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NetMeeting & CDCI, Inc.

Getting Started Guide

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Construction Data Control, Inc.

3980 DeKalb Technology Parkway Suite 775 Atlanta, GA 30340 (770) 457-7725 FAX: (770) 457-7686 Internet Address: <u>www.cdci.com</u>

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Initial Setup

SYSTEM REQUIREMENTS AND SETUP

Microsoft Windows NetMeeting enables real-time audio, video, and data communication over the Internet.

It is highly recommended that you have a speakerphone or headset available so you can dedicate your hands to the keyboard during a NetMeeting session.

NetMeeting requires the following minimum configuration:

Simultaneous Voice and Data Capabilities (2 phone lines) & E-mail Capability Microsoft Internet Explorer version 4.01 or later

> For Microsoft Windows 95 or Windows 98: 90 megahertz (MHz) Pentium processor, & 16 megabytes (MB) of RAM

> > --OR--

For Microsoft Windows NT version 4.0 (Microsoft Windows NT 4.0 Service Pack 3 or later is required to enable sharing programs on Windows NT.): 90 MHz Pentium processor 24 MB of RAM.

It is strongly recommended that you uninstall versions of Microsoft NetMeeting earlier than 3.0 before installing this version.

Step 1: Download Microsoft NetMeeting 3.01

- ✓ <u>Go to the following web site:</u> <u>www.microsoft.com</u>
- In the Search field, enter NetMeeting

✓ Click GO



✓ <u>Click Download Microsoft</u> <u>NetMeeting</u>

✓ Click Download Now





- ✓ Click "Run from this location"
- ✓ <u>Click OK</u>



STEP 2: INSTALL NETMEETING

- ✓ The NetMeeting Setup Program will download
- The estimated download time using a 56k modem is approximately 10 minutes.



Windows NetMeeting 3.01

?)

✓ Click Yes to continue installing NetMeeting

✓ Read the License Agreement for Windows

accept this license agreement

✓ To Continue to Installing NetMeeting, you must

✓ Click Yes to continue installing NetMeeting

Windows NetMeeting 3.01	-		×
Please read the following license agreement. Press the PAGE DOW see the rest of the agreement.	/N key	to	
WINDOWS NETMEETING 3.01			
SUPPLEMENTAL END USER LICENSE AGREEMENT FOR MICR SOFTWARE	OSOF	Т	1
IMPORTANT: READ CAREFULLY - These Microsoft Corporation ("Microsoft") operating system components, including any "online" electronic documentation ("OS Components") are subject to the terr conditions of the agreement under which you have licensed the app Microsoft operating system product ("OS Product") described below an "End User License Agreement" or "EULA") and the terms and conditions of this Supplemental EULA. BY INSTALLING, COPYING OTHERWISE USING THE OS COMPONENTS, YOU AGREE TO E BOUND BY THE TERMS AND CONDITIONS OF THE APPLICABL	or ns and licable // (eacl OR DR E E OS	- - -	1
Do you accept all of the terms of the preceding License Agreement? choose No, Install will close. To install you must accept this agreement	lf you ∋nt.		
Yes	No		

This will install Windows NetMeeting. Do you wish to continue?

Νo

Yes

- ✓ This defaults to C:\Program Files\NetMeeting
- ✓ Usually the C is your local drive
- Choose the directory where you want to install NetMeeting if it is different from the default
- ✓ Click OK

NetMeeting

Advanced INF Install		_ 🗆 ×
Please enter the directory in which to in	stall the NetMeeting	Files:
C:\Program Files\NetMeeting		<u>B</u> rowse
	ОК	Cancel

✓ Next the Installation will copy the files to your selected directory

Copying Files
Source: c:\WIND0WS\TEMP\IXP000.TMP\msconf.dll Destination: c:\windows\SYSTEM\msconf.dll
38%
Cancel



✓ Once the Installation has been completed successfully, Click OK

STEP 3: CONFIGURATION FOR NETMEETING

- ✓ Click Start on the Windows Tool Bar
- ✓ Highlight Programs
 ✓ Click on NetMeeting

 Microsoft Office Shortcut Bar New Office Document Open Office Document WinZip 	Image: Accessories Image: Adobe Acrobat 4.0 Image: Adobe Acrobat 4.0	Microsoft Project Microsoft Publisher Microsoft Schedule+ Microsoft Word Microsoft Word MS-DOS Prompt NetMeeting
Erograms > Documents > Settings > Eind > Help > Run > Suspend > Shut Down >	CHOV.12 to PBM Conversion Conversion CyberMedia UnInstaller Conversion CyberMedia UnInstaller Conversion CyberMedia CyberMedia CyberMedia CyberMedia CyberMedia	Image: All outlook Express Image: All outlook Express Image: All outlook Explorer
	Image: Swift Spanish Image: WinBook Image: WinZip Image	

- ✓ The NetMeeting Setup Wizard starts with an introduction to NetMeeting features
- ✓ Click Next



Eirst name:

Last name:

<u>NetMeeting</u>

- ✓ Enter First Name
- ✓ Enter Last Name
- ✓ Enter your E-mail address
- ✓ Location and Comments are optional



Enter information about yourself for use with NetMeeting, Note: You must supply your first name, last name, and E-mail address.

Candie

Evseichik

×

- ✓ The setup screen for logging into a directory server defaults to Microsoft Internet Directory.
- ✓ Highlight Microsoft Internet Directory and key over the text so it reads: netmeeting.cdci.com
- ✓ Click OK



✓ Click Next



- <u>Click to put a shortcut on your desktop if</u> <u>desired (recommended)</u>
- ✓ Click to add a shortcut to your Quick Launch Bar if desired



 \checkmark Adding a shortcut adds this icon to your desktop and Quick Launch bar



- Next the wizard will help you configure the audio settings
- ✓ Click Next



- ✓ CDCI will be utilizing Teleconferencing for the audio portion of the training
- ✓ Click Next



 ✓ CDCI will not be using the Recording Portion of NetMeeting for the training
 ✓ <u>Click Next</u>

idio Tuning Wizard		×
	The wizard will make sure that the microphone is working and the record volume is appropriate. Please read the following text into your microphone: "I am using the microphone setup wizard. It is checking to see whether my microphone is plugged in and working property."	
	Becord Volume	
	< <u>B</u> ack Next> Cancel	

✓ Click Finish



- ✓ A "splash screen" will appear that signals the NetMeeting application is starting
- ✓ You should see the NetMeeting window



The next step checks your screen resolution. Once you have verified the resolution, choose the connection method best suited for your NetMeeting session with CDCI:

One –on- One Training --OR--Classroom Training

STEP 4: SCREEN RESOLUTION

- ✓ Click Start on the Windows Tool Bar
- ✓ Highlight Settings
- Click on Control Panel

✓ Double Click on Display

✓ Click on the Settings Tab

✓ Click OK to exit

successful NetMeeting session.

✓ Click Apply if you made changes







✓ <u>Click Yes to restart your computer if you made</u> <u>any changes the display setting</u>

 \checkmark The "Desktop area" should be set to 800 x 600 pixels.

Adjust the Desktop area if it is not 800 x 600 pixels

This is the recommended area by Microsoft for a

- ✓ Click No if you made no changes
- ✓ In most cases, should be able to reset "on the fly" without rebooting. Windows will normally give you a few seconds to try out the new resolution before you save it.

System	Settings Change 🛛 🔀
?	You must restart your computer before the new settings will take effect.
Y	Do you want to restart your computer now?
	Yes No

 \checkmark

Making the Connection — One on One

Make Sure you are connected to the Internet before proceeding. Using a "dial-up" connection will give you a different IP (internet protocol) address each time you connect.

STEP 1: CDCI HOSTS THE MEETING



2 D D D C L D D C L S D D C L S

- CDCI Hosts the NetMeeting session (Call > Host Meeting)
- The voice portion of the meeting will be conducted over the ✓ phone CDCI places the call.
- CDCI verifies that you are connected to the internet.

nosca meeting	<u></u>
Hosting a meeting lets you define son meeting will remain	starts a meeting on your computer and ne properties for the meeting. The a active until you hang up.
Meeting Settings	
Meeting <u>N</u> ame:	Personal Conference
Meeting Password:	
Require security for this	s meeting (data only)
🗖 Only you can accept jr	ncoming calls
🔽 Only you can place ou	tgoing calls
Meeting Tools	
Only you can start these m	eeting tools:
🗖 Sharing	Chat
Whiteboard	🗖 <u>F</u> ile Transfer
OK	Cancel

STEP 2: PROVIDE CDCI WITH IP ADDRESS

- CDCI will need the IP Address from NetMeeting to connect successfully to your computer through netmeeting.cdci.com
- The IP Address is located in the bottom left corner of the About Windows NetMeeting screen (Help > About...)
- If you have more than one address, use the first one shown.







STEP 3: CONNECTING WITH CDCI--BEGIN NETMEETING SESSION

- C D C I
- CDCI will enter your computer's IP address in the black pull down window and place the call by clicking the yellow telephone icon at the right of the screen

STEP 4: ACCEPT CALL FROM CDCI

STDDE12

✓

Click Accept to start the NetMeeting Session

 NetMeeting - Incoming Call

 Incoming call from Phil Zenner...

STEP 5: SHARING YOUR DESKTOP



- ✓ <u>To share your Desktop, click the sharing icon on the</u> NetMeeting Main screen
- ✓ In the window to the left, click on Desktop. You should have a checkmark next to Desktop
- <u>Click the Share button</u> (To Unshare, Click the Unshare button)
- ✓ CDCI will now be able to view your desktop
- ✓ DO NOT CLICK CLOSE YET!

ananny - Notniny	
Share Programs	
Select an item to share with other people then click Share.	e in the meeting, and
📩 Desktop	<u>S</u> hare
2- Preview and Enhance - Captur	
W Microsoft Word - Part 2.doc	∐nshare
	Unshare All
I D	
Share in true color Control	
Share in true color Control Click to allow other people to control you desktop.	r shared programs or
Control Click to allow other people to control you desktop. Allow Control	r shared programs or
Share in true color Solution Control Click to allow other people to control you desktop. Allow Control Automatically accept requests for co	r shared programs or nitrol
Share in true color Share in true color Control Click to allow other people to control you desktop. Allow Control Automatically accept requests for cont Do not disturb with requests for cont	r shared programs or ntrol ol right now.
Share in true color Control Lick to allow other people to control you desktop. Allow Control Automatically accept requests for cont Do not disturb with requests for cont	r shared programs or nitrol ol right now

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STUDEZ

- ✓ Click Allow Control
- ✓ This button will automatically change to "Prevent Control"
- ✓ Click "Automatically accept requests for control
- ✓ This allows CDCI to access your desktop during the NetMeeting session
- ✓ <u>Click Close</u>
- During your NetMeeting session, while CDCI has control of your desktop, you will see the mouse pointer with your CDCI's representative's initials.

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ien click share.	
🖌 📠 Deskto	p Share
Freview	and Enhance - Captur
	Unshare <u>A</u> ll
•	
Share in true	
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lick to allow oth esktop.	her people to control your shared programs
lick to allow oth esktop.	her people to control your shared programs
lick to allow oth esktop. Allow <u>C</u> ontro	her people to control your shared programs



✓ <u>To end your NetMeeting session, Click the Yellow Telephone</u> <u>Receiver Button ("End Call")</u>