

HP Virtual Rooms

Quick Reference Card



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OpenSSL – includes cryptographic software written by Eric Young (eay@cryptsoft.com), Tim Hudson (tjh@cryptsoft.com), and the OpenSSL Project for use in the OpenSSL Toolkit (<http://www.openssl.org/>)

Printed in the U.S.A

Version 7.0: 06/2008

HP Virtual Rooms web site:

<http://www.hp.com/go/rooms>

Attend Meeting

Attend Meeting with Key

10-character key into “Key” field. Event keys begin with “E”, room keys with “R”. 5-digit quick key into “Key” field. Only valid for 5minutes.

Attend Meeting with Hyperlink

Click hyperlink. Pop-up dialog will have key entered

Manage Rooms and Events

From web page, **Signin - Manage Rooms and Events**. To enter the room without a key, use the **Enter Room** buttons on Manage Rooms page.

HP Virtual Rooms Tray Window

From HP Virtual Rooms tray software, enter key into field next to Get Key icon .

Room Functions

Upload

Drag and Drop icon for Microsoft PowerPoint, GIF, JPG, EMF PDF or PNG file to Content panel or viewing area.

Use File → Import. From the Choose a file to import window, select File Type as PowerPoint, Image or PDF, navigate to the file you want, select and click Open.

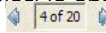
Create Objects

Right click the Content panel and select New → Folder, Whiteboard Page, URL, List, Timer or Survey or select New → Left Viewing Area → Profile, Survey or Timer. Fill in the property information.

Snapshot

To create a Snapshot, select the Snap icon, type of snapshot (Desktop, Region, name of Application or Whiteboard). New snapshot appears in Content and displays in Viewing Area.

Present

Arrange presentation objects in Content folder by dragging and dropping or using right mouse menu in Content Panel. Click the first object to open in Viewing Area. Use Previous/Next icons  on toolbar to navigate through presentation. Place annotations on Whiteboards using the Drawing Tools in the toolbar. Click to select tool and utilize in Main Viewing Area.

Communicate

Private Chat

Right click user name in People panel and select Private Chat. Ctrl-click allows selection of multiple names. Type text into window that appears.

Offline

Right click your own name and select Offline to show yourself away from the audio conference.

Send File

Right click name in People panel and select Send File. Respond to dialogs requesting file name (sender) and permission to receive (recipient).

Room Chat

Select Room Chat Icon on the toolbar. Room Chat available to everyone.

Hand Up

Click Hand Up icon on toolbar to raise hand.

Share Applications

Select the Share icon on toolbar. From window, select Desktop, Region or name of Application to share. Use the Share Control window to pause, stop, allow control and view room status.

Manage Questions

Select Question Tool icon on toolbar. Use to enter, answer, prioritize and save questions.




Tray Client Software

Install

To install the HP Virtual Rooms tray, log onto your HP Virtual Rooms account and select "Get HPVR Tray" on the left navigation column. You will be asked to download and install the software. Once this software is installed on your desktop, it will start.

System Tray Icon

When your system first starts up, the HP Virtual Rooms tray icon may be grayed out. This means that the application has not connected and authenticated with the HP Virtual Rooms server. Once the icon is not grayed out, you can use it.

Click the Tray Client icon to bring up the Client window. The window lists the rooms which you own as well as those to which you have been given Presenter or Scheduler permissions. From the window, enter any listed room by clicking its name. Right click the name of any room you own to generate a Quick Key allowing anyone access to your room through the web site. Manage your HP Virtual Rooms account , enter your Backpack  or create a Quick Key .

Menus

File menu

Enter Room: Enter a selected room from the tray room list.

Open Portal: Open a browser window to the HP Virtual Rooms web page.

Enter Backpack: Open a browser window to your backpack.

Request Key: Get a presenter or participant quick key.

Sign Out: Sign out of the user in the HP Virtual Room tray client. This allows you to log in as another user if necessary.

Close Window: Close the HP Virtual Rooms tray window.

Exit: Closes the HP Virtual Rooms tray icon and removes it from tray. To start it again, you must

manually start the HP Virtual Rooms tray icon via Start -> Programs -> HP Virtual Rooms.

Tools

Connection Settings: Configure the proxy servers and ports to network to HP Virtual Rooms server.

Reset Connection: Reset your network connection to the HP Virtual Rooms server by closing and reopening your tray client

Upload Support Files: Upload the log files for HP Virtual Rooms to the Service Desk.

Options: configure the behavior of the HP Virtual Rooms tray client and room interface. To start the HP Virtual Rooms Tray Client when you boot up your Windows system, check "Run HPVR Tray when windows starts". To keep your HP Virtual Rooms Tray Client on top of your desktop, check "HPVR Tray stays on top".

Removal

Remove the HP Virtual Rooms Client by clicking the HP Virtual Rooms program group and clicking Uninstall.