

Cloudmeeting Instructions for the Astro Logos Seminars and Tutorials

There is also a full manual available with screen shots – if you are not sure how to operate the software then download and printout this manual. The pdf is also, like this file, located on the opening screen of the Student Area.

The seminar space you will be using is called CloudMeeting. This space allows you to be seen and heard in full duplex sound, no buttons to push. You can see yourself and six other people and you can choose who you see. You can size the video images to large and small in separate windows and you can easily click your own video off if you need to leave the room.

CloudMeeting also allows for desk top views and presentations from any student in the seminar or tutorial. So we can look at software application, play with Solar Fire, Jigsaw, Starlight and even run PowerPoint presentations in a more stable environment.

There is a special window for text chat, where you can also colour code your chat so it looks different to other students. Additionally, CloudMeeting will monitor your internet connection and if you are running out of band width it will reduce your video streaming in order to keep you in the seminar.

The steps to installing CloudMeeting

System requirements

To run CloudMeeting, make sure your PC meets the following requirements:

Computer:

400 MHz Pentium w/MMX or greater

64 MB of RAM

40 MB of available hard disk space

In addition, make sure your computer has a sound card and a video card. If you can Skype then your system is fine.

Operating System

Windows 2000, Millennium (Me), XP, Vista or Windows 7

Internet Explorer 5.5 (or greater)

Special Note: CloudMeeting will run on MAC OS if you are running Parallels and have a Windows operating system installed. Please see the end of this document for special instructions for MAC users.

Head sets, microphones and webcams

You can join a seminar with no webcam or microphone as you can listen and type questions and comments, however to be able to engage in the discussion (which is required for tutorials), you will need a headset with a microphone and you will need a webcam (see note below on [suitable web cams](#)) so others can see you. Both are inexpensive items which you can just plug into your computer and will greatly aid your learning.

Special Note: If you just have a separate microphone and listen to the sound from your computer's speakers then the sound from your speakers will feedback into your microphone and be played back into the seminar room. The result of this is all the voices start to echo. If this happens you will be asked you to turn off your microphone so we can continue with the seminar. In short you need a headset with a inbuilt microphone.

Getting the software:

Step 1: You will be sent an email in which there will be a download link. You must wait to get this email otherwise you will not be authorised to download the software.

However if for some reason you do not get this email then you can contact Cloudmeeting on support@cloudmeeting.com and ask them for a link that will recognise your email link. Additionally some students have used a direct link and then the password of "guest"

<http://www.cloudmeeting.com/pt-br/downloads/downloads.html>

Step 2: Click the download link in this email. When you are asked to "Run" or "Save" select "Run" and follow instructions to download.

Step 3: Install the software, you may get warnings from your virus protection software but allow the installation to go ahead.

Step 4: Agree to their terms, Astro Logos is paying for your place in the room. When the set up is complete you will be presented with a log in screen. At this stage you can now close the program.

You will receive another email from Cloudmeeting telling you your log in details. Your Username will be your email and the password is given in this email. Usually it is simply "cloud".

You will now notice a Cloudmeeting icon on your desk top.

Test tuning before first Tutorial or Seminar - VIP, please do not miss this step.

Step 1: Open Cloudmeeting

Step 2: When the "**Contact list**" opens you may see a name already there, if not then there is no one in the room. If the program freezes simply try again. This is just like going to the seminar room which is still locked. But you can still do a few housekeeping things.

Step 3 : While you are in the "Contact list" click **TOOLS**/and select **Audio/Video Tuning Wizard** and run the test for your sound and video.

Special note: This is a good place to adjust your webcam settings so that your picture looks good. When you get to the webcam part of the Wizard, select your webcam (this will be blank use the drop down menu to select your webcam) . You will then see a picture of yourself, now click the button "Camera Settings" and here you can adjust the lightness and contrast etc.

Step 4: Changing the way your name is displayed. Your email address will be in bold type at the top of the Contact list screen, go once again to TOOLS and select "Change display name" . Write your name in this box, and now when you close it you will see your name at the top of the Contact list box. (This does not change your email, just your display name).

When you are finished you can then close the program, but now you are ready to enter the seminar room when it is finally opened by us.

You only need to do the above steps once, after that entering a room is just a few clicks away.

Joining a Seminar

Step 1: At the time of the seminar or tutorial open Cloudmeeting and log on using your email address (the one used to send you your invitation and the password in that email). You will see a set of blue squares flickering, if these stall and do not move then start again. Once you are log on you will see a Contact List which should have at least one name in it.

Step 2:We will see your name on the contact list and “open the door for you” – this will cause your computer to give two rings like a phone and a small box will pop up in the lower right hand corner – click the link that says “join call”

Step 3: You will be asked about your microphone, select headset or not – you can turn this message off later and you will see the blue boxes again.

Step 3 a: Sometimes the connection will stall or just not work – this depends on you link. If this is the case you will be left with just the contact screen but now you will see a number in the box labelled "Current Calls" – the number will be different but of the format of **Call 22-44-567 (1/3)** . Click this number and do an alternative mouse click and you will see an option to “**Join Call**”, select this. It can take up to a minute or so to enter the room.

Once you are "in" another window will open up and you will see other people. The room provides a rich, flowing and adaptable space for us all to talk, discuss charts and learn. It is a stable platform and we have found the technology does not get in the way of the learning experience.

Trouble Shooting

These are the things that we have worked out while setting up this space.

Trouble logging in:

1) If you have **Skype running** in the back ground this can on some computers

block Cloudmeeting's ability to link up with its server.

2) **Internet Speed.** - Cloudmeeting is very forgiving and will even work (they say) with dial up. However be aware that if you are using a wireless connection it can reduce your speed considerable, so check this out if you cannot get on.

3) **Firewall** - Cloudmeeting tends to use public ports and thus work with most Firewalls, but if you are suspicious that your firewall is blocking Cloudmeeting (not being able to log on at all is a good indication of a firewall problem) then open up your Firewall software (from your control panel) and you can select Cloudmeeting as an allowed program.

Constantly losing connection:

We have found that the brand of web cam you are using can clash with Cloudmeeting and you can get Vclient errors and/or freezing or just being bumped out.

Try **unplugging your web cam** and then come back into the meeting - you will then only have an audio link. If this does solve your problem then it does indicate that your web cam is non-compatible with Cloudmeeting.

Web cams that do work with Cloudmeeting are **Logitech** as well as **Creative**. We have had two computers with Philips webcam and both of them gave Vclient errors and freezing but this problems was fixed by changing over to Logitech webcams.

Auditing

For normal course work Astro Logos allows a student from one module to audit the weekly tutorials of another. This option is still available however the room is now limited to 20 places plus the tutor. Generally this will provide enough room for auditing students however obviously these places belong to students who are doing the module being taught.

Using the space outside of tutorials

Unfortunately even through we have unlimited use of the facility a student will not be technically empowered to instigate a tutorial or meeting. Although if you really wanted to hold a gathering then let us know and if we are about we can "open" the room for you to use.

Upgrading: As a guest you will see messages in Spanish about upgrading your account - you can ignore these message.

Astro Logos pays a fee for a number of guest tickets - we have a limit of 20 places in the room at any one time. If you wish to run your own sessions and make use of Cloudmeeting in other ways then you can upgrade at your own expense - it is about 32 Euros per month for a full registration, but recognise that this does not mean that you could invite different students to your sessions, you would need to buy your own guest tickets for them.

Special Instructions for MAC users

1. To install Windows 7 you will need Mac OS X v10.6 Snow Leopard and the Boot Camp 3.1 Update. If you are unsure whether or not your system meets the requirements, you can check this on the Apple website - <http://support.apple.com/kb/HT1899>. This site also contains software upgrades that you can download if necessary
2. When your computer has the necessary software start up the computer, choose Boot Camp
3. When in Boot Camp, install a version of Windows. At present Windows 7 costs about £100 from most PC stores. You can also install any Windows version from XP, Vista or Windows 7 but if you need to buy it then you may as well get the latest version. Please note - if you are buying this you need to buy a full version, not an upgrade package.
4. Restart the Mac, and open Boot Camp to boot as a Windows PC. MAC then names this your VIRTUAL COMPUTER
5. Open up an Internet browser (in your windows platform)
6. Download the FREE version of AV anti-virus software - <http://free.avg.com/gb-en/homepage> . This is essential as your MAC does not need virus protection but the PC side of your computer does.
7. Still in the Window Virtual Computer, download the CloudMeeting software – <http://www.cloudmeeting.com>
8. Note about your camera. The MAC will automatically allocate your web cam – called i-Sight on the MAC – to your MAC computer. Therefore before opening CloudMeeting do the following.
 - a. Log into Windows
 - b. On the top menu select **DEVICES** and then select **USB**. On the fly out menu make sure that “**Apple i-Sight**” is ticked, if not select it. This tells your MAC to allocate the camera to be used by the Virtual Computer. When you re open your MAC in the MAC platform it will automatically switch the web cam back to the MAC use. But you may need to do this each time you go to use CloudMeeting.

NOTE: If you open Windows and you do not have a MAC menu across the top with the word DEVICES then point your mouse to the TOP RIGHT HAND CORNER of the screen (a small peel back will appear indicating that this is your "Active Corner") click on this Active Corner and your view of Windows will change giving you the MAC menus top and bottom. You will then be able to select DEVICES in the manner describe previously.
