

Basic Information

EasyConf Connect

EasyConf Connect will allow remote participants to be fully integrated into the meeting running EasyConf. With EasyConf Connect you can have a meeting in your local room, initiate voting sessions, provide video and audio streams and **fully include remote participants** sitting at home or another office into the running meeting. This means they will be able to follow everything that is shared from the room and they are able to activate the microphone to address the room as if they were physically present. This also includes being able to vote and chat (in later versions) with fellow participants.

The PC system that has the MVI software installed will make a connection to the device that the remote participant is using which can be a **Windows** device running Windows 10 (PC/laptop/tablet), an **Apple** device running the latest version of iOS or an **Google** tablet/phone running at least Android version 10. There are 2 ways to accomplish this, either via our managed **MVI Hosting** service or the **Self Hosting** service.

MVI Hosting

With the MVI Hosting service, we manage the server that distributes the audio/video/metadata from the server running the meeting to the remote participants. This server should **always be situated in the country of the client** therefore adhering to local laws and making sure the data never leaves the country. MVI tries to facilitate this server in the country of the client. Important note: Outside the EU, it may not be possible for us to run a server in your country due to local laws (China,...). This means MVI hosting will not be possible, and self-hosting must be used instead.

The server is a rack mounted server situated in a data center and has sufficient performance and internet bandwidth to accommodate the requirements. The MVI Hosting also includes a Microsoft Exchange email address used to send out the invitations to the remote participants.

Key points:

- Completely managed high performance server running on a high bandwidth internet connection so it can be reached by all participants
- Secured using officially signed CA root certificates through LetsEncrypt.

- Fully encrypted data going from the room to the remote participants

MVI Hosting parameters are generated by an online licensing server, the same one that also creates licenses for use of the software. These parameters are an integral part of the license and cannot be changed or modified. To enable the MVI hosting, after you purchased the correct license for your system, please follow the guidelines in the article **[EasyConf Connect - MVI Hosting Setup \(https://www.mvi-audiovisual.com/manuals-documentation/mvi-hosting-setup/\)](https://www.mvi-audiovisual.com/manuals-documentation/mvi-hosting-setup/)**. The entered license will include all the MVI Hosting parameters.

Self Hosting

With the advanced Self Hosting option, we will provide the executables needed to implement your own EasyConf Connect Server for an annual fee. This means that **you will be responsible** for the server, installation, performance, network bandwidth and **signed certificates** that need to be present. Please be aware that connecting remote delegates can have a huge impact on your internet connection.

We can provide this service for large corporations with extensive networking knowledge and infrastructure. This advanced feature is usually not applicable for the regular council chamber or city council.

Key points:

- all the data will run on a private network
- you have complete control over the server performance, backup and network/internet connection
- security certificates will be provided by the customer

For a guide on how to install the Self Hosting, after you purchased the correct license for your system, please follow the guidelines in the article **[EasyConf Connect - Self Hosting Setup \(https://www.mvi-audiovisual.com/manuals-documentation/self-hosting-setup/\)](https://www.mvi-audiovisual.com/manuals-documentation/self-hosting-setup/)**.

Settings

The settings for EasyConf Connect consist of multiple parts. First, the licensing and server part which is embedded in the actual license and transmitted to the local server when the license key is entered and activated.

Parameters include:

- Connect server DNS and port
- Email server settings

- Max number of active delegates

These settings are fixed and cannot be easily adjusted after the license has been installed. There are however several parameters which can be adjusted after activation such as bitrates, resolution, video and audio stream selection, if automatic upgrades are allowed and also the email template that is used to send out the invitations to the delegates.

For most of these settings, please see the menu EasyConf -> Admin -> EasyConf Connect. EasyCam also has some settings concerning the video and audio parts. All these settings are explained in detail in this knowledgebase under and

Usage

Using EasyConf Connect is very simple. There is really little else needed than to send out an **email invitation** to the remote delegate. These invitations are triggered in the EasyConf Control template Connect from the default template selection.

The actual email address of the remote participant can be entered in several ways but the 2 most important ones are through the **meeting excel sheet** or directly in the **Connect template page**.

The screenshot displays the EasyConf Connect interface. At the top, it shows meeting details: Meeting start time: 14:48, Total present: 20, Total absent: 44, Current active speakers: 1, and Current in request: 1. The main area is divided into several sections:

- Video:** A large video window showing James Wilson, Mission Consultant, wearing a headset. Below the video, it says "Current seat / delegate: Seat 1: James Wilson" and "Window Main Screen With Overlay".
- Present:** A list of delegates seated at the table:

Seat 1	James Wilson
Seat 10	Charles Thompson
Seat 11	Christopher White
Seat 12	Daniel Harris
Seat 13	Matthew Sanchez
Seat 14	Anthony Clark
Seat 15	Mark Ramirez
Seat 16	Donald Lewis
Seat 17	Steven Robinson
Seat 18	Paul Walker
Seat 19	Andrew Young
Seat 2	Robert Anderson
Seat 20	Joshua Allen
Seat 3	John Thomas
Seat 4	Michael Taylor
- EasyConf Connect:** A section with "Local" and "Via EasyConf Connect" buttons. Below it is a list of delegates with a "Send invitation to all" button and a "Send" button for each delegate. The list includes: Larry Moore, William Moore, Ethan Nelson, Ryan Nelson, Douglas Nguyen, Edward Nguyen, and Benjamin Davis.
- Current delegate:** A form for entering delegate information:

First name	James
Last name	Wilson
Middle Name	
Title	Mission Consultant
Group	United Nations
Email	j.wilson@un.com

The left sidebar contains navigation icons for HOME, AGENDA, MICROPHONE, VOTING, SPEECH TIME, CAMERA, DELEGATES, RIGHTS, WEB, and CONNECT. The bottom left corner shows the date and time: 31/01/2022, 10:13.

Next to the delegate name there is a small **pen icon**. You can click it to open a new window in which you can enter the email address. Afterwards you can click on **Send** and the email will go out to the delegate. The delegate can then open this invitation in his email client and on the

device he wants to use (PC, laptop, mobile, tablet). Please find the individual options explained in the **EasyConf Connect Application Settings (<https://www.mvi-audiovisual.com/manuals-documentation/category/easyconf-connect/connect-application-settings/>)** menu.