

System Requirements

It is recommended that one of following styles be chosen: either chalk & board writing or tablet writing. Two different hardware setups are specifically designed to fit the two teaching styles.






Chalk & board style

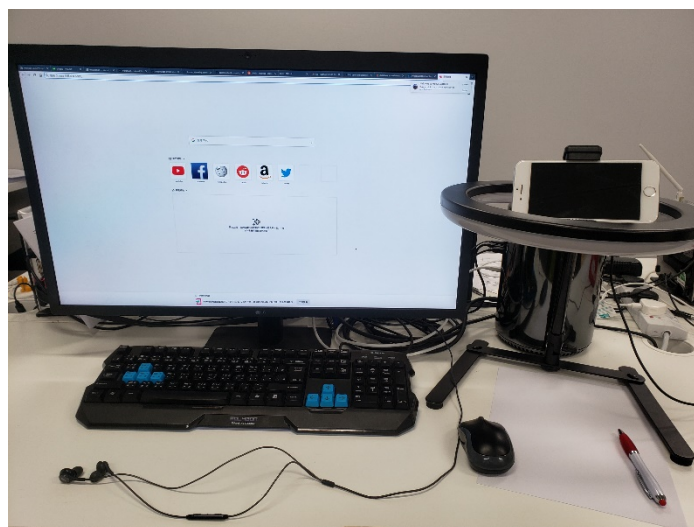
For users who prefer chalk & board style, it is recommended to use a mobile phone as visualizer while you write on a piece of paper to show your work.

Hardware requirement

- A desktop computer
- A smartphone
- A stand (provided by Canotta)
- Paper & pen
- (Optional) External microphone / headset
- (Optional) A web cam connected to desktop computer

Software requirement

- For desktop, either:
 - Latest version of Mozilla Firefox  : <https://www.mozilla.org/en-US/firefox/new/>
 - Latest version of Google Chrome  : <https://www.google.com/chrome/>
- For Android phone, either:
 - Latest version of Mozilla Firefox  : <https://play.google.com/store/apps/details?id=org.mozilla.firefox>
 - Latest version of Google Chrome  : <https://play.google.com/store/apps/details?id=com.android.chrome>
- For iPhone, latest version of Safari 






Tablet style

For users who prefer a mobile solution, you can directly write on a tablet.

Hardware requirement

- A tablet
- (Optional) A tablet pencil
- (Optional) External microphone / headset

Software requirement

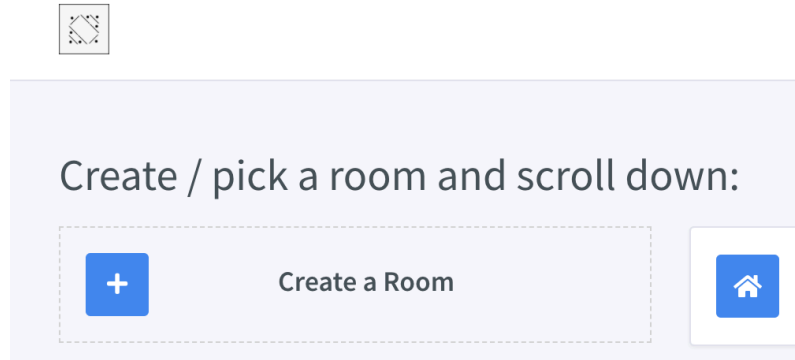
- For Android tablets, either:
 - Latest version of Mozilla Firefox  :
<https://play.google.com/store/apps/details?id=org.mozilla.firefox>
or
 - Latest version of Google Chrome  :
<https://play.google.com/store/apps/details?id=com.android.chrome>
- For iPad, latest version of Safari 



Create your room

Step 1: Log in to Everymeet account

Step 2: On the home page, click on 'Create a Room'



Step 3: Enter room name. Change the settings if needed. Click 'create room' to complete action.

Create New Room

Generate an optional room access code

Mute users when they join

Require moderator approval before joining

Allow any user to start this meeting

All users join as moderators

Automatically join me into the room

You will be free to delete this room at any time.

Step 4: Room info will be shown on the home page. Copy and share the link to meeting participants.

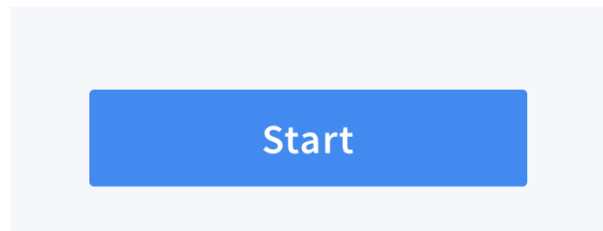
Room info:

2 Meetings | 0 Room Recordings

Copy this link and send to participants

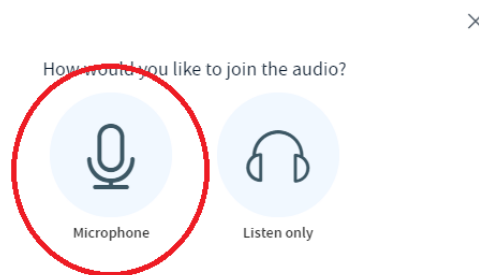
Start a meeting

Step 1: Click on the 'start' button or go to the link

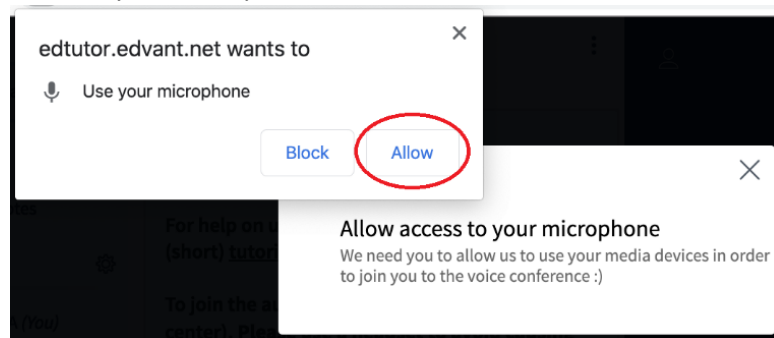


Step 2: turn on your microphone for the tutorial class.

- Click Microphone

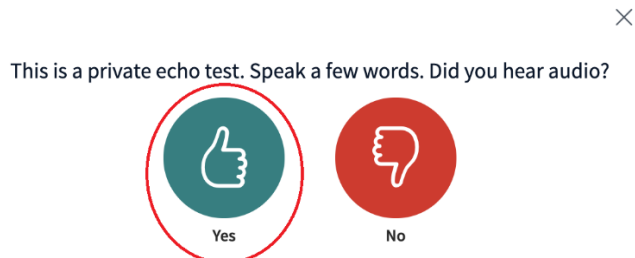


- Allow your browser to use your microphone.



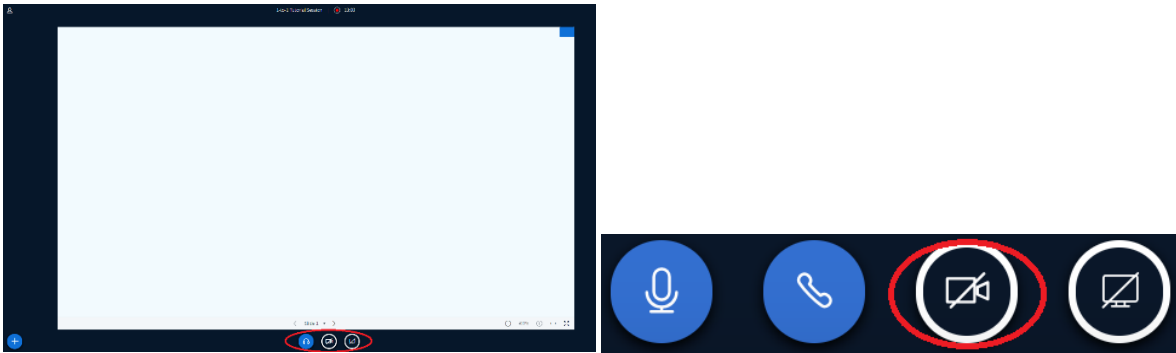
The screen may look slightly different depending on your system.

- Speak something to test your microphone. If you hear your own voice, your microphone is functioning correctly. Press Yes to continue.

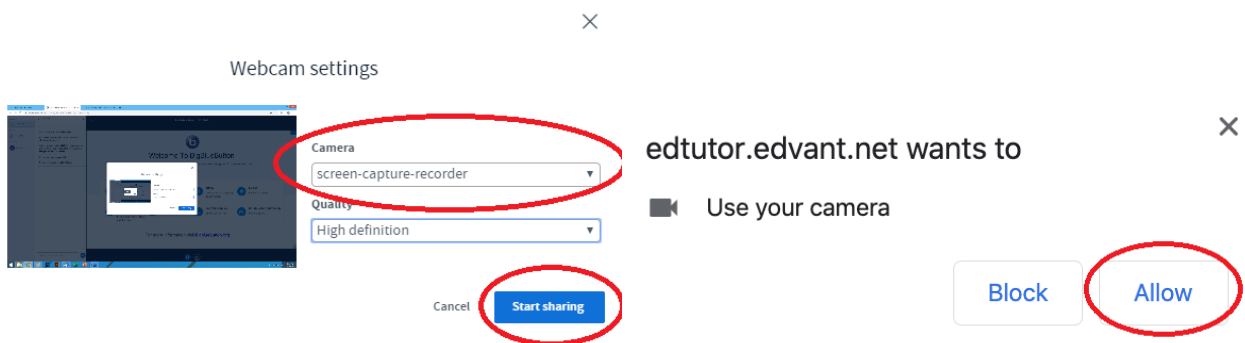


Step 3: turn on your webcam.

- At the bottom of your screen, there are a few circular buttons. Click the camcorder button to turn on your camera.



- If your computer or tablet has multiple cameras, please choose the one you prefer using (e.g. front camera when using a tablet or phone). For quality, you may choose 'high quality' or 'high definition' for better video quality. Note that this may turn your computer sluggish or incur network charges. Click Allow to let the browser use your camera when prompted.



- Check the preview on the left. Click Start sharing to let the viewers see the webcam video.

Note: You can turn off your microphone or webcam temporarily using the circular buttons



For chalk & board style...

For users who prefer the traditional chalk & board style, each apparatus serves a different purpose:

- Paper & pen replaces chalk & board in traditional teaching
- Mobile phone and stand work as visualizer to show the speaker your writing
- Desktop computer let you hear and see the speaker's voice and writing

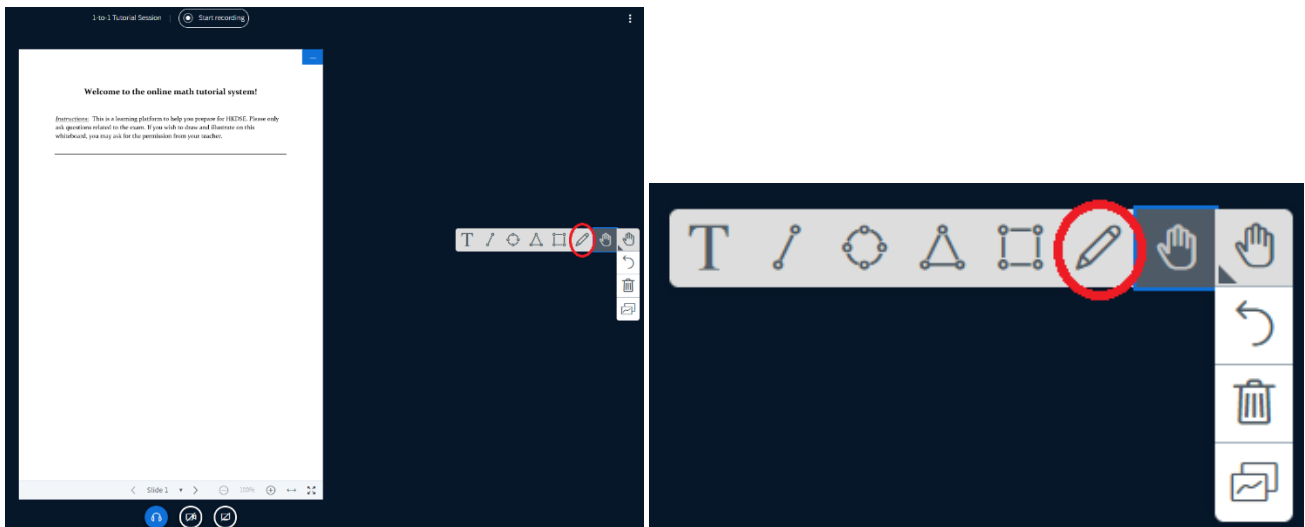
When a lesson starts, please do the above steps 1 to 5 on your desktop computer. Then, repeat steps 1, 2, 3 and 5 on your mobile phone to turn it into a visualizer.

For tablet style...

For users who prefer tablet style, the tablet can become a shareable whiteboard while letting you communicate with the speaker at the same time.

Step 1: Inform the speaker to enable your drawing and writing function.

Step 2: Choose the pen tool to write on the whiteboard. You can also change the colour of your writing.



Step 3: Click the trash bin button to clear the screen if required.

FAQ & enquiry

Q: When I logged in to the system, it said that my browser is too old or did not support the service. What should I do?

A: Our online video conference system may not support some kinds of browsers. Hence, we only recommend users to access to our system by the latest version of Firefox or Chrome.

Q: The video stream is a bit stuttering and I cannot hear what the speaker said.

A: Most likely there is a speed problem with your internet access. The short-term way to handle with this problem is to lower the resolution of video stream, or even close it. However, we suggest replacing it with a better source of internet access, or try to check if there is any limitation or blockage of the video conference system by your device.

Q: I could not hear the speaker, or vice versa. What should I do?

A: It might be due to microphone has too low voice or other problems. We suggest you performing the echo test strictly before lesson begins – during the test you should be able to hear your voice loud and clear. If not, check with your device and microphone status or even replace it with another one.

If you need more help, you may reach our help desk +852 3565 6379 within the following hours.

Monday to Friday: 0900-2100 (except public holidays)

Saturday and Sunday: 1100-1800

Service will not be available during public holidays.