C H A P T E R 8

Using FarSite with CiscoRemote Plus

You can use the FarSite application to hold conferences between computer users at different locations. Using FarSite, you can have all meeting participants link their computers and view and work with the same documents on their computer screens at the same time, and discuss and annotate documents as the meeting progresses. You can also set up a conference call so that participants can discuss the documents viewed on screen. People can join the document conference by connecting over a network or via a modem.

When you use FarSite, you record the information you want presented during a conference in a workbook. A FarSite workbook consists of pages of text, charts, and graphics to be viewed. During the document conference, the person hosting the meeting shares the workbook with the group. Each participant can then display or alter workbook pages, mark up images, or highlight important items. Participants can also open other applications on their computers and share these documents as well. Even though participants may be many miles apart, everyone attending the electronic meeting can see what's being presented on screen and participate in discussing and revising it.

To hold a FarSite document conference, you must make the following preparations:

- Have access to a network or data conferencing service that can establish computer links between multiple computers at the same time.

- Have a modem or modems for connecting remote users.

- Gather the access phone numbers and contact those who should participate.

- Create a workbook consisting of the information you want to share.

- Plan when the conference will take place, and plan a concurrent telephone conference call between participants if discussions are to be held during the conference.

- Have the participants join the conference.

- Share the workbook containing the conference information.

This chapter briefly introduces the basics of setting up FarSite and outlines how to make workbooks and hold a conference. For more information about FarSite, see the online help or refer to the document *CiscoRemote Plus Administrator Guide,* which is available on the CiscoRemote Plus CD.

Setting Up Farsite

You can configure FarSite to work from a remote location, connecting to a network via a modem. You can also configure the application to run over a network.

Configuring FarSite for Use with a Modem

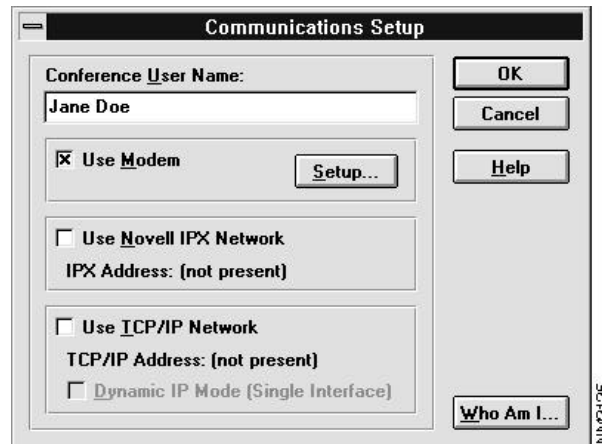Take the following steps to configure FarSite for use with a modem:

Step 1   Click on the **FarSite** icon in Net Launcher.

The FarSite window opens.

Step 2   Select **Communications Setup** from the Conference menu.

The Communications Setup window opens. (See Figure 8-1.)
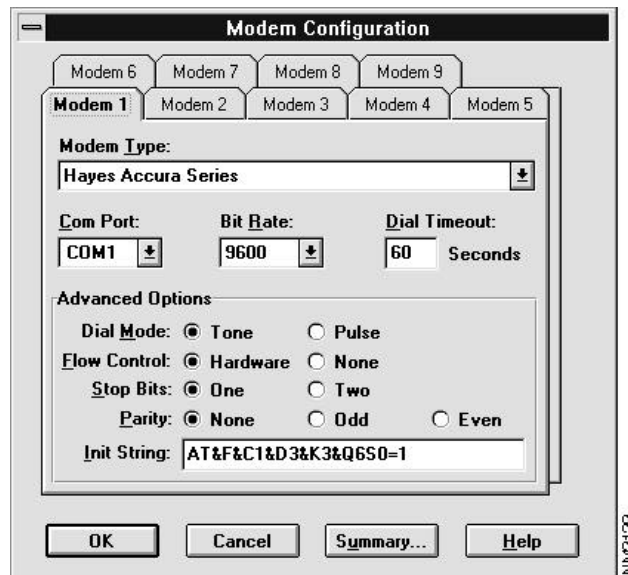
Figure 8-1   Communications Setup Window

Step 3   Click on the **Use Modem** checkbox to select it (an X should appear).

Step 4   Click on the **Setup** button.

The Modem Configuration window opens. (See Figure 8-2.)

Figure 8-2   Modem Configuration Window

Only one modem setup is required, but you can set up different configurations for up to nine modems.

Step 5   Click on the **Modem 1** tab, if necessary.

Step 6   Click on the arrow in the Modem Type field to see a list of modems. Select the name of your modem from the list.

Step 7   Select the communication port to which your modem is connected in the Com Port option.

Step 8   Select the speed at which your computer and modem communicate in the Bit Rate field, if necessary.

Step 9   Click **OK**.

Step 10 Click **OK**.

A message appears asking you to exit FarSite and restart your computer.

Step 11 Click **OK**.

Step 12 Restart your computer.

FarSite is now set up to communicate using your modem.

Configuring FarSite for Use on a Network

You can configure FarSite to work with Novell IPX and TCP/IP networks. See your network administrator for information about what kind of network you have.

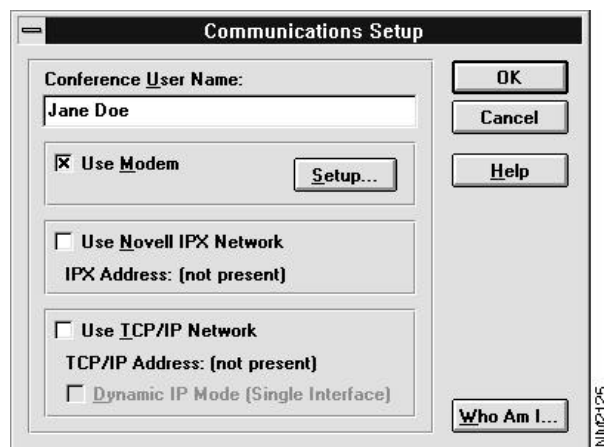Take the following steps to configure FarSite for use on a network:

Step 1 Click on the **FarSite** icon in Net Launcher.

The FarSite window opens.

Step 2 Select **Communications Setup** from the Conference menu.

The Communications Setup window opens. (See Figure 8-3.)

Figure 8-3   **Communications Setup Window—Network Options**

Step 3 Take one of the following steps to configure your connection:

- To configure FarSite for an IPX network connection, click on the **Use Novell IPX Network** checkbox.

- To configure FarSite for a TCP/IP network connection, click on the **Use TCP/IP Network** checkbox.

- Select the **Dynamic IP Mode** checkbox if you are using telephone access to a network service, or if your TCP/IP communications software is not configured for a host name.

Step 4 Click **OK**.

A message appears asking you to exit FarSite and restart your computer.

Step 5 Click **OK**.

Step 6 Restart your computer.

FarSite is now set up to communicate using a network.
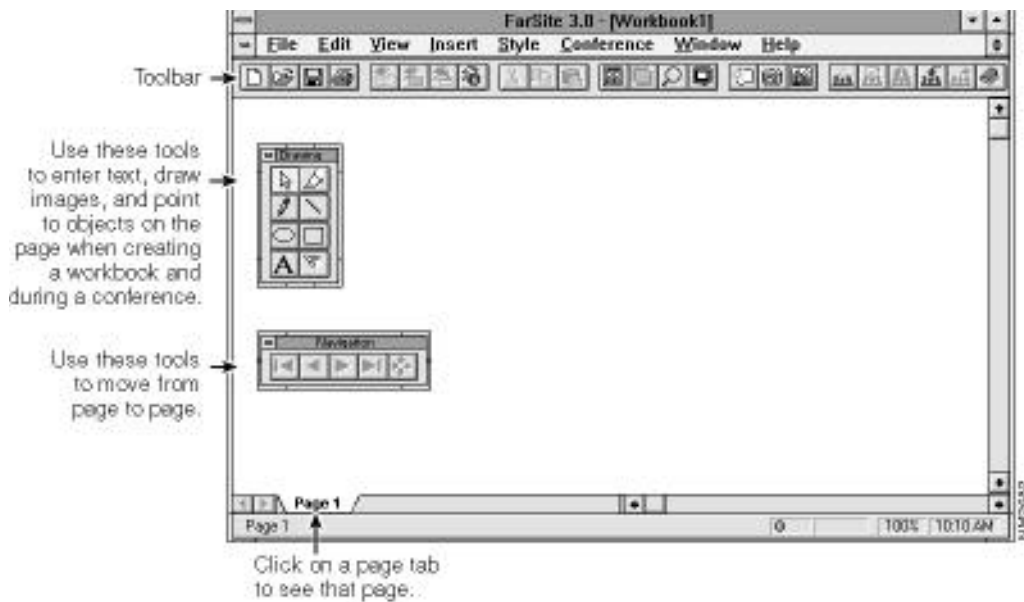
Creating a Workbook

When you open FarSite, a window with toolbars opens and you can create the pages of a workbook. A standard toolbar at the top of the window allows you to open, save, and print workbooks. You can also work with pages, capture screens and images, zoom in and out, and set up a document conference. A navigation toolbar allows you to flip from page to page in a workbook. A drawing toolbar provides the drawing and text tools you need to create text and images.

Take the following steps to create a FarSite workbook:

Step 1 Click on the **FarSite** icon in Net Launcher.

The FarSite window opens. (See Figure 8-4.)

Figure 8-4   **FarSite Window**

Toolbar →

Use these tools to enter text, draw images, and point to objects on the page when creating a workbook and during a conference.

Use these tools to move from page to page.

Click on a page tab to see that page.

Step 2 Create the information you want in the workbook.

- Use the drawing toolbar to create images and text, or copy and paste information onto the page.

- To insert a new page, click on the **Insert Page** button in the toolbar or select **New Page** from the Insert menu.

- To select a page to work on, click on the page's tab in the Workbook window.

- To move from page to page, click on the buttons of the Navigation toolbar.

- To zoom in on a page, click on the **Set Zoom** button in the toolbar or **Select Zoom** from the View menu, enter a zoom level, and click **OK**.

- To print a page, click on the **Print** button in the toolbar or select **Print** from the File menu.

- To delete a page, select **Delete Page** from the Edit menu.

- To rearrange the order of a workbook, click on the **Page Sorter** button in the toolbar. The Page Sorter window opens showing miniature images of your workbook pages. You can drag the pages to different positions to reorder the workbook.

- To capture a screen image, click on the **Insert Screen Captur**e button or select **Screen Capture** from the Insert menu.

- To insert an image from a file, click on the **Insert Picture** button in the toolbar, or select **Picture** from the Insert menu.

Step 3   When you have created your workbook, select **Save** from the File menu to save it.

Preparing a Conference

Holding a FarSite conference is similar to calling a meeting in a conference room. To call a conference, you create or arrange the meeting and invite others using the **Create** and **Invite** commands. When you have created a workbook, you become the conference provider; documents and modifications pass through your PC and can be viewed by all participants. The provider's computer must be connected during the conference for the conference to continue (other users may leave, if necessary).

There are several ways to establish a conference. You can hold a conference by calling a data conference service. At a prearranged time, all conference participants start up FarSite and select the name of the conference service provider from an address book. Once connected, the service provides both the data and audio portions of the conference.

You can give a data conferencing service the names and modem phone numbers of all conference participants. The service then calls and connects with participants' computers at the prearranged time.

You can establish a direct connection with other computers over phone lines and hold a FarSite conference with remote users. The computer that is the conference provider must have a modem for each remote computer to join the conference. You can configure FarSite to work with up to nine modems.

Take the following steps to create a conference:

Step 1 Establish the audio portion of the conference by setting up a conference call or calling other remote users on the telephone.

Step 2 Click on the **Create Conference** button in the FarSite window or select **Create** from the Conference menu.

The Create Conference window opens.

Step 3 Enter a conference name in the Conference Name field.

Step 4 Click on the **Password** button and enter a password if you want participants to enter a password before being able to participate in the conference.

Step 5 Click **OK**.

Next you invite the participants of the conference. The Address Book window opens.

Step 6 Select a name from the address book and click on **Invite**.

- To include a remote user on a different network segment or subnet, click on the **Remote** button, double-click on a participant's name, and click on the **Close** button.

- To include a remote user via modem, click on the **Address Book** tab and double-click on a name.

Step 7 Repeat Step 6 for each participant in the conference.

Step 8 Click **OK**.

An invitation to join the conference is sent to each invitee. Network users are contacted via the network, and remote users are contacted via modem.

Step 9 Click on the **Participants** tab to see when participants have joined the conference.

A checkmark appears beside the names of participants when they have joined.

Step 10 When all invitees have joined the conference, click on the **Close** button.

Step 11 The conference begins.

Joining a Conference

If you are not the conference provider, you can join a conference when you are invited.

Take the following steps to join a conference:

Step 1 Click on the **Join Conference** button in the toolbar or select **Join** from the Conference menu.

- If you are on a network, the Join Conference window opens listing the active conferences. Select the name of the conference you want to join and click on the **Join** button.

- If you are connecting via modem, the Join Conference window opens. Click on the **Address Book** tab, select the name of the conference provider, and click on the **Join** button. When the conference name window opens, enter the conference name and click **OK**.

Step 2 When you have joined the conference, click on **Close** and proceed with the conference.

Opening and Sharing a Workbook

When you are participating in a conference, you open a workbook and share it with other participants. Participants can only see the pages in a workbook that are designated as shared.

Take the following steps to open and share a workbook:

Step 1 Click on the **Open** button in the toolbar or select **Open** from the File menu.

Step 2 Select the workbook and click **OK**.

The Share Workbook Now window opens.

Step 3   Click on the **Share** button.

Step 4   Click **OK**.

You can now navigate the pages of the workbook using the navigation toolbar, and annotate and point to different items using the tools and pointer in the drawing toolbar.

Opening and Sharing an Application

When you are participating in a conference, you can open an application and share its documents with other participants.

Take the following steps to open and share an application:

Step 1   Select **Share Program** from the Conference menu.

The Application Sharing message window opens.

Step 2   Click **OK**.

Step 3   Start the application you want to share.

If the application is already running, click on the application window to activate it.

A message appears asking if you want to share the application.

Step 4   Click on **Yes**.

The application appears on the other participants' screens. To stop sharing an application and close it, select **Exit** from the File menu in the application. To stop sharing the application but keep it open, click on the **indicator** button in the title bar. A sharing message box appears asking if you would like to end the application sharing session. Click on **Yes.**

Ending a Conference

Any participant, except the conference provider, can leave a conference at any time and the conference continues. When the conference provider leaves the conference, the conference ends for all participants.

Take the following steps to leave a conference:

Step 1 Click on the **Leave Conference** button or select **Leave** from the Conference menu.

A message appears asking you to confirm that you want to leave the conference.

Step 2 Click on **Yes** to leave the conference.

A message appears asking if you want to retain a copy of the shared workbook.

Step 3 Click on **Yes** to keep a copy of the workbook; click on **No** to leave the conference without a copy.

Other Features

For more information about the many other features of FarSite, refer to the document *CiscoRemote Plus Administrator Guide,* which is available on the CiscoRemote Plus CD. FarSite's additional features allow you to do the following:

- Create address books of conference participants' names and remote access information, and create group addresses for sets of participants.

- Capture screen images, insert graphics, and place video images in a workbook.

- Set common frames of view for computer users with different sized screens.

- Save and print workbooks, and create private workbooks that you can share with other conference participants if you choose.

- Transfer pages of a workbook to other applications.