

If you're using Mac OSX 10.5, when you start XMeeting for the first time, you see the following message. Click **Allow**.



Again, assuming you're Mac OSX 10.5, you can go to **System Preferences – Security – Firewall** and verify XMeeting is set to allow incoming connections.



If you're using Mac OSX 10.4, go to **System Preferences – Sharing – Firewall**, then choose “**New**” to add a new rule. Then set as shown below. Click Ok.

Specify a port on which you would like to receive networking traffic. Other ports can be specified by selecting 'Other' in the Port Name popup. Then enter a the port name and a number (or a range or series of port numbers) along with a description.

Port Name:

TCP Port Number(s):

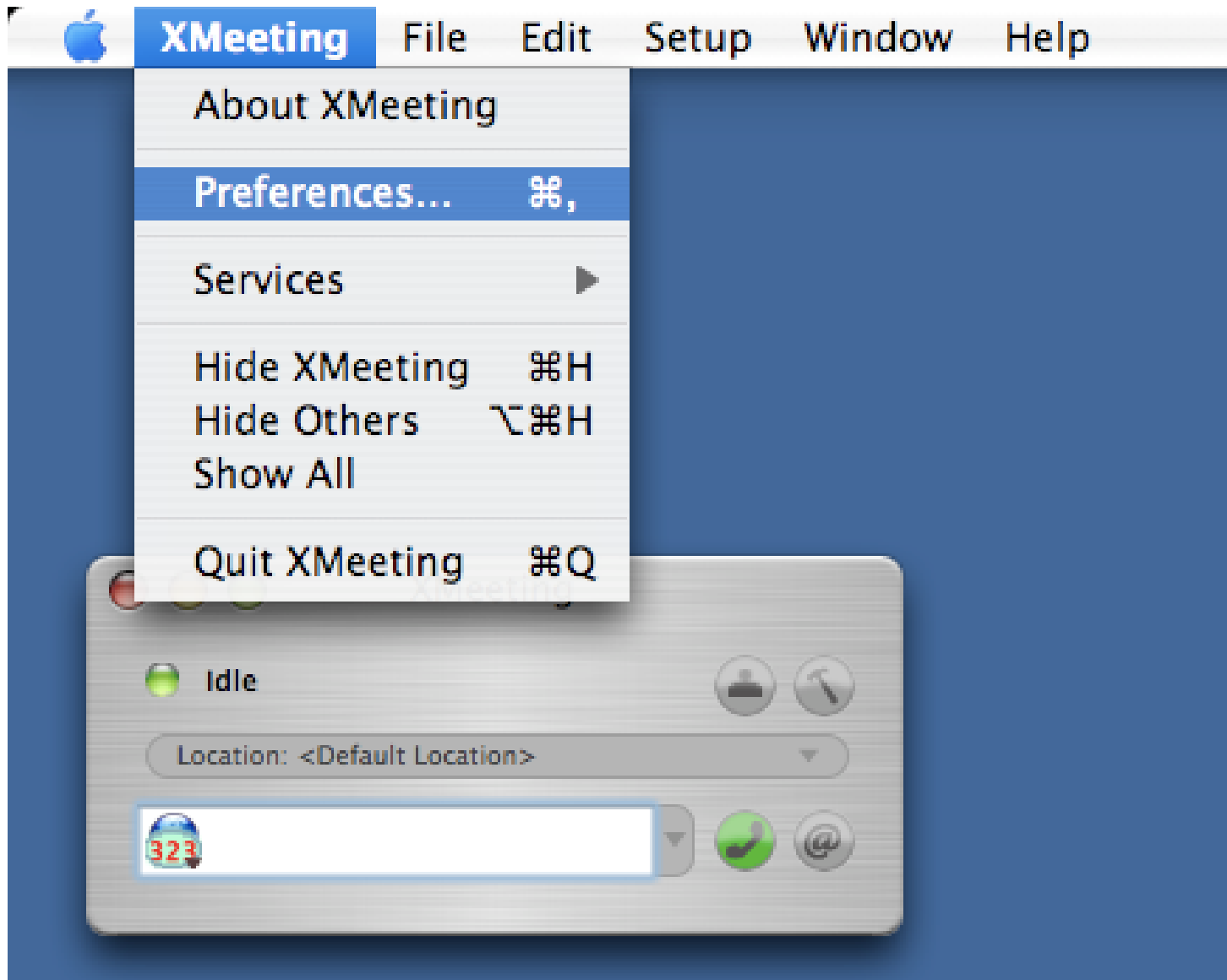
UDP Port Number(s):

Description:

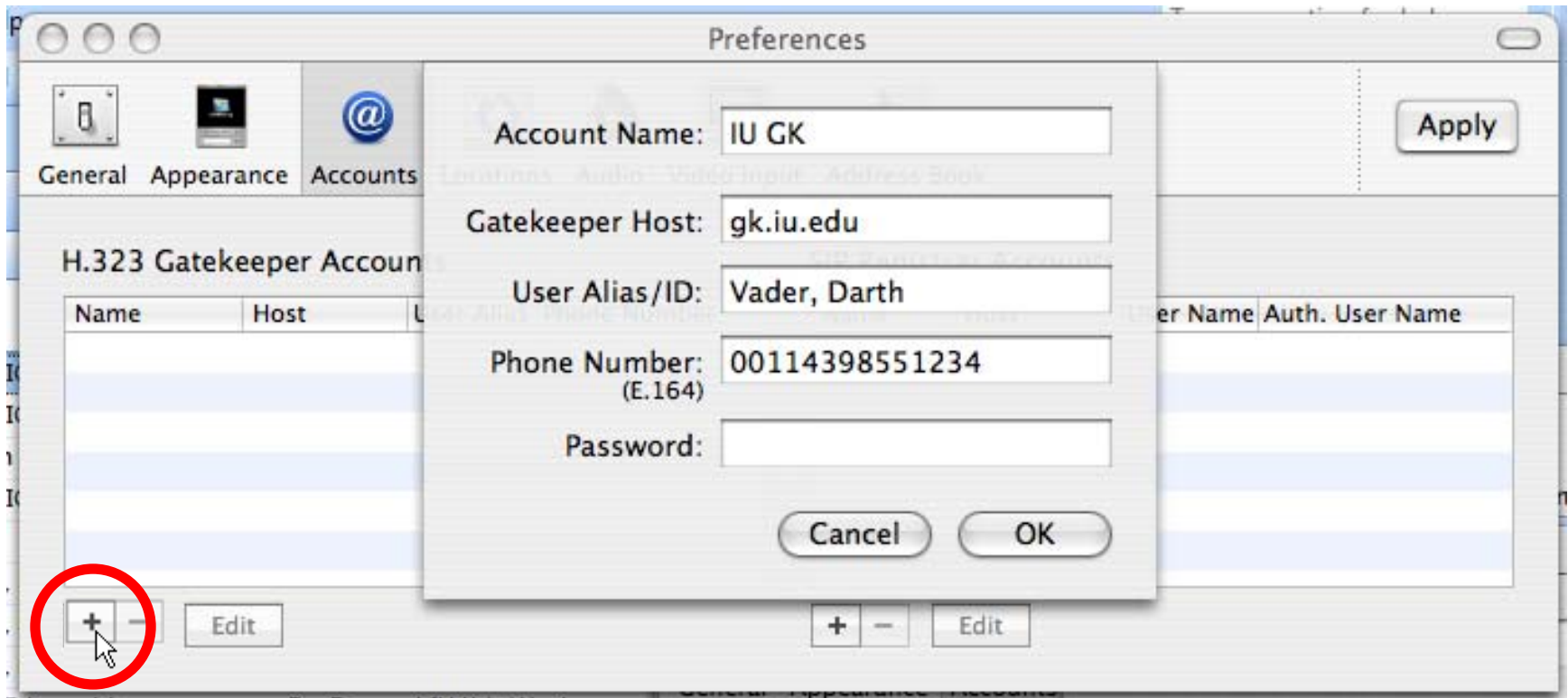
Cancel

OK

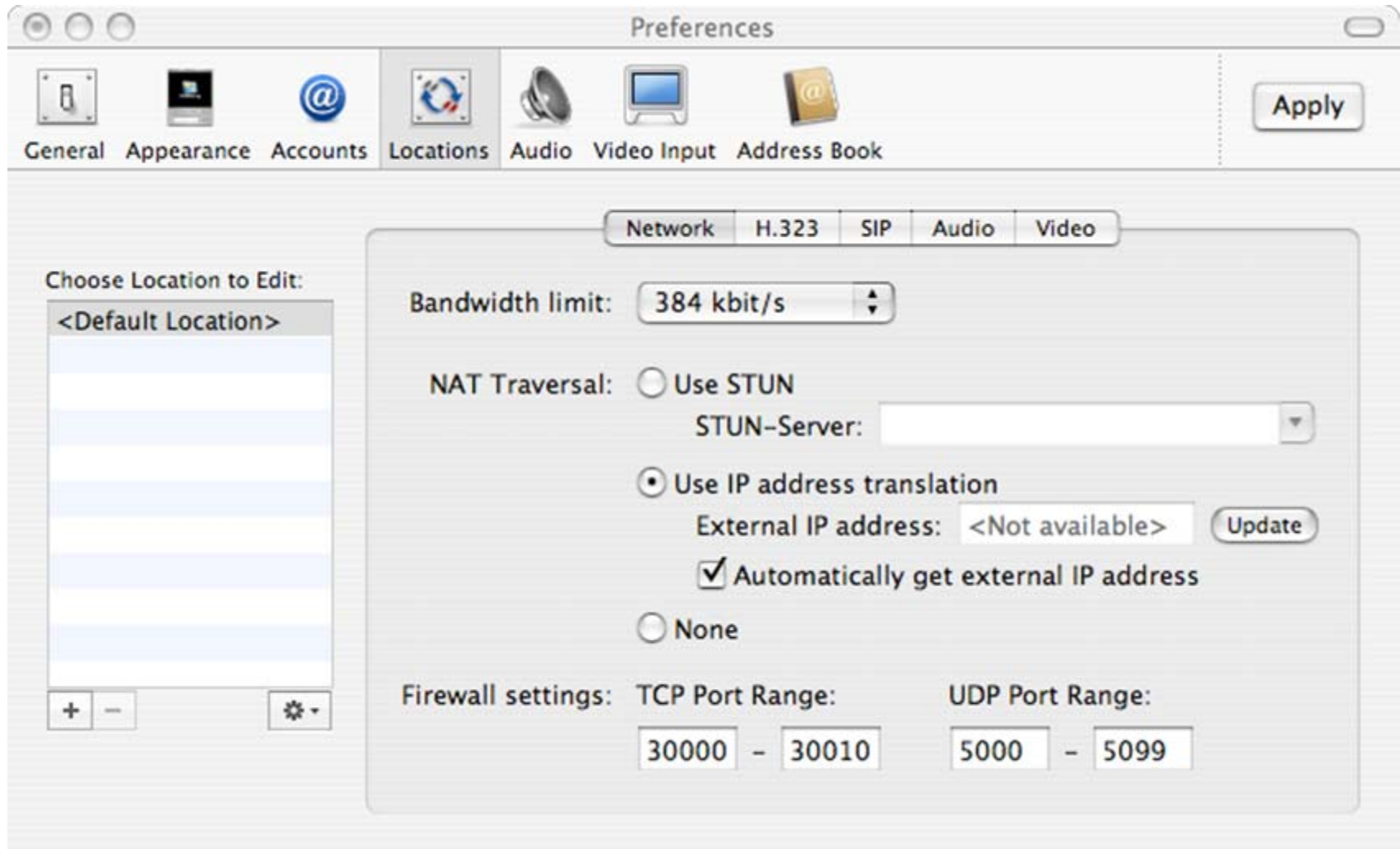
Start Xmeeting, then select Preferences



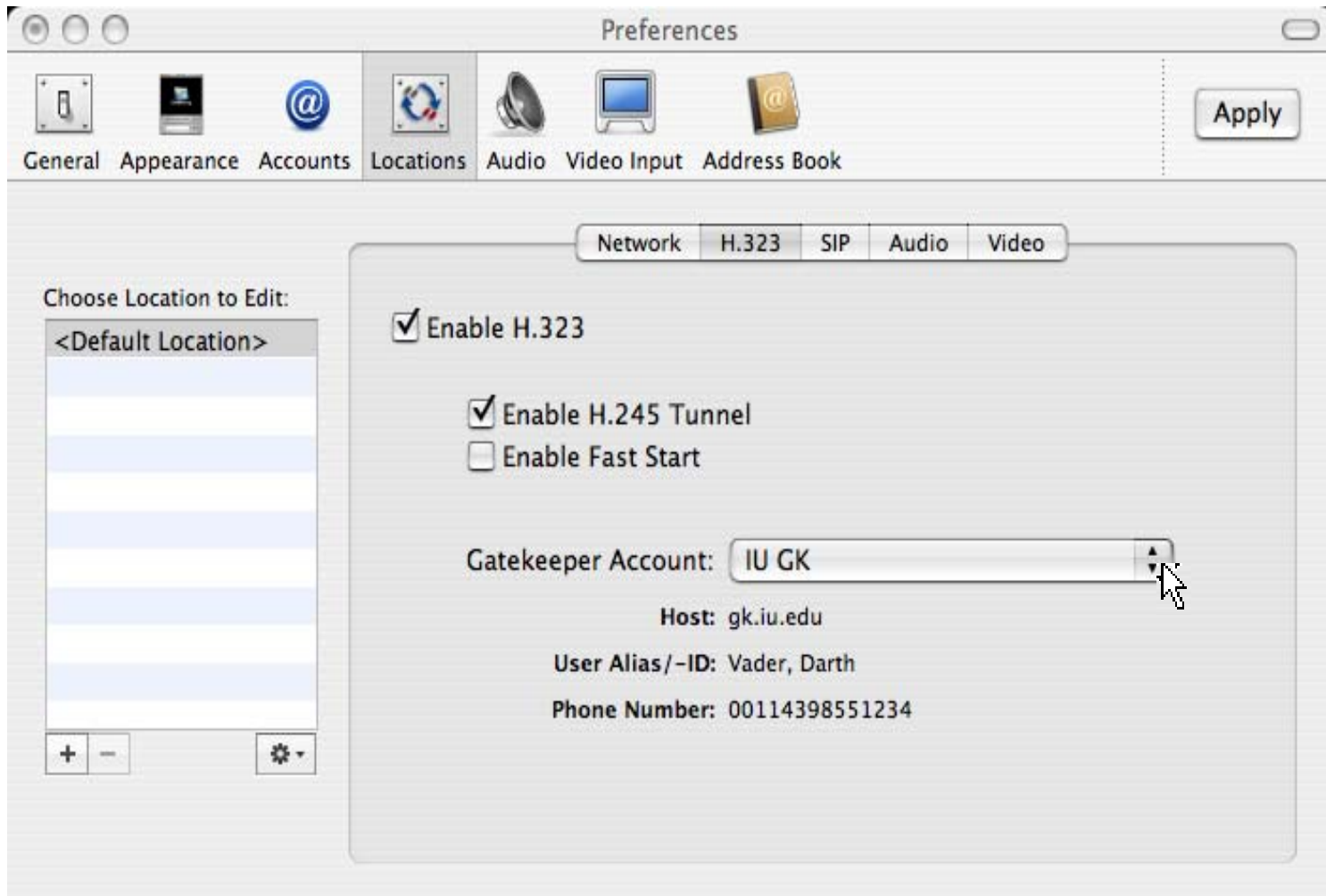
Select **Accounts**, then click the “+” button to add an account. Account Name = “IU GK”, Gatekeeper Host = gk.iu.edu, User Alias = *your Lastname, Firstname*. Phone Number (E.164) = *001+ your full 10-digit IUB or IUPUI office phone number* e.g. 001812855xxxx. If you don’t have an IUB or IUPUI office phone number, then set as 0011439 + the telephone number of your choice.



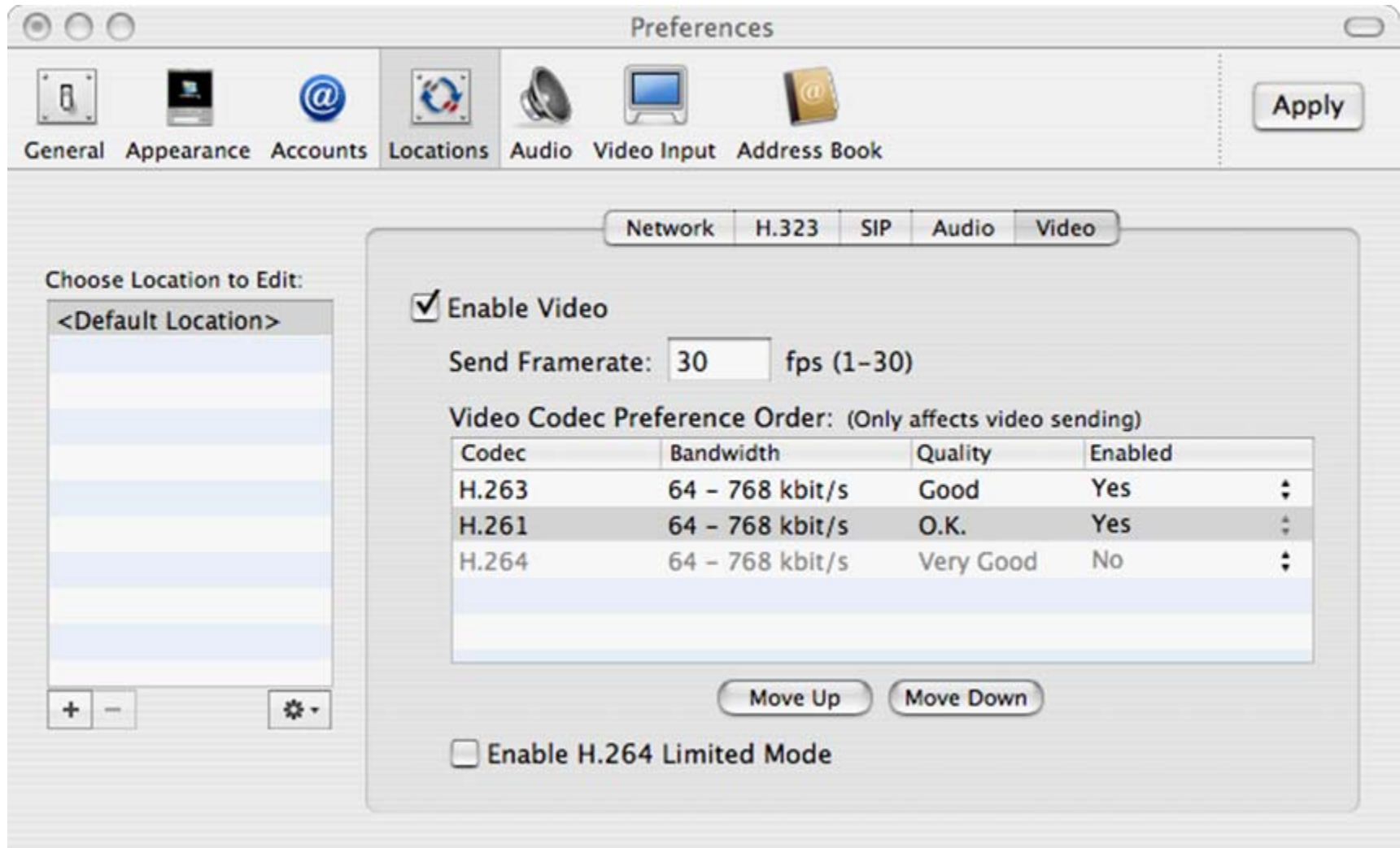
Select **Locations – Network-** set as below (if broadband, you may want to set Bandwidth to 128)

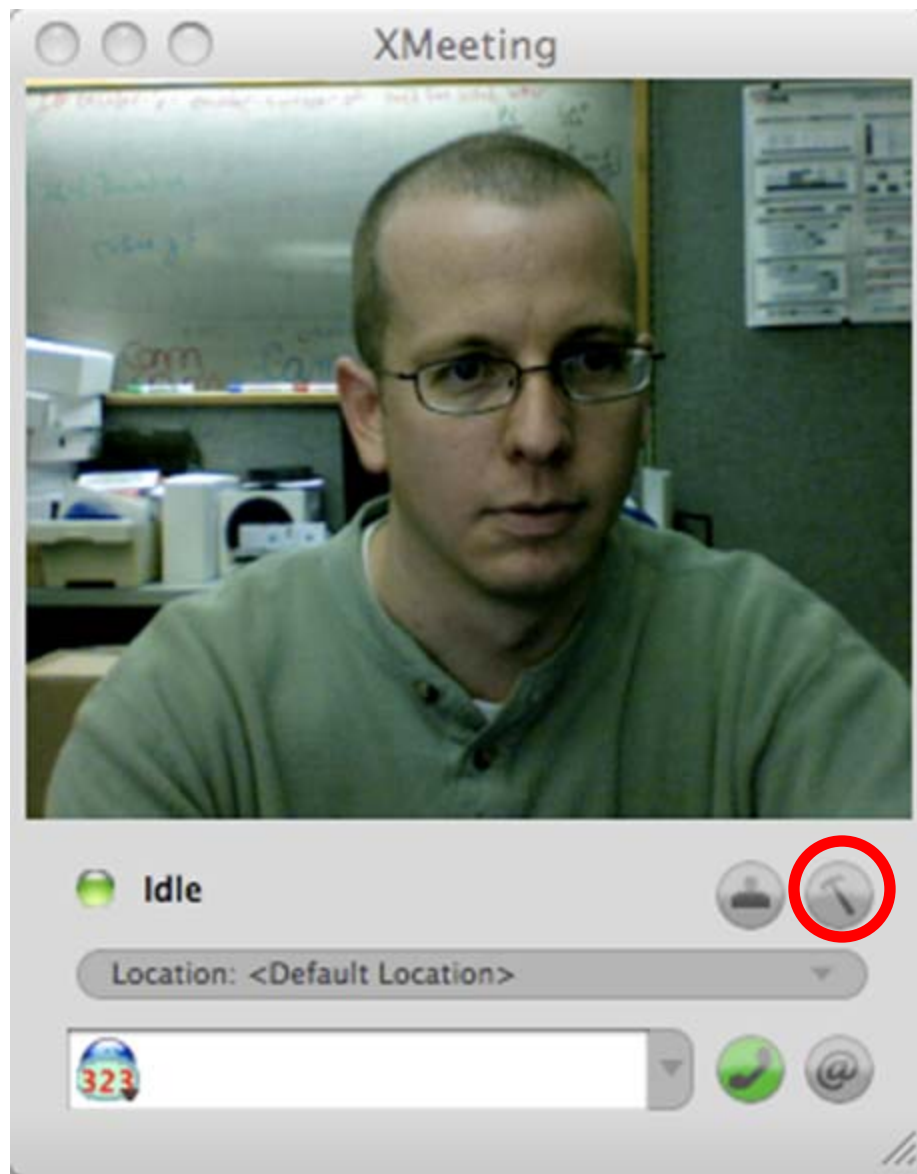


Select **Locations – H.323** – and ensure Gatekeeper Account is selected as “IU GK”



Select **Locations – Video** and set as below. We recommend that you do **not** enable H.264. This video codec is designed to improve video quality at lower bandwidths but we have experienced interoperability issues (tearing and freezing video) with certain group systems and our own video bridge. Select **Apply** and close the preferences window.

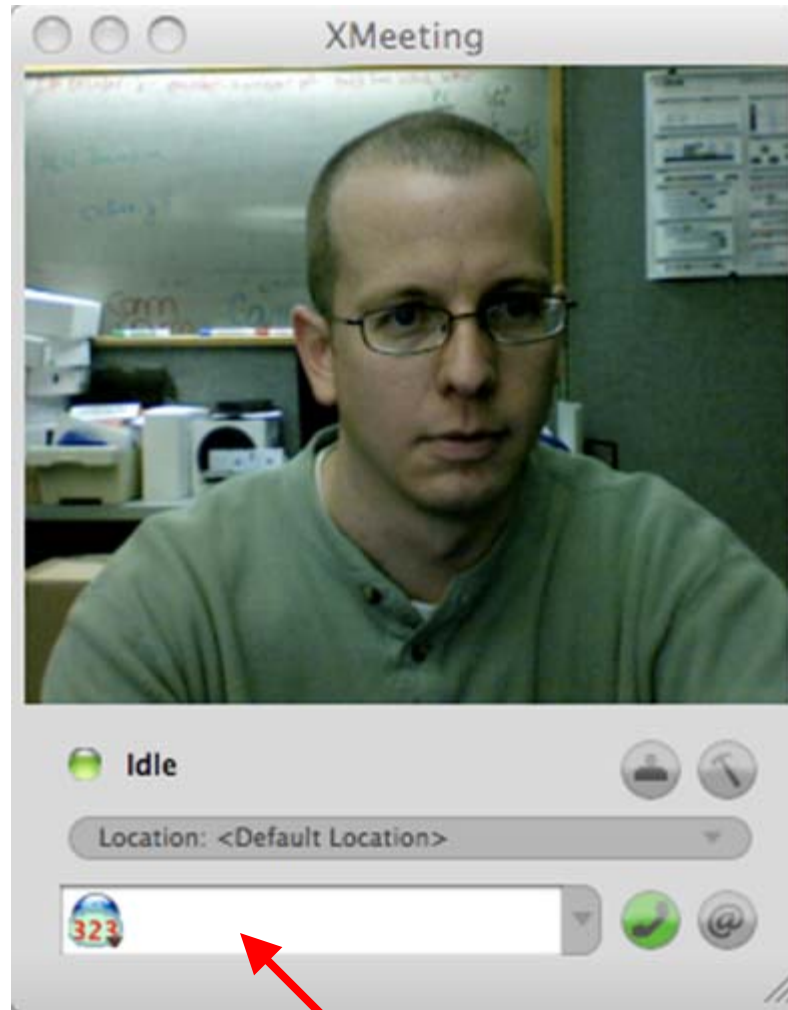




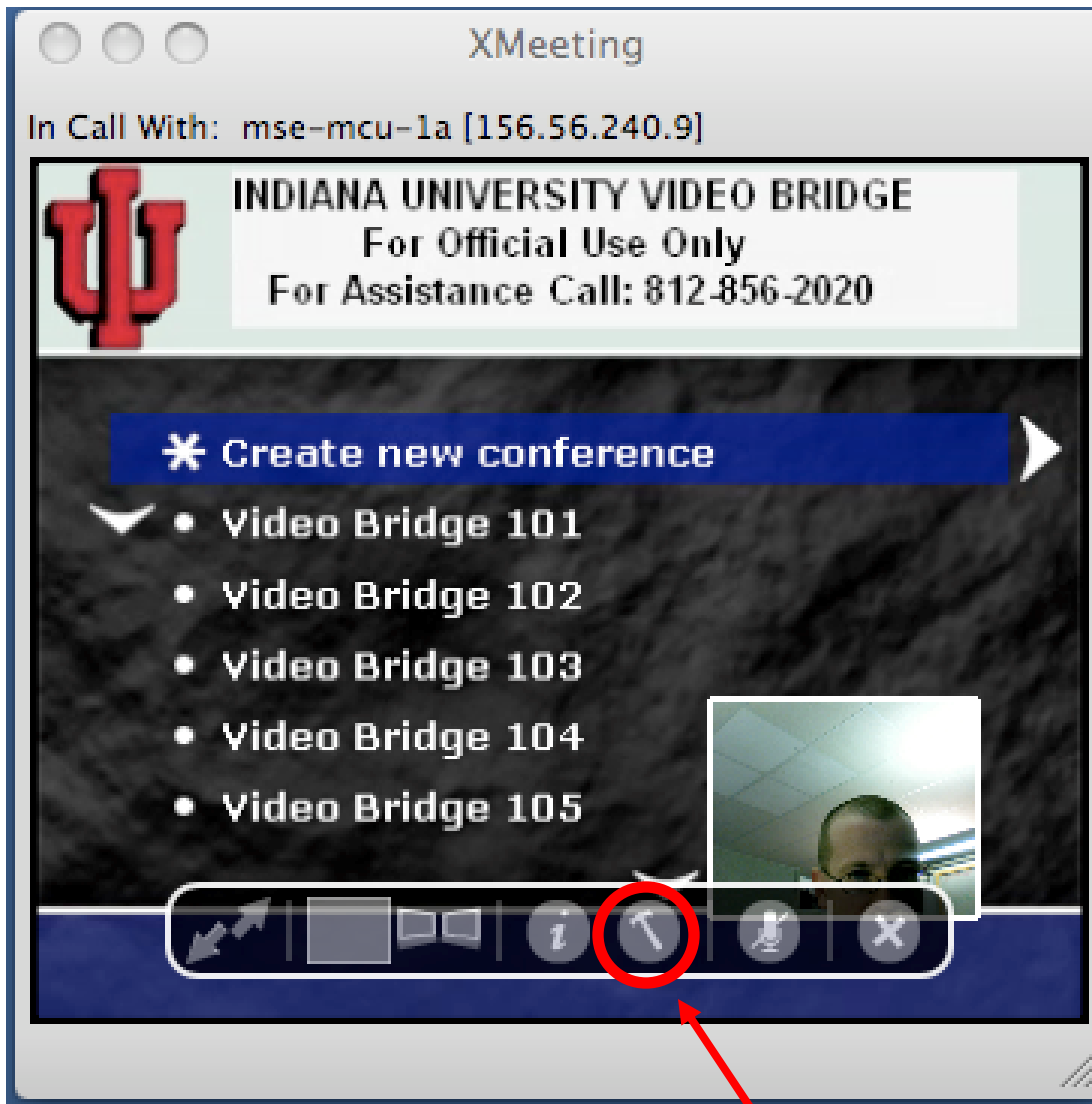
At the main XMeeting window select **Tools**.

From **Tools – Audio/Video Control**, select your camera, mic, output. Using your built-in iSight camera is fine, but we do recommend that you use a USB headset rather than your laptop's built-in mic. Note too that the 1/8" input on Mac laptops is Line level, not mic level, so a USB headset is best.





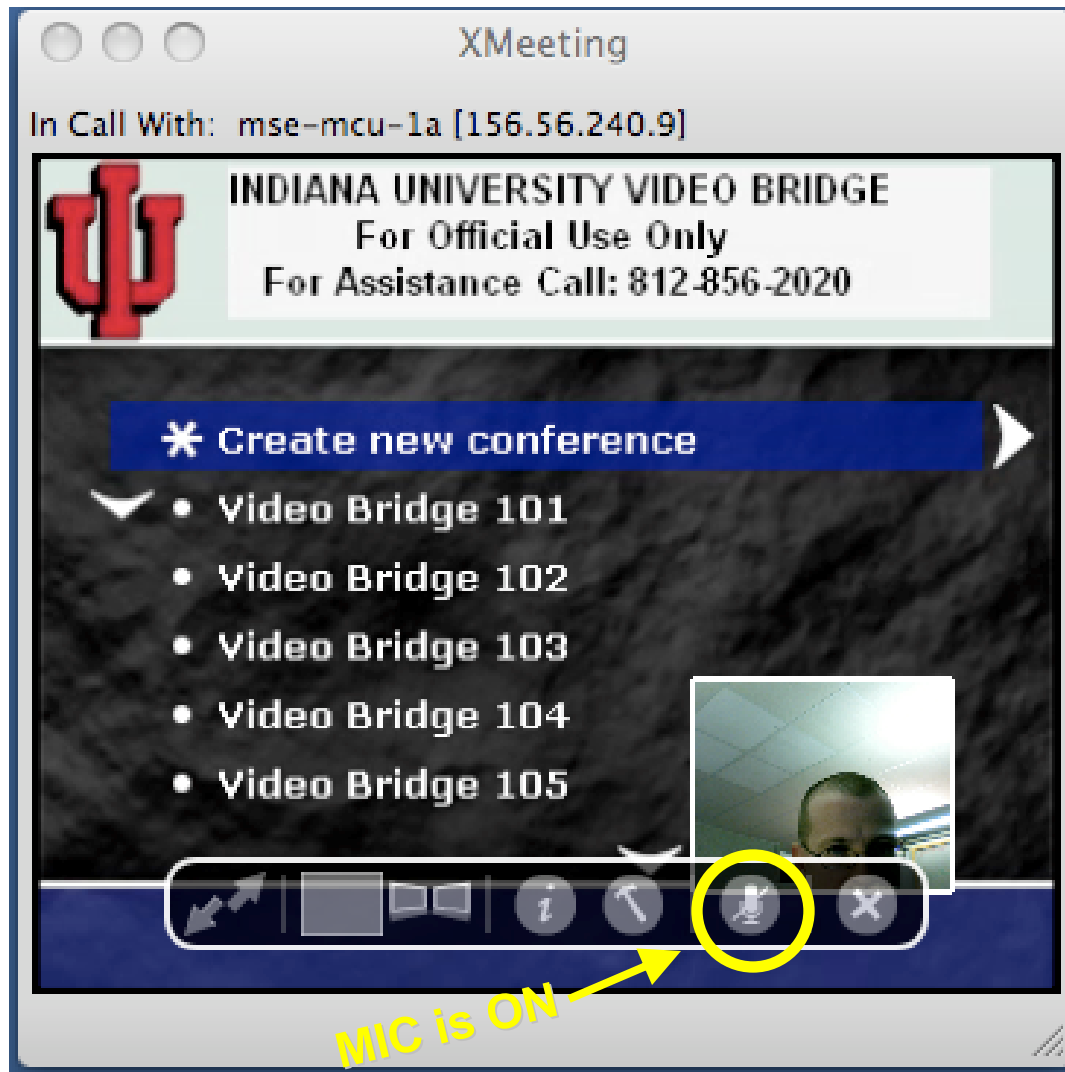
From the XMeeting main window, type the IP address you want to connect to here. For instance, the Video Bridge auto attendant IP address is **156.56.240.9**.



The IU Video Bridge auto attendant requires you to enter conference ID (and PIN number) using DTMF, or “touch tones”. Select the **Tools** button.

Select **Tools – Remote Control**. Verify DTMF-Mode is set to Default. Use the number pad to enter conference ID number (and PIN if necessary) followed by the “#” key to enter your conference.





Note! When you are in a conference, the microphone status icon can be confusing. A microphone with a line through it actually indicates your microphone is **ON**.

From the **Tools – Remote Control** menu, you can control how multiple sites appear on your screen by clicking the UP or DOWN arrows. If you see one site full screen, you can select any another site by clicking the LEFT or RIGHT arrows. If the remote site has a movable camera, and you see them either full screen or in the biggest window on the left side of your multi-site view, you can control their camera by clicking the **+** icon, then up-down-left-right to move and **+** or **-** icons to zoom in or out.

