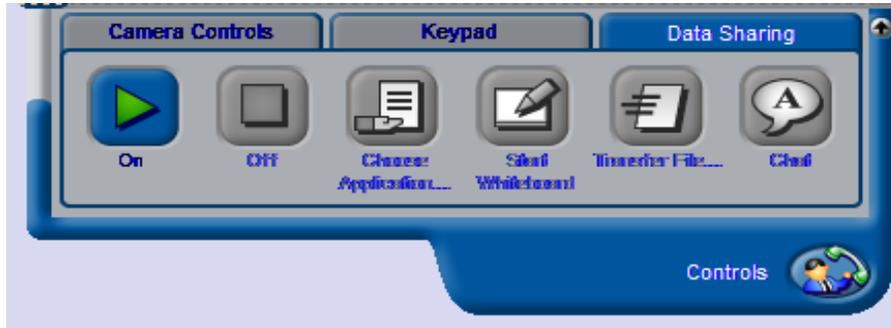


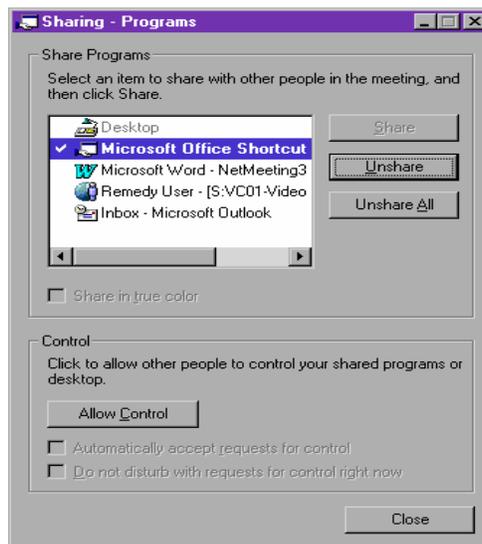
How to Use ViaVideo Data Collaboration

Click on the **Controls** button at the bottom of the Viavideo screen , this brings down the following panel. (see below)



To start application sharing click on the “Choose Application” button to share a document.

This will bring up a screen that asks you what document you want to share (see below). Launch the desired application to share. The application needs only to reside on the computer of the person who will be sharing it. Click on “**Share Program**“ and then select the application to share and click on the **Share** button. It will then appear to all participants as a “read-only” window.



TIP: Sharing works best if each person is using the same screen resolution (i.e. 1024 by 768 pixels)

To give remote participants write access to what you have shared, *click on the **Allow Control** button*. The participant will need to double click on an area of the document to try and take control. The owner will then get a message asking “would you like participant to take control of the program” and it will have a button that says, **Accept or Reject** this function. This will enable the remote participant to take control of your application. **Note:** Only one person at a time can have control of the application. Each time you collaborate this message will appear. While you are collaborating, you can see everything the other person is doing when they have control of the shared application. *To stop the person who has control, press ESC key.*

VIAVIDEO MULTIPOINT DATA COLLABORATION

Doing a data collaboration in a multipoint is done the same way as the above instructions.

There are a few things to remember.

- You cannot data share if you are in a multipoint with a conference room, only Viavideos.
- The first person that starts the multipoint from their desk or from being setup by a video person is the person in charge of the data share. You have to share a document first and then when you are done do not click the off button on your data share panel just close your share window and then the other person can share applications from their desk.
- If you click the off button of your data share at anytime you will not be able to establish a data share again unless you drop the call and make a new connection.