

Meetecho documentation for AFRINIC

2020-08-31

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Introduction

The information below is intended to provide guidance for using Meetecho during the AFRINIC AIS'20 meeting. It is meant to cover the significant use cases for session participants and session chairs.

Requirements

Internet connection

During a meeting, only session chairs and presenters are expected to send video, with other session participants expected to send audio only, if needed and approved by the moderator. As such, the expected downlink bandwidth usage will be between 1 Mbit/s and 2 Mbit/s.

Web browser

There is no client to install as Meetecho can be used directly in any desktop WebRTC-enabled web browser. Please note, however, that capabilities may vary depending by browser.

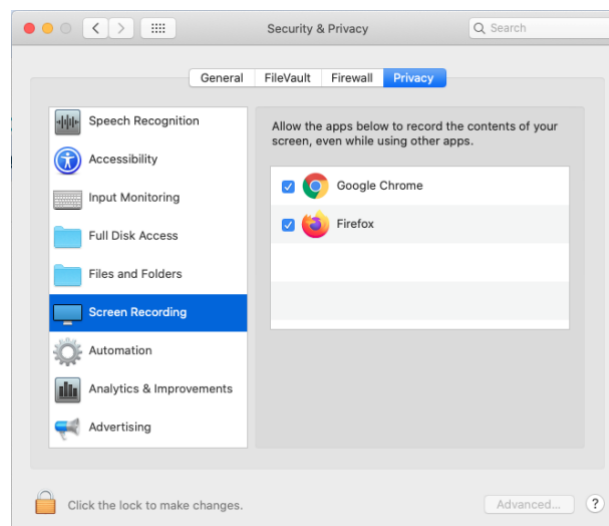
Some known issues have been identified with particular web browsers and extensions:

- Safari only permits sharing the entire screen and not particular application windows.
- Privacy and adblocker browser extensions and add-ons can block audio and video feeds.

The user interface is not optimized to be used from mobile devices (i.e., phones, tablets). Furthermore, WebRTC does not allow screen sharing to be performed from mobile browsers in any case.

System settings

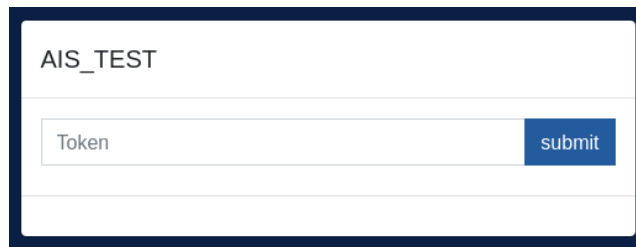
To enable screen sharing in macOS ≥ 10.15 using browsers other than Safari, System Preferences must be set to allow Screen Recording for the web browser being used. This can be found at: System Preferences > Security & Privacy > Privacy > Screen Recording



System preference setting required to enable screen sharing in macOS 10.15 (not applicable to earlier versions of macOS).

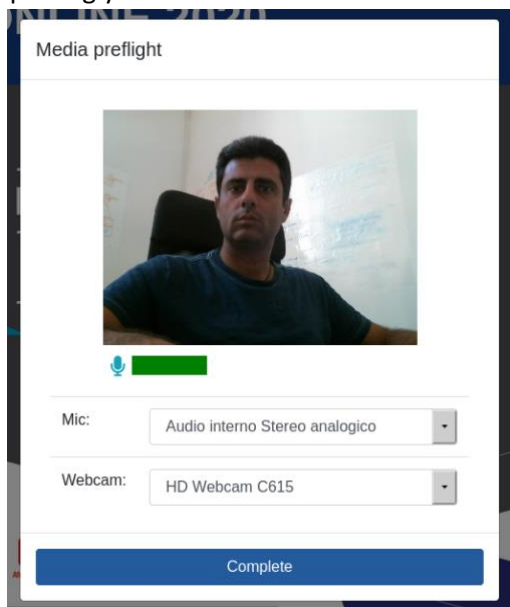
Meeting registration and log-in

You must be registered in order to join a meeting session. If you are registered for the meeting, you received a token you can use to join the sessions. You will be prompted to sign in when joining a meeting session.

A screenshot of a login form. At the top, the text "AIS_TEST" is displayed. Below it is a text input field containing the word "Token". To the right of this field is a blue button with the text "submit".

Screenshot of Meetecho login

When you join a session, you're prompted with a dialog which allows you to select your microphone and webcam devices and check if they're working. You should see your own video and a green bar will move if your microphone is capturing your voice.

A screenshot of a "Media preflight" dialog box. It features a video preview window showing a man in a blue shirt. Below the video is a green bar with a microphone icon, indicating audio capture. Underneath are two dropdown menus: "Mic:" set to "Audio interno Stereo analogico" and "Webcam:" set to "HD Webcam C615". At the bottom is a blue "Complete" button.

Screenshot of media preflight dialog

Controls

This section provides a general overview of Meetecho controls.

Name and role

Your name and role in the session (e.g., Participant or Speaker) will appear in the upper left hand corner of the Meetecho window. Note that your profile picture is taken from the [Gravatar](#) service based on the email used during the registration process (if available).

General meeting controls

Meetecho provides tool tips as you roll over various controls. They appear in the header bar, middle-right part of the screen.

At the top right are general session controls and links to other session resources.

From left-to right:

- Presentation view
- Video gallery view
- Information (tour of Meetecho)
- Sound notification settings
- Exit session



Media sharing and window tabs

The left hand side of the Meetecho window has the media sharing controls, as well as participant list and queue views, a text chat window, and the live transcription tool.

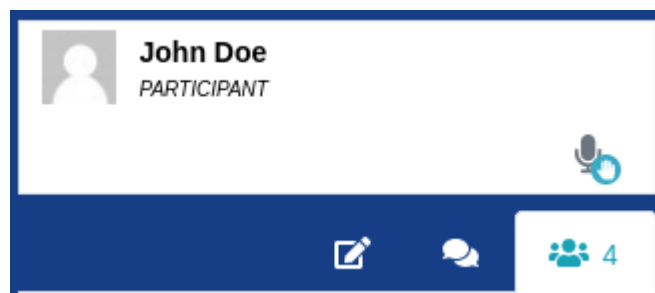
Participant view of controls and tabs

Top left-to-right:

- *Raise your hand and request to share audio*

Bottom left-to-right:

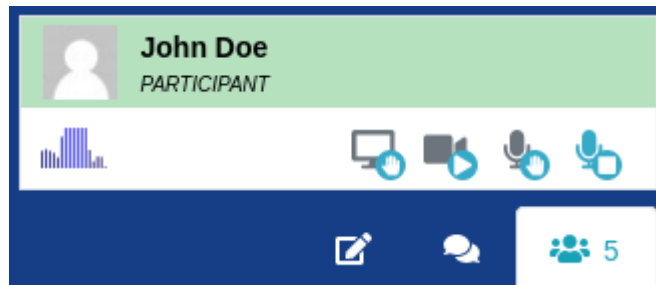
- *Live transcription*
- *Chat window*
- *Participant list*



Screenshot of participant media controls when not sending any media.



Screenshot of participant media controls after requesting audio floor.



Screenshot of participant media controls when sending audio.

When sending media, the icon for that media (audio, video, or screen sharing) will turn blue. The green background in your name block and the waveform under your avatar image are other indications you are sending audio. To stop sending a type of media, click the respective icon again.

Moderator view of controls and tabs



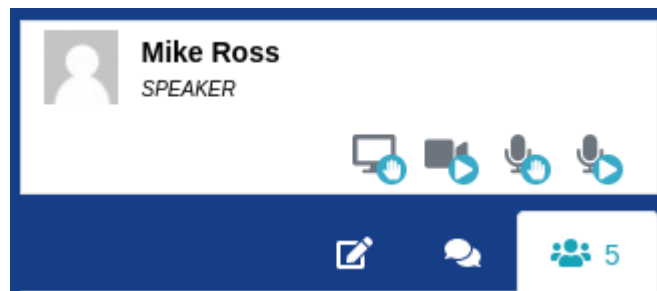
Top left-to-right:

- Send audio

Bottom left-to-right:

- Live transcription
- Chat window
- Participant list

Speaker view of controls and tabs



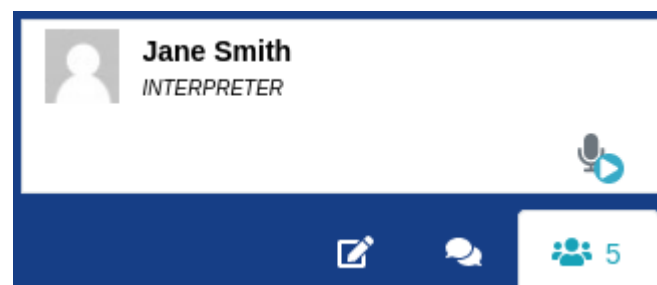
Top left-to-right:

- Request to share screen
- Send video
- Request to send audio
- Send audio directly

Bottom left-to-right:

- Live transcription
- Chat window
- Participant list

Interpreter view of controls and tabs



Top left-to-right:

- Send audio

Bottom left-to-right:

- Live transcription
- Chat window
- Participant list

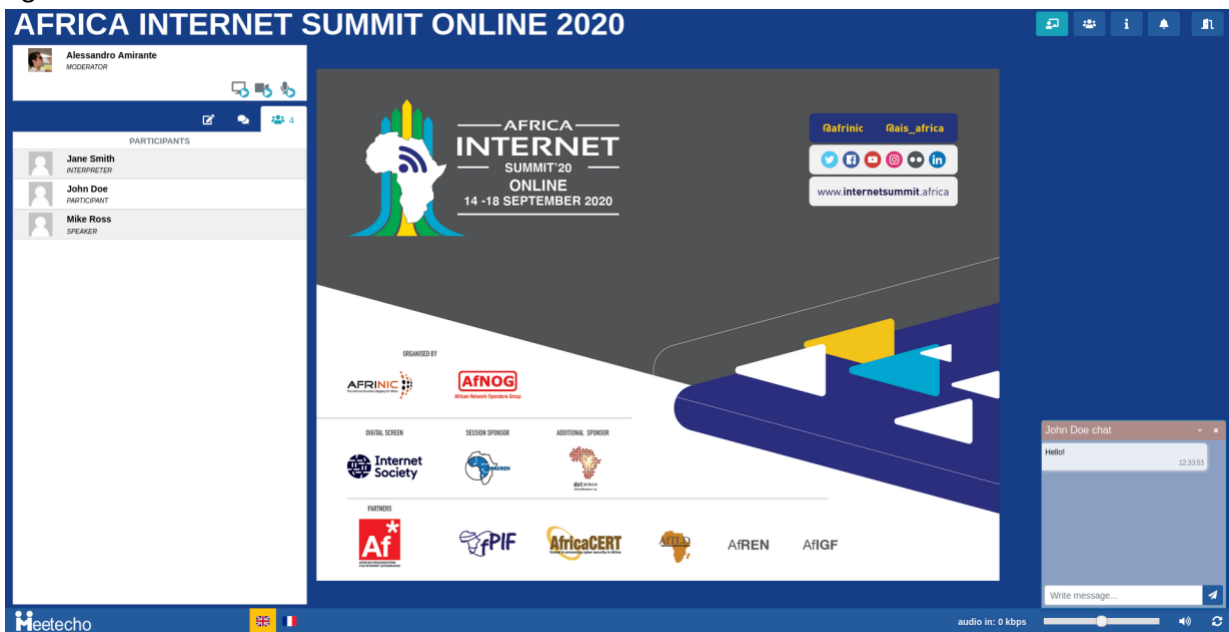
Actions

This section provides additional information about some common actions during a meeting session using Meetecho.

Chatting

Chat can be viewed using the chat icon on the left side of the window.

It is also possible to chat privately with individual session participants. Chat can be initiated by rolling over a name in the participant list and clicking the speech bubble. Individual chat appears in the lower right corner of the Meetecho window.

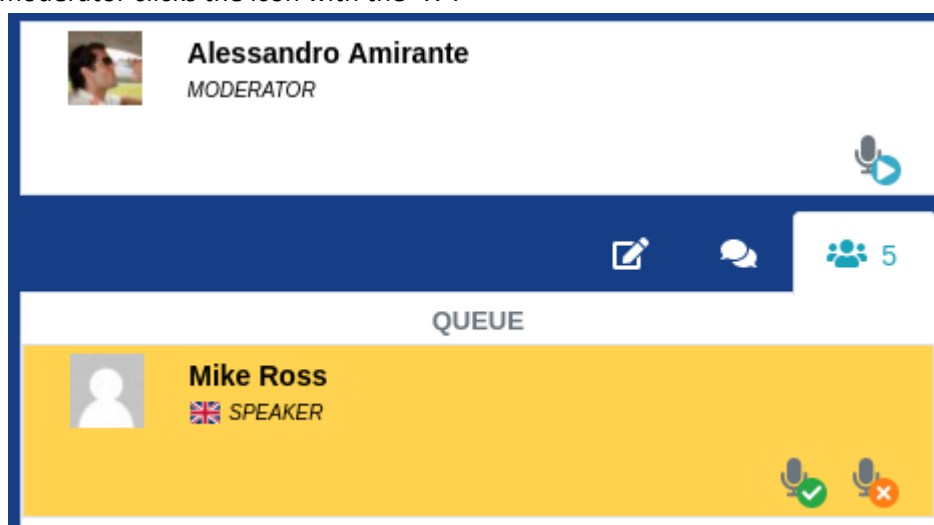


Screenshot of individual chat in Meetecho.

Comment queues

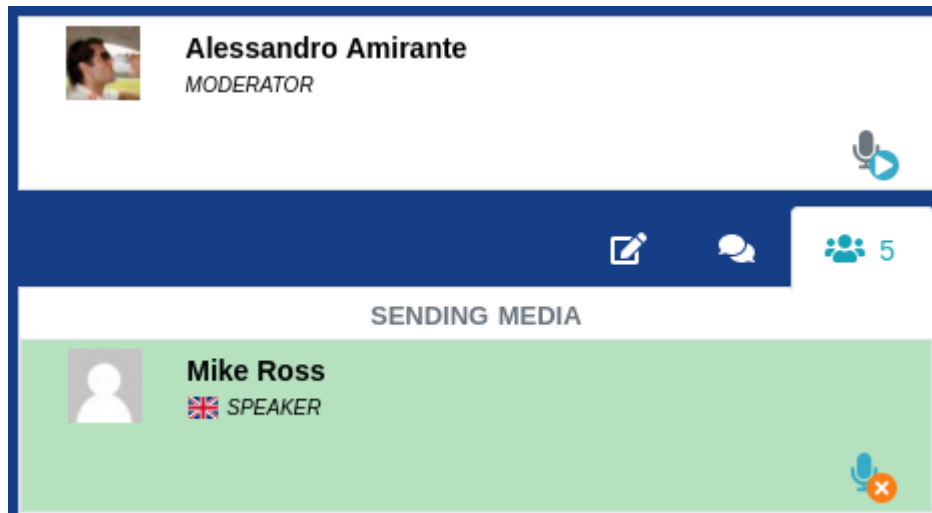
Comment queues are integrated into the participant list in the tab on the left side, next to the chat icon. Participants will only use audio while in the comment queue.

The screenshots show the moderator view, with requests from a participant to send audio. To grant the request, a moderator clicks the media icon with the check mark. To stop participant sharing a type of media, the moderator clicks the icon with the "X".

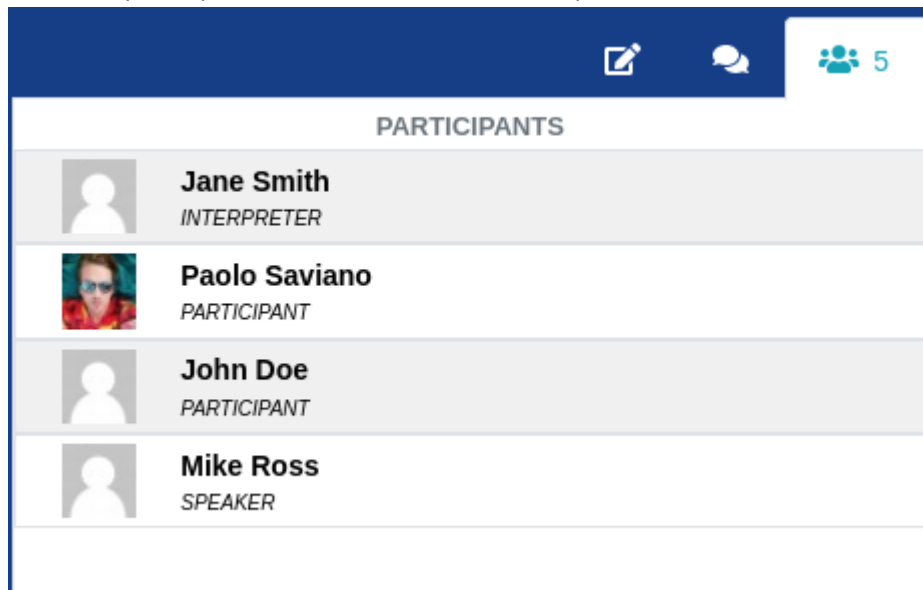


Below the “QUEUE” label is the list of participants in the queue, displayed in the order they requested to speak in the queue. The microphone green “check” enables them to send audio. The microphone orange “x” removes them from the queue.

This is the moderator view of the queue once a participant has begun speaking. A flag near the role indicates the language of the participant.



This is the view of the participant list when no one is in the queue.



Languages

The Meetecho tool will provide two audio channels: English and French.

A user can switch between the different languages clicking a flag available on the bottom of the screen.



Only for interpreters, the flags will show both the channel they are listening to (left hand side of the button) and the one they are translating into (right hand side of the button).

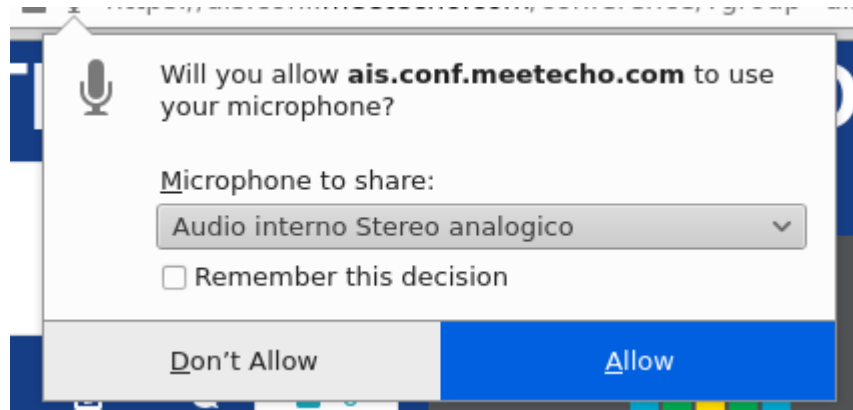


Troubleshooting

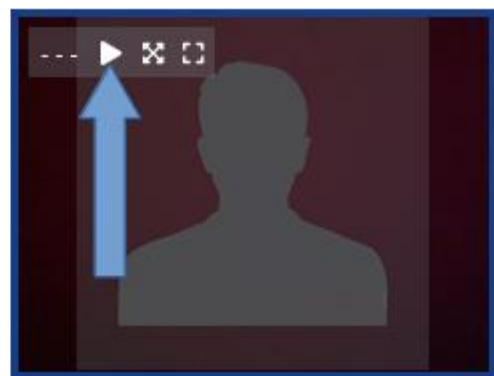
- If you have troubles receiving audio, you can reconnect to the audio stream by clicking on the button on the bottom-right corner of the screen:



- If you have troubles sending your audio/video, please make sure that you granted permission to the browser to access your capture devices:



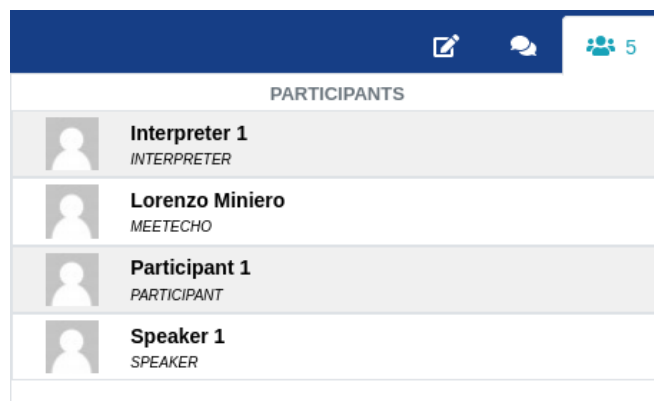
- If one of the videos froze, you can reconnect to that feed by first hovering on the video and then clicking the “pause” button and then the “play” button:



- If you experience bad quality audio/video and you are receiving several video flows, you can try to close some of them by clicking on the “pause” button. This allows you to save on bandwidth and will likely improve your perceived quality.
- If you have troubles receiving audio or video, make sure you don’t have any browser extension that may interfere with HTML5 <audio> and <video> elements playing.

For any kind of technical support during the AIS’20 meeting you can interact with the Meetecho staff either via chat or email.

- Chat: feel free to send a direct message to anybody in the participant list who has “MEETECHO” as their role:



- Send an email to ais2020-support@meetecho.com.