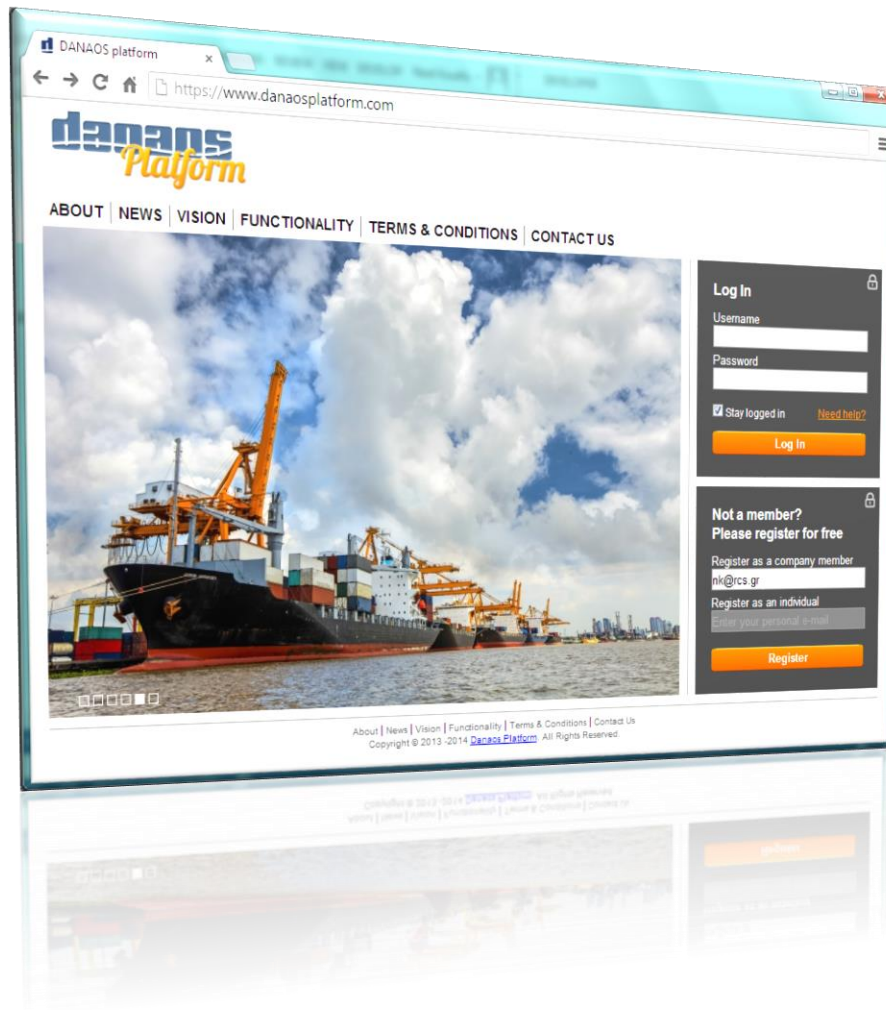


Danaos Platform Conferencing

Quick Users Guide



Danaos Platform is the professional social network for the shipping industry

Offering a Shipping Directory, Conferencing, Forums, Exhibitions

as well as services available from several member companies.

Conferencing is powered by



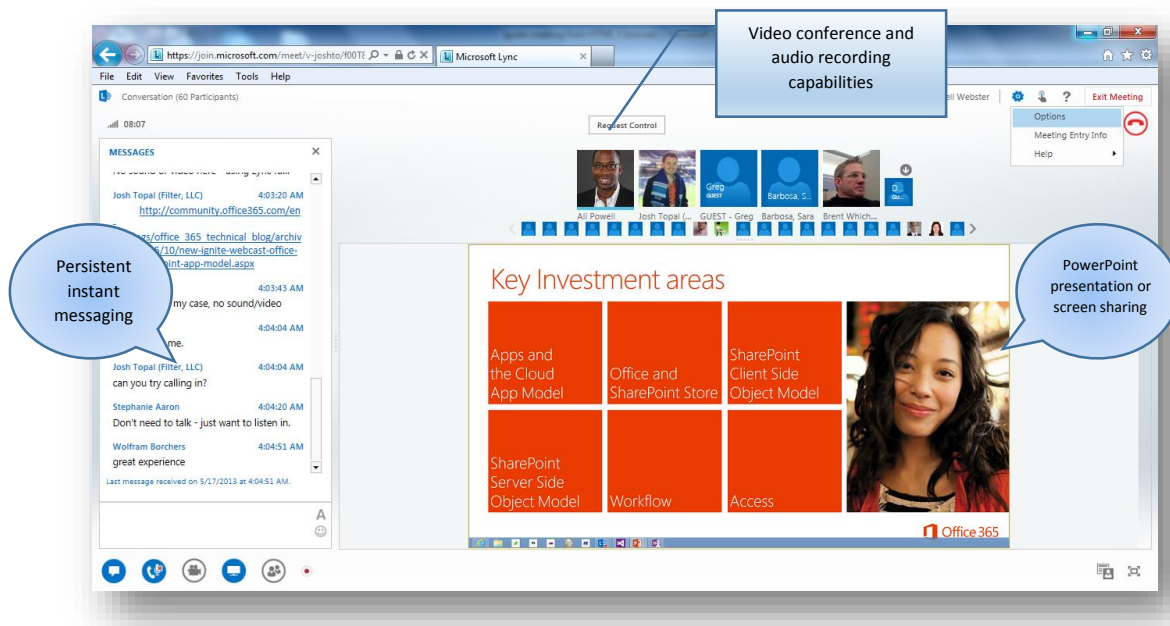
Microsoft



Introduction to DANAOS PLATFORM Conferencing

- Danaos Platform integrates technology from Microsoft Lync to offer video conferencing in a scalable and secure environment.
- Users may already be familiar with this functionality as the technology is integrated in new versions of Microsoft Office.
- Due to costs associated with Microsoft Lync setup and licensing, this service is provided in a subscription basis but Danaos Platform users can try it for free for a month
- In order to use this particular service membership to the Danaos Platform is required.
- Microsoft Lync offers simultaneous audio and video group conferencing as well as desktop sharing, powerpoint presentations, whiteboard, persistent instant messaging, recording etc.

This is a *sample screen* of **MICROSOFT LYNC WEB CLIENT** used by Danaos Platform:



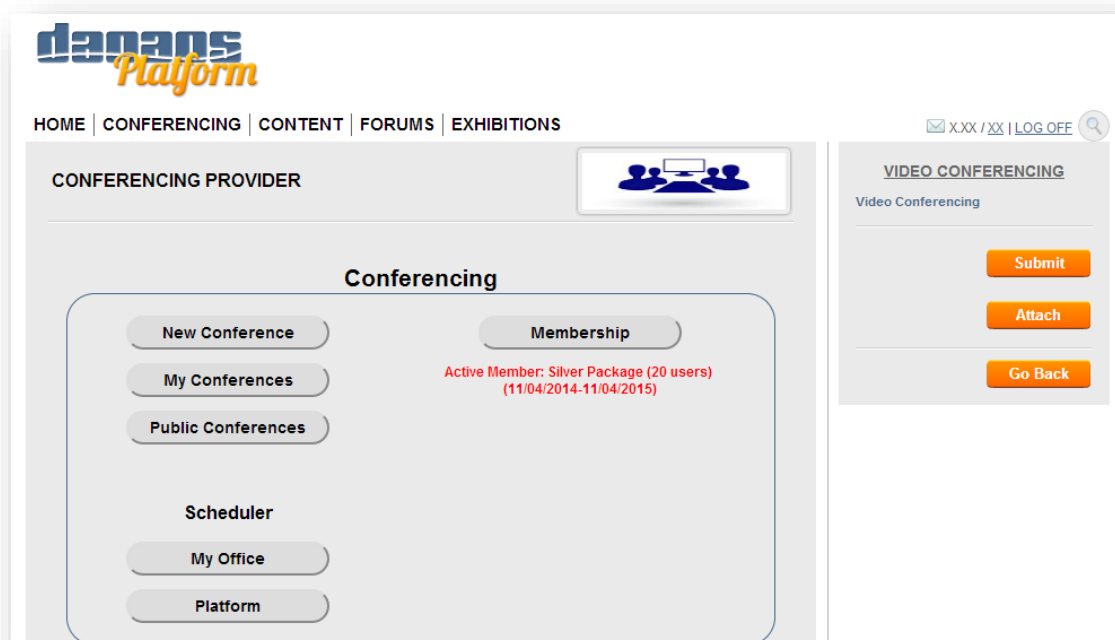
- The Microsoft Lync Web Client is automatically downloaded the first time you are using the service. Some setup of your microphone and camera may be required to use the Client.

- Minimum system requirements:

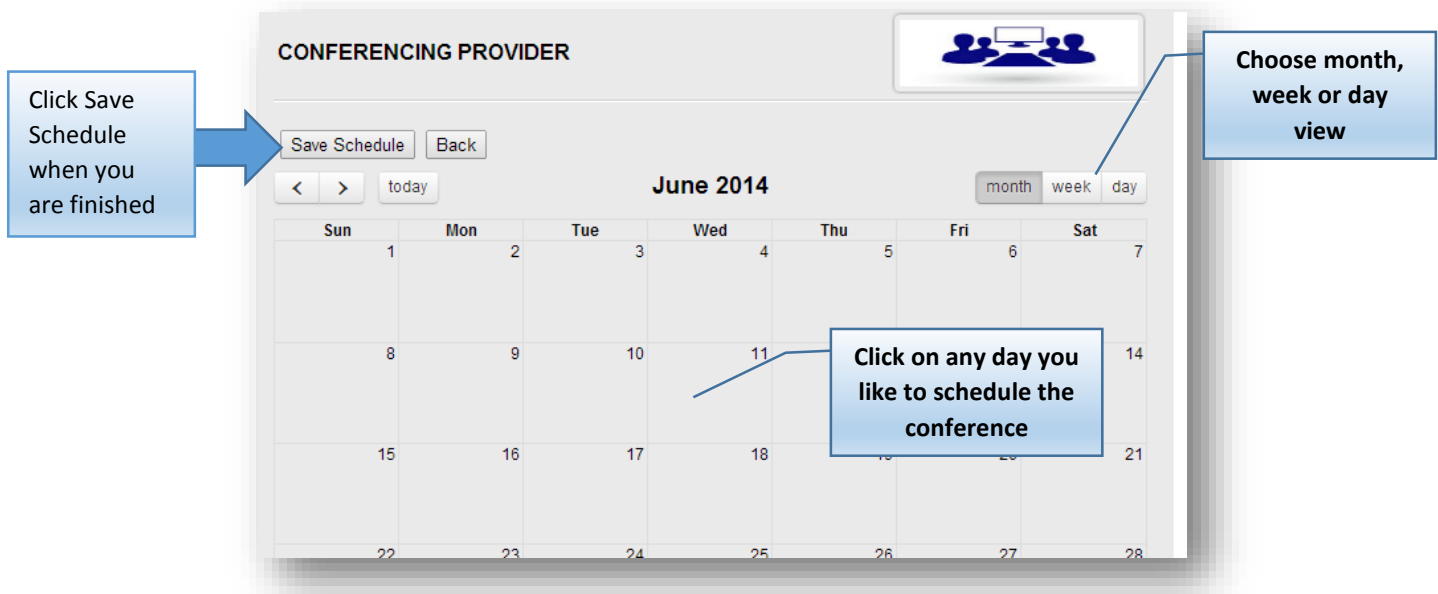
System Component	Minimum Requirement
Operating System	Windows 7 (32-bit or 64-bit)
	MAC OS X (32-bit or 64-bit)
Web Browser	<u>On Windows PCs:</u> Internet Explorer 8 or higher Firefox 12 or newer Chrome 18 or newer
	<u>On Apple Mac:</u> Safari 5 or newer Firefox 12 or newer Chrome 18 or newer
Mobile devices	Windows Phone, Android and iPhone via Lync App
Hardware	Web camera, microphone, speakers, headphones/headset if audio and video are to be shared (for best audio quality)
Bandwidth	A broadband connection such as a cable modem* or DSL connection

* On-ship successfully tested on VSAT 256Kbps with 5 participants, 2 with video, 3 with audio

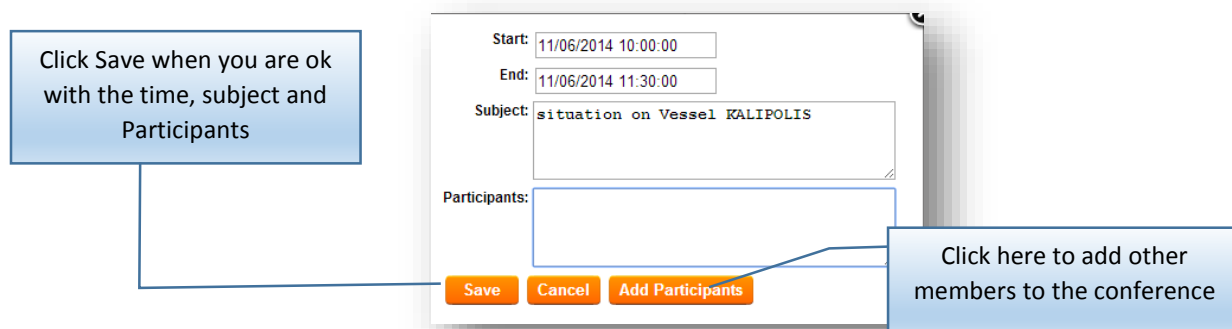
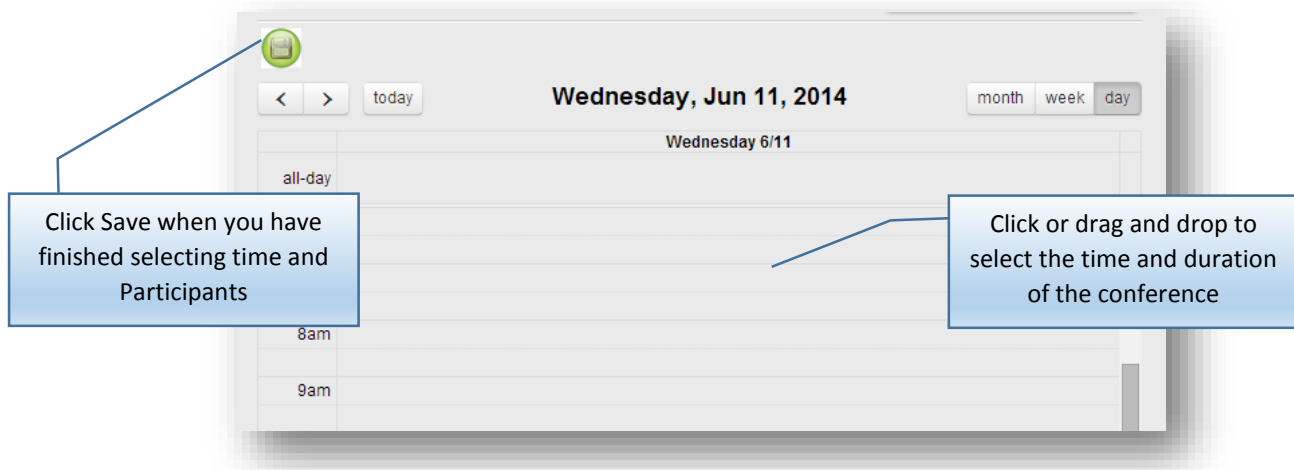
- Conferencing is available from the main screen of Danaos Platform.



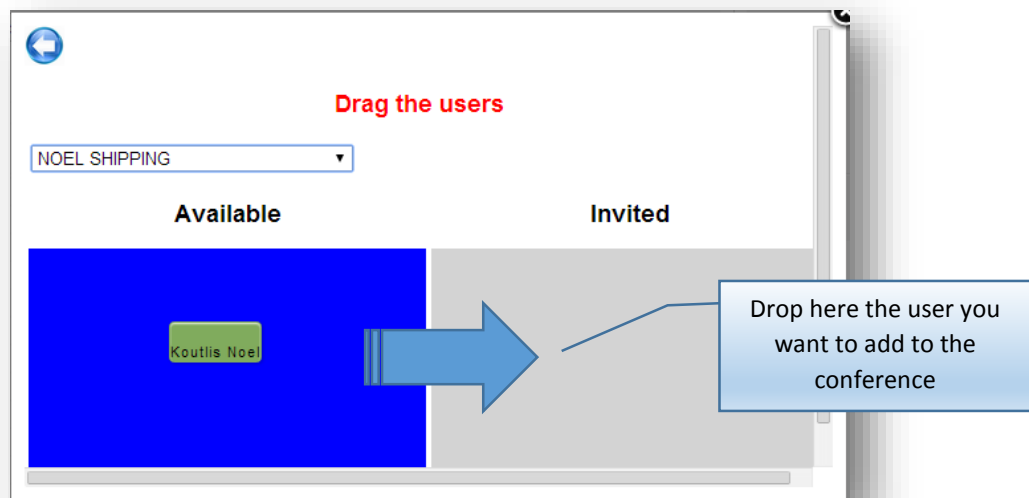
- Scheduling of conferences is made easy by creating **New Conference** in the schedule window.






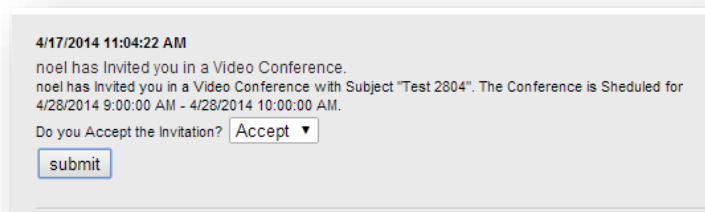
- When you click in a day, be it in the month or week view, you are directed to the day view for selecting the time you would like to schedule the meeting. You can use drag and drop to select more hours in the same day.



- Add participants by selecting the company and drag-drop the user you like from the Available to Invited list.
You can add as many users as you like:



- **Don't forget** to click the back  and then SAVE  button when you go back to the conference details and again the  icon **to save all changes you have made** in your calendar.
- At this time the other participant should receive a message awaiting approval of participation.



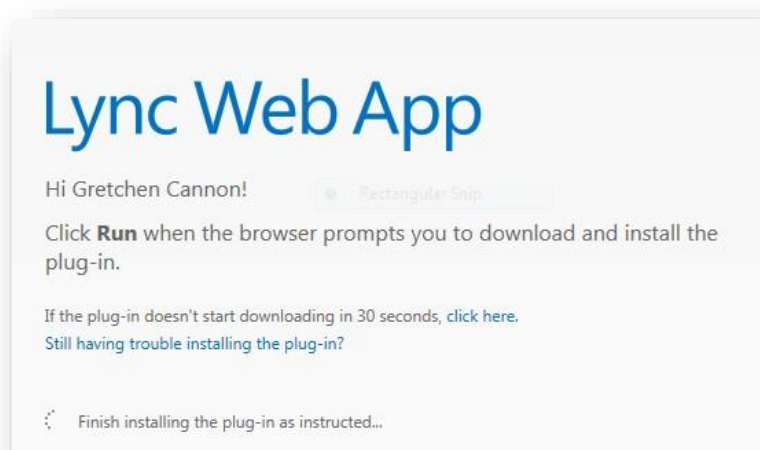
- Your new conference will be available on the menu **“My Conferences”** ready for you to Join when you like.

Scheduled Conferences				
Back				
Scheduled by	Scheduled for	Subject	Participants	Join Conference
Theodosiou Dimitris	15/04/2014 19:00 15/04/2014 21:00	Test 15.04.14	Theodosiou Dimitris Koutlis Noel	Join
Koutlis Noel	16/04/2014 09:00 16/04/2014 11:00	test1604	Theodosiou Dimitris (Accepted) Koutlis Noel (Accepted)	Join
Theodosiou Dimitris	17/04/2014 10:00 17/04/2014 11:30	Test 1704	Theodosiou Dimitris MARTECMA MAR Rep Aeg Koutlis Noel	Join

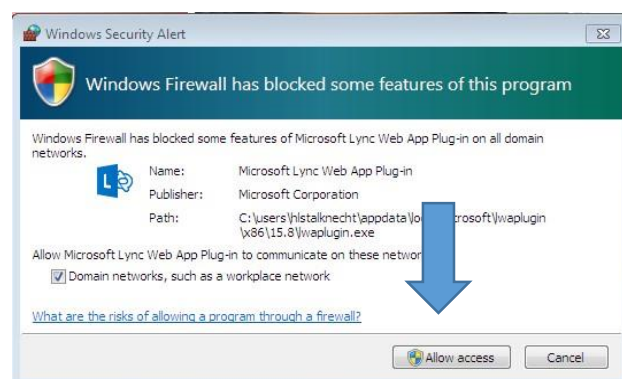
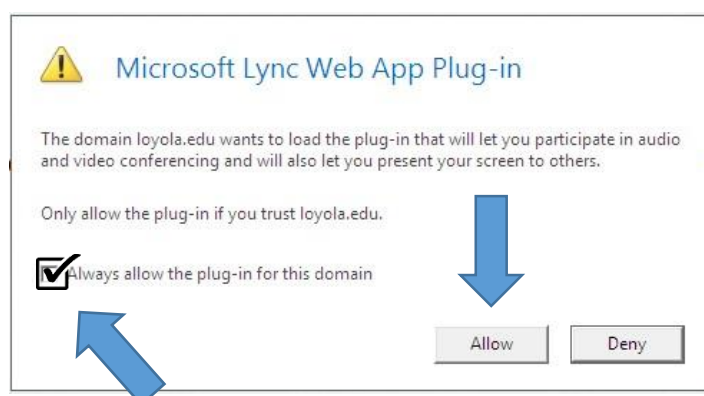
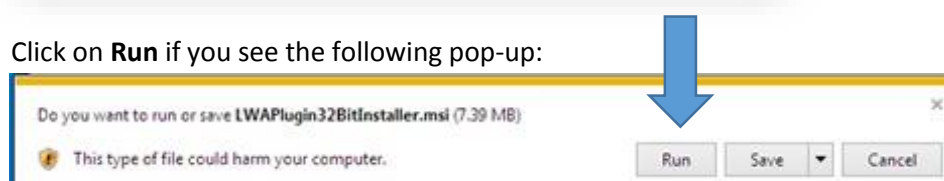
The following section is a **Quick Reference for the Lync Web App from Microsoft**

- Upon joining a conference, Danaos Platform will call Lync Web App. The first time you will use Lync Web App it will download an updated version of the browser plug-in.

Plug-in Installation: If this is the first time you are joining a Lync call from a device without Lync installed, you will be automatically prompted by your web browser to download the Lync Web App plug-in. Follow the instructions provided and download the plug-in to a convenient location on your computer, then run the installer by double-clicking on it. The following screenshots are examples of what you might see:



- Click on **Run** if you see the following pop-up:

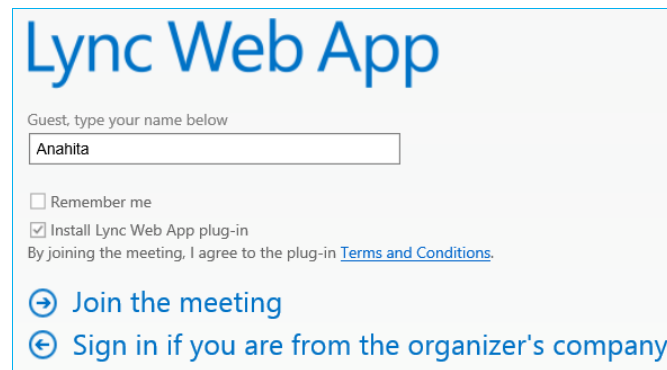


When running Lync Web App on Windows, you may receive a prompt to allow the program to communicate through your firewall. If you see this, click **Allow Access**

- After installation is complete, you will see the pop-up window below asking you to trust the plug-in. Check the box for **Always allow the plug-in for this domain** and click **Allow**.

Join a Lync Meeting with computer audio:

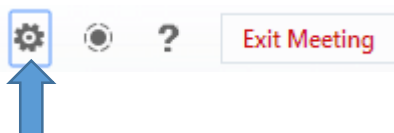
1. In your meeting invitation, click **Join Lync Meeting**.
2. When Lync Web App opens, do one of the following:
 - To join as a guest (*in case of public conference*), type your name in the text box, and select **Join the meeting**. If the meeting was setup inside Danaos Platform your name will be provided automatically.

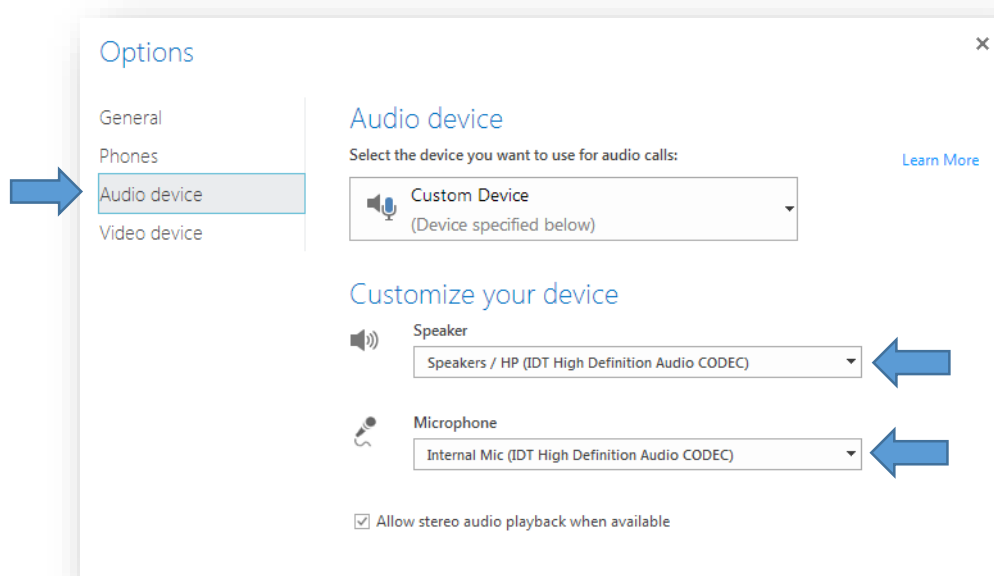


Depending on how the meeting was set up, you'll either wait in the lobby or be admitted to the meeting. If you're in the lobby, only a presenter can admit you to the meeting. After you're admitted, you can use **your computer's speakers and mic, or a headset for the audio**.


Please note that in order to use conference your computer must have a microphone and a speaker. Computers (notebooks) equipped with a web camera already have a microphone but you have to select this device first.

Conferencing may not work if you have an audio device (e.g. a sound card) but no speaker or microphone connected. In order to check your audio device when a conference has started you can click the **options** dialog by

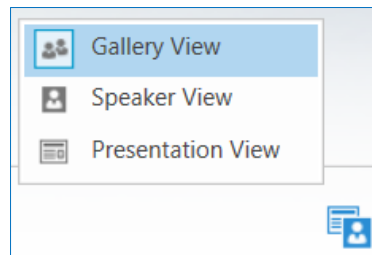
clicking the tool icon on the upper right corner : .




Pick a Layout

Depending on your meeting type, you can select a specific view of content, presenters, or participants. Click **Pick a layout** on the lower right side of the meeting: 

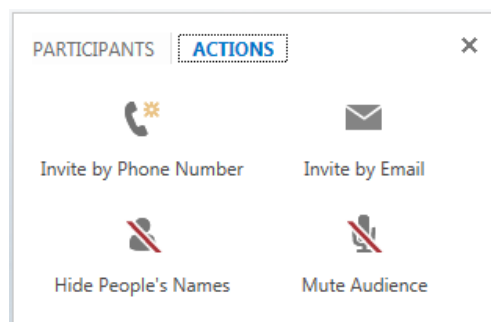
- **Gallery View** displays all the participants' pictures and videos.
- **Speaker View** displays the picture or video of only an active speaker.
- **Presentation View** displays only the shared content in the meeting, such as screen sharing.



Manage meeting participants


If you're a presenter, you can click  to access the options to manage participants. The **PARTICIPANTS** tab displays the participant list. Please note that all Danaos Platform participants have now been transferred in the Lync application.

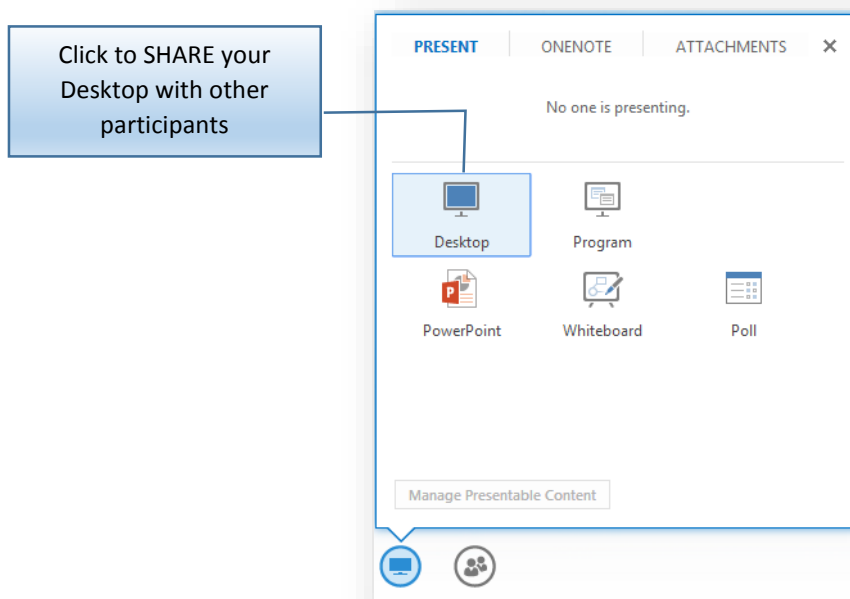
1. Right-click a participant and select **Mute**, **Unmute**, **Remove** or **Make an Attendee/Presenter**.
2. You can invite additional participants during a meeting. Click **ACTIONS**.
 - To invite using their phone number, click **Invite by Phone Number**.
 - To invite via email, click **Invite by Email**.
3. To hide participant names in videos or pictures, click **Hide People's Names**.
4. To mute all the participants simultaneously, click **Mute Audience**.



Share your desktop or an open program



If you're a presenter, you can share your desktop, or one or more open programs in the meeting.

1. Point to .
 - To share your desktop, click **Desktop**. The meeting stage displays '**You are presenting Desktop**', and the desktop is outlined in yellow.
 - To share a program, click **Program** and select the program(s) you want to share, then click **Present**.
2. During a sharing session, a sharing toolbar is displayed at the top of your screen. You can hide or unhide it by clicking the pin icon.



3. Click **GIVE CONTROL** to share control of your sharing session with another participant. You can take back control at any time by clicking **GIVE CONTROL**, and then **Take Back Control**.
4. To end the sharing session, click **Stop Presenting** on the toolbar.

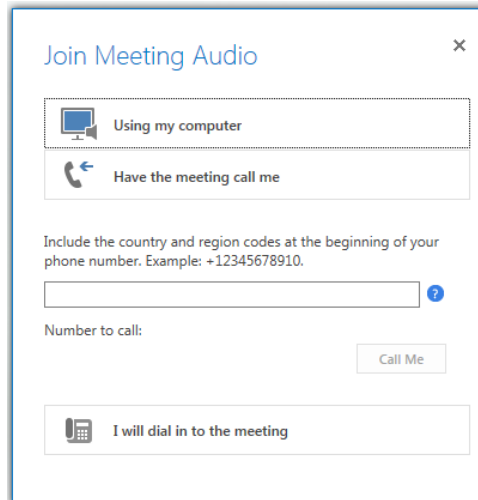
Share a PowerPoint presentation

1. Point to , then click **PowerPoint**.
2. In the **Choose a PowerPoint to present** box, click **Browse** to select and open the presentation to share.
3. Move through the slides by using the arrows below the meeting stage. Click **THUMBNAILED** to select a specific slide, and **NOTES** to see presenter notes.
4. Click  on the upper right corner of a slide to display the annotation toolbar, to use tools such as highlighters, stamps, and laser pointer.
5. The presentation can have embedded hyperlinks. Before you click them during your presentation, you must hide all annotations in the presentation by clicking **Hide Annotations** in the annotation toolbar.


Call in to the meeting

If you want to call in for the audio portion of the meeting, follow the instructions in the previous section, but make sure the option to install the **Lync Web App Plug-in** is Not selected, then click **Join the meeting**.

In the **Join Meeting Audio** box, click **Have the meeting call me**, and type a phone number where the conference can call you. Or click **I will dial in to the meeting** and use the number and conference ID listed in your meeting invitation.

A screenshot of the 'Join Meeting Audio' dialog box. It has a title bar with a close button (X). Inside, there are two main options: 'Using my computer' (with a computer icon) and 'Have the meeting call me' (with a phone icon). Below these, there is a text input field for a phone number, with a hint: 'Include the country and region codes at the beginning of your phone number. Example: +12345678910.' and a 'Call Me' button. At the bottom, there is another option: 'I will dial in to the meeting' (with a phone icon).

Manage your video display

If you have a camera connected to your computer, click  to share your video in the meeting. A camera is required only to share your video, not to view the video shared by others.

