

# Isabel 4.10 quick guide



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September 2006

v1.0

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# 1. Introduction

ISABEL is a **group collaboration tool for the Internet** which allows efficient organisation of working procedures over private VPNs, the public Internet or the next generation Internet, allowing timely organization of meetings or training sessions. The use of ISABEL leads to a productivity increase and reduction of lead times in organizations, groups or projects.

This document is a quick guide for people wanting to organize a videoconference using Isabel, without needing to care about the advanced features of the software.

## 1.1. Requirements

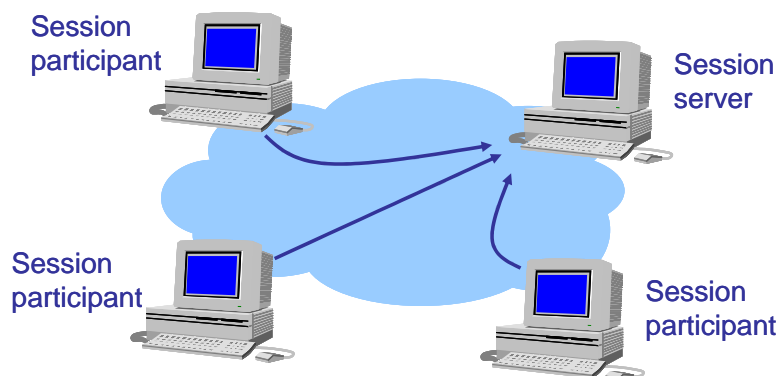
The following requirements must be met before continuing with this guide:

- Isabel has already been installed and tested in every terminal participating in the conference
- A proper IP network has been deployed to communicate every participating terminal
- Audiovisual equipment (such as microphones, cameras, loudspeakers,...) have already been connected to Isabel and tested

Further information on how to perform the previous points can be obtained in the rest of the Isabel documentation.

## 1.2. Overview

To create a simple Isabel session, one of the terminals must act as **Session server**. Such session server will define the parameters of the session (such as used service and quality). The session participants will join the session defined and started by the session server.





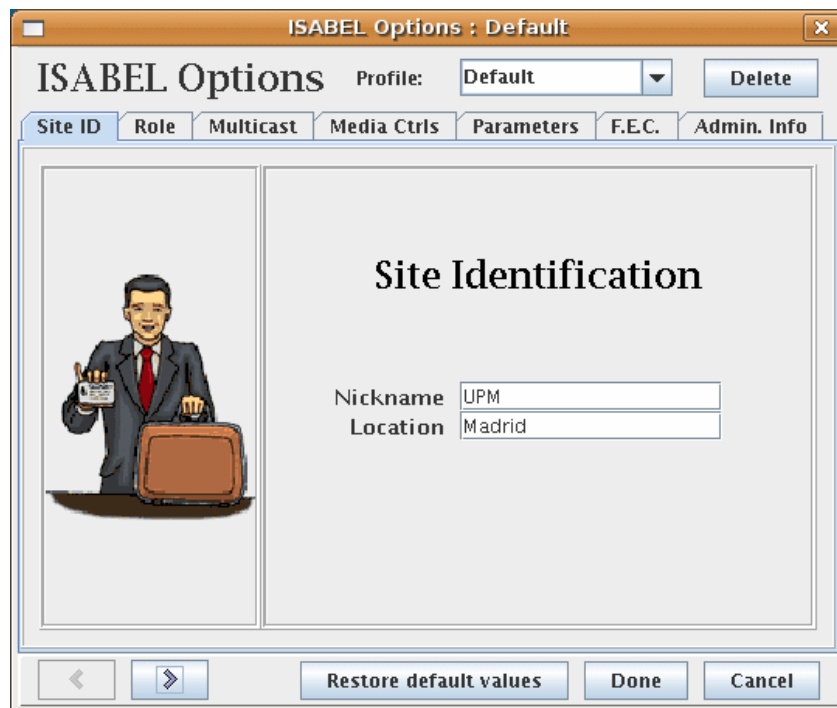
## 2. Isabel simple configuration

Before creating or connecting to a session, you have to configure some parameters. These parameters must be configured once, the first time you use Isabel, as the application is able to recall them for further sessions. You may change them for further connections if desired.

Select “ISABEL→Edit Local Configuration” from the Isabel menu.



The “Isabel Options” window will pop up. Type your terminal’s nickname and location in the appropriate field. The value of these parameters must be determined by the session organizer, but can be changed at any moment. Note that when you are participating in a session and you want to change these parameters, you will have to disconnect and reconnect to apply your changes.



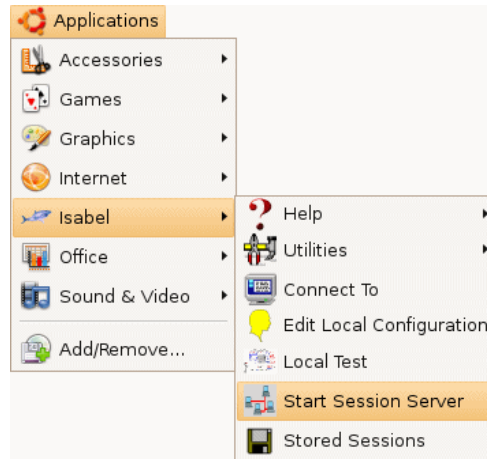
Click on “Done” to save the configuration.



### 3. Simple session start-up

The session organizer must start a Session Server, to let each other connect to him.

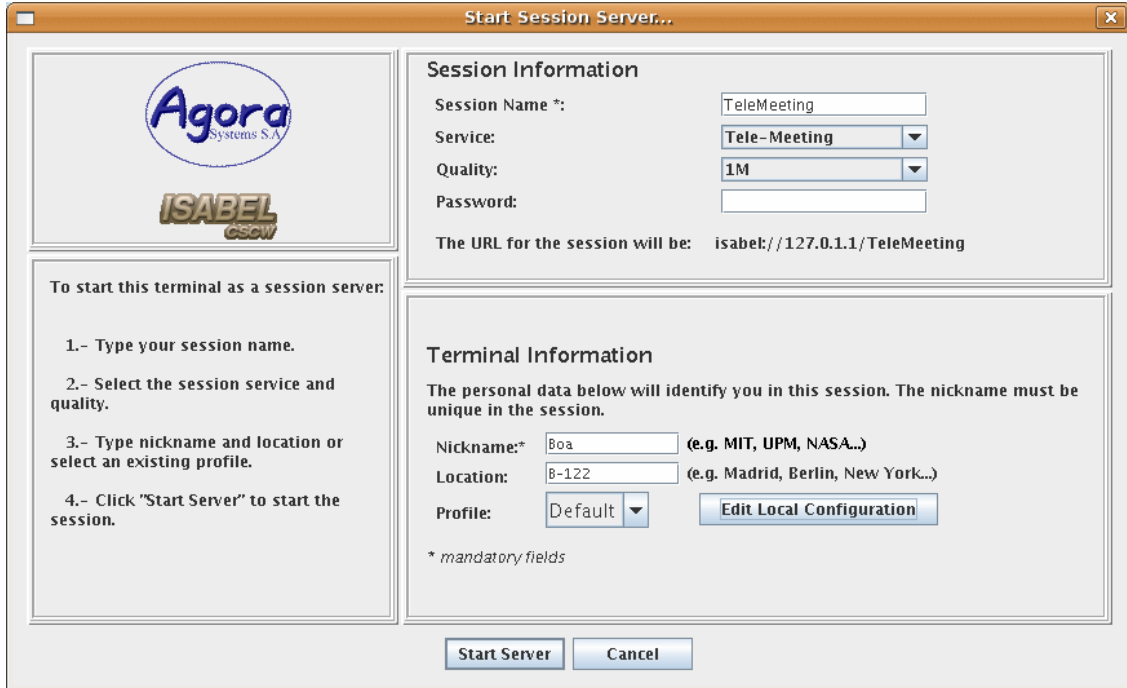
To start a session from your terminal, select “Isabel → Start Session Server” from the Isabel menu.



The following window will appear. There you can set the general parameters of a session:

- Name: Name of the session. The session URL will be indicated in the screen.
- Service: Type of service to be used in the session (telemeeting, teleconference...).
- Quality: The available bandwidth to be used in every link of the session.

In the “Name” field all the sessions created in your terminal during its lifetime are available (unless they are manually deleted). If you select one of these sessions, all parameters will automatically change to the last state configured for that session.

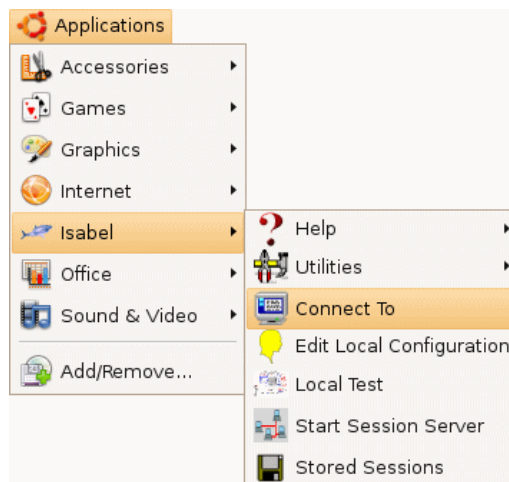


When you set these parameters, click on “Start Server”.

## 4. Simple connection to a session

The participants of the session must connect to the session created by the session organizer.

To connect to an existing session select “Isabel→Connect to”.



The “Connect to session” window will spawn.



Type the session URL and type, if needed, your nickname and location. Then click on the “Connect” button to join the session. You can also select from the “URL” field a session your terminal has previously joined.