

BeamYourScreen User Guide for Mac



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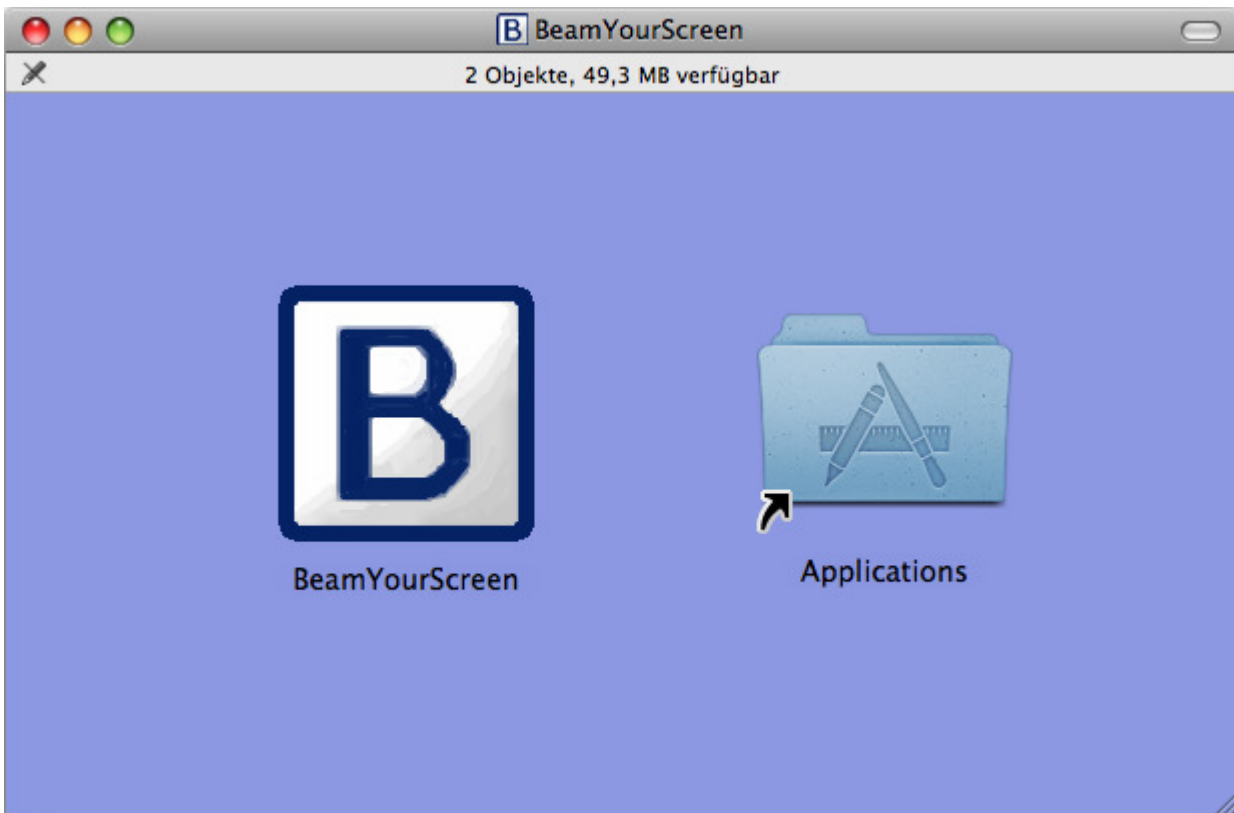
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Register an Account

BeamYourScreen is an easy-to-use software solution for a fast transmission of your computer screen. Participants do not have to register in order to join your BeamYourScreen session. However, to host a session, you have to be a registered user. To register an account, go to www.BeamYourScreen.com, click either on the **Free Trial** button and fill in all required fields or on **Shop** in the menu and purchase a license. The login details (user name and password) are needed to start a session and to log on to MyAccount. Upon completing the registration you will receive an email with a link to confirm your email address.

Install the Software

To install the software for Mac, click on the Mac link in the confirmation email that was sent to you. A website will open. Click on the **Download** button and save the software at a suitable spot on your Mac.



Once you have downloaded the software, please copy the file to your location of choice e.g. the program folder. To start BeamYourScreen, double click on the file. At this point the BeamYourScreen splash screen will appear in the center of your screen, as well as the **B** icon in both the dock and the menu bar:

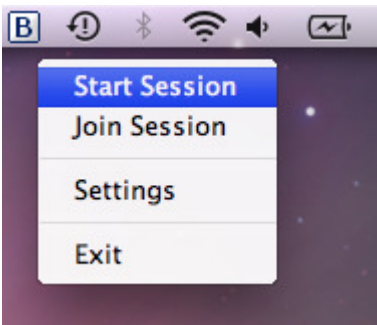


Click on the **B** icon in the menu bar (NOT the dock) and select Settings. On the Account tab you will be asked to provide your **User Name**, the **Password**, and **Your Name**.

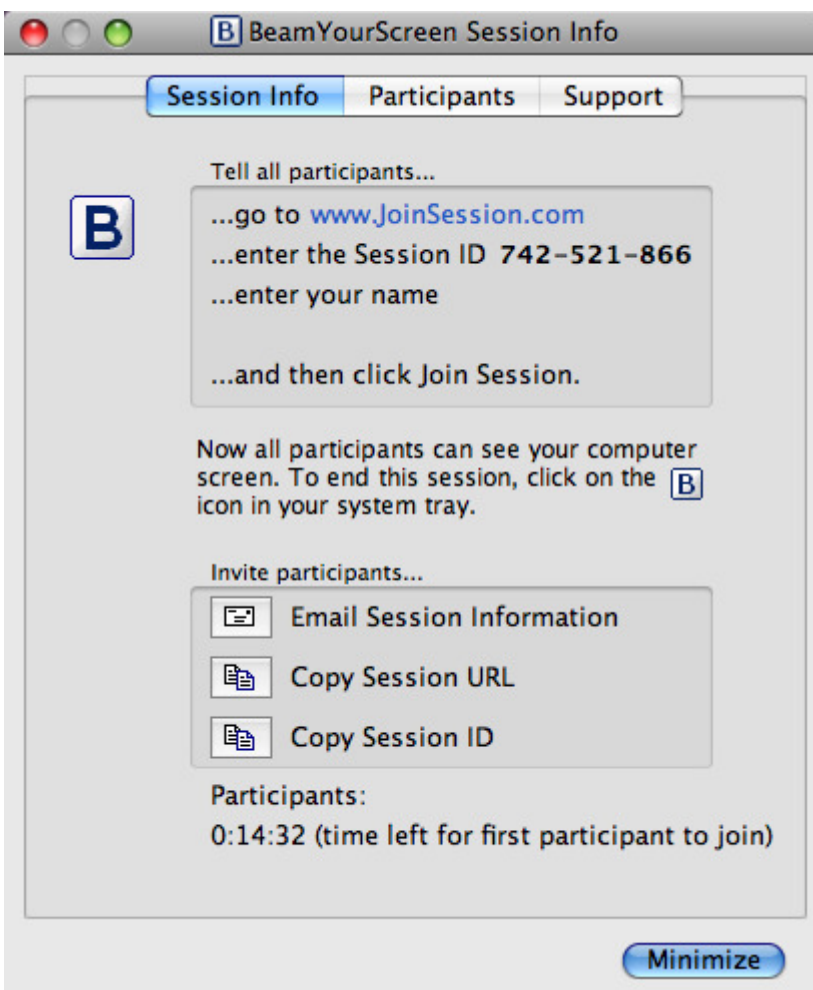
The screenshot shows a dialog box titled "BeamYourScreen Settings" with three tabs: "Account", "Connection", and "Support". The "Account" tab is selected. Inside the dialog, there is a blue square icon with a white "B" followed by the text: "To start a meeting, enter your username, password, and your name. If you don't have www.beamyourscreen.com and register." Below this text are three input fields: "Username (Email)", "Password", and "Your Name". To the right of the "Username (Email)" field is a link that says "You don't have an account?". To the right of the "Password" field is a link that says "Forgot your password?". At the bottom of the dialog are "Ok" and "Cancel" buttons.

Start a Session

To start a session, click the **B** icon in your menu bar and select **Start Session**.



Upon starting a session, a **Session Info** window will appear. The Session Info window contains information about the **Session ID** and the **Session Password** (if specified).



If your first participant has not joined within 15 minutes upon starting the session, the session will end automatically.


Inform your Participants

Ask your participants to go to www.Beam123.com and enter the session ID as well as their name and click on Join Session. As standard connection method the connection program for PC is chosen, they can also select the connection program for Mac or the HTML Viewer. For further information about the HTML Viewer please have a look at the chapter "HTML Viewer" in this document.


Session Login


Please enter the session ID and your name.

Session ID

Your Name 

Connection Method

Connection Program 


HTML Viewer 

If you password-protected your session, your participants will also be asked to provide a **Session Password**.

Session Login



Please enter the session ID and your name.

Session ID

Your Name 

Session Password

Please enter the session password.

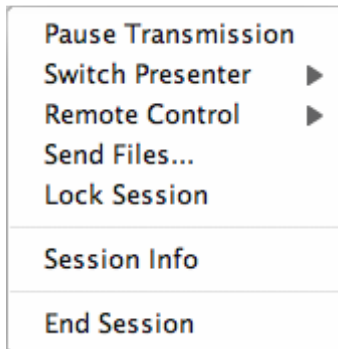
Your participants are now logged in to your BeamYourScreen session. Alternatively, you can invite your participants by email  or you can copy  and send the session link via instant message. In this case, your participants only have to click on the link to join your session. There is no need to enter the session ID and password manually.

HTML Viewer

Alternatively, your participants can join your session using the BeamYourScreen **HTML Viewer**. With the HTML Viewer there is no need for the participants to download any software since they view your screen simply through a website. Please note that the HTML Viewer was developed especially for online presentations. As a result, the feature set available with the HTML Viewer was optimized for this special use case and does not provide all the features available via the default login, e.g., participants who joined your session using the HTML Viewer can neither become presenter nor gain remote control. For a detailed description of the features of the HTML Viewer please look at the “BeamYourScreen HTML Viewer (PDF)” in the download section on the BeamYourScreen website.

Manage a Session

To manage your session, click on the **B** icon in your system tray. You will see the following menu:

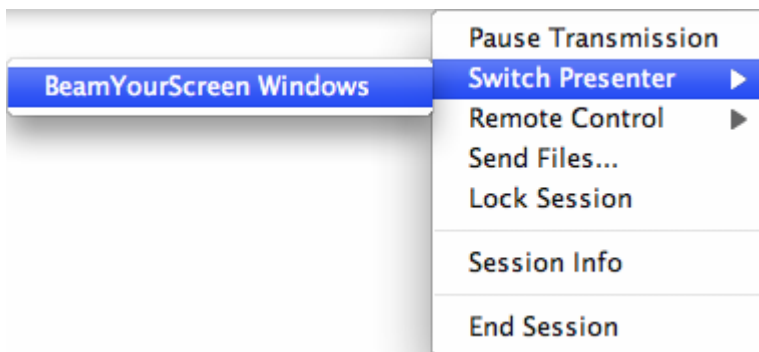


Pause Transmission

You can pause the transmission of your screen during a session in order to browse through confidential files or applications. To pause, click on the **B** icon and select **Pause Transmission**. When you want to continue, click on the **B** icon again and select **Continue Transmission**.

Switch Presenter

You can switch presenters to view the screen of another participant. To switch presenters, click on the **B** icon, select **Switch Presenter** and choose the participant who shall become presenter next.



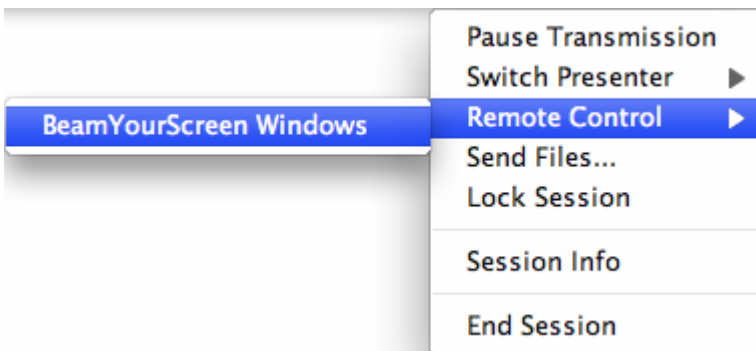
As session organizer you can reverse the presentation rights and become presenter again at any time.

In general, the participant who shows their screen has a red **B** icon, while participants viewing the screen of the presenter have a green **B** icon. Prior to showing their screen, the respective participant will always be asked whether they want to show their screen.

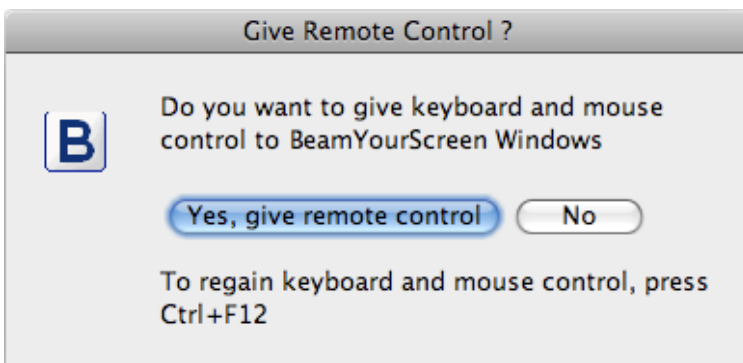


Remote Control

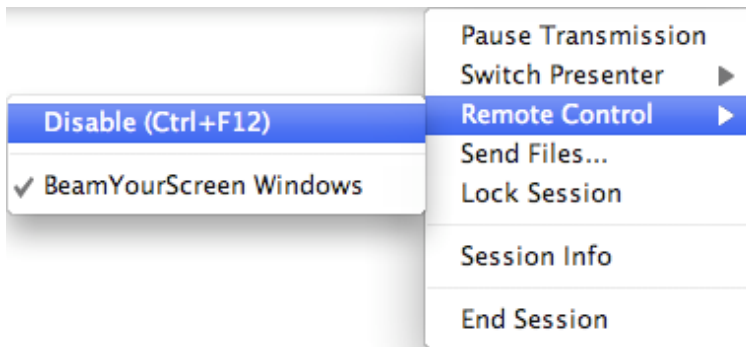
Once you are viewing your participant's screen, you can also take over the remote control of their mouse and keyboard. To request remote control, click on **B** icon and select **Request Remote** and the name of the user.



The participant from whom you requested remote control will receive a notification. Only if they accept your request, will remote control be enabled.



To disable the remote control, click on the **B** icon and select **Stop Remote Control**.



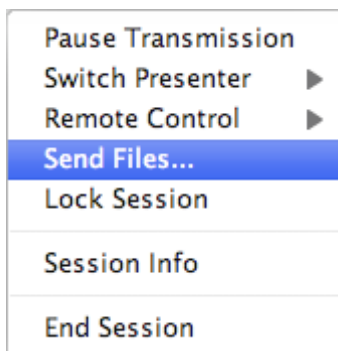
Alternatively, you can give remote control over your computer to any one of the participants. To enable remote control, you first need to be showing your screen, then click the **B** icon, select **Remote Control** and then the name of the respective participant. This will enable this participant to control your computer using their keyboard and mouse. The change in color of the **B** icon indicates the new mode.

To disable remote control, click on the **B** icon and select **Remote Control** and then **Disable** or alternatively press Ctrl+F12.

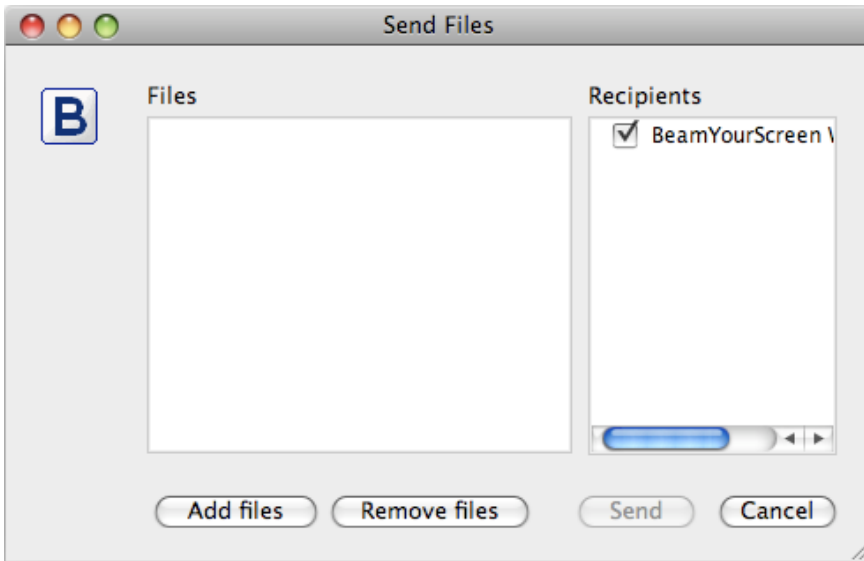
We recommend not using your mouse or keyboard while any of the participants has remote control of your computer.

Send Files

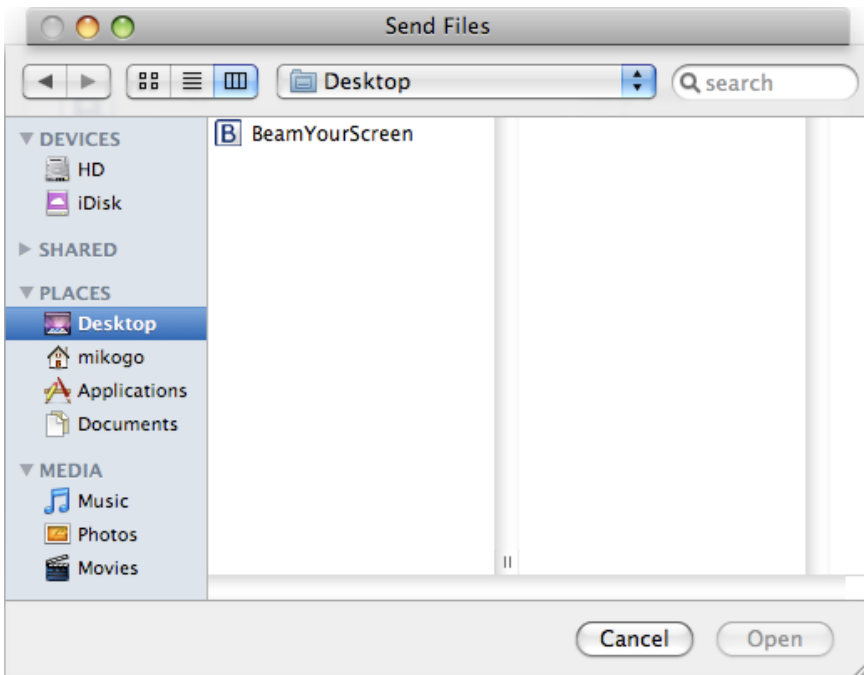
You can transfer files during a session. Click on the **B** icon and select **Send Files**.



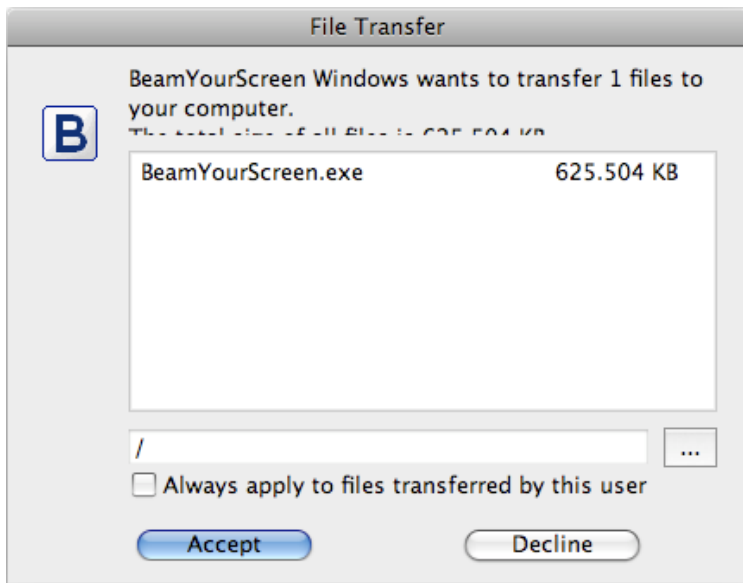
Upon clicking Send Files, a new window will open showing a list of all the participants as well as a list of all the files to be transferred. To add a file, click on **Add files**. By ticking the box left of the participant's name you can select to whom to transfer the file. You can send files to either all or only select participants.




Upon clicking Add Files, a new window will open where you can select the file you want to transfer to your participants.



Upon selecting the file and clicking **Send** your participants will be notified that you want to transfer a file. They can either accept or decline to receive the file. If they accept the file, they may select where to save the file on their computer.




Lock Session


You can lock the session to prevent others from joining your session. As a result, even an unauthorized user who came to know the session ID will not be able to join your session. In order to lock the session, click the  icon and select **Lock Session**.

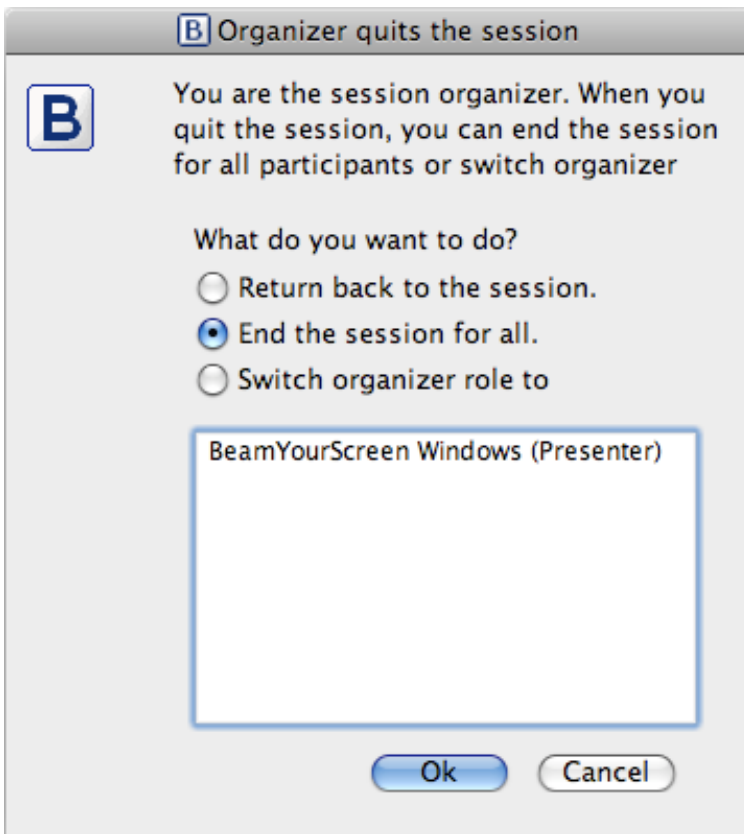
Switch Windows User

BeamYourScreen Version 3.0 will allow you during a session to seamlessly switch between administrator and standard users in Windows without ending the session. If you need administrator rights on the PC of the customer during a remote support session, you are able to switch users and log in remotely as an administrator.

End a Session

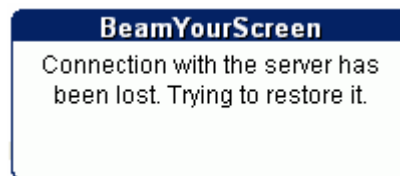
To end a session, click on the  icon and select End Session. Your participants will receive a notification that the session has ended.

If you are viewing your participant's screen, you can also end the session by clicking on the  icon in the upper right corner of your viewer window. A window titled **Organizer quits the session** will appear. Select **End the session for all**, if you want to end the session.



Automatic Reconnect

Some participants are connected wirelessly to the Internet, for example, via WLAN or UMTS. Wireless connections are not always stable, and can at times result in temporary disconnections from the Internet. With the new automatic re-connect function, a participant will be automatically reconnected to the BeamYourScreen session after a temporary interruption of the Internet connection. The participant who loses connection sees two blinking monitors in the upper right corner of the BeamYourScreen session window and a BeamYourScreen notification appears.



If a participant briefly loses Internet connection, BeamYourScreen will attempt to reconnect to the session. If the participant is back online within 3 minutes, BeamYourScreen will automatically reconnect to the session. Therefore re-entering the session ID is not necessary for the participant to reconnect.

MyAccount

To manage your account, go to www.BeamYourScreen.com, click on **MyAccount** and log in with your **User Name** and **Password**.

Under Passwords in the menu, you can change your Administrator and/or Organizer Password. Initially, both passwords are the same. You will need the **Administrator Password** to log on to MyAccount and the **Organizer Password** to start BeamYourScreen sessions.

If you forget your password(s), you can retrieve it by visiting www.BeamYourScreen.com. On the BeamYourScreen homepage, click on MyAccount and then the link **Forgot password?** located above the Login button. Enter your user name and click on the **Retrieve Password** button. Then check your emails and follow the instructions.

In MyAccount you can also access detailed **Statistics**, view and change your **Account Information**, **Billing Information**, and **Payment Information**, perform **Upgrades** and change your **Communication Settings**.

Support

We provide answers to the most frequently asked questions in the **Help** section on our website www.BeamYourScreen.com/help. In addition, we offer support by **Email**, **Phone**, and **Live Support Chat**.

Help Section: www.BeamYourScreen.com/help

Email: support@BeamYourScreen.com

Chat: www.BeamYourScreen.com/Chat

Phone: UK: +44-(0)208-099-7855

USA: +1-646-292-7142

Germany: +49-(0)621-7001-9980

Please feel free to contact us, should you have any questions.