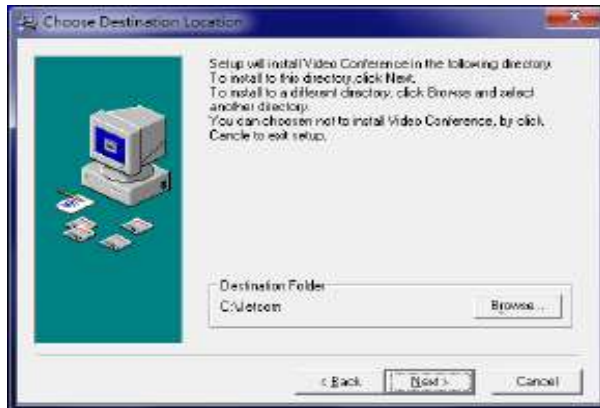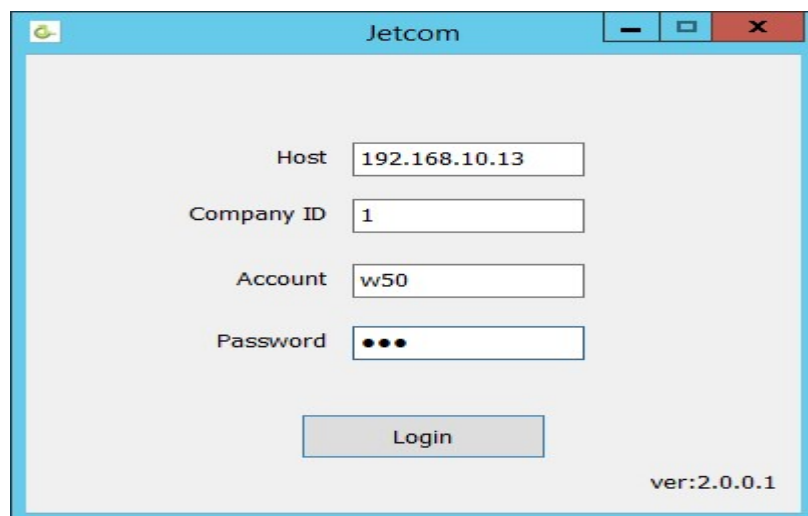# Windows Users Manual

Click **JetCom-VC_Setup.exe** installation file, then keep clicking **Next to install. After installing showing** on the desktop of PC
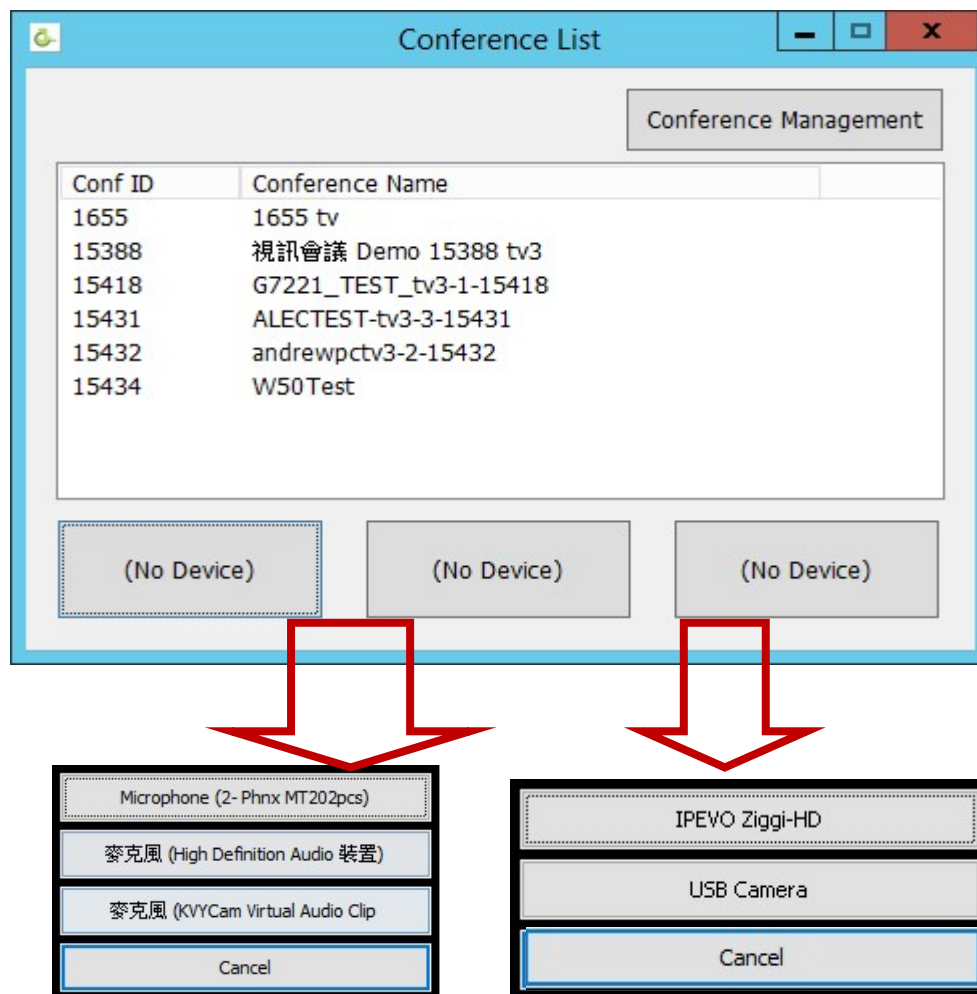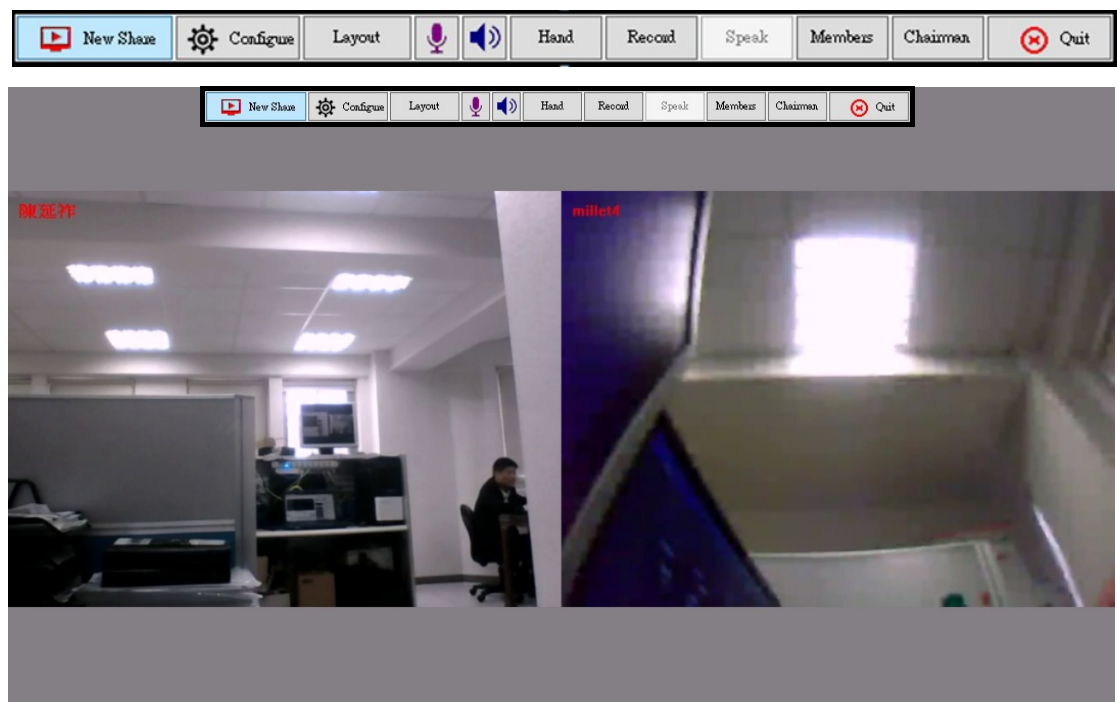

Click **JetCom-VC**

Enter Host ip, Company Id, Account, Password then Login.

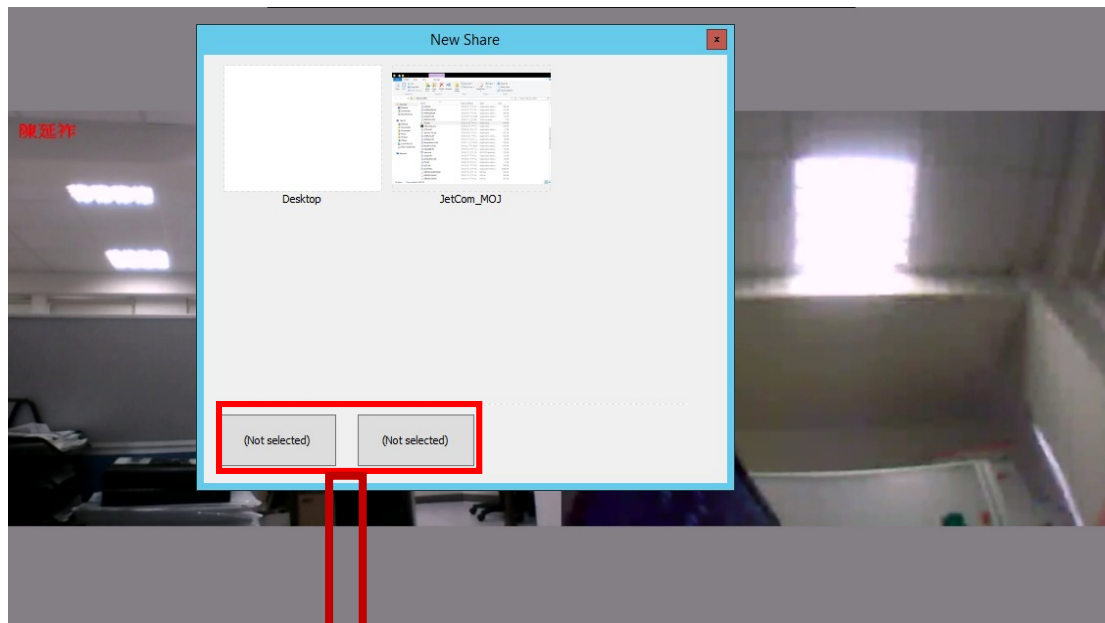Select microphone, speaker, camera before entering conference.

1. Function Menu

1.1: Desktop Sharing to every conference member

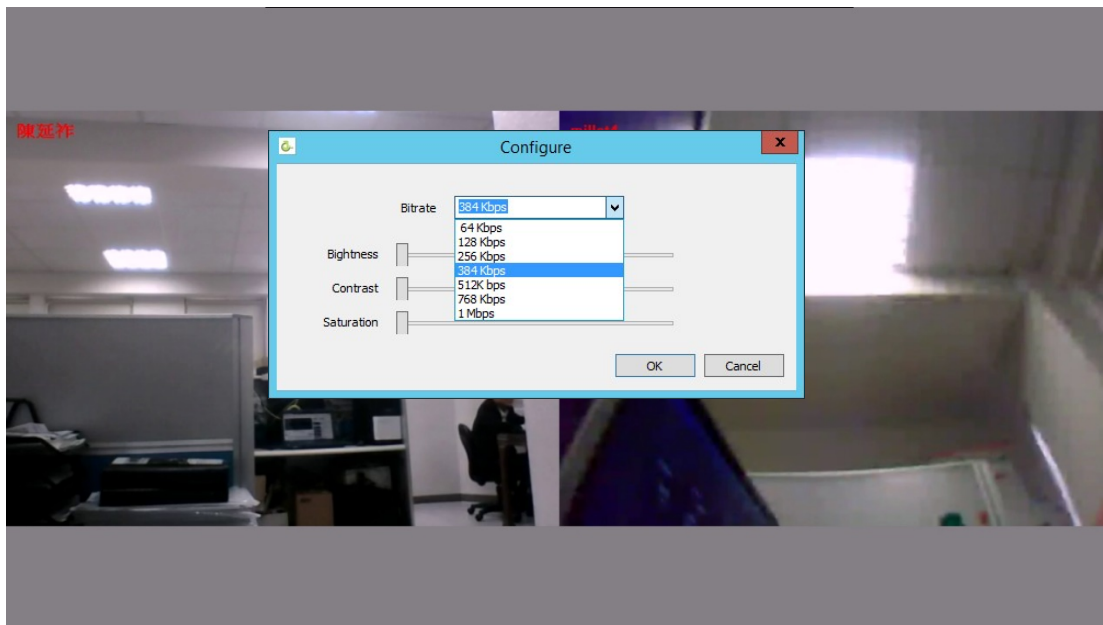### 1.1.1: Click [New Share] to show the Pop-Up menu.

Select external USB sound card box(microphone, speaker mix together)
Optional, In order to share desktop audio to members of conference.

1.1.2: Click Desktop on New Share->Open the sharing file->
[Stop Sharing]->[New Share]->Select an application to
share ex:ppt, pdf, word...etc.

1.1.3: Click [Doodle] to highlight the application.

1.2: Click [Configure] to change uploading bandwidth of camera and desktop sharing.
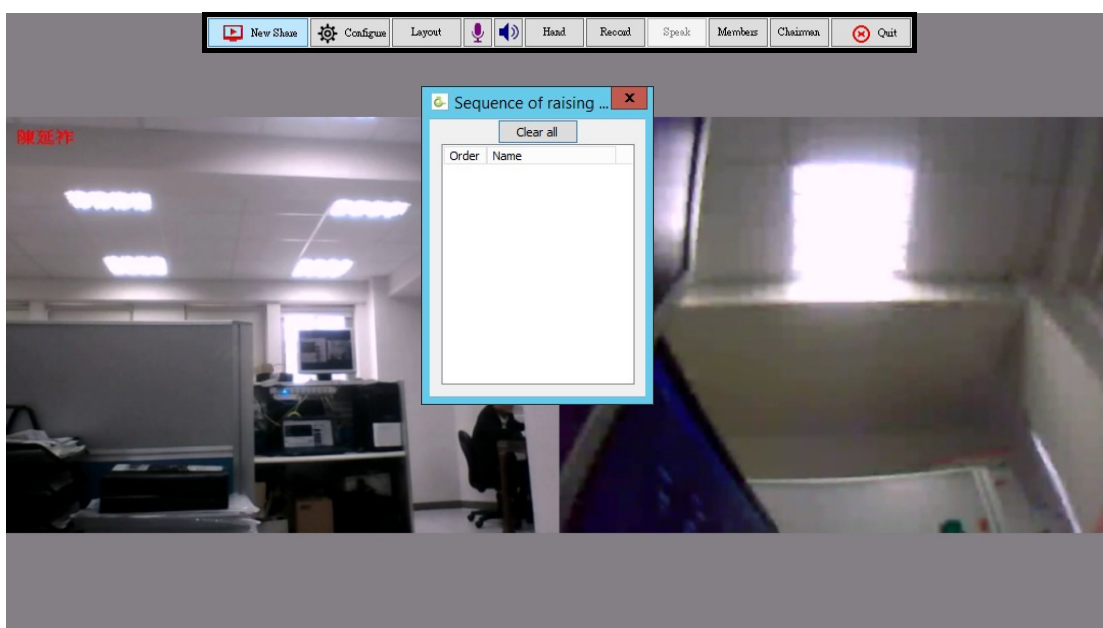

1.3: [Layout]: Show local camera or transcode window on desktop sharing mode.

1.4: [MIC]: Microphone volume.
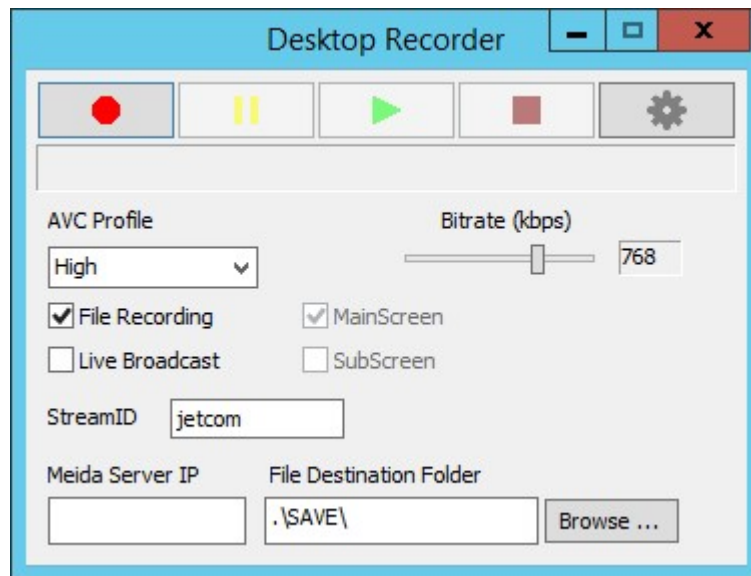
[SPEAKER]: Speaker volume.

1.5: [Hand]: On chairmanship show members who are raising hand. On membership raise hand to chairman to ask speak right.

1.6: [Speak/Mute]: On chairmanship toggles all members to speak or mute.

1.7: [record]: Recording video & audio of the desktop of PC.

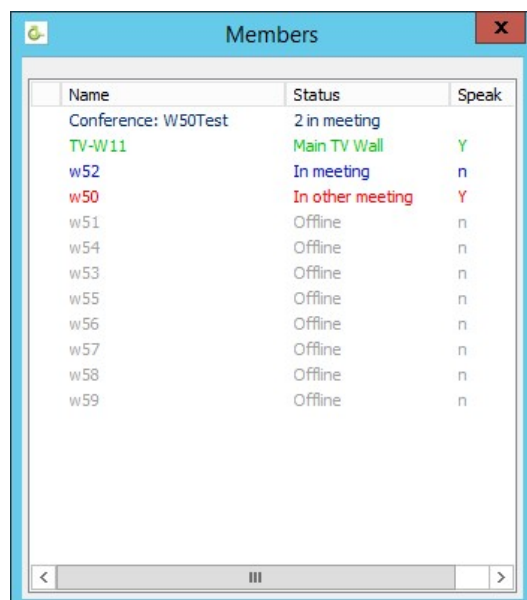Click ⚙ to setup recording parameters

Click ⏺ to start recording

Click ⏹ to stop recording

1.8: Click [Chairman] to get chairman right.

1.9: Click [Quit] to leave conference.

1.10: Click [Members] to show Members pop-up memu.

1.10.1: Click right button on member status [In meeting] to select [Move to Main position], [Chairmanship], [Speak/Mute], [Expel].

1.10.2: Click right button on member status [Idle]
to select [Invite].

1.10.3: Click right button on member status [Main TV Wall].
to select [Default window], [Expel], [TVLayout].

    1.10.3.1 [TVLayout]: To selelct Screen number &
          Screen member layout of TV transcode window.