tray applet also provides the components needed for Nefsis tool buttons for Microsoft Outlook, Word, Excel and all other Office applications.

Installation:

If you haven’t already installed the Nefsis tray applet, you can do so now by clicking the following link:

<http://www.nefsis.com/setup/pc/pcsetup.exe>

Note: this is for meeting hosts only, participants just click on a web link provided by you.

STEP 1

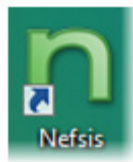
ENTER Your Room

To start a conference, first click the Nefsis tray icon or desktop shortcut.

Tray Icon:



Desktop Shortcut:



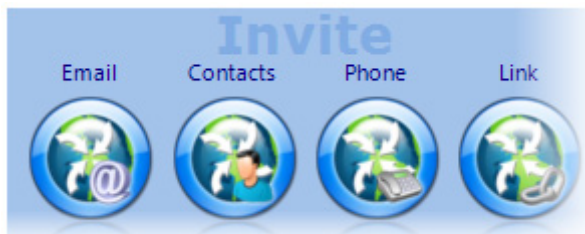
Once you click the icon, it will show the Start menu, now click enter my meeting room.



STEP 2

INVITE Others

It is easy to invite others into your Meeting Room. Once in your meeting room, see the default Start panel on the right, and select “Invite by email” or “Invite by phone”. You can see other options too, such as copy conference link to clipboard, and sending conference links by other means.

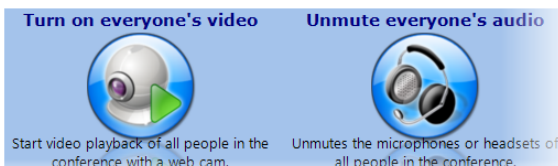


Your participants just click on the link provided. Once your participants enter your online conference room, they will appear under the Users list as participants. It’s easy to promote participants to presenters, so they can share their own materials, by right-clicking on their name. You can expel them from your conference too, by right-clicking on their name and selecting Expel.

STEP 3

ACTIVATE Audio & Video

In the default Start panel on the right, you can click on the Unmute Everyone’s Audio and Turn On Everyone’s Video. For more room-wide controls, click the Audio and Video main menu selections at the top.



Advanced Controls

In addition to room-wide controls, you can also control audio and video *user-by-user*. Right-click on any user shown on the participant list, and select mute/unmute, or pause/play. You can also right-click on any video window to check status and make changes.

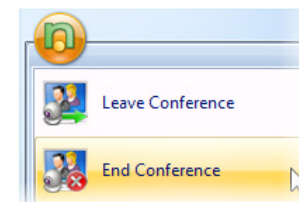
SHARE a Presentation

To share a document or presentation, just select from the Start panel choices shown below. The Start panel appears by default in the main application Window. For more options including Whiteboard, Handouts and more, click the Share tab on the main menu. Virtually anything accessible to your PC can be shared with Nefsis.



STEP 4

END or LEAVE Conference



To leave your conference, click the Application Menu (green “n” in the upper left-hand corner) and select Leave Conference. You can also click the red “x” in the upper right-hand corner. When leaving, any documents being shared will stay. This can be very handy for recurring meetings.

To End Conference, pick the next selection down. All participants will be expelled, and the room will be closed.



Video Conferencing Tips

Meeting online is very much like meeting in person, but here are a few tips specifically for video conferencing.

See yourself. For any formal presentation or marketing event, it is customary to take a dry run or two. Not just your video, but any presentation material you may have. This is especially true if you intend to use anything other than your everyday PC. If you are new to web and video conferencing, it's also a good idea to borrow an extra PC or laptop, join your own meeting, and keep the other PC in your field of view. Not necessarily every day, just initially so that you get a feel for what your audience is experiencing.

Use a headset. As millions of online gamers and Skype users already know, for best results with VoIP use a headset. Webcam mics are far from the audio source (you), and built-in laptop mics are right next to the speakers. These problems create feedback loops that are difficult to overcome. For the best audio quality, use a headset with a boom microphone. For conference rooms use an echo cancelling tabletop mic. For details, visit <http://www.nefsis.com/Best-Video-Conferencing-Software/video-conferencing-equipment.html>.

Reduce gaze angle. This phrase refers to the angle between your camera center-field and your own line-of-sight. The difference is called the gaze angle.

You can reduce the gaze angle by putting the camera right next to your display monitor, preferably near the area you watch the most often. As you watch, you'll be looking towards the camera at the same time. Your video will look natural to your participants, and feel more natural to you too. For an added touch, you can look *directly* into the camera from time to time.

Make eye contact. When sharing desktops and applications, it's easy to get carried away and concentrate deeply on what you're doing. But just like an in-person meeting, it's always a good idea to break once in a while and re-establish eye contact with your audience.

Good lighting helps. When back-lit, you may appear hard to see on camera. When illuminated from only one side, it can lend a mysterious look to your online personality. The brightness setting on the camera can help minimize this, but it's a good idea to experiment with lighting, possibly adding a desktop lamp to overcome any back or side-lighting.

Apparel. The broadcast TV professionals have it right: solid colors in light shades, such as light blue and pale yellow work best. When making formal presentations avoid stripes. Even at high resolution, the process of digitizing, compressing and displaying stripes can yield blocky edges and distracting Moiré patterns.

Move and gesture slowly. Depending on your video quality settings and available bandwidth, it might be helpful to use smooth, slow gestures. Otherwise, your gestures may appear "jumpy".

The following general meeting tips are especially important in online venues.

Start on time. When you are late to a meeting down the hall, your fellow employees often know you're in the building and you will be along shortly. When meeting online, your participants don't have that advantage. Starting on time is much more important in online venues.

Mentally check in with your participants. For meetings with a small number of people, take a second before launching into the formal agenda and ask "how's your day?" Or otherwise, make sure your participants aren't mentally checked-out on some urgent matter, cold, flu or family crisis. And if so, offer to reschedule the meeting. After all, one of the primary benefits of meeting online is flexibility. This is easier to do in person because it comes naturally, don't forget this touch when meeting online.

Have a standing agenda or meeting objective. Since Nefsis allows live document, desktop and application sharing, virtually anything on your PC can be shared. This is very helpful for communicating complex topics and getting things done, but it can also provide an opportunity for diversion. A good tip is to keep the agenda document open, and click back to it from time to time. This can be very helpful for large project reviews and meetings with complex agendas.

Technical Support – You can always contact Nefsis for assistance. Our staff provides live demos, customer test conferences, and free training sessions Monday - Friday.
Americas: +1 (858) 715-0970, from 7:30 a.m. - 5:00 p.m. PST
Europe: +44 (0) 870 224 0415, from 08:30 – 17:30 GMT
You may also visit www.nefsis.com and click on Support.