

BeamYourScreen User Guide



Content

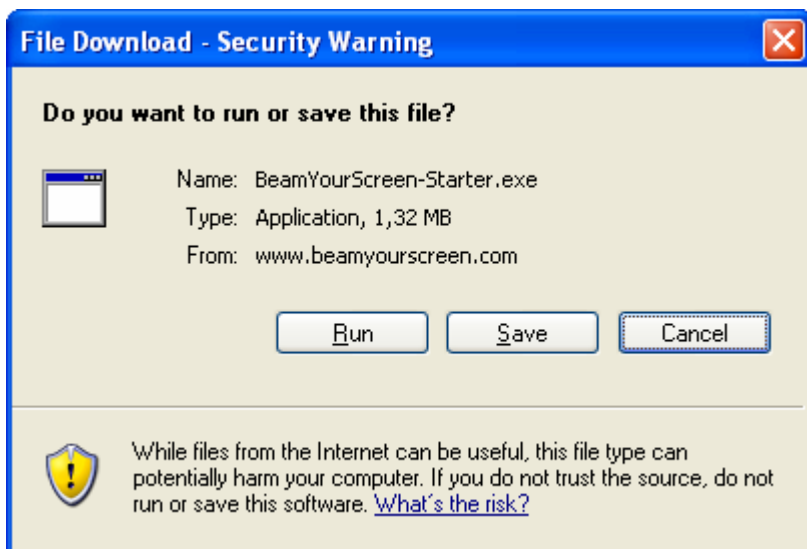
Register an Account	3
Install the Software	3
Start a Session	4
Inform your Participants	5
HTML Viewer	7
Manage a Session	7
Pause Transmission	7
Whiteboard	8
Switch Presenter	8
Remote Control	9
Send Files	11
Lock Session	12
Application Selection	13
Recording	14
Switch Windows User	14
Scheduler	14
End a Session	18
Change Preferences	19
Preferences	19
Start Options	21
Connection	22
Support	23
Automatic Reconnect	24
MyAccount	24
Support	25

Register an Account

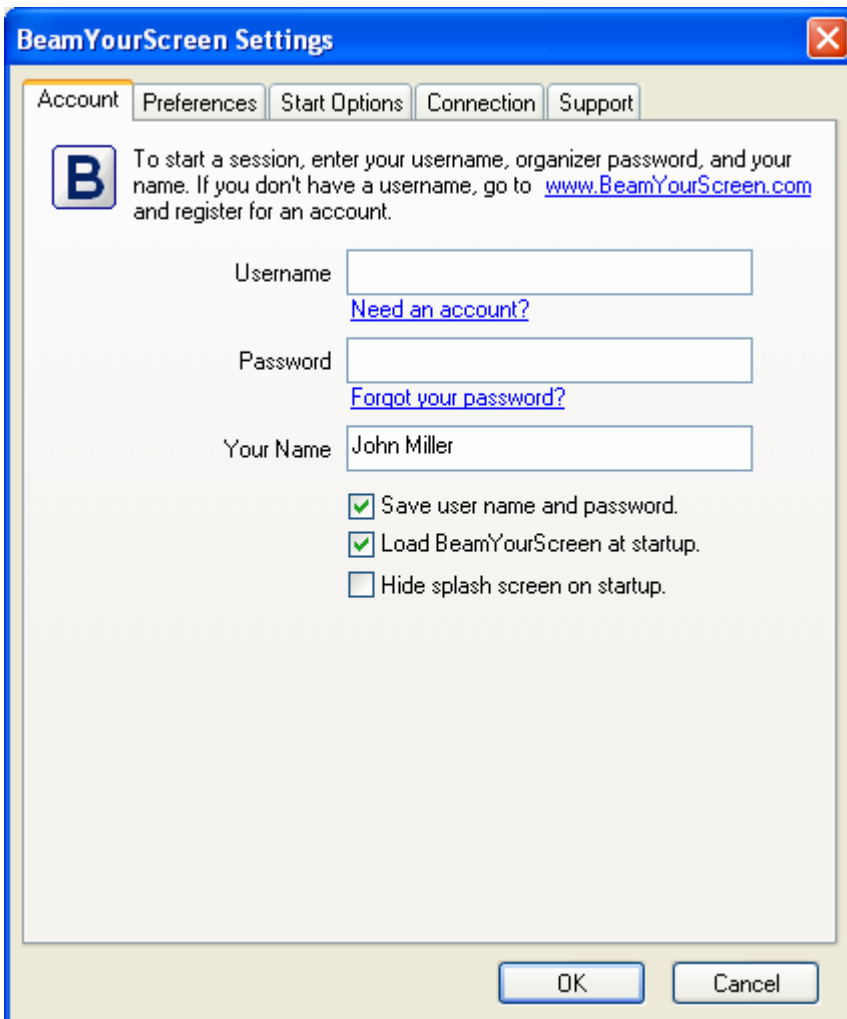
BeamYourScreen is an easy-to-use software solution for a fast transmission of your computer screen. Participants do not have to register in order to join your BeamYourScreen session. However, to host a session, you have to be a registered user. To register an account, go to www.BeamYourScreen.com, click either on the **Free Trial** button and fill in all required fields or on **Shop** in the menu and purchase a license. The login details (user name and password) are needed to start a session and to log on to MyAccount. Upon completing the registration you will receive an email with a link to confirm your email address.

Install the Software

To install the software, click on the link in the confirmation email that was sent to you. A website will open. Click on the **Download** button to start the download of the BeamYourScreen software. A security window will appear and ask: **Do you want to run or save the file?** Click **Run** and the BeamYourScreen software will be installed on your PC.



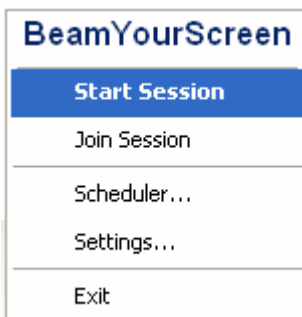
Upon installing the software, the **B** icon will appear in your system tray in the lower right corner of your screen next to the computer's clock **< B 4:46 PM**. Click on the **B** icon and select Settings. On the Account tab you will be asked to provide your **User Name**, the **Password**, and **Your Name**.



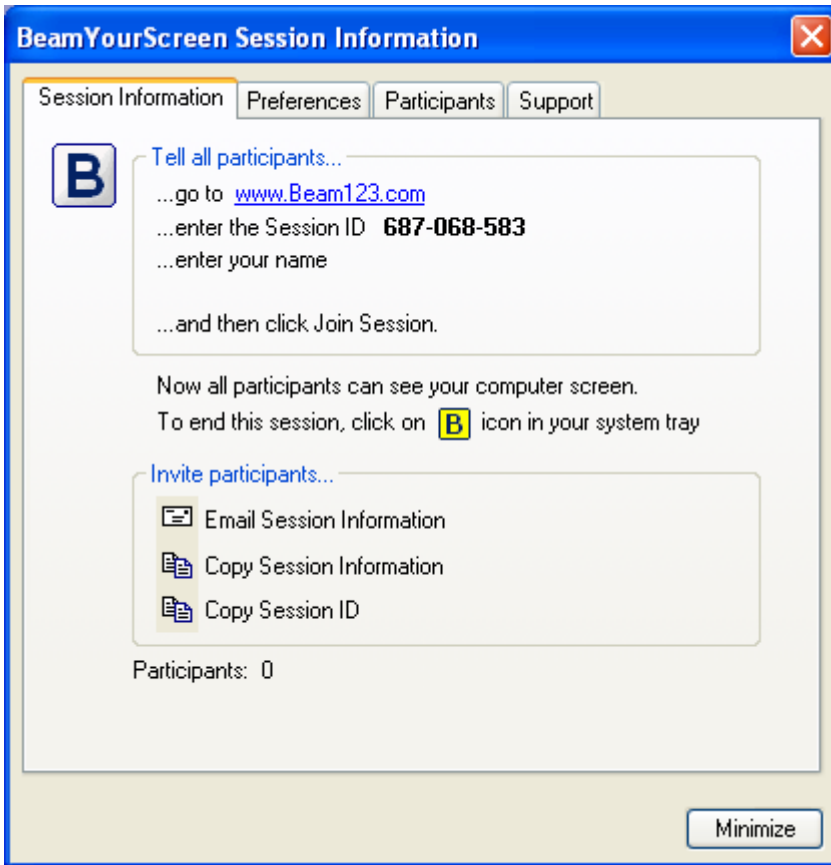
You can configure BeamYourScreen to start automatically when you switch on your computer. BeamYourScreen will be available in the background and you can start a session by clicking on the **B** icon in the system tray.

Start a Session

To start a session, click the **B** icon in your system tray and select **Start Session**.



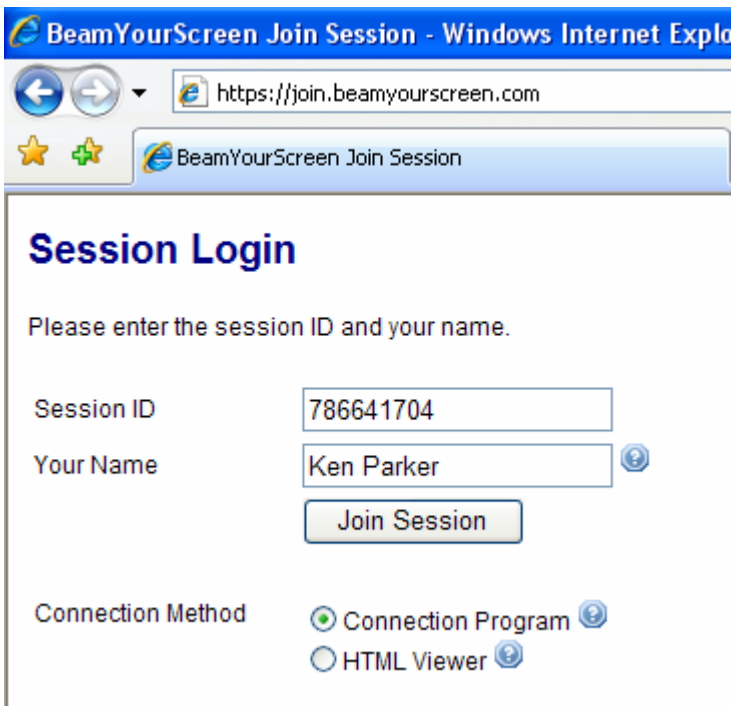
Upon starting a session, a **Session Info** window will appear. The Session Info window contains information about the **Session ID** and the **Session Password** (if specified).



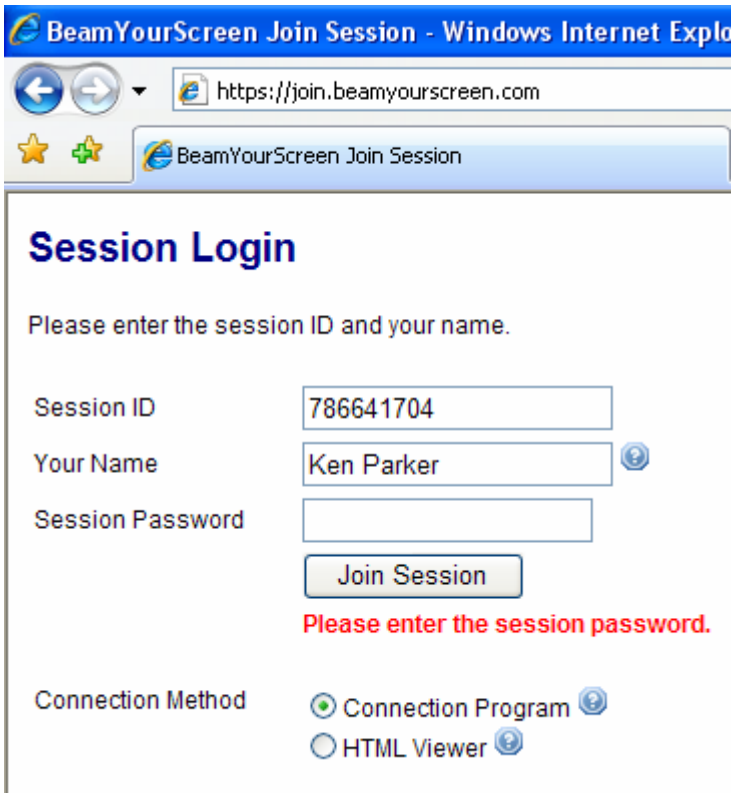
If your first participant has not joined within 15 minutes upon starting the session, the session will end automatically.



Inform your Participants

Ask your participants to go to www.Beam123.com and enter the session ID as well as their name and click on Join Session. By default, the **Connection Program** is selected as the connection method. Alternatively, participants can join using the **HTML Viewer**. For further information about the HTML Viewer please take a look at the chapter titled "HTML Viewer" in this document.



If you password-protected your session, your participants will also be asked to provide a **Session Password**.




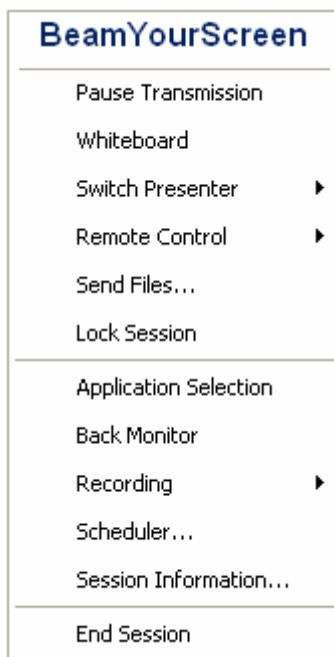
Your participants are now joined to your BeamYourScreen session. Alternatively, you can invite your participants by email  or you can copy  and send the session link via instant message. In this case, your participants only have to click on the link to join your session. There is no need to enter the session ID and password manually.

HTML Viewer



Alternatively, your participants can join your session using the BeamYourScreen **HTML Viewer**. With the HTML Viewer there is no need for the participants to download any software since they view your screen simply through a website. Please note that the HTML Viewer was developed especially for online presentations. As a result, the feature set available with the HTML Viewer was optimized for this special use case and does not provide all the features available via the default login, e.g., participants who joined your session using the HTML Viewer can neither become presenter nor gain remote control. For a detailed description of the features of the HTML Viewer please refer to the “BeamYourScreen HTML Viewer (PDF)” in the download section on the BeamYourScreen website.

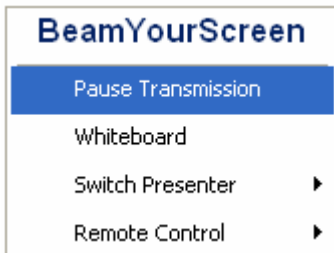
Manage a Session

To manage your session, click on the  icon in your system tray. You will see the following menu:




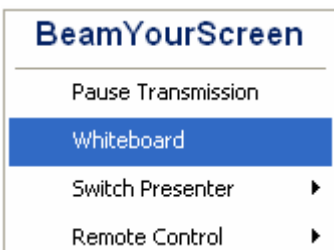
Pause Transmission

You can pause the transmission of your screen during a session in order to browse through confidential files or applications. To pause, click on the  icon and select **Pause Transmission**. When you want to continue, click on the  icon again and select **Continue Transmission**.







Whiteboard

You can highlight important content on your screen using the whiteboard tool. To do so, click the  icon and select **Whiteboard**.




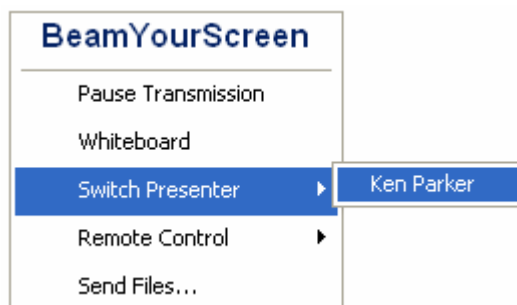
The whiteboard tool will be started as a separate program from within BeamYourScreen. You can start using it right away.



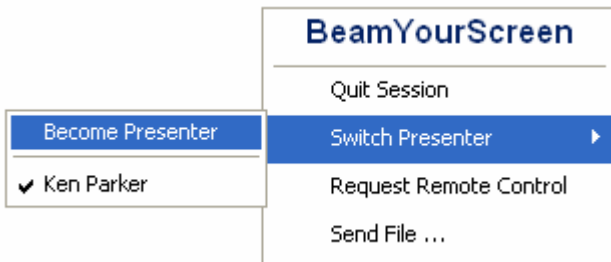
The marker  enables you to draw free-hand. The red cross  enables you to delete all previous annotations. The eraser  enables you to remove specific parts of your annotations and the mouse pointer  (alternatively right-click with your mouse) enables you to switch back to the actual program you are showing without having to close the whiteboard tool.

Switch Presenter

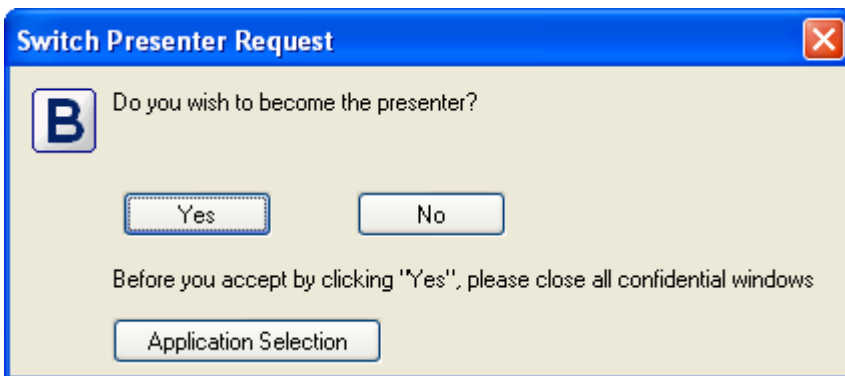
You can switch presenters to view the screen of another participant. To switch presenters, click on the  icon, select **Switch Presenter** and choose the participant who shall become presenter next.



As session organizer you can reverse the presentation rights and become presenter again at any time.

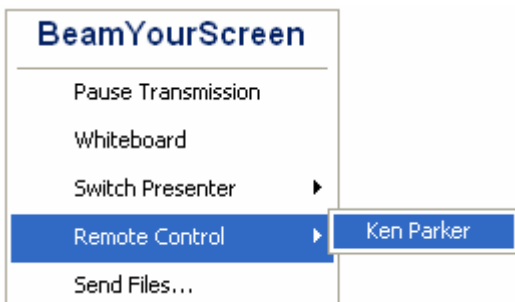


In general, the participant who shows their screen has a red **B** icon, while participants viewing the screen of the presenter have a green **B** icon. Prior to showing their screen, the respective participant will always be asked whether they want to show their screen.

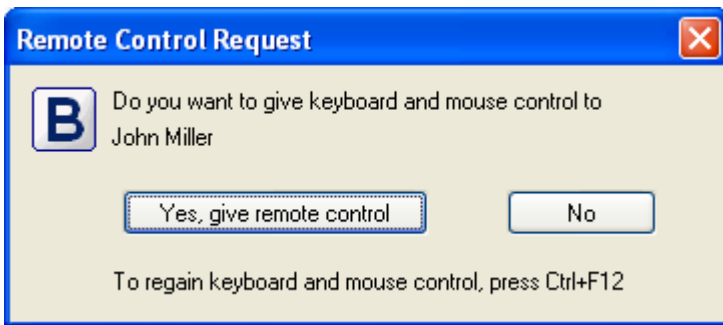


Remote Control

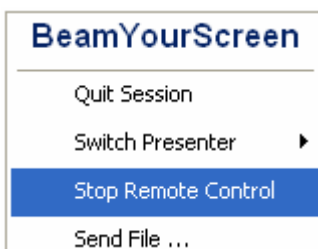
Once you are viewing your participant's screen, you can also take over the remote control of their mouse and keyboard. To request remote control, click on **B** icon and, **Request Remote** then the name of the user.



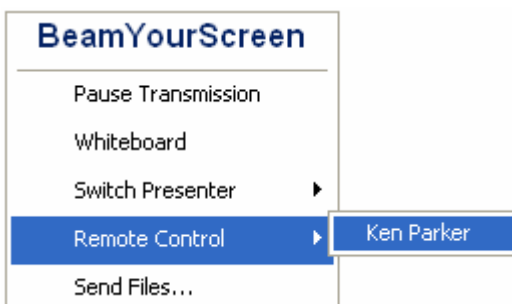
The participant from whom you requested remote control will receive a notification. Only if they accept your request, will the remote control be enabled.



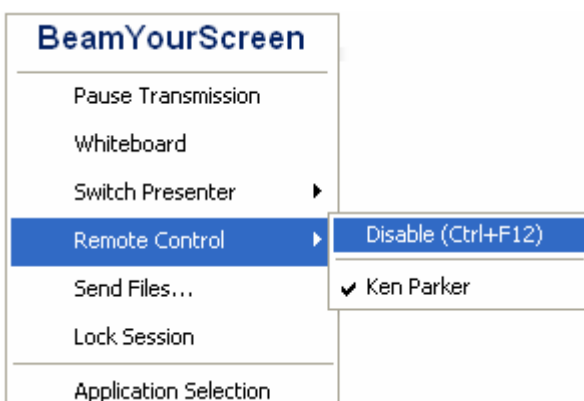
To disable the remote control, click on the **B** icon and select **Stop Remote Control**.



Alternatively, you can give remote control over your computer to any one of the participants. To enable remote control, you first need to be showing your screen, then click the **B** icon, select **Remote Control** and then the name of the respective participant. This will enable this participant to control your computer using their keyboard and mouse. The change in color of the **B** icon indicates the new mode.



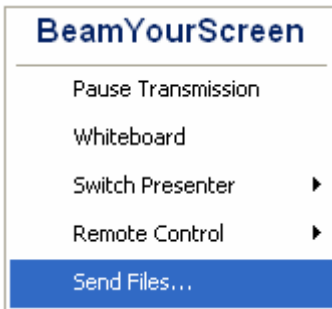
To disable remote control, click on the **B** icon and select **Remote Control** and then **Disable** or alternatively press Ctrl+F12.



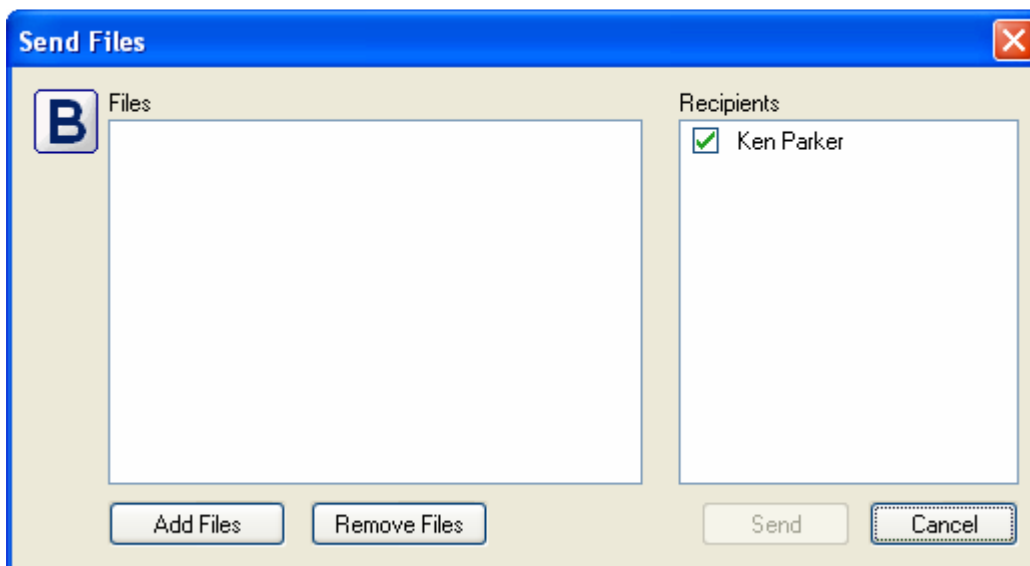
We recommend not using your mouse or keyboard while any of the participants has remote control of your computer.

Send Files

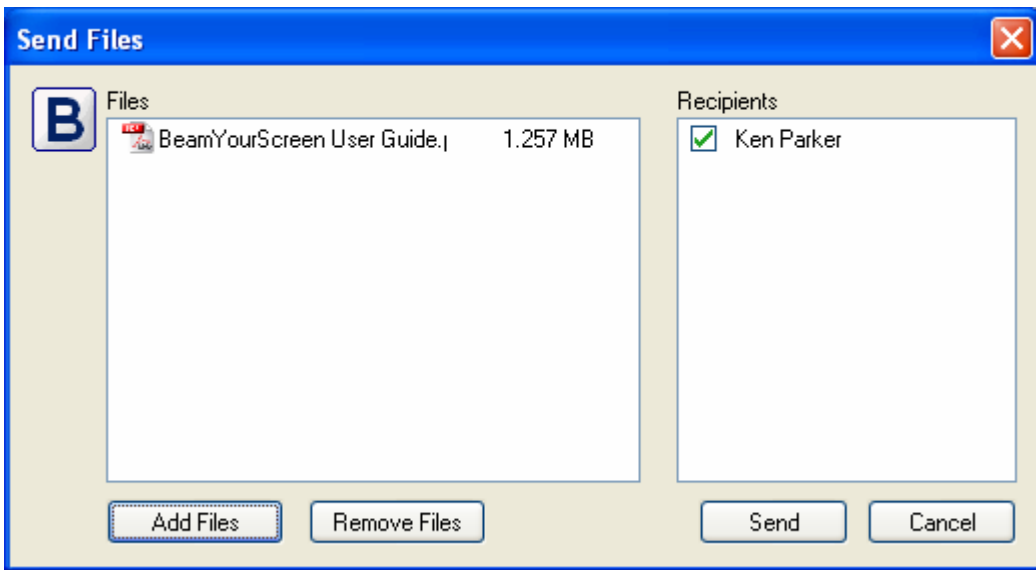
You can transfer files during a session. Click on the  icon and select **Send Files**.



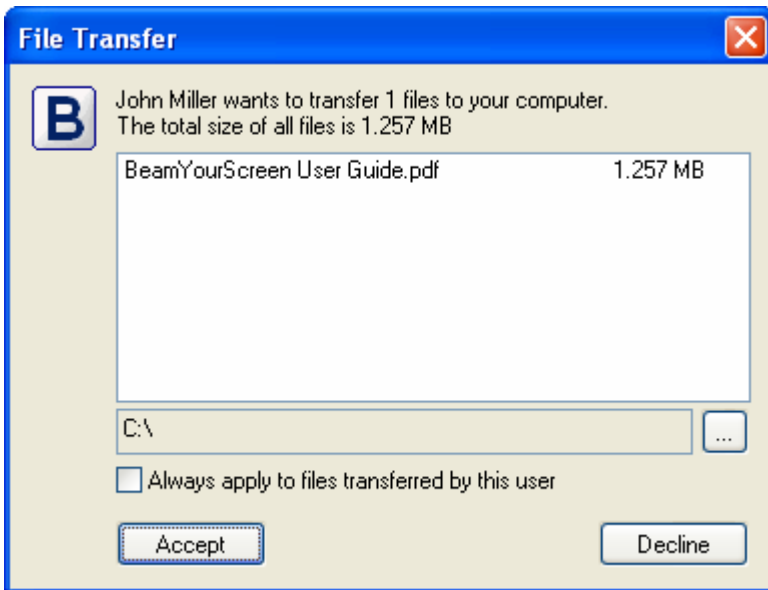
Upon clicking Send Files, a new window will open showing a list of all the participants as well as a list of all the files to be transferred. To add a file, click on **Add files**. By ticking the box left of the participant's name you can select to whom to transfer the file. You can send files to either all or only select participants.



Upon clicking Add Files, a new window will open where you can select the file you want to transfer to your participants.

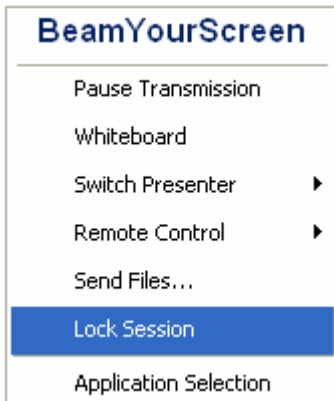


Upon selecting the file and clicking **Send** your participants will be notified that you want to transfer a file. They can either accept or decline to receive the file. If they accept the file, they may select where to save the file on their computer.



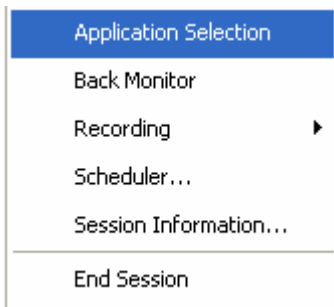
Lock Session

You can lock the session to prevent others from joining your session. As a result, even an unauthorized user who came to know the session ID will not be able to join your session. In order to lock the session, click the **B** icon and select **Lock Session**.

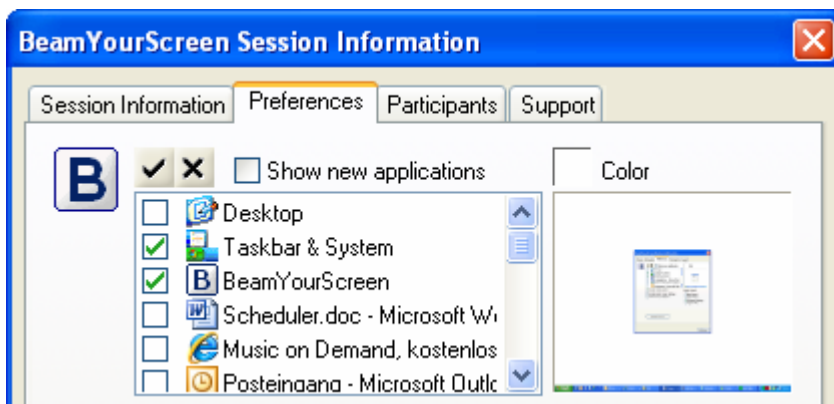


Application Selection

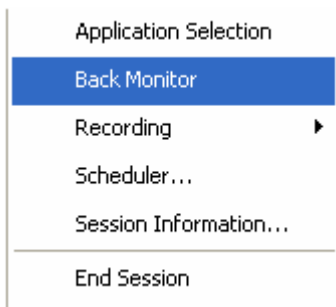
You can select which applications you want to show to your participants and vice versa. To select specific applications, click on the **B** icon and select **Application Selection**.



Upon clicking on Application Selection, a new window will open showing all the applications currently running. A green checkmark left of the application indicates that this application will be transmitted. An unchecked box indicates that this application will not be transmitted and instead your participants will only see a blue area. The **Back Monitor** on the right-hand side enables you to immediately see what your participants will see. This way you can ensure that you only show the applications that are relevant for your current BeamYourScreen session.

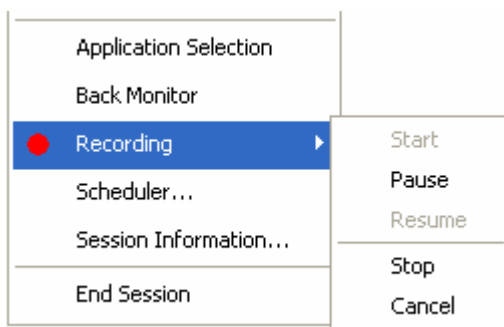


You can enable the Back Monitor independent of the Application Selection. To enable the Back Monitor, click on the **B** icon and select **Back Monitor**.



Recording

You can record and save your entire BeamYourScreen session. To start the recording, click on the **B** icon and select **Recording** and **Start**. From this point onwards your session will be recorded. A red dot left of **Recording** in the menu bar indicates that the session is being recorded.



While recording, you can either temporarily **Pause** and later resume, or **Cancel** and discard, or **Stop** and save the recording. The recording will be saved in the same folder that you saved the BeamYourScreen application in.

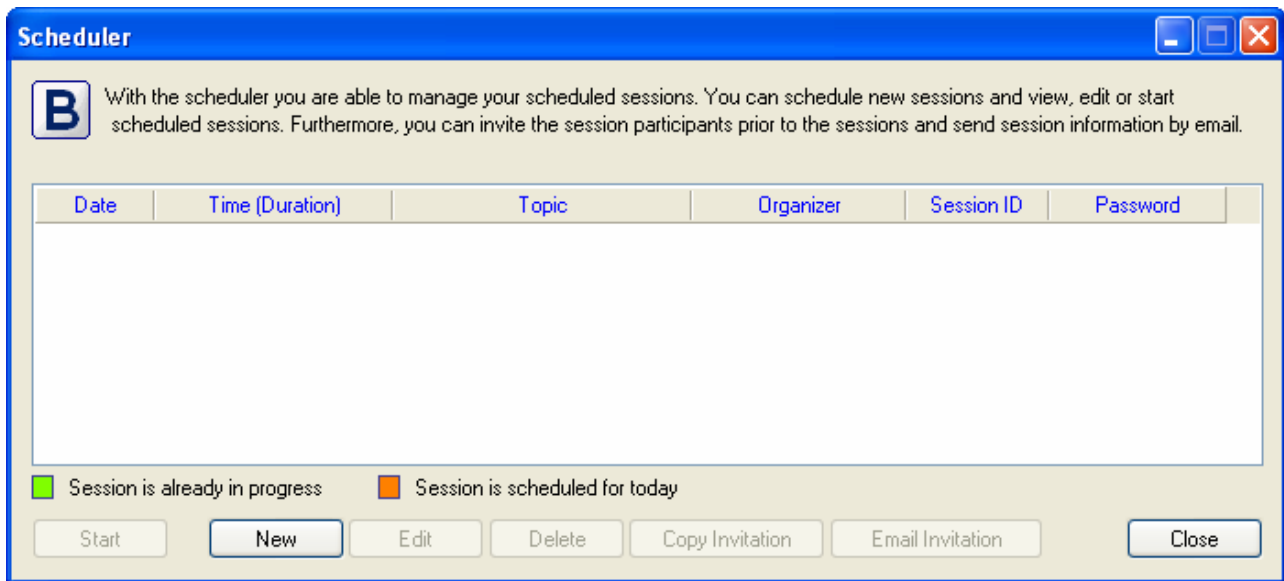
The recordings are saved in our audit compliant proprietary BS4 format. You can play-back any recorded session using the BeamYourScreen **SessionPlayer** available free of charge through the BeamYourScreen website under Product >Downloads > Session Player (EXE). When downloading the BeamYourScreen connection program for session organizers (BeamYourScreen.exe), the SessionPlayer is also automatically downloaded to your computer.

Switch Windows User

BeamYourScreen Version 3.0 will allow you during a session to seamlessly switch between administrator and standard users in Windows without ending the session. If you need administrator rights on the PC of the customer during a remote support session, you are able to switch users and log in remotely as an administrator.

Scheduler

With the BeamYourScreen Scheduler you have the possibility to plan your sessions in advance. The scheduler can be reached when a BeamYourScreen session is active or even inactive via the BeamYourScreen menu through a click on the **B** icon in your system tray.



To schedule a new session click on **New**. After that the session planer window opens. Through this window you can enter all details for the arranged meeting. **Topic, Start and Duration** of the session need to be entered as well as **Your Name**.

As an option you can enter a **Session Password** for your session, **Conference Call Information** can be entered as free text and it is possible to send yourself a **Reminder** to your email address. The reminder is sent one day (24h) before the start of the planned session.

Scheduler ✖

B To schedule a new session or to edit a scheduled session, please fill out the following:

Topic: Meeting

Start: 2009-04-16 10:14 GMT+02

Duration: 15 min

Recurrence Pattern: one time

Your Name: John Miller

Session Password: (optional)

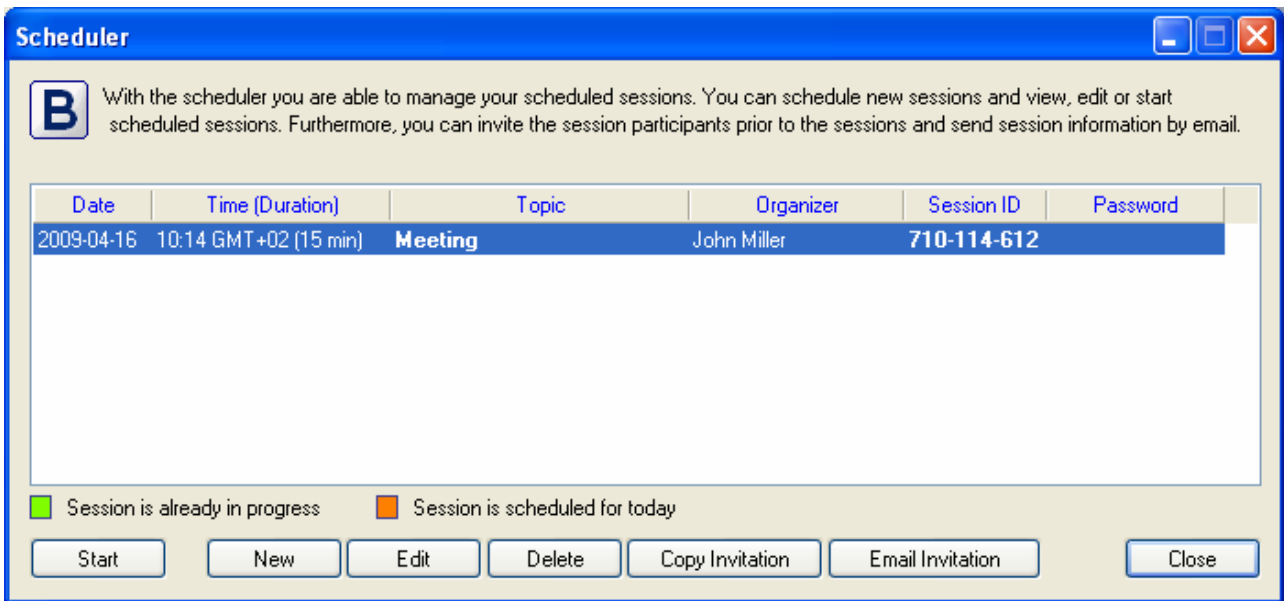
Include Conference Call Information

- Use BeamYourScreen Conference Call Service
- Use your own Conference Call Service

Remind Me

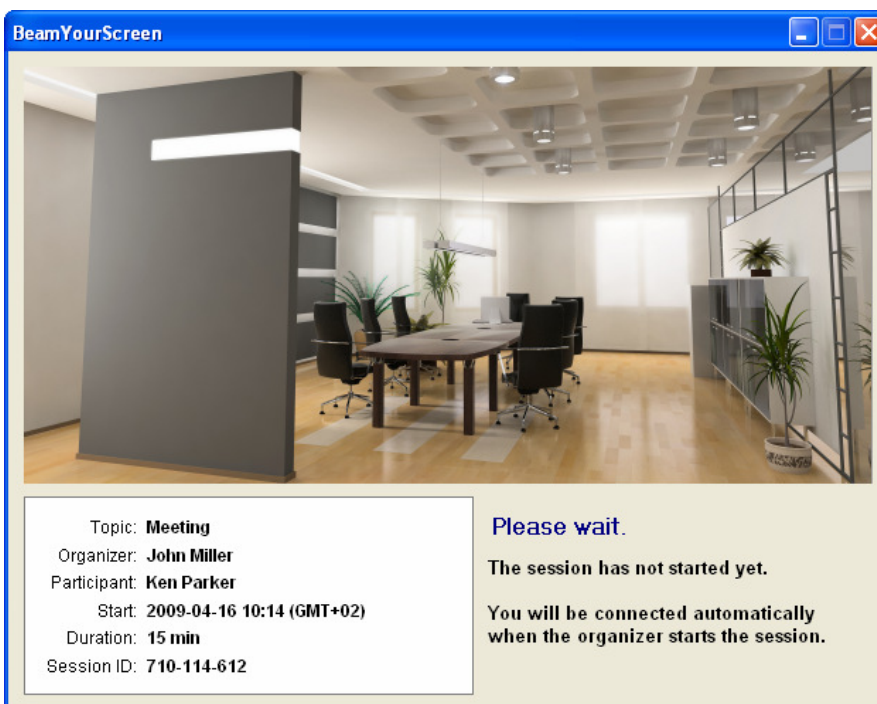
Email Address:

As soon as your session has been saved it will appear in the overview of the session Scheduler. To access further features please click on the respective meeting. Now you have the possibility to **Edit** or **Delete** the session, as well as **Copy** the **Invitation** email and send an **Email Invitation** via email.




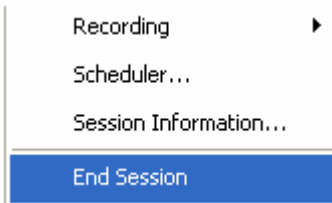
To start your planned meeting, please click on the upcoming meeting so it is highlighted in blue, and click **Start** in the Scheduler. At that moment the planned session will start with the respective session ID reserved by our system. You can **Edit** your scheduled session at any time and reuse a once reserved session ID on future occasions.


If your participants log on to the planned session before it has been started, they will see a waiting room with the most important details of the session. Your participants will be forwarded automatically to your screen as soon as the meeting has been started (please remember to use your application selection before you start a meeting).

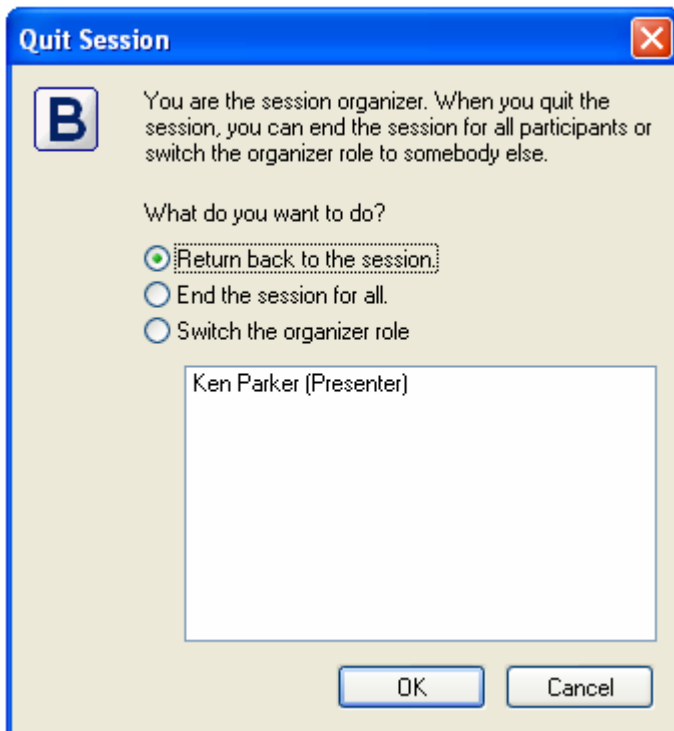


End a Session

To end a session, click on the  icon and select End Session. Your participants will receive a notification that the session has ended.



If you are viewing your participant's screen, you can also end the session by clicking on the  icon in the upper right corner of your viewer window. A window titled **Organizer quits the session** will appear. Select **End the session for all**, if you want to end the session.



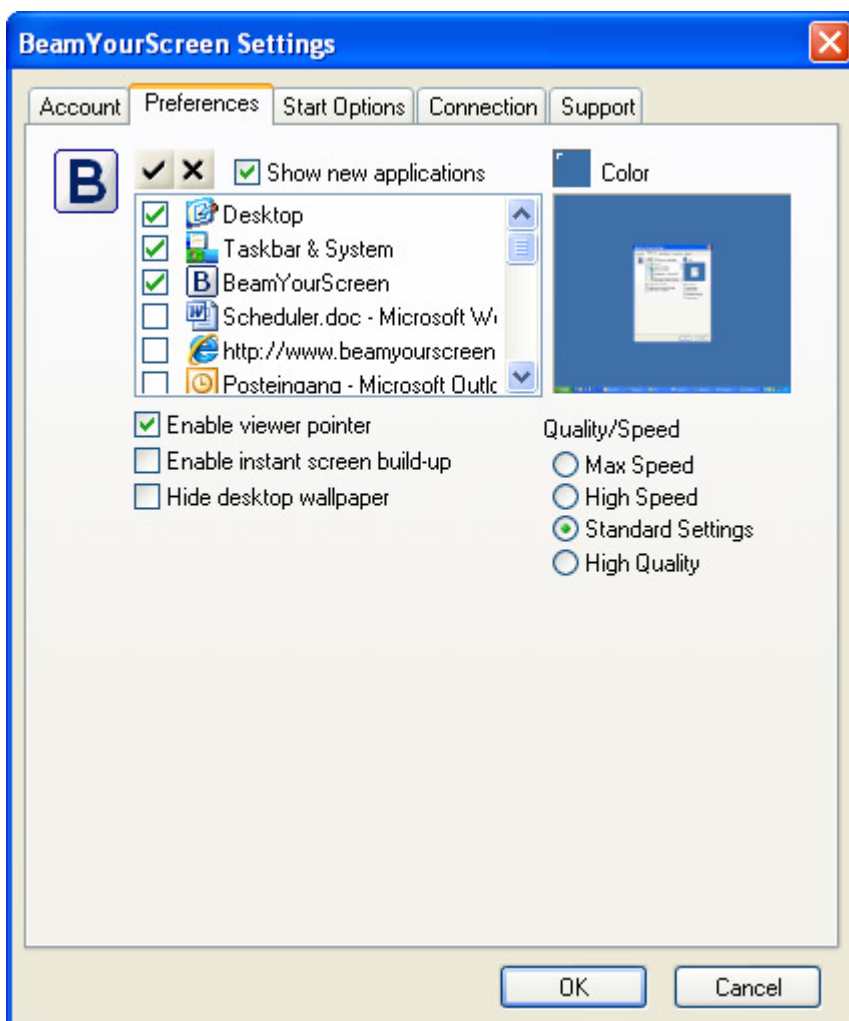
Change Preferences

BeamYourScreen offers a variety of additional settings which you can easily enable or disable. Some settings will be effective for the entire session and can only be changed prior to starting a session, while others can also be changed during a session.

Prior to starting a session, click on the  icon in the system tray and select **Settings**.

Preferences

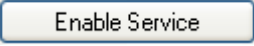
On the **Preferences** tab, you can change the image quality and hence the transmission speed. If you select **Max Speed**, the image will be transmitted in grey scale. If you select **High Quality** instead, the image will be transmitted in true color.



By checking **Show new applications** before a started session, all newly opened applications during a session will be shown to your participants. Alternatively you can uncheck this to keep newly opened applications hidden.

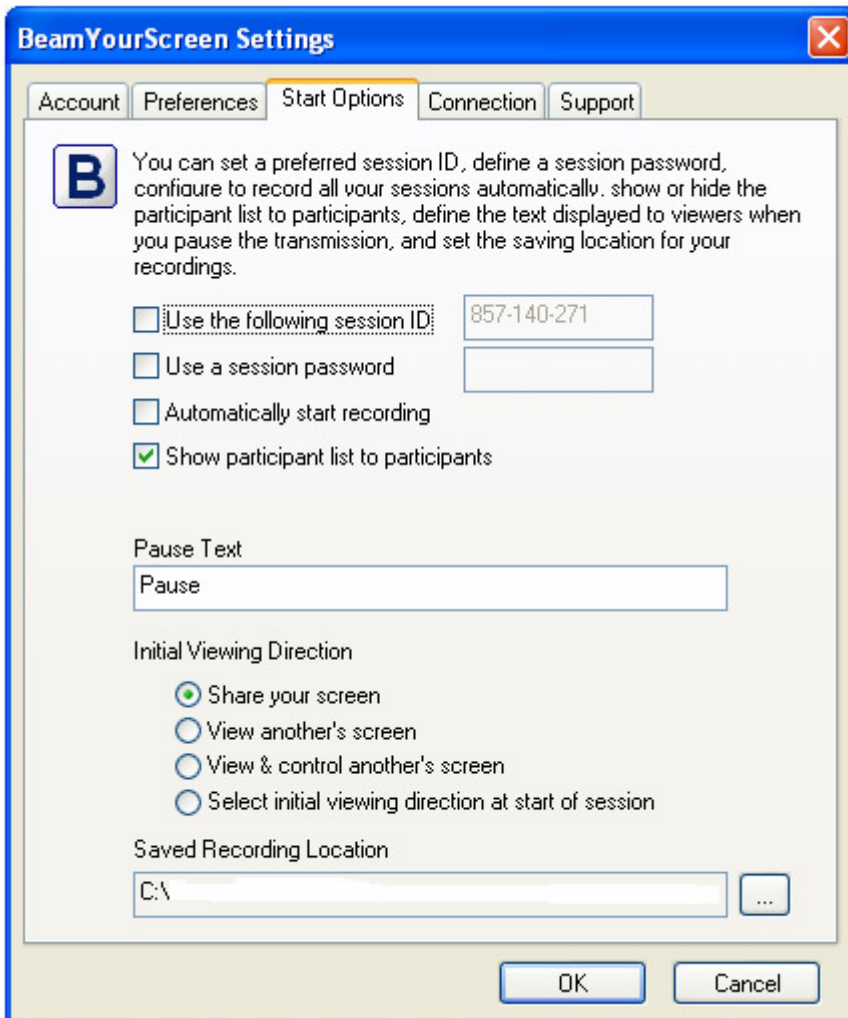
The **Viewer Pointer** enables your participants to place an arrow on your screen for several seconds. As a result, you can interact with your participants and any questions your participants may have can be answered more easily, since they can point on your screen even without getting remote control.

The **Gradual Screen Build-up** shows image changes on the participants' screen as soon as they are transmitted. As a result, the image within the participants' screen changes immediately after the first changes are transmitted. It looks like a jigsaw. The gradual screen build-up enables you to move faster since you do not have to wait until the entire image is loaded.

If you open the Preferences tab during a running session you will have an additional button . To perform a Windows User Switch on your own PC the service needs to be enabled. This setting is done automatically when running the participant program, however an organizer needs to enable the service manually. If you are looking to receive support via BeamYourScreen please enable the service in you next session.

Start Options

On the **Start Options** tab you can change the settings for the start of your next session. This feature is only available when a session is not running.



Use the following session ID enables you to plan your sessions beforehand and inform your participants prior to starting the session. Your next session will automatically be started using the session ID you specified. For security reasons, we recommend to choose a random series of numbers. To further protect your session, you can set a session password. To set a session password, check the box next to **Use a session password** and enter the password in the respective field. If you set a session password, your participants require both the 9-digit session ID and the session password to join your session.

Besides starting the recording manually during a session, you can specify that any session automatically be recorded by checking **Automatically start recording**.

If you uncheck **Show participant list to participants**, the participants will be unable to see who else joined the session.

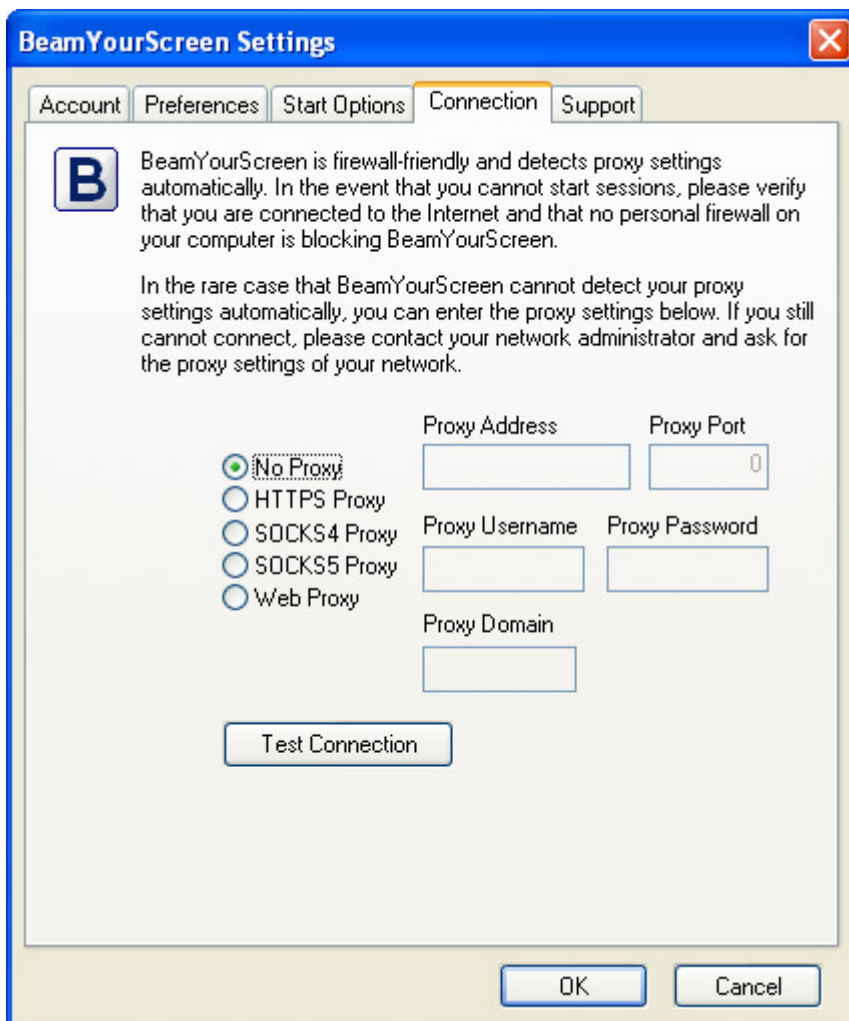
In addition you can set your personal **Pause Text**. It is possible to enter no text at all, this way your participants will not realize that the transmission of your screen has been paused.

The **Initial Viewing Direction** can be set directly in the Start Options, e.g. View & control another's screen if you only use BeamYourScreen for support or Share your screen if you only do presentations or trainings. If you use BeamYourScreen for different use cases you can select initial viewing direction at start of session and adapt the setting to your needs at the beginning of every session.

Via **Save Recording Location** you can set the folder where your recorded sessions will be stored. By default the standard saving location is C:\Documents and Settings\[Your User]\My Documents\BeamYourScreen\Records. However this can be changed at any time.

Connection

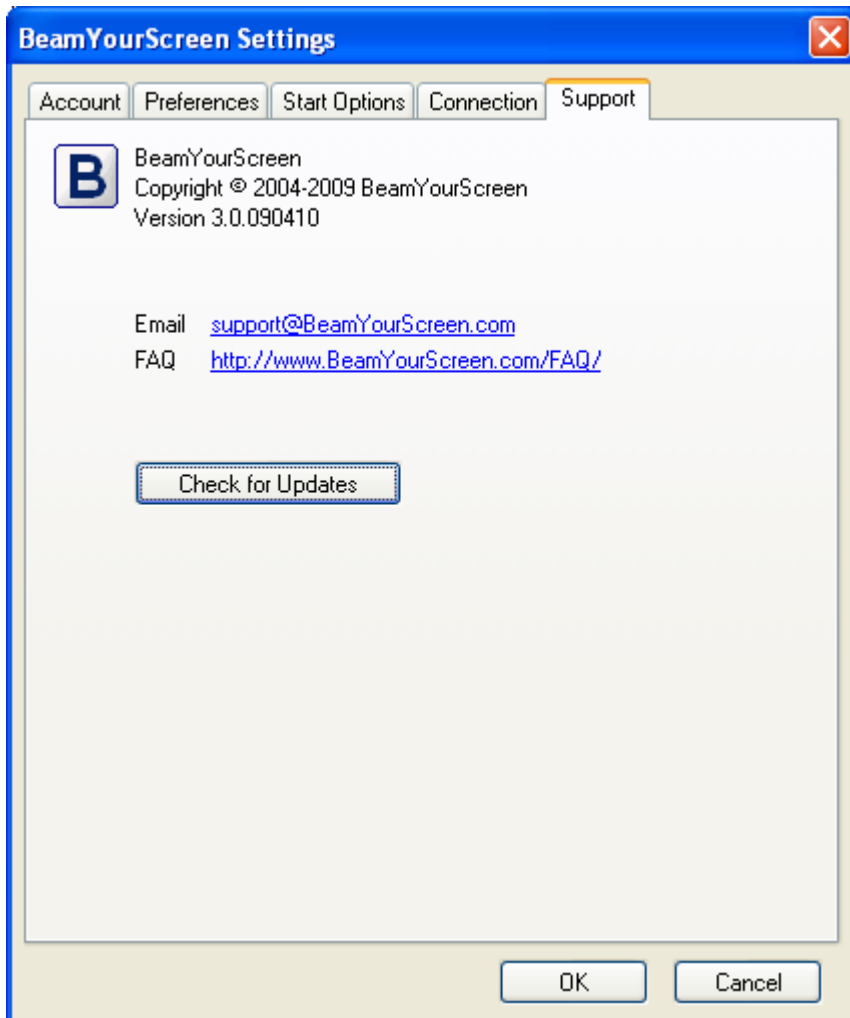
On the **Connection** tab you can manually enter your proxy settings if required.



Via the button **Test Connection** you can test directly out of BeamYourScreen if you can establish a connection from your network. If the test should fail please send an email to support@BeamYourScreen.com or call us at +49-621-7001-9980 or +44-20-8099-7855 or +1-646-292-7142.

Support

On the **Support** tab you will find information about your current BeamYourScreen version. In addition, you will find a link to our help section and the email address to contact our support team.



Clicking the **Check for updates** button will inform you when a new version of BeamYourScreen is available for download.

Automatic Reconnect

Some participants are connected wirelessly to the Internet, for example, via WLAN or UMTS. Wireless connections are not always stable, and can at times result in temporary disconnections from the Internet. With the new automatic re-connect function, a participant will be automatically reconnected to the BeamYourScreen session after a temporary interruption in the Internet connection. The participant who loses connection sees two blinking monitors in the upper right corner of the BeamYourScreen session window and a BeamYourScreen notification appears.



If a participant briefly loses Internet connection, BeamYourScreen will attempt to reconnect to the session. If the participant is back online within 3 minutes, BeamYourScreen will automatically reconnect to the session. Therefore re-entering the session ID is not necessary for the participant to reconnect.

MyAccount

To manage your account, go to www.BeamYourScreen.com, click on **MyAccount** and log in with your **User Name** and **Password**.

Under Passwords in the menu, you can change your Administrator and/or Organizer Password. Initially, both passwords are the same. You will need the **Administrator Password** to log on to MyAccount and the **Organizer Password** to start BeamYourScreen sessions.

If you forget your password(s), you can retrieve it by visiting www.BeamYourScreen.com. On the BeamYourScreen homepage, click on MyAccount and then the link **Forgot password?** located above the Login button. Enter your user name and click on the **Retrieve Password** button. Then check your emails and follow the instructions.

In MyAccount you can also access detailed **Statistics**, view and change your **Account Information**, **Billing Information**, and **Payment Information**, perform **Upgrades** and change your **Communication Settings**.

Support

We provide answers to the most frequently asked questions in the **Help** section on our website www.BeamYourScreen/help. In addition, we offer support by **Email**, **Phone**, and **Live Support Chat**.

Help Section: www.BeamYourScreen.com/help

Email: support@BeamYourScreen.com

Chat: www.BeamYourScreen.com/Chat

Phone: UK: +44-(0)208-099-7855

USA: +1-646-292-7142

Germany: +49-(0)621-7001-9980

Please feel free to contact us, should you have any questions.