OpenMeetings 2.0

Administrator's manual

June 2012

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In this manual we will focus on only one menu, the 'Administration' menu, everything else has been widely explained in the user's manual.

Home 👻	Recordings 👻	Rooms 👻	Administration 👻
			Users Manage users and rights
			Connections Manage connections and kick users
			Usergroups Manage usergroups
			Conference rooms
			Configuration Manage system settings
			Language editor Manage labels and wording
			LDAP Manage LDAP and ADS configurations
			Backup Export/Import System Backups

Figure 1 – Administration menu

OpenMeetings

1. Managing users

In this window you can edit the parameters of existing users. Do not forget to save your changes by clicking environment You can also remove service users or add new ones.

By default, every new user will have the user status. In the 'User level' drop down, you can assign the user the role of 'moderator' or 'administrator'.

Remember to assign the user to one or more usergroups (see point 3.)

If SIP is enabled, you here can enter the parameters for the user (name, password and authentication ID).

Finally, this is where you can determine in advance whether or not the user's data will be shown to its contacts. The user can of course change these settings in his profile page.

📄 🌸 🛸 渊 0 - 50 of 2 M 4 50 User details User ID First name Last name Login Login Pag Title/first n Mr lcer-01 Last name Timezo Etc/GMT (Iceland, Uni english Check time th Email a Birthday 22.06.2012 Street/N Post code/ Country United Kingdom of G he 😂 Enabled User leve User Address Group-01 Usergroup SIP account settings O SIP settings for each use Re-generate SIP data SIP use SIP pas SIP auth ID Community settings Show contact data to everybody Show contact data to contacts only Show contact data to nobody My offerings My interests

Figure 2 – Managing users



2. <u>Managing connections</u>

OpenMeetings Open-Source Web-Conferencing										
Home 👻	Recordings 👻	Rooms 👻	Ad	ministration 👻						
0 - 50 of 2							50	\$	M	
Stream ID	La	ogin		Connected since	Room / Scope	Unenrole user		e user		
71	Administrator		25.06.2012 11:00	hibernate Unenrole us		e user				
72	User-01			25.06.2012 11:19	hibernate		Unenrole	e user		

Figure 3 – Managing connections

Here you can see all the people connected to the system and decide to disconnect them. In this case, the person will be ejected from the system but he may still be able to reconnect.

3. Managing usergroups

Home 👻	Recordings 👻	Rooms 👻	Adm	inistration 👻				
0 - 50 of 2	1 50	\$		📄 💠 💈 🍃	×			
Usergroup	ID	Name						
1	Group-01			Usergroup				
2	Lobby			Name		Group-01		
				Users				4
				User		0 - 100 of 2	100	÷ 🕨 🕅
							User	D
						User-01 [User-0	1,]	*
						Administrator [A	dministrator,]	*

Figure 4 – Managing usergroups

As already explained above, a usergroup is a group where you can place users. A user can of course be part of several usergroups. In this case, when connecting to the system, a dialog box will ask to what group he wants to connect (if he wishes to change groups, he must first disconnect from the system).

Users of a group only access rooms created for that group, not the rooms created for another group.

In this menu you can see which users is part of what group(s), add or remove users from a certain group and create new groups.



4. Managing rooms

Home	- Reco	ordings 👻	Rooms 👻	Adr	ministration	- . .					
Search					Search	😑 🌩 🎓 渊					
0 - 50 of 2	2		1 1 50		\$ ▶ ₩	Conference roo	ms		Users i	in this room	
ID		Name			Public						
4	My confer	ence room (fo	or 1-16 users)	false		Name	test room		ID	Login	D
11	test room			true		Participants	16	\$			
						Туре	conference (1-25 users)	\$			

This is where you can edit, delete and create meeting rooms.

When creating a room, after entering the room name, choose the number of participants allowed. There is no limitation in the software, it will rather depend on your server and bandwidth.

Next, define the type of room (conference room, restricted room or interview room) and whether the room is temporary (it will be removed when it is closed) or not.

A conference room is a room where everyone shares his camera and microphone, has access to the whiteboard and can manage files. The session recording records the whole screen.

A restricted room is a room in which users must ask permission to share their camera and where they do not have access to files. The session recording records the whole screen.

An interview room is a room where only two users can share their video and audio (there may be more than two users in the audience and the moderator will then enable or disable the cameras and microphones) and in which there is no whiteboard. The recording session only records video and audio.

Regarding moderation, if you do not check

Conference	rooms		U	Users in this room					
Name	test roo	m		ID	Login	D			
Participants	16		\$						
Туре		ence (1-25 users)	\$						
	contere	ence (1-25 users)	*						
Comment									
	_			Ioderation					
Appointment	room 🔲			Inderated	moderated, any us	ers with a			
Usergroups	S			moderator or a	administrator level set to moderator w	access are			
Public		to the room only users of that		enter the room		nen uney			
usergroup	have access t	to it							
Usergroups			- C	efault moderators	5	4			
ID	l	Jsergroup		Super ID	Name Er	mail D			
1 Group-0			*						
Limitations									
Demo room									
Demo time									
Rights									
Allow user qu	estions 🗹			IP-Settings					
		any user from disturbing you in	this	The conference automatically of OpenXG RP		is			
Audio only ro	om 🗐			IP number					
1 Turn this	flag on and the	users will have only the audio	option	IN					
and no vie bandwidth		ence room. This can bee good i	to save C	wner ID	0				
Room termin	nation setting	js							
Close room									
Exit URL									
If the root	m is closed use	ers will be redirected to the exit	URL.						
Allow recordin	ng	X							
Layout optic	ons								
Hide topbar									
Hide chat									
Hide activities									
Hide files exp									
Hide actions r Hide screen s									
Hide whiteboa	-								
Show micro s									

Figure 5 - Managing rooms

this box, the first person to enter the room becomes the moderator. If the box is checked then a user will stay a simple user. You can also designate someone as default moderator of the room by clicking on the green cross and by selecting the user from the list.

You can then check or uncheck the box 'Allow user questions' and 'Audio only room'. Explanations for these check boxes are given on the same page.

'*Close room*': you can close the room to prevent users from entering (you can still reopen it later) and specify a URL, to which any user trying to enter the room will be redirected (do not forget to include the prefix http:// before the address, otherwise it may not work).

The remaining options speak for themselves and need no further explanation here.



5. Configuration

This is the system configuration window, and the first thing to do after installing an OpenMeetings server.

We will see some of the available parameters.

The first parameter, 'crypt_ClassName' lets you choose the type of encryption for passwords. By default the system uses MD5 as php. You can change this or write your own, in this case be careful because passwords already encoded in the system will no longer work.

The third key 'allow_frontend_register' enables or disables the button 'Register' in the login window. By setting this key to 0, no one will be able to create an account in the system.

The fourth key 'default_group_id' determines in which usergroup the new registered user will be by default.

Keys 6-11 are used to configure the system for sending emails.

The 12th key 'application.name' contains the name of the application name (default: 'OpenMeetings') which appears in some posts and in emails sent when creating an event in the calendar.

The 13th key 'default_lang_id' contains the system's default language number (in this case, one for English). The ID of each

Ope	nMeetings	K	
Open-Sou	Recordings - Roon		
0 - 50 of 67	Kecordings V Koon		
ID	Key	Value	* * *
1	crypt_ClassName	org.openmeetings.utils.cr	Configuration
2	screen_viewer	4	
3	allow_frontend_register	0	Key
4	default_group_id	1	Value
5	default_domain_id	1	
6	smtp_server		Last update
7 8	smtp_port	25	Updated by
9	system_email_addr email_username		
10	email_userpass		Comment
11	mail.smtp.starttls.enable	0	
12	application.name	OpenMeetings	
13	default_lang_id	1	
14	swftools_zoom	72	
15	swftools_jpegquality	85	
16	swftools_path		
17	imagemagick_path		
18	sox_path		
19	ffmpeg_path		
20	office.path	C 101	
21	jod.path	/jod/lib	
22 23	rss_feed1	null	
23 24	rss_feed2 sendEmailAtRegister	0	
24	sendEmailWithVerficationCo		
26	default_export_font	- TimesNewRoman	
27	default.rpc.userid	1	
28	red5sip.enable	no	
29	red5sip.room_prefix	400	
30	red5sip.exten_context	rooms	
31	sip.enable	no	
32	sip.realm		
33	sip.port		
34	sip.proxyname		
35	sip.tunnel		
36	sip.codebase		
37	sip.forcetunnel	true	
38	sip.openxg.enable	no	
39	openxg.wrapper.url		
40 41	openxg.client.id		
41 42	openxg.client.secret openxg.client.domain		
43	openxg.community.code		
44	openxg.language.code		
45	openxg.adminid		
46	sip.language.phonecode	+32	
47	sip.phonerange.start		
48	sip.phonerange		
49	sip.phonerange.currentindex	0	
50	sip.phonerange.conference.		
51	default.timezone	Europe/Berlin	
52	show.facebook.login	0	
53	default.quality.screensharing	1	
54	default.dashboard.tab	0	
55	dashboard.show.myrooms	0	
56	dashboard.show.chat	1	
57	dashboard.show.rssfeed	0	
58	show.whiteboard.draw.statu		
59	max_upload_size	1073741824	
60	number.minutes.reminder.s		
61		4	J
62		4	
63 64	calendar.conference.rooms. use.old.style.ffmpeg.map.or		
64 65	exclusive.audio.keycode	123	
66	ldap default id	0	
67	inviter.email.as.replyto	1	
	inviter ternalitasi epiyto		

language can be found in the file 'languages.xml' in directory 'webapps / OpenMeetings / languages'.

Figure 6 – Configuration window

The three following keys concern swftools. This tool will convert the documents to .swf. 'swftools_zoom' is used to adjust the number of dots per inch when converting and, as its name suggests, 'swtools_jpegquality' indicates the quality for jpeg images.

Keys 16 and 21 are keys in which you must specify the path to the different tools needed for the proper functioning of OpenMeetings.

The 22nd and 23rd keys allow you to specify addresses to retrieve RSS feeds; the feeds will appear in a new tab 'News' which appears on the home page. You also need to set the 57th key 'dashboard_show_rssfeed' to 1.

The 24th and 25th keys are related to emails sent to new users. 'sendEmailAtRegister' determines whether an email should be sent when a user registers on your system, the second 'sendEmailWithVerficationCode' indicates whether a confirmation link must be sent to the user who registers for the first time in the system. The user needs to click that link for his account to be activated. It is obvious key 25 doesn't make sense if key 24 is not activated.

Key 26 is used to determine which font to use when exporting images of the whiteboard; it is obvious that the font must exist on the server.

The 27th key indicates which user is RPC, default user ID is 1, the one that was created during installation.

Keys 28 to 50 concern the integration and activation of SIP (protocol for connecting IP telephony). The integration of SIP will be explained in a future manual.

Key 51 'default.timezone' specifies the default time zone of the system.

Key 52 'show.facebook.login' shows (or not) a 'Facebook' button on the login screen that allows the user to log into the system using his Facebook ID.

The 53th key 'default.quality.screensharing' is used to indicate the quality of screen sharing, values are 0: greater number of frames per second, no resizing; -1: No resizing; -2: size = 1/2 of the selected part; -3: size = 3/8 of the selected part.

Key 55 'dashboard.show.myrooms' is used to display or hide the 'My room' tab on the homepage.

Key 56 'dashboard.show.chat' is used to display or hide the 'Chat' tab on the homepage.

If activated, the 58th key 'show.whiteboard.draw.status' displays for a few seconds the name of the user who is currently drawing on the whiteboard. This name is not displayed on the screen of the person who is drawing but only on the screen of all other participants.

Key 59 'max_upload_size' sets the maximum size (in bytes) of the files you want to upload on the whiteboard.

Key 60 'number.minutes.reminder.send' is the time (in minutes) before a scheduled meeting via the calendar to which send a reminder email to all participants. No reminder is sent if the value is zero.

Keys 61 'user.login.minimum.length' and 62 'user.pass.minimum.length' are used to define the minimum required length of the username and password (for security reasons it may be good to increase the minimum length of the password).

Key 63 'calendar.conference.rooms.default.size indicates the default number of participants in a conference room set up via the calendar.

Key 64 'use.old.style.ffmpeg.map.option', if placed at 1, uses the old format (0.0) of the map option in FFMPEG.

Key 65 'exclusive.audio.keycode' is where you can define which key to use to give the exclusive audio in a room, the default code is 123 which corresponds to the F12 key (F1 being 112).



Key 66 'ldap_default_id' controls whether the ldap domain is displayed by default in the login window.

The 67th and last key 'inviter.email.as.replyto' determines whether the e-mail address of the person who created the event in the calendar is placed in the 'answer' field in the e-mail that is sent to participants for the invitation.

If you change a configuration value, remember that most of these parameters require the administrator to log off for the changes to take effect.

6. Language editor

This is where you can edit the text that appears in OpenMeetings, both in menus, icons or tooltips. If you make changes, remember to export the file, it will be called 'english.xml' by default. If you need to reinstall the system, simply import that file to apply all your changes.

Home 👻	Recordings 👻 Ro	ooms 👻 Administration 👻		
🕆 💥			You need to logout for any changes to update	
Language	english	Export Import	🚍 👍 👙 🞇	
Search		Search	Field values	
0 - 25 of 1492		M 4 25 🗘 🕨 M		
Label ID	Label name	Value	Label ID	
1	conference	Conference	Label name	
2	meeting	Meeting		
3	classroom	Events	Label value	
4	settings	Settings		
5	benutzer	Profile		
6	admin	Administration		
7	stop	Stop		
8	record	Record		
9	nofile	No file available		
10	recordbyteacher	Record by teacher		
11	connectedusers	Connected users		
12	startconf	Start a conference		
13	myname	My name		
14	videoconference	Video conference		
15	import	File upload		
16	refreshfiles	Refresh list		
17	tomainfile	To main file		
18	newpoll	new poll		
19	newpollheader	A new poll for the conference		
20	question	Question		
21	polltype	Type of poll		
22	create	Create		
23	infomessage	Each connected user receives a m		
24	creatpoll	Create a poll		
25	cancel	Cancel		

Figure 7 – Language editor

The default path for language files is: webapps/openmeetings/languages'.

To apply the changes, you must disconnect and reconnect to the system.



7. <u>Ldap configuration</u>

This window lets you choose the configuration file for logging in via LDAP or AD. There is a configuration file in the directory 'webapps/OpenMeetings/conf'.

If you check the 'Add domain to user name' box, the domain name (must be indicated in the field below) will automatically be added after the name of the user when he connects to the system.

OpenMeetings ncing	
	Config C

Figure 8 – Ldap configuration

8. System Backup/Restore

The last options menu allows you to backup or restore your system. Remember to check the 'Include uploaded...' box if you want to include the session recordings and uploaded files in your backup. As indicated in the window, the system configuration is not saved nor are language labels (see point 6. Language Editor) you can export/import them via the editor in a file like english.xml.

		gs						
Home 👻	Recordings 👻	Rooms 👻	Administration	÷.				
Backup t as the la system,	as the language labels. Because those values are imported with the system installer. To update your system, export your old system (1) re-install into a new database the new package (2) and import the backup file again (3). The backup should be imported before generating data in the newly installed							
Include uploaded files and recordings in backup System Import System Backup Max upload size 1024 HB [max_upload_size = 1073741624 Bytes]								
		Figure 9 -	Backup/Res	store				