MegaFon Conference User Guide for a PC

1. Getting started
   
   1.1. A browser (Internet Explorer 10 and above, Mozilla Firefox, Opera, Google Chrome, Yandex.Browser) and a sound card are obligatory for the service to operate correctly. For the speakers, a microphone and a web camera are also required.

   1.2. A letter with the links to the plenary room and section rooms will be sent to the e-mail indicated during the registration. These links are individual, the transfer of links to third parties is prohibited.

   1.3. When you click on the link, you will be taken to the welcome page of the service, where you will be offered to enter your name (the general view of the welcome page is shown in Figure 1). After entering the data, click the Enter Conference button.

   ![Welcome page of the service](image)

   Figure 1 – Welcome page of the service

   1.4. During the connection, the application will ask for the permission to access the microphone and camera. You are required to allow access to the peripherals for the application to work correctly.

   1.5. This service uses the Flash technology. Website may ask for the permission to use Flash. Appendix 1 hereof provides the guidelines on how to allow a website to use Flash.
2. 3. Operating the application

2.1.1. You are at the central page of the room (a general view of the central page is shown in Figure 2). The main image of the conference (desktop demonstration, central interlocutor) is in the center of the screen. Your videostream (when you turn on the camera) and the videostreams of your interlocutors will be located in the left part of the screen. The buttons changing the modes of location of conference participants on the screen are in the top left corner. The chat where you can write messages visible to all participants of the room is just below the list of participants. There are 4 buttons in the top right corner:

a) Video on/off;
b) Microphone on/off;
c) Signal quality (to increase/decrease the quality of the signal quickly);
d) Raise Hand (to attract the moderator’s attention to the user);
e) Settings.

Figure 2 – View of the central page of the room

2.2. The Settings menu allows the user to change the following settings:

a) Choose the gingal sources (microphone, web-camera), playback device;
b) Choose the quality of signal transmitted by the user (sound only, low, medium, high, maximum (medium quality is recommended)) and the microphone sensitivity.

The general view of the Settings menu is shown in Figure 3.

Figure 3 – Menu of the Settings button

2.2 If you want to show your screen to other users, you can start the screen demonstration. To do this, go to the “Desktop sharing” tab and click the “Start demonstration” button. It is recommended to select the Standart quality. If there are multiple screens, the browser will ask you which screen to use for capturing. An example of screen capture is shown in Figure 4.
Figure 4 – Example of screen capture
Permission for a website to use Flash

1. **Google Chrome** (Figure 5):
   
a) Click the lock icon on the left side of the web address bar.

b) Choose Allow from the dropdown menu next to Flash.

c) Reload the page.

![Figure 5 – How to enable Flash in Google Chrome](image)

2. **Yandex and other Chromium-based browsers:**
   
a) Press the Install button.

b) Choose your OS version and browser type (Chromium-based).

c) Uncheck the ad boxes in the center of the screen, click on Download Adobe Flash Player.

d) Download the installer.

e) Follow the installer instructions.

f) Reload browser.

3. **Safari, Mozilla Firefox:**
   
a) Press the Install button.

b) Uncheck the ad boxes in the center of the screen, click on Download Adobe Flash Player.

c) Download the installer.

d) Follow the installer instructions.

e) Reload browser.
4. Edge:

a) Press the Install button.

b) In the top right corner, click on the Allow once button and confirm leaving the pages.

c) The page will reload.