



## **GoMeetNow User Manual for PC Users**

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## Preface

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**GoMeetNow** web conferencing is powered by the RHUB TurboMeeting software. GoMeetNow has two separate function groups, via these meeting types:

1. **Interactive Meetings** – This refers to the conventional web conferencing.
2. **Seminars** – This function ensures seminars easy, fast and reliable to join. Your attendees can join your seminars without any downloads.

## Organization

This manual describes the steps to use the **TurboMeeting** software. The User Manual is organized as follows:

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Section 1	Hosting an Interactive Meeting
Section 2	Joining a Meeting
Section 3	Common Features
Section 4	Seminars
Section 5	Scheduling Meetings
Section 6	Managing Profile
Section 7	Support Contact

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## Terms

The following terms are used throughout this manual. In a meeting, a **participant** can be either the Host or an Attendee:

- **Host:** The person who initiates the meeting. Host must have an user account in TurboMeeting system.
- **Attendee:** The person invited by the Host to join a meeting. Attendee does not need an account in TurboMeeting system.

The Host or an attendee can either be:

- The **presenter** showing their computer to all participants
- A **controller** controlling the Presenter's keyboard and mouse

## **Constraints**

Here are a couple of constraints:

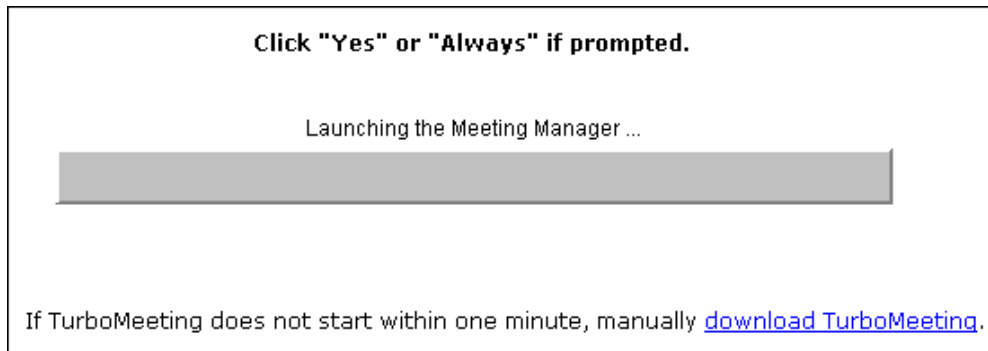
- At any moment in a meeting, there is only one host and one presenter.
- The host or the current presenter can assign any participant to be the presenter.
- The presenter can assign any participant or all participants to be a controller(s).

# 1. Hosting an Interactive Meeting

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This section discusses the steps to host an interactive meeting. This meeting type is the conventional method of web conferencing. Each attendee (using either PC or Mac) can interact in the meeting and can be the Presenter or a Controller.

1. Go to [www.gomeetnow.com](http://www.gomeetnow.com) and click the "Host Meeting" button.
2. Fill in your login and password
3. Launch TurboMeeting

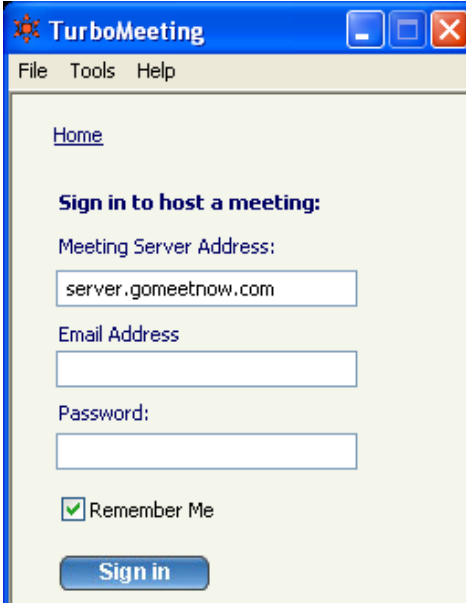


After installing TurboMeeting, you will see the **TurboMeeting** shortcut from the desktop. Next time, just click the shortcut to launch TurboMeeting.



TurboMeeting shortcut

4. Enter the login credentials and **Sign In**.

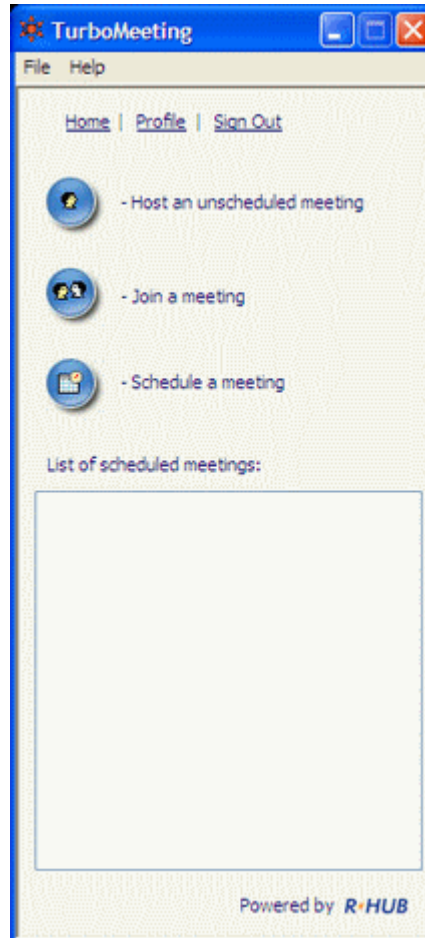


A screenshot of the TurboMeeting application window. The title bar says "TurboMeeting" and includes standard window controls. The menu bar has "File", "Tools", and "Help". Below the menu bar, there is a "Home" link. The main content area is titled "Sign in to host a meeting:" and contains the following fields:

- Meeting Server Address:
- Email Address:
- Password:
- Remember Me

At the bottom of the form is a blue "Sign in" button.

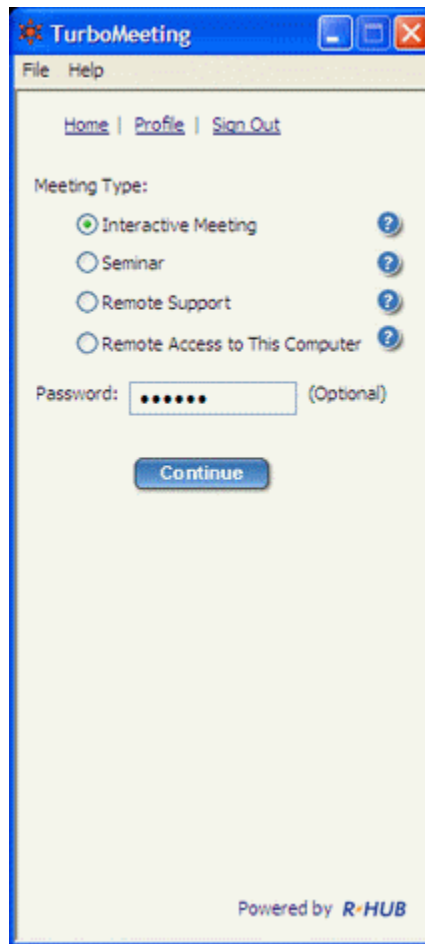
5. In the meeting control pane the List of scheduled meetings and the options displayed are:
- Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting



Meeting control pane

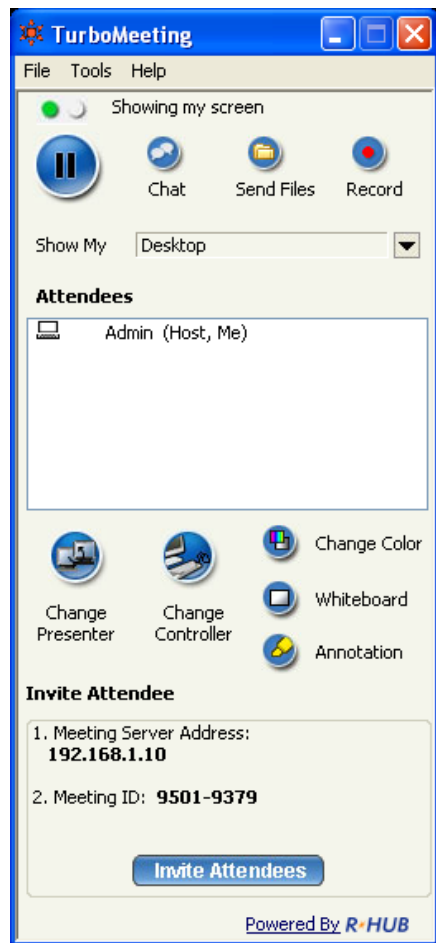
- Click **Host an unscheduled meeting** to host an impromptu meeting.
6. Select the meeting type **Interactive Meeting**

7. Enter the **Password**, which is optional. If you enter a password, the invitees also would need to key in the same password.
8. Click **Continue**.



Meeting selection

This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.

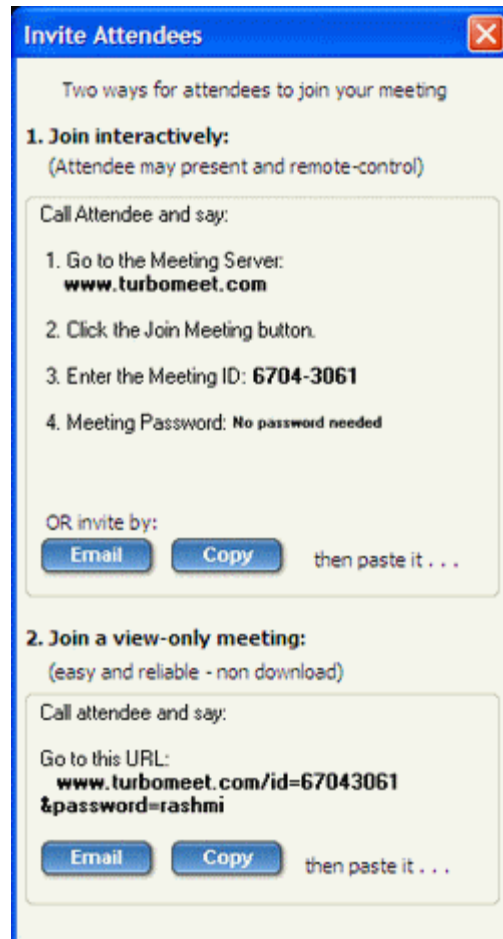


Meeting control panel

You now have to invite attendees to join the meeting. To invite attendees:

9. Click **Invite Attendees**. There are two ways the attendees can join the meeting:
  - o **Join interactively** – Using this option, the attendee can present and control (remotely, via the Internet) the presenter's computer using the keyboard and the mouse. The steps that the attendee has to follow to attend the meeting are listed later. Click **Email** to mail the steps to the invitees or click **Copy** and paste the details to the attendees via online messaging tools.

- **Join a view-only meeting** – Using this option the invitees can attend the meeting without downloading **TurboMeeting** client. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.



Types of invite

## 2. Joining a Meeting

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When you receive an invite from the host, open your browser and

1. Go to [www.gomeetnow.com](http://www.gomeetnow.com)
2. Click the **Join Meeting** button.
3. Fill in the **Meeting ID**, **Meeting Password** and **Your Name**.
4. Click the **Join Meeting** button.

### Join Meeting

Meeting ID:

Meeting Password:

Your name:  (the name shown in the meeting)

Joining a meeting

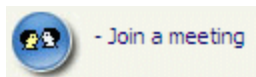
5. If the meeting is a seminar, which does not require any download, you now join a meeting.
6. If the meeting is not a seminar and you have a Java Virtual Machine (JVM) installed in your system, a message will prompt for your permission to install TurboMeeting. Click **Accept**. Otherwise, you have to download TurboMeeting client and run it.

If you have already installed the **TurboMeeting** client, follow these steps to join a meeting:

1. Launch TurboMeeting by clicking the **TurboMeeting** shortcut from the desktop.

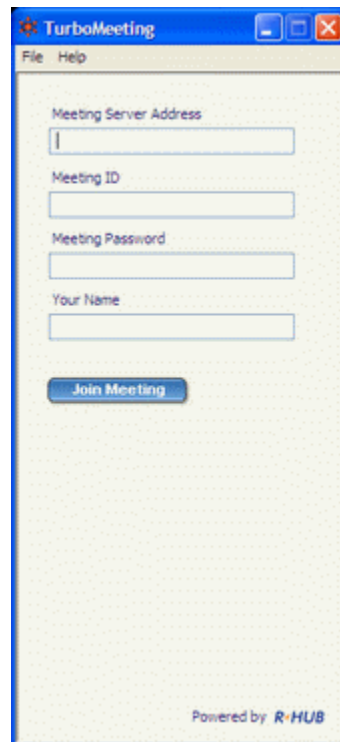


2. Click **Join a Meeting**.



Option to join a meeting

3. Enter the **Meeting Server Address**, **Meeting ID**, **Meeting Password**, and **Your Name**.



The image shows a screenshot of the TurboMeeting application window. The window title is "TurboMeeting" and it has a menu bar with "File" and "Help". The main content area contains four text input fields labeled "Meeting Server Address", "Meeting ID", "Meeting Password", and "Your Name". Below these fields is a blue button labeled "Join Meeting". At the bottom right of the window, it says "Powered by R-HUB".

Details required while joining a meeting

4. Click **Join Meeting**.

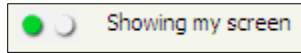
## 3. Common Features

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There are many features that are common to all four types of meetings. This section discusses the common features.

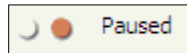
### 3.1. Pausing and Starting Application Sharing

When you start a meeting, by default, your desktop will be shown to meeting attendees. The green icon indicates that your screen is being shown.



Icon indicating active application sharing

To pause showing your screen, click the **Pause**  button. The red icon indicates that the meeting is being paused.

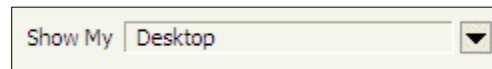


Icon indicating that application sharing is paused

To start showing your screen, click the **Start**  button. The icon will now become green.

### 3.2. Changing Application Sharing

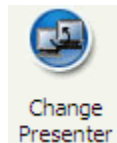
By default, your desktop is shown to the other attendees. The **Show My** drop-down list displays all the applications open in your system. To show another application, click the **Show My** drop-down and choose the application.



Option to change application sharing

### 3.3. Changing Presenter

The attendees who have joined the interactive meeting can also be the presenter to show his computer screen to meeting participants. By default, the host will be the presenter. However, during a meeting the host and the current presenter can assign any participant to be the presenter. To change the presenter, click **Change Presenter** and choose the presenter.



Option to change presenter

### 3.4. Chatting

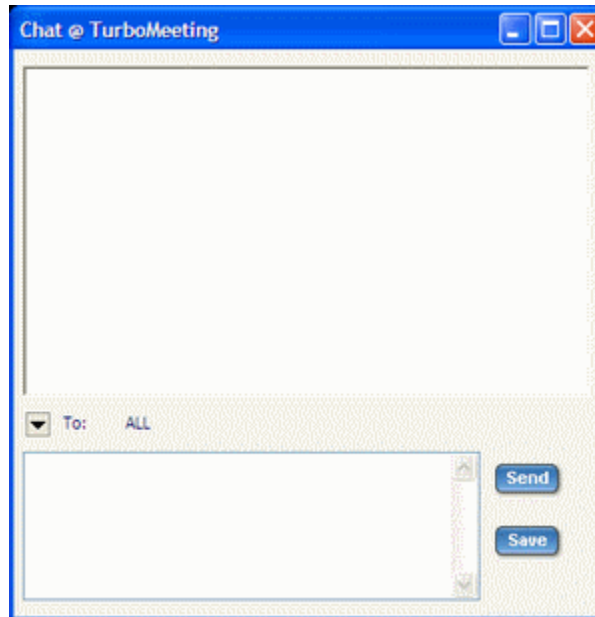
While convening a meeting you can also chat with attendees. To chat with the attendees:

- Click **Chat**.



Chat button

- In the Chat window you have the option of choosing the attendees with whom you want to chat. Click the drop-down arrow and select the attendees.



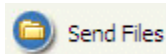
Chat window

- Type in the text and click **Send**. To save the chat transcript click **Save**. Browse to the location and save the file. The chat is saved as a text file or a rich text file.

### 3.5. Sending Files

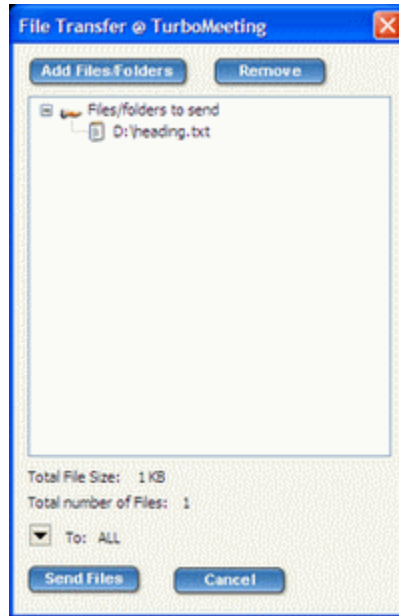
During a meeting, there may be a need to send some files between meeting participants. Instead of opening a mailing client and sending files, a participant can send files using TurboMeeting. To send files:

- Click **Send Files** to open the File Transfer dialog box.



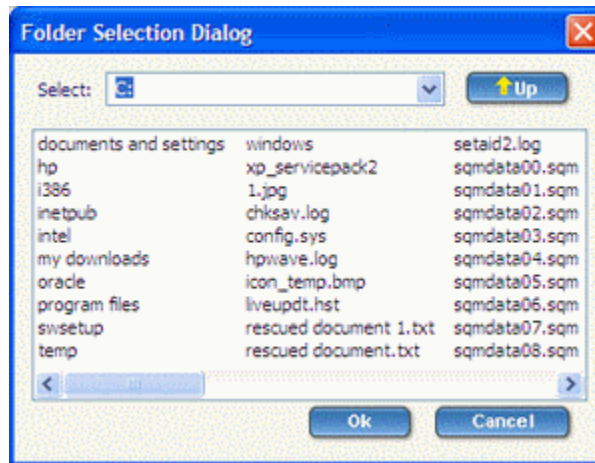
Send Files button

- Click **Add Files/Folders**.



Files Transfer dialog

- **Select** a particular folder from the drop-down list. All the folders and files in that directory are displayed.



Folder Selection dialog

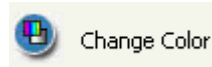
- Select the files, folders, or both and click **OK**. They are added to the list of files/folders to be sent.
- Click the drop down-arrow against **To** and select the participants to whom the files should be send. By default, the files are sent to all other participants.
- Click **Send**.

### 3.6. Changing Colors

There are three options available in TurboMeeting:

- Low Color (256 colors)
- High Color (16 bit)
- True Color (32 bit)

To change the color, click the **Change Color** button and choose the relevant option.



Change Color option

The Low Color is the recommended option for the best speed.

### 3.7. Using Whiteboard

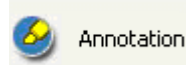
While making the presentation you might have to illustrate some points. The Whiteboard option in TurboMeeting is used for this purpose. Click Whiteboard and the Paint application opens, where you can illustrate certain points or draw diagrams.



Whiteboard option

### 3.8. Using Annotation

Using the Annotation feature you can highlight topics in your presentation. Click the **Annotation** button and emphasize the interested area using the mouse pointer.



Annotation option

When the annotate option is active, your computer screen freezes. Click Annotation again to unfreeze your computer.

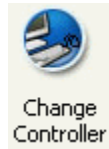


Emphasis using Annotation feature

### 3.9. Changing Controller

During the meeting, you as the presenter can assign a participant as the controller. A controller is the person who can control your mouse and keyboard.

To change the controller, click **Change Controller**. You can assign the control right to a specified participant or to all.



Change Controller option

The option **Reclaim Controller** will reclaim the control right of the controller(s).

### 3.10. Recording

During a meeting, you can record the presenter screen. It also records the voice captured by your computer microphone. To record meeting conversation, you need to turn on your speaker phone and move it close to your computer microphone in order to capture the audio.



Click the record button to start recording and click it again to stop recording. When stopping recording, the system prompts to ask you where to save the recording file. The file is an executable. Just run the file and it will replay the entire recording session.

### 3.11. Hide the Attendee List

As the meeting host, you can hide the attendee list from your attendees. Click the "Tools" and then uncheck "Attendee can view attendee list".

### 3.12. Disable Recording Function

As the meeting host, you can disable recording functions so that all attendees cannot record the meeting session. Click the "Tools" and then uncheck "Attendee can record".

### 3.13. Auto-Uninstall TurboMeeting from Attendee Computers

As the meeting host, you can tell the system to automatically uninstall the TurboMeeting client on the attendee computers at the end of a meeting session. Click the "Tools" then "Options" and check "Remove TurboMeeting from attendee computers at the end of sessions".

### **3.14. Display Transparent Windows**

As the meeting presenter, you can display all transparent windows on your screen. Click the "Tools" then "Options" and check "Show all windows on my desktop".

## 4. Seminar

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The **Seminar** meeting type allows you (as the host) to conduct easy and reliable seminars. Attendees can join the seminar without downloading the TurboMeeting client and view the presenter's screen on the "view-only-mode". Meanwhile, you can invite a few panelists who must join the seminar interactively. Different from view-only attendees, meeting panelists can show their computer screens to all the meeting participants.

### 4.1. Starting a Seminar

1. Launch TurboMeeting by clicking the **TurboMeeting** shortcut from the desktop
2. Enter the login credentials and **Sign In**.
3. In the meeting control pane the List of scheduled meetings and the options displayed are:
  - Host an unscheduled meeting
  - Join a meeting
  - Schedule a meeting

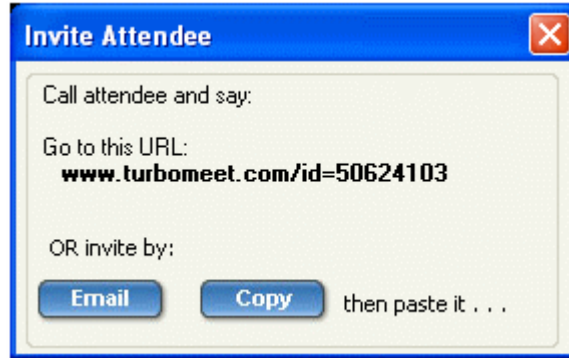
Click **Host an unscheduled meeting** to host an impromptu meeting.

4. In the next step, choose the **Meeting type** you want to start. Select **Seminar**.
5. Enter the **Password**, which is optional. If you enter a password, the invitees also would need to key in the same password.
6. Click **Continue**. This screen displays the Attendees, the Meeting Server Address, and the Meeting ID.

## 4.2. Inviting Attendees

To invite attendees:

7. Click **Invite Attendees**.
8. Click **Email** to mail the URL to the invitee or click **Copy** and paste the URL to the attendees via online messaging tools.



Invite for seminars

## 4.3. Joining a Seminar

The meeting invite you receive from the host will contain the URL along with the seminar ID. Go to the specified URL to join the seminar.

Alternatively, you can go to the meeting server website, click the **Join a Meeting** button and then fill in the Meeting ID, Meeting Password and Your Name to join a seminar.

## 4.4. Inviting Meeting Panelists

In the seminar mode, the host sends the URL details of the meeting to the attendee via email. The attendee who joins the seminar - by clicking the above URL - can also become an interactive attendee by clicking the **Switch to Interactive Link**.



If **TurboMeeting** is not previously installed, it will be downloaded automatically.

The host must assign an interactive attendee to be the presenter as a meeting panelist. All attendees including the host will be able to see the new presenter's screen.

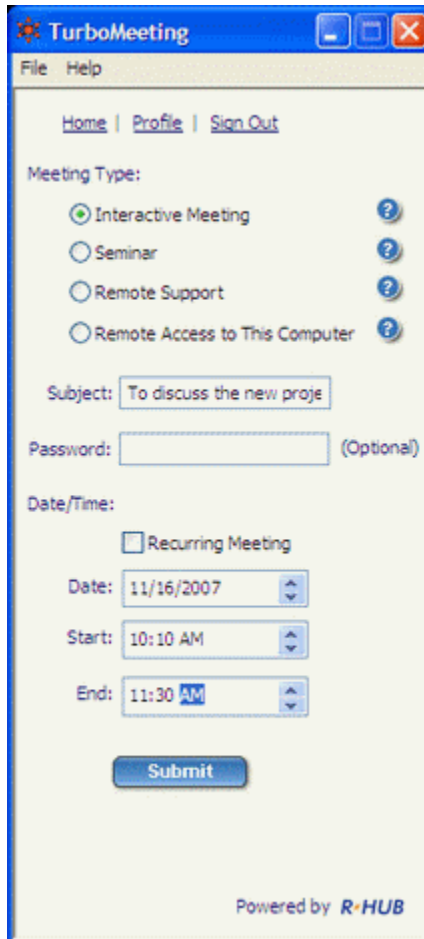
## 5. Scheduling Meetings

There might be instances when you have planned a meeting earlier and want to inform the invitees in advance. In such cases, you can schedule the meeting using the **Schedule Meeting** option.

### 5.1. Scheduling a Meeting

To schedule a meeting:

1. Log into **TurboMeeting**.
2. Click **Schedule a meeting**.



The screenshot shows the TurboMeeting application window. The title bar reads "TurboMeeting" and includes standard window controls. Below the title bar is a menu bar with "File" and "Help". A navigation bar contains links for "Home", "Profile", and "Sign Out". The main content area is titled "Meeting Type:" and features four radio button options: "Interactive Meeting" (selected), "Seminar", "Remote Support", and "Remote Access to This Computer". Each option has a help icon to its right. Below the radio buttons is a "Subject:" text box containing "To discuss the new proje". A "Password:" text box is labeled "(Optional)". Under the "Date/Time:" section, there is a checkbox for "Recurring Meeting" which is unchecked. Below this are three dropdown menus for "Date:" (11/16/2007), "Start:" (10:10 AM), and "End:" (11:30 AM). A "Submit" button is located at the bottom of the form. At the very bottom of the window, it says "Powered by R-HUB".

Scheduling meetings

3. Select the **Meeting Type**.
4. Mention the **Subject** of the meeting.
5. Enter the **Password**, which is optional for all meeting types but the **Remote Access**.
6. Select the **Date**.

7. Mention the **Start** and **End** time.
8. Select **Recurring Meeting** to schedule a recurring meeting. If this option is selected, the Date and Time options are disabled.
9. Click **Submit**.

When you login to TurboMeeting next time, the scheduled meetings and the details are displayed.

## 5.2. Editing a Scheduled Meeting

To edit a scheduled meeting:

1. Click the **Edit** link of the respective meeting.
2. Make the necessary modifications.
3. Click **Submit**.

## 5.3. Starting a Schedule Meeting

To start a scheduled meeting, click the **Start** link of the respective meeting.

## 5.4. Deleting a Schedule Meeting

To delete a scheduled meeting, click the **Delete** link of the respective meeting. A message box will inform that the schedule meeting has been deleted.



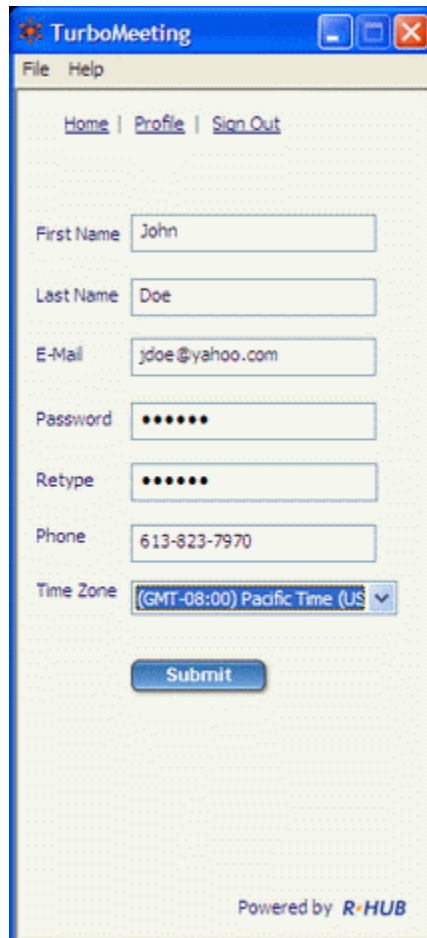
Alert after the meeting is deleted

## 6. Managing Profile

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Follow these steps to manage your profile:

1. Log into **TurboMeeting**.
2. Click **Profile**.



The screenshot shows a web browser window titled "TurboMeeting". The browser's address bar shows "Home | Profile | Sign Out". The main content area contains a form with the following fields:

- First Name: John
- Last Name: Doe
- E-Mail: jdoe@yahoo.com
- Password: [masked with 6 dots]
- Retype: [masked with 6 dots]
- Phone: 613-823-7970
- Time Zone: (GMT-08:00) Pacific Time (US) [dropdown arrow]

A "Submit" button is located below the form fields. At the bottom right of the page, it says "Powered by R-HUB".

Managing profile

3. Edit your **First Name**, **Last Name**, and **E-Mail**.
4. Provide a **Password** and confirm the password.
5. Specify your contact number.
6. Choose the relevant time zone.
7. Click **Submit**.

## 7. Support Contact

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