**Dimdim Web Meeting
User's Guide**
1 February, 2007

http://www.dimdim.com

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Why Dimdim Web Meeting?

In today's business environment with globally distributed workforce, it is not realistic to have face-to-face meetings with all participants present in one place. Dimdim's web conferencing solution enables you to conduct online meetings over the internet easily and economically. This leads to productivity gains and increased Return on Investment as your attention is focused on where it should be - on conducting your business - and Dimdim takes care of the rest.

Typical Dimdim Web Meeting

Using Dimdim a presenter, say Alex, can share his presentation, applications and even his desktop with other attendees spread across the world. The attendees: Jaya, Maria, Takumi & Yamato need only an internet connection and a browser and no installation of software or configuration of firewall or proxies is needed. They can see and talk with each other as if they are sitting next to each other.
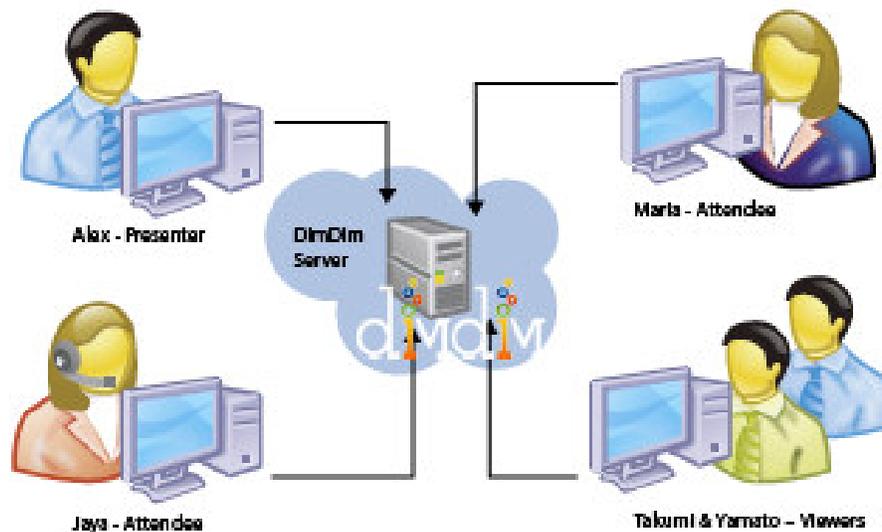

Fig 1: Typical Dimdim Web Meeting Topology

Different entities in a Dimdim web conference

The different entities involved in this setup are as follows:

Presenter: This is entity which is sharing the presentation, application or any other shared resource. Sharing of video and audio will need the presenter to have a microphone and web cam and as of now the supported platforms for the presenter are: Internet Explorer 6.0, 7.0 and Firefox 1.5, 2.0 on Windows 2000 or higher. The Presenter will also need the Flash plugin to be installed on the browser which can be obtained here.

Attendee: This is the entity which is seeing the presentation and interacting with the Presenter through the Dimdim application. The attendee as of now needs Internet Explorer 6.0 on Windows 2000 or higher with Flash plugin installed on the browser.

Dimdim Server: This is the entity hosting the Dimdim Application. Depending on the usage patterns the configuration of the machine will vary but it is safe to assume that it will need to be much more powerful than a Presenter or Attendee machine.

Bandwidth Requirement:

	LAN (On Premise Installation)	Broadband (Cable/DSL/ISDN)	DialUp
Maximum Upload Bandwidth (kpbs)	750	150-200	50
WebCam (kpbs)	194	38	10
Audio (kpbs)	48	8	8
Screen Resolution	Un-Scaled	1024X768	800 X 600
Screen Frame rate	No Throttling	1 FPS	0.25 FPS
Screen Color Depth	24 bits	256 colors	Gray Scale
Screen Change Threshold	5% per cell	10% per cell	25% per cell

Fig2: Bandwidth requirement in different profiles

Supported Platforms:

Presenter: Internet Explorer 6.0 or 7.0 (with Flash) on Windows XP/2000/2003 Server or Workstation
Attendee: Internet Explorer 6.0 or 7.0 (with Flash) and FireFox 1.5 or 2.0 (with Flash) on Windows XP/2000/2003 Server or Workstation and Linux & MAC OS X too.
Dimdim Server: Windows 2000/XP/2003 or Linux with minimum 1 GB RAM and 200 MB free Hard Disk space.
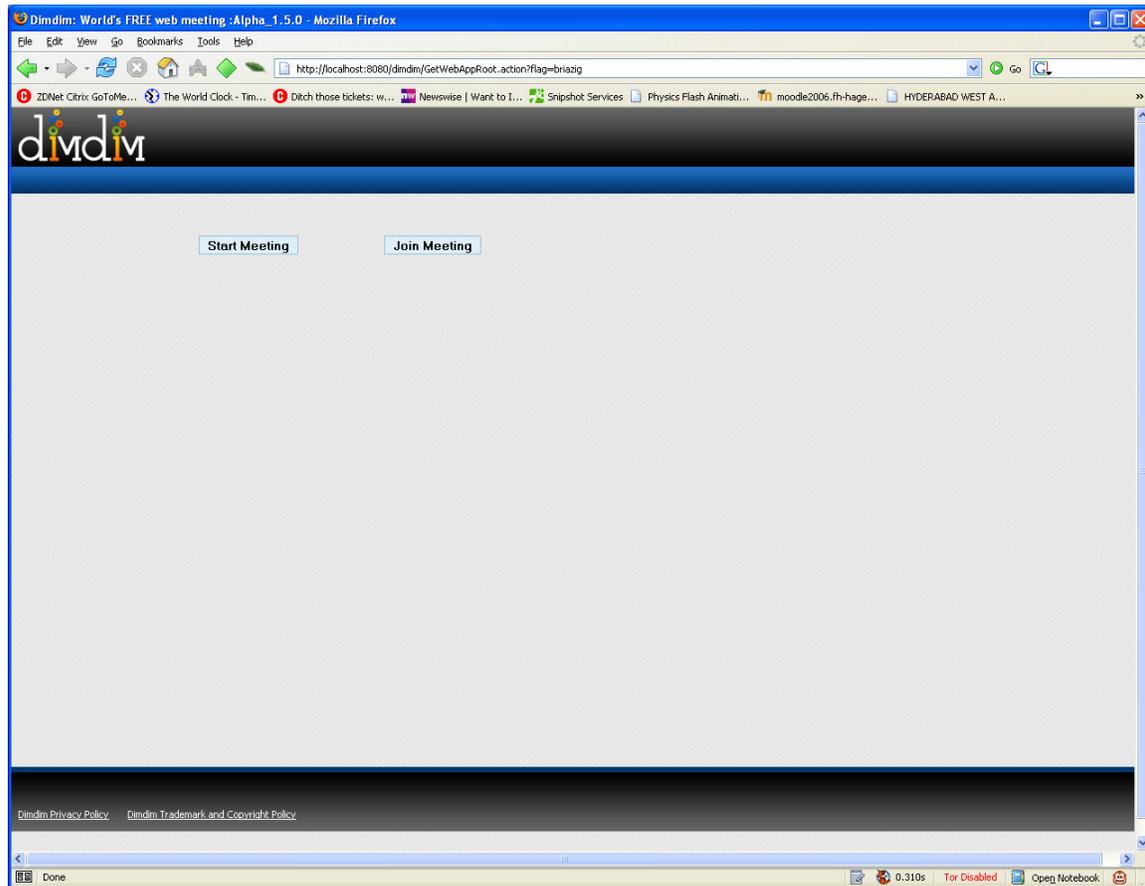
Fig 10: Dimdim Web Meeting – Browser with Presenter Options

Where to go from here:

        Presenter Task

PRESENTER TASKS

Dimdim Web Meetings are started or scheduled through the browser interface. First of all make sure the Dimdim Conference Server has been started. [refer the Starting & Stopping the Dimdim Web Meeting Servers section]. Then go to URL of the browser interface: http://XXX:YYY/dimdim , where XXX is the IP address or URL specified in the installation and YYY is the port specified during the installation.

Dimdim Web Meetings can be started by clicking on "Start Meeting" button.
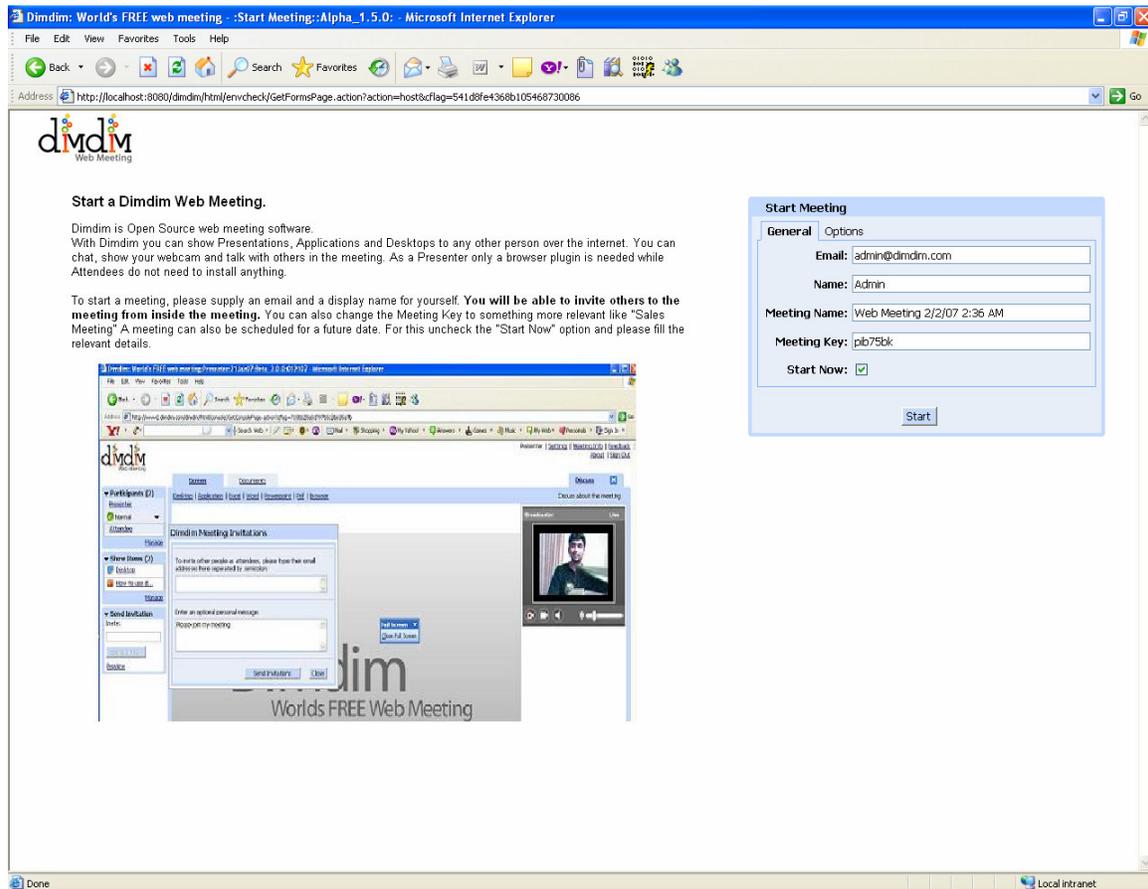
Fig 12: "Start Meeting" form

Please fill in all the details like Email, the display name you prefer, conference name and conference key into the form. As soon as you click on Start button the conference will start. You can invite other attendees into the conference through the web meeting interface [refer the Send Invitations section]

Schedule a meeting

In this mode one can schedule web meetings in advance. You can reach this mode by unchecking the "Start Now" checkbox in "Start Meeting" form on browser interface of Dimdim conference server. Once you fill the form and click on schedule appropriate emails and sent to attendees with URLs for the meeting. The meeting cannot be started before the scheduled time. If someone clicks on the URL before the scheduled time they will be presented with a message saying that the current time is not scheduled time and hence they cannot join or start the meeting. The meeting can be started only by the presenter.
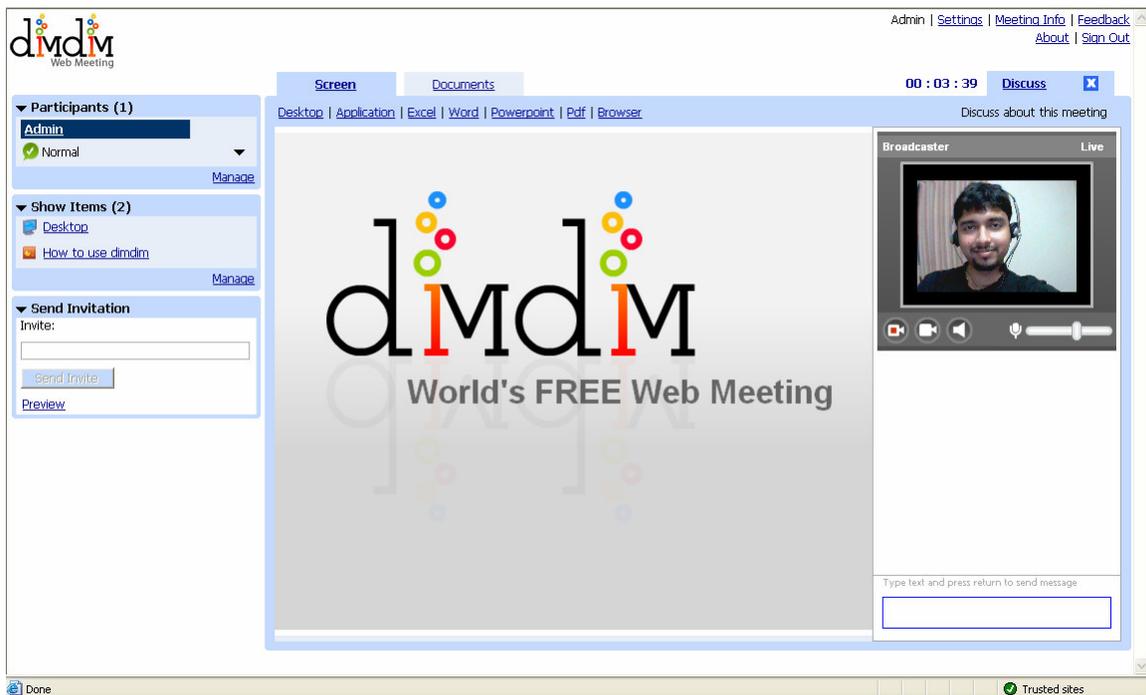

Form13: Schedule Meeting Form

Fig 14: Invite Attendees from a Dimdim Web Meeting

Inside a Dimdim webmeeting a presenter can invite attendees through the Send Invitation Panel. Just enter the email addresses of all attendees you want (separated by ;). An optional message can also be sent.
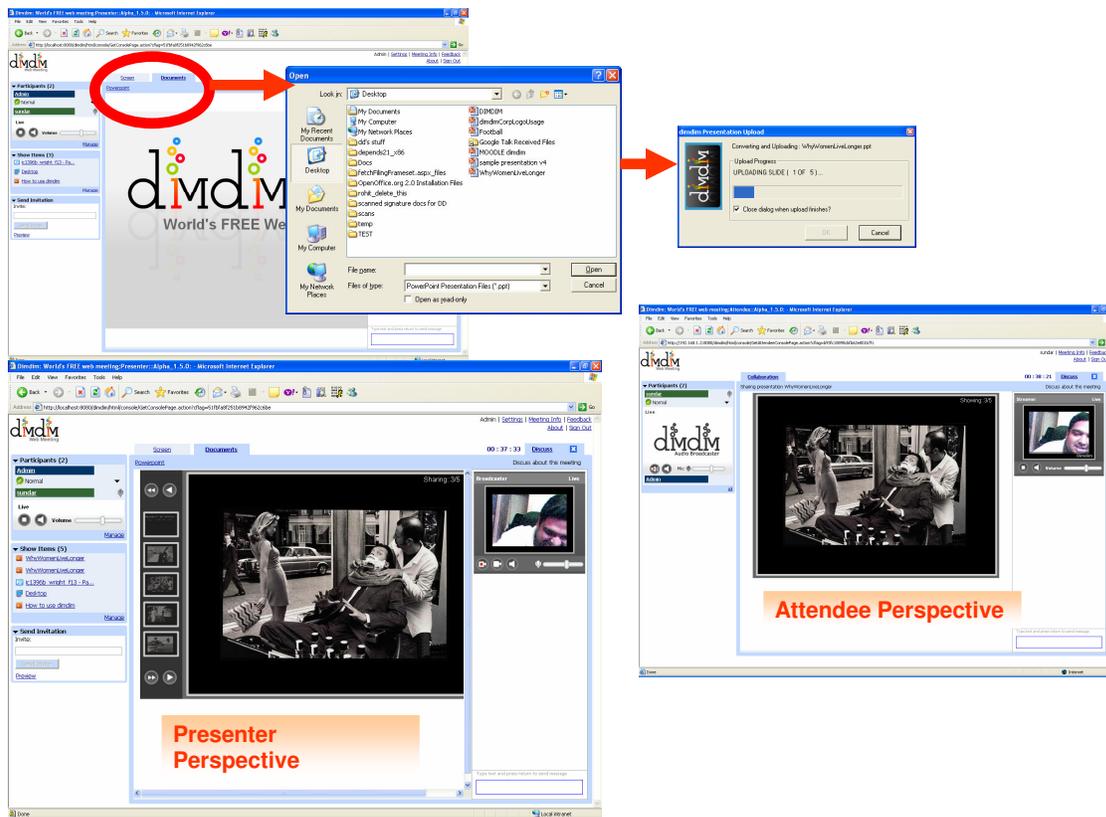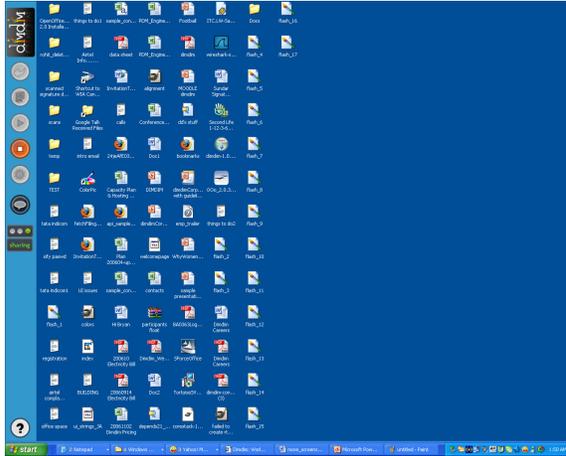
Upload and Show PowerPoint Presentation

Fig 15: Presentation uploading and sharing in Dimdim Web Conference and Presenter and Attendee perspectives

The presenter can upload and share a presentation by clicking on the Presentation link on the Document tab.

Desktop Sharing

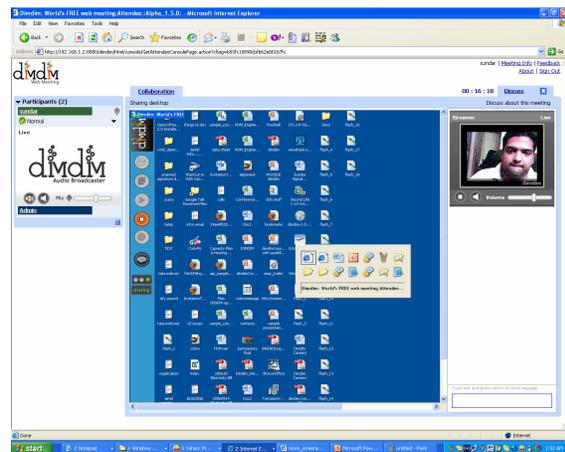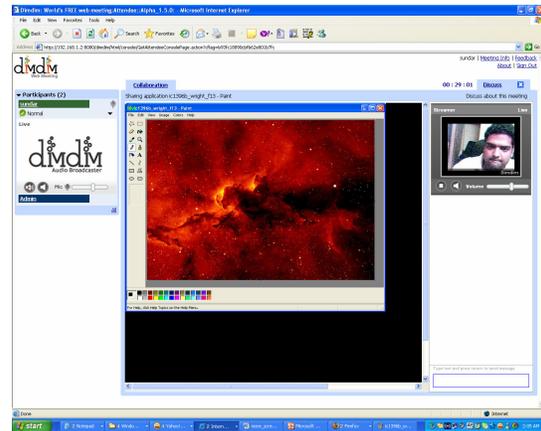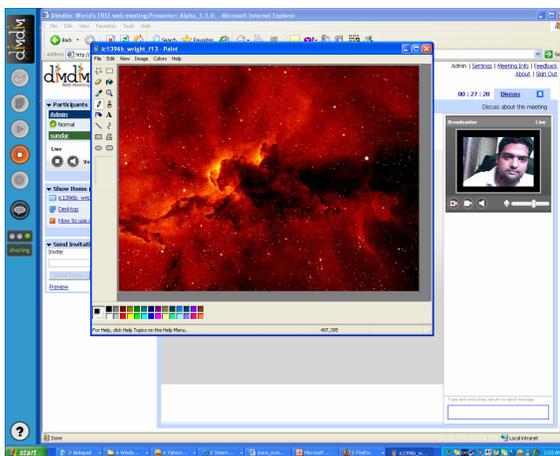Attendee Perspective

Presenter Perspective

Fig 16: Desktop Sharing in Dimdim Web Conference and Presenter and Attendee perspectives
The presenter can start desktop sharing by clicking on the Desktop link on the Screen tab.

Show an Application

Sharing of Application from the Presenter perspective is achieved by clicking on the Application link in Screen Tab.

Presenter Perspective

Attendee Perspective

Fig 17: Application Sharing in Dimdim Web Conference and Presenter and Attendee perspectives

ATTENDEE TASKS

Joining a Web Meeting from an e-mail Invitation: Once an Attendee receives an Email with the URL of a meeting all that needs to be done, to join the meeting is clicking on the URL. On clicking the URL a web form will come with populated values in the fields. In most cases the values can be kept as they are. Just click on Join Button to join the meeting.

Joining a Web Meeting without an e-mail invitation: You can also join a meeting if you know the conference Key. Go to the web interface of Dimdim Webmeeting Server (http://XXX:YYY/dimdim , where XXX is the IP address or URL specified in the installation and YYY is the port specified during the installation.). Click on the "Join" Button. Fill the web form with appropriate values and join the conference.