Marratech guide

This is needed to be able to participate in a Marratech meeting:

- **Hardware**
  - o Web camera (optional but recommended)
  - o Headset (a digital headset with USB connector is recommended)
- **Marratech software** (download for free from the web, see below)

At marratech.com you can read about recommended Cameras, Headsets and other Peripherals. Most cameras require that a driver is installed at the computer before the camera can be connected. Follow the manufacturer's instructions.

Marratech software

When both camera and headset are installed it is time to install the Marratech software. The software can be downloaded from Marratech's website under *Download* (http://www.marratech.com/download - 32 MB). Run the installation file and follow the instructions. Use the suggested settings if you are unsure of which settings you should have.

After installing the Marratech program, launch the program and make sure that your audio settings are correct. You find the audio settings under Tools > Options.

Click on the tab Audio to access the settings. Depending on the type of headset you use please choose the correct option under output/input. If you use a digital USB-headset these settings are normally adjusted automatically. Note! incorrect audio settings may cause to faulty sound and echo / noise for other participants. Therefore it is very important that you check these settings prior to each meeting. After finishing the settings you can click on the Test button to test the microphone / speakers.
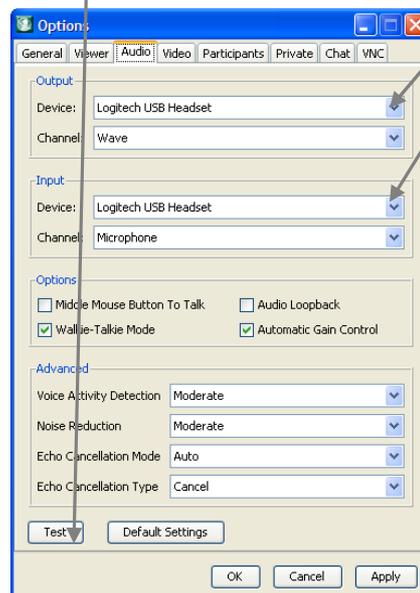
Firewall settings
Sometimes the firewall needs to be configured to allow Marratech. Go to
www.marratech.com and *Support* and then *Network and Firewalls*.

Test the program
Use one of Marratech's public rooms at www.emeetingportal.com to see that
everything is working properly. Click on the name of a room and run the file
Connect.sdx. The Marratech program does not have to be running in advance. If it is
working the word *Offline* will no longer be displayed in the title list.

Start the meeting
Go to the website http://marratech.hj.se:8000 where the School of Health Sciences'
rooms are listed. Click on the link *info* at the room you want to join and then the
button *Join e-meeting…* The School of Health Sciences has three Marratech rooms:
Marratech1, *Marratech2* and *Marratech3**.

* If you are unsure of which room that is booked you should check this before you join a room. This
  can be checked at http://schema.hj.se/?bolag=hhj&lang=en, choose *Marratech#* in the drop down
  menu *Room* and click *Show schedule.*

When you have joined the meeting room you must manually activate the camera,
press the camera button. You have to press the microphone button while you are
talking to be heard by the others. **Hint**: if you want to look the button for a longer
time hold down CTRL key and click on the microphone.

Chat
Marratech has a chat where you can write to the other participants. The input field is
in the lower right corner.

Private communication
You can have a private conversation with a participant. Click the *P button* at the
participant you want to talk to. A new tab with the persons name appears in the chat.
When you click this tab only this person can hear what you say and see what you
write in the chat. If you wish to mute the audio from the other participants you can use
Mute Public Audio (middle/third mouse click).

Tools in Marratech
The workspace used to present and comment documents and images is called
Whiteboard (WB). This can also be used to taking notes and sketching. A WB page
can be saved to be opened in Marratech at another occasion. There are two
alternatives: *Save* (save all WB pages) and *Save page* (save current page).

To see the WB click the tab in the lower left corner.

The *Markup pen* is useful to mark text and images in a document.
Hint: Hold down *shift* to mark in straight lines

If you for example want to show a PowerPoint presentation to the other participants

you can click *Lead Page Changes* . The other participants will automatically

follow when you change WB page (not if they too have activated *Lead Page Changes*).

Some useful drawing tools is *Selection, Text, Freehand drawing, Lines, Arrows, Circles/ovals (hollow and filled), Squares/rectangles (hollow and filled), Group objects* and *Ungroup objects.*
Hint: Hold down *shift* to make straight lines/arrows and true circles/squares.

Click on the button 🆃 to use the text tool and then click on the workspace where you want to start writing. You may drag the right margin to set the desired width, the text will automatically wrap to the next line.

All documents/files that are opened create a new WB page per page in the document/file. (To open the document/file on the current WB page use *Import* instead of *Open*). Navigate through the WB pages by using the drop down menu of by the

arrows next to it. `Release Notes.pdf - page 2` ▾ ◀ ▶
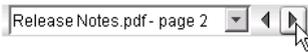
Open/Import documents and files
When you open a Word document or a PowerPoint presentation you can choose to open all pages or a range of pages from it. PowerPoint presentation can also be scaled to smaller or larger size.

Handle WB pages
Under *Document* in the menu there are several functions to handle the WB pages. You can create new pages, rename pages, clear pages (erase all content but keep the page), delete current page and delete pages (delete multiple pages).

A detailed description of all the Marratech software functions is available at Marratech's website: http://www.marratech.com/userman/client_61/