

CHAPTER

5

Conference Presenter

This chapter provides instructions for using the ShoreTel conference presenter. It contains the following information:

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Overview

ShoreTel Presenter enables a conference participant to share desktop content with other conference participants. Sharing is possible only if Presenter is installed on the computer sharing the desktop and the computer(s) receiving the shared content. (Presenter is automatically installed with ShoreTel Communicator.) Only one participant can present at a time. Depending on the configuration of the conference, the default presenter is the host. (The host can give permission to other participants to share their desktop, or the conference can be configured so any participant can share.)

ShoreTel supports two presenter applications

- ShoreTel Presenter for Windows
- ShoreTel Presenter for Java

They provide the same basic features and functions.

ShoreTel Presenter for Windows

Installation

Requirements

- ShoreTel Web Conferencing service
- A web browser:
 - Microsoft Internet Explore 9.0
 - Firefox 5.0 or later
 - Safari 5.0 or later
- Adobe Flash 9 or later
- Java 1.6.0.15 Runtime Environment or later

Installing ShoreTel Presenter for Windows

1. Download the Java RunTime Environment.
2. Install Presenter.

Installing ShoreTel Presenter for Windows using ShoreTel Conference Web Portal

Download and install ShoreTel Presenter for Windows on the computer used for desktop sharing (if Presenter for Windows is not pre-installed via Communicator).

1. Launch your Web browser.
2. In the address field, type the URL for your company ShoreTel conference Web portal.

(If you do not know the URL, contact your ShoreTel system administrator.)

The Public tab of the ShoreTel conference Website appears.

3. Click **Download**.

The Download page appears. You can also access this page from the My Conference tab by clicking **Download Presenter Software**.

4. Click **Download ShoreTel Presenter**.

The File Download Security Warning dialog box appears.

5. Click **Run**.

6. Presenter for Windows is downloaded.

The ShoreTel Presenter Installation Wizard appears.

7. Follow the prompts.

ShoreTel Presenter for Java

ShoreTel Presenter for Java provides an alternative way to share a desktop on Windows, without having to install any software.



Note

The ShoreTel Presenter for Java also provides the only way to share Mac desktops. The ShoreTel Presenter for Java does not allow desktop sharing on a secondary monitor or desktop sharing across multiple monitors.

Requirements

- ShoreTel Web Conferencing service
- A web browser:
 - Microsoft Internet Explore 9.0

- Firefox 5.0 (supports Windows and Mac operating systems)
- Safari 5.0
- Adobe Flash 9 or later
- Java 1.6.0.15 Runtime Environment or later.

This software must be downloaded on a participant's computer to participate in desktop sharing.

Installing ShoreTel Presenter on an Apple Macintosh

1. Download the Java RunTime Environment.
2. Install Presenter.

ShoreTel Presenter

Launching Presenter

1. Join a conference as the host, or join a conference that allows all participants to share the desktop.
2. In the Start Sharing Desktop page, click the button **to start sharing your desktop**.

The ShoreTel Presenter Software dialog box is opened.



Note

To launch an alternative presenter, press **Shift** and click the button to start sharing your desktop.

3. Select a default ShoreTel Presenter:

- Click **Windows Presenter**.

This is recommended for computers using Windows.

- Click **Java Presenter**.

You must select this option for Mac computers. You can also use this option for Windows computers.

- a. Click **Remember my selection**.

Your selection is used as the default presenter launched on this computer for desktop sharing.

- b. Click **OK**.

**Note**

If you see a pop-up security warning, click continue or allow.

Presenter menu

The Presenter menu for Windows is different from the Presenter menu for Java.

[Table 12](#) lists the options that are available using ShoreTel Presenter for Windows.

Table 12: ShoreTel Presenter for Windows show menu options

Options	Description
Start sharing	Start (or resume) desktop sharing.
Pause sharing	Pause sharing.
Disable Desktop Accelerator (SDA)	The Deskshare Accelerator (SDA) helps render conference content. It is installed with ShoreTel Communicator for Windows. (It can also be installed independently.) If SDA conflicts with other accelerator programs installed on your computer, nothing is shared. Disable SDA under these circumstances.
Refresh rate	Low (low bandwidth). Medium. High (high bandwidth).
Image quality	Low (low bandwidth). Medium. High (high bandwidth).
My Screen Resolution	Original (default). 1024 × 768. 800 × 600.
Show More Menu	Expand or contract menu options.
Sharing Help	Help system.
Close	Close Presenter; end desktop sharing.

[Table 13](#) lists the options that are available for ShoreTel Presenter for Java.

Table 13: ShoreTel Presenter for Java drop-down menu options

Options	Description
Start sharing	Start (or resume) desktop sharing.
Pause sharing	Pause sharing.

Table 13: ShoreTel Presenter for Java drop-down menu options

Options	Description
Image quality	Low (low bandwidth). Medium. High (high bandwidth).
Sharing size	Entire screen (at default resolution). 1024x768, 800x600, 640x480.
Close	Close Presenter; end desktop sharing.

Sharing Windows Options

The sharing area is automatically adjusted when the presenter screen-size setting is changed. The size and position of the sharing area can be manually adjusted.



Note

This option is not available in ShoreTel Presenter for Java.

Table 14: Choose Sharing Window options

Options	Description
Rectangular area	Change the size of the presentation area. By default, the rectangle is placed in the center of the screen. Drag-and-drop to adjust the size and position of the rectangle.
Entire screen	The default.
Applications currently open	Click an application to display it in Presenter. Only the selected application is displayed.

Specifying an Application to Display in ShoreTel Presenter for Windows

1. Click **Choose Sharing**.
2. Select an application

The application is outlined in red.

Modifying Sharing Area in ShoreTel Presenter for Windows

1. Click **Choose Sharing**.
2. Click **Rectangular Area**.

The sharing area is displayed in the middle of the screen.

The icons are located in the top, left-hand corner.

3. To move the sharing area:
 - a. Place the cursor on the border.
The Move tool is opened.
 - b. Hold down the right mouse button, then drag the sharing area to another position.
4. To modify the size of the sharing area:
 - a. Place the cursor in one of the corners.
The double-arrow Move tool is opened.
 - b. Hold down the right mouse button, then stretch or shrink the sharing area.

Repositioning Sharing Area in ShoreTel Presenter for Java

In ShoreTel Presenter for Java, you can reposition the sharing area when changing the resolution. Only content displayed in the frame on the sharing desktop is broadcast to conference participants.

1. Click **Show Menu**.
2. Select **Sharing Size**, then select the resolution.
The sharing area is refreshed in the center of the desktop.
3. To reposition the sharing area:
 - a. Place the cursor on the border.
The Move tool is opened.
 - b. Hold down the right mouse button, then drag the sharing area to another position.

Setting the Sharing Resolution

By default, the entire desktop is shared using the resolution configured for the display of the sharing computer. For example, if the resolution of the sharing computer is 1280×1024, the resolution of the shared desktop is 1280×1024.

Participants using displays set for a different resolution experience resolution mismatch. Participants using higher resolution receive the image as sent, with reduced detail. Participants using lower resolution may experience degraded image quality.

To accommodate lower resolution, Presenter allows participants to temporarily override the display resolution settings of the sharing computer. When the override is invoked, Presenter changes the current display resolution. When Presenter is closed, the resolution reverts to the configured setting.

The image exported by Presenter is displayed in a frame in the Web conference session page.

Changing Resolution of ShoreTel Presenter for Windows

1. Click **Show Menu**.

The menu appears.

2. Select **My Screen Resolution > resolution value**.

- The resolution value applies to the conference.
- The screen refreshes to the selected resolution.
- Images on the desktop are recalibrated to the new resolution.
- Participants see the sharing area.
- If necessary, resize the presented application to ensure that participants can see an entire image.
- All opened applications are automatically resized to the new resolution.

Changing Resolution of ShoreTel Presenter for Java

1. Click **Show Menu**.

The menu appears.

2. Select **Sharing Size > resolution value**.

- The resolution value applies to the conference.
- The screen refreshes to the selected resolution.
- Images on the desktop are recalibrated to the new resolution.
- Participants see the sharing area.
- If necessary, resize the presented application to ensure that participants can see an entire image.
- All opened applications are automatically resized to the new resolution.
- The resolution of the sharing computer is unaffected.

Adjusting Quality of Shared Image

Presentations requiring frequent screen updates (such as animation) often use large amounts of bandwidth. Presenter provides options for improving the participant experience, including adjusting the outgoing refresh rate and bandwidth of the sharing source.



Note

Actual adjustment depends on the input from the source, and can be negligible.

Adjusting Outgoing Refresh Rate for Presenter for Windows Only

1. Click **Show Menu**.

The Show Menu drop-down menu is opened.

2. Select the **Refresh Rate**:

- Low: half the current rate.
- Medium: current rate.
- High: 1.5 times the current rate.

Adjusting the Outgoing Bandwidth

1. Click **Show Menu**.

The Show Menu drop-down menu is opened.

2. Select **Image Quality**.

- Low: half the current rate.
- Medium: current rate.
- High: 1.5 times the current rate.