

1. Before and during the online lecture, technical support is available. In case of technical issues, please contact Bas Giesbers (bgiesbers@rsm.nl / +31-10-4082155 / +31-6-38037021).

System requirements are listed at the end of this document. A complete manual of Adobe Connect can be found here:

http://help.adobe.com/en_US/connect/9.0/using/connect_9_help.pdf

2. The online meeting room can be reached via this link:
<https://meet77805235.adobeconnect.com/bmi/>
You will also receive a login and password via separate e-mail. Clicking the link will lead you to the log-in page where you have the option to 'Enter as a Guest' and 'Enter with your login and password'. Choose the latter and log in via the username and password you received in the e-mail. Then click the <Enter Room> button.

'Enter as a Guest' only requires you to fill your name in the space below. The downside is that you cannot share your webcam or use audio immediately; your system rights need to be upgraded (which will be done by us, but it may take a minute longer).

The meeting room will open in a separate screen (if not, make sure that your browser allows pop-ups).

On first login, the system may ask you to install an Adobe plugin. Please accept and allow install.

3. The meeting room screen is divided into parts called 'pods'. Each pod has its own function such as chat, attendee list, share (e.g. slides or whiteboard), camera and voice etc.. Some of them can be manipulated by you.

Note that it is a collaborative environment in which all changes you make to the pods can be seen and will affect the screen of others!

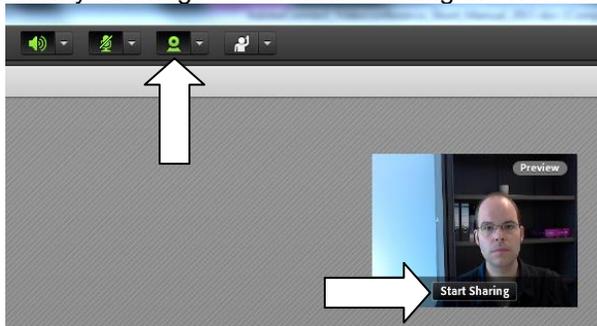
4. To fully participate in a videoconference you need:
 - a webcam and headset, OR
 - a pair of headphones and a webcam with built-in microphone

The use of pc speakers in combination with a pc mike is strongly discouraged because of acoustic feedback. If you do not have a webcam and/or headset you can communicate via chat. Of course, in that case you can use pc speakers since you won't broadcast sound yourself.

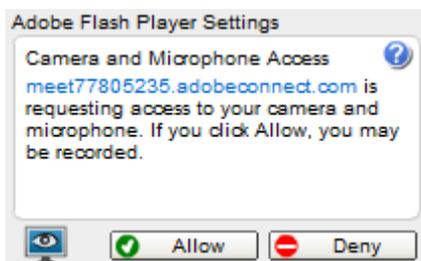
5. After entry, first configure your audio via <Meeting><Audio Setup Wizard>.



6. Connect your webcam via the webcam icon on top of the page. Click 'Start sharing' below your image to start broadcasting the video stream.



7. When using the icons on top of the screen to share audio and/or video, you will see the following request on which you can click 'Allow':



8. If you are not talking, mute your audio by clicking on the microphone icon on top of the page or via CTRL + M . By clicking the same icon or CTRL + M you can reactivate your audio.

9. Use chat for communication without audio.

10. You can use the status icon to raise your hand (e.g. to request speaking time) or provide other indicators via the drop-down menu.



11. Please let the presenting professor control the share option and choose whether to show slides or whiteboard unless s/he specifically indicates otherwise. Be aware that everything you do in this pod (e.g. going back or forward through slides, drawing on a whiteboard, etc.) will be seen by others!

12. Final pointers:

- Use the fastest connection available to you (preferably a LAN connection).
- Close all other programs you are not using to improve speed.
- Enter the meeting room several minutes before the event starts so you have time to run the Audio Setup Wizard and ensure your speakers and microphone / headset are working properly.

For this meeting, Adobe Connect 9.2.2 will be used, for which the following technical specifications apply (<http://www.adobe.com/nl/products/adobeconnect/tech-specs.html>):

Windows

- 1.4GHz Intel® Pentium® 4 or faster processor (or equivalent) for Microsoft® Windows® XP, Windows 7 or Windows 8
- Windows 8.1 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows XP
- 512MB of RAM (1GB recommended) for Windows XP, Windows 7 or Windows 8
- Microsoft Internet Explorer 8, 9, 10, 11; Mozilla Firefox; Google Chrome
- Adobe® Flash® Player 11.2+

Mac OS

- 1.83GHz Intel Core™ Duo or faster processor
- 512MB of RAM (1GB recommended)
- Mac OS X 10.7.4, 10.8, 10.9
- Mozilla Firefox; Apple Safari; Google Chrome
- Adobe Flash Player 11.2+

Linux

- Ubuntu 12.04; Red Hat Enterprise Linux 6; OpenSuSE 12.2
- No Add-in support for Linux. Users on Linux can attend meetings in the browser.
- Mozilla Firefox
- Adobe Flash Player 11.2+

Mobile

- Apple supported devices: iPhone 5S, iPhone 5, iPhone 4S, iPad with Retina display, iPad 3, iPad 2, iPad mini, and iPod touch (4th & 5th generations)
- Apple supported OS versions summary: iOS 6 and higher
- Android supported devices: Motorola DROID RAZR MAXX, Motorola Atrix, Motorola Xoom, Samsung Galaxy Tab 2 10.1, Samsung Galaxy S3 & S4, Nexus 7 tablet
- Android supported OS versions summary: 2.3.4 and higher