

BVISUAL

User Manual Version 1.0.0.0

The logo for bVisual, featuring the lowercase letter 'b' followed by the word 'Visual' in a serif font, all contained within a light gray rectangular background.

bVisual

bVisual User Manual

© bVisual 2012 All Right Reserved
624 Central Avenue
Oroville, WA 98844
Phone 509.476.3700 ext 152 • Fax 509.463.0540

Table of Contents

Getting Started	2
Create User and Account.....	2
Downloading, Installing and Launching bVisual	2
Using bVisual with minimum setup	2
Adding Contacts.....	2
Placing a call.....	2
Changing Settings/Devices	3
In Call Features and Video Controls.....	3
Call Controls	3
Chat	4
Screen Share	4
Other Features	5
Video Mail	5
Status.....	5
Groups	5
Edit Contacts Nickname.....	6

Getting Started

Creating a new user, downloading, installing and launching the application

Create User and Account

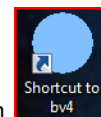
1. Go to www.bvisual.com
2. Click New User
3. Fill out the form and click Create User

You have created a user account and a billing account.

Downloading, Installing and Launching bVisual

1. Click on the download button, or click [here](#)
2. Click Next and Accept the End User License Agreement
3. Click Next through the Installer for default settings
4. The bVisual application should launch when the installer finishes

5. If bVisual does not launch, click on the bVisual Desktop Icon
6. Login to bVisual using the Username and Password created in [“Create User and Account”](#) Step 3



Using bVisual with minimum setup

Adding contacts, changing settings and devices, placing a bVisual call

Adding Contacts

1. Click on the Contacts Tab to expand
2. Right Click on “All Contacts” and select “Add Contact”
3. Enter the Username of the New Contact
4. Optional: Enter a Nickname for the New Contact
5. Click “Add”
6. Enter additional New Contacts
7. Click “Done” when finished adding New Contacts

Placing a call

1. To place a call double click on the contact or right click on the contact and select “Call” or type there uersname or email address in the dial box.
2. To call more than one contact at a time, repeat step 1 while in a call

3. To hang up click hang up

Changing Settings/Devices

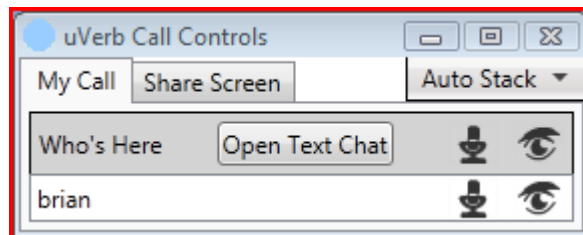
bVisual is initially set up to use your default Windows devices(Speaker, Microphone and Camera). To check, test or change devices:

1. Click on the Settings Tab to expand
2. Click on the “Test Speaker” button. A sound should be heard through your intended speaker. If no sound is heard, click the dropdown menu to the immediate left and select a different device. Click the “Test Speaker” button again. Repeat until you hear a sound. If you have tested all your devices and a sound is not heard from the intended device when clicking the “Test Speaker” button, check the volume/mute on your headset/speakers, and/or check your speakers/headsets to make sure they are plugged in and/or check Windows sound properties to make sure the devices have volume and are not on Mute.
3. To test the Microphone, speak into the mic. The meter underneath Select Microphone should fill partially with green as sound goes into the mic. If the bar does not show any green, click the dropdown menu to the right of “Select Microphone” and select a different device. Speak into the microphone for each device until the green appears in the bar. If you have tested all your devices and a green bar is not seen from the intended device when speaking into the mic, check the volume/mute on your headset/speakers, and/or check your mic/headsets to make sure they are plugged in and/or check Windows sound properties to make sure the devices have volume and are not on Mute.
4. A camera preview should be shown in the settings area. If no camera preview is shown click the dropdown menu and select a different camera until a preview is shown. If no preview is shown, close bVisual, plug in the camera then restart bVisual.


In Call Features and Video Controls


Call Controls, Screen Sharing, Chat

Call Controls



The picture above is the bVisual Call Control window. This is where an ongoing call is managed and how you access other features during a call.


If you click on the top Microphone Icon  you will turn off all the sound on your call. You will not hear anyone and no one will hear you. If you click on your microphone you will mute yourself and no one will hear you. If you click on another user's microphone you will not hear them. You will not affect any other users experience; everyone else will still hear them.

If you click on the top Eyeball Icon  you will turn off all the videos on your call. You will not see anyone and no one will see you. If you click on your eyeball you will close your camera and no one will see you. If you click on another user's eyeball you will not see them. You will not affect any other users experience; everyone else will still see them.

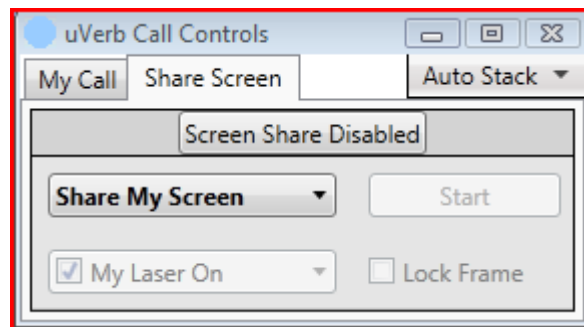
Chat

To use the Chat feature click the Open Text Chat button. Chat has two parts, Group Chat and Private Chat.

Group Chat is seen by all users in the call.

To use Private Chat click on the Send to: dropdown menu  and place a checkmark next to the user or users you wish to have Private Chat with. A Tab will be created for each Private Chat session you have active. The only users who can view the Private Chat session are the users which have been selected for Private Chat. To view the users in a Private Chat session, mouse over the Private Chat Session Tab. To close a Private Chat session click the X on the Tab.

Screen Share



If you click the Share Screen Tab you will change the Call Controls to the Share Screen Controls pictured above.

1. To Enable Screen Sharing Click the Screen Share Disabled button

2. It will change to Screen Share Enabled and you will see the Blue Grips<image>
3. The Grips are adjustable; if you click on the corners you can drag them around to resize them.
4. Anything you frame with the Grips will be sent to the other users
5. If you want to Lock the Grips at a particular size and move them as a whole click the Lock Frame check box.
6. To start sharing your screen after you have enabled the feature and selected the area or image you wish to share click the Start Button
7. While sharing your screen the Grips will change color from Blue to Red.
8. The other users on the call will be prompted to view your screen
9. To turn on other users Laser Pointer click the My Laser On dropdown menu and select the checkbox next to the user.
10. To stop sharing your screen click the Stop button or the Screen Share Enabled button

Other Features

Video Mail, Status, Groups, Edit Contacts

Video Mail

To send Video Mail to one of your contacts you must have an email client (Outlook, Eudora, MS Mail, etc.) running locally on your computer. If you use any type of Webmail you will not be able to send Video Mail.

1. Right Click on the contact
2. Select “Send Video Voice Mail”. A window will open with recording and playback controls.
3. Click Record and record a message. You can stop and re-record or playback to preview your message.
4. When you are satisfied with your message click send.
5. Your email client will open with your Video Mail ready to send. You can modify the message if you like.
6. Click Send in your email client

Status

To change your status click on the Status dropdown menu



If you select appear Offline you will not be able to receive calls.

Groups

To create other Contact Groups:

1. Right Click on a contact and select “Add Group”
2. Type the name of the Group you want to create

3. Click Add
4. Click Done
5. To add contacts to your group click on the contact and drag them into the group
6. To remove a contact from a group right click on the contact and select “remove *contact* from group *groupname*”
7. To delete a group right click on the group name and select “Remove Group”

Edit Contacts Nickname

1. To edit a contacts Nickname right click on the contact and select “Change Nickname”.
2. Enter a nickname for your contact or select Username
3. Click Done