

Quick Guide to the Marratech Client Software

This is a quick guide to Marratech, the system for video conferencing on the web, which we use for Virtual Grand Rounds at 99nicu.

This guide does not cover all aspects of the Marratech client software, but will help you through the first steps to install, launch and use Marratech.

Extensive information about Marratech is available on [the Marratech web site](#). There is also an introduction [movie](#) at Marratech.com.

If you will use Marratech from behind a firewall, it may need to be configured for Marratech. 99nicu is not able to support such configuration.

- Hospital networks - please consult the IT group in your hospital
- Home computer - consult your Internet provider. If you use software like Norton Internet Security, you may need to configure the software firewall.

Meet you on the web!

the 99nicu Team

Needed equipment

You need a computer with connected devices for in- and outgoing sound.

A headset or IP-telephone for Skype will probably work excellent.

An Internet video camera is not necessary but can be used. Other members attending the Round will be able to see you.

Download and install the Marratech client

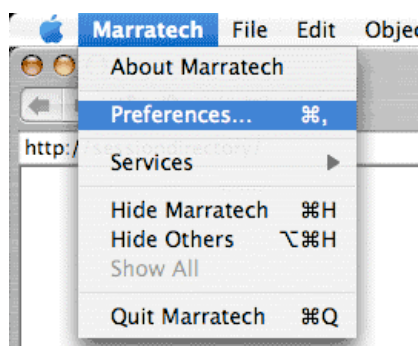
You need to download and install the Marratech client. Visit [the download page](#) at Marratech.com. Check that your computer meets the technical requirements and then download and install the client.

When Marratech is launched for the first time, it asks you to fill in your details.

- Name and location for you and your computer.
- Network and bandwidth of your network.
- Details about your video camera device.
- Details about your sound units.

The preference pane

Before using Marratech for the first time, please take a look in the Preferences pane, (under *Marratech* in the Macintosh client, and under *Tools* in the Windows client)



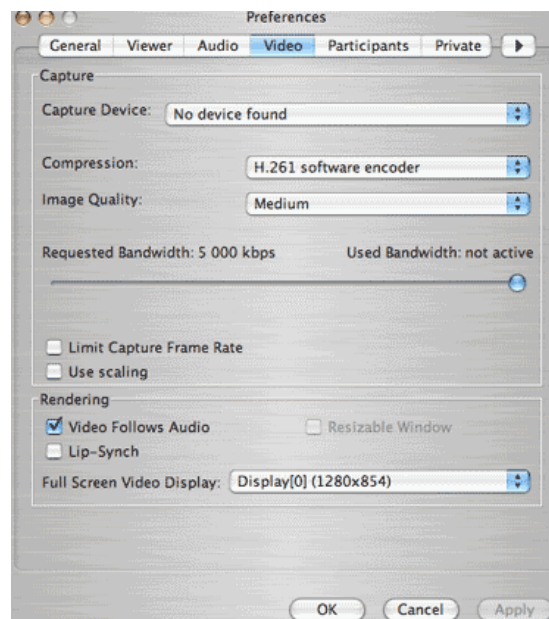
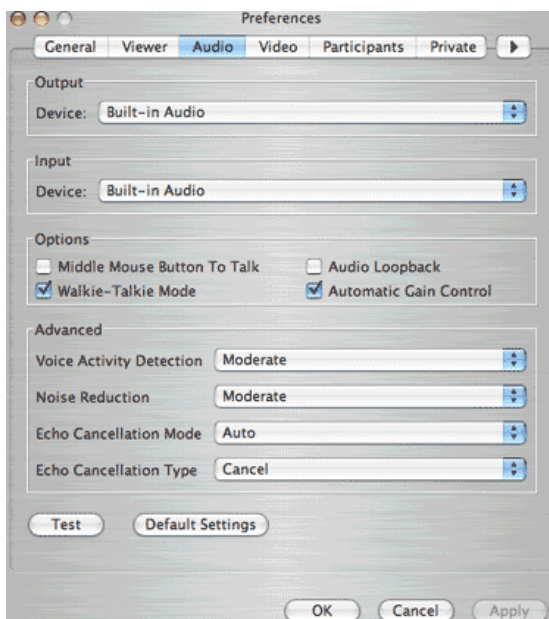
General preferences

Here you can change the identity information, which you entered when you installed the Marratech client.



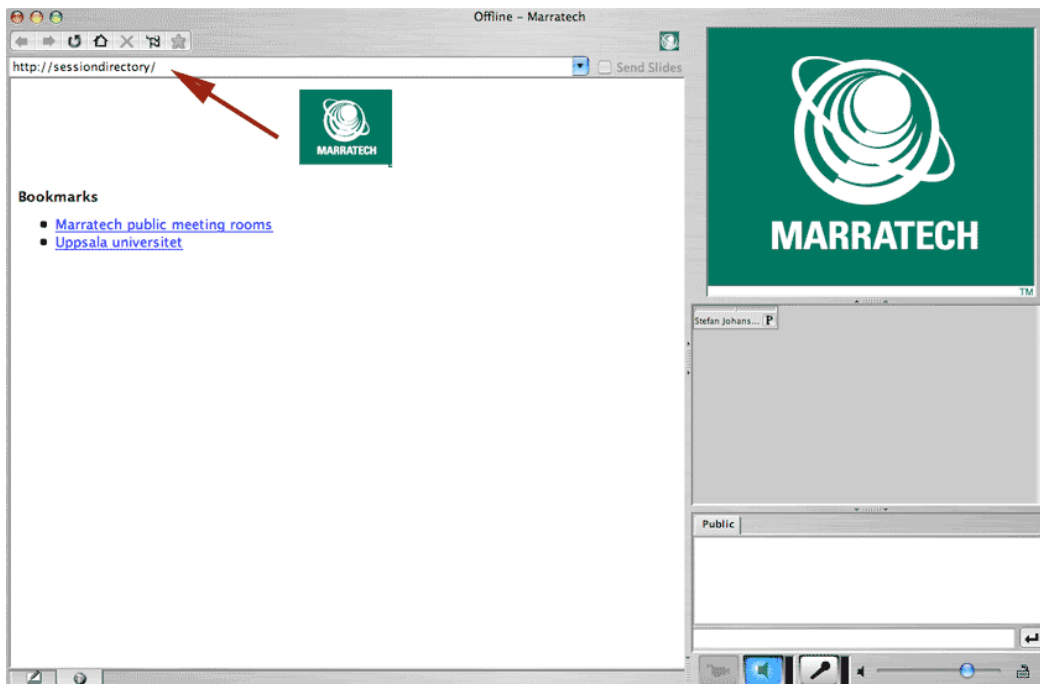
Audio and video preferences

Your settings for audio and video may need to be changed depending on the bandwidth of your Internet connection. If sound or video quality is not satisfactory, try changing these settings. For video - we advice the H.261 encoder and medium quality.

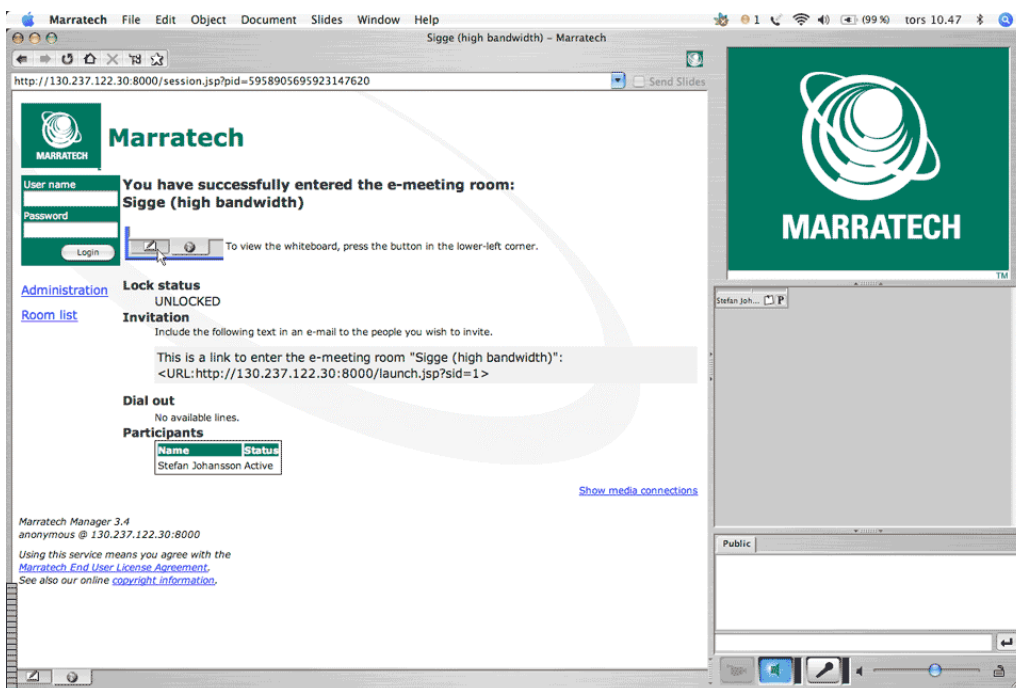


Access the Virtual Conference Room

Below is a picture of the main Marratech window. In the email that we send before the Virtual Grand Round, we include a web address, starting with <http://130.237.122.30...> Enter this URL in the address field (red arrow) and press Enter.



You have now successfully entered our Meeting Room, called SIGGE.



Using the Virtual Conference Room

Click on the Whiteboard to view text and images which will be presented (arrow 1).

Make sure that "Follow page changes" is selected (2). *Do not select "Lead page changes"!*

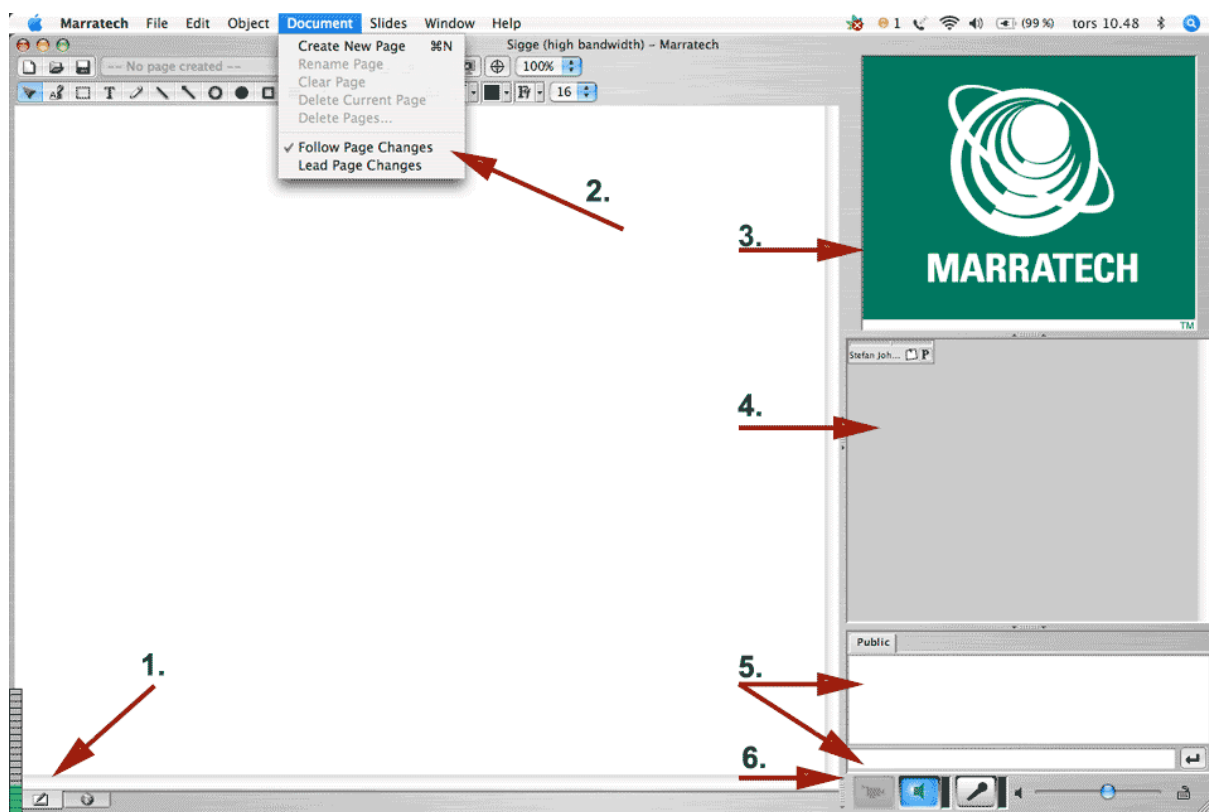
If the speaking member has a video camera, he/she will be shown in the top right square (3).

In the middle square, all visitors in the conference room is shown (4).

If you would like to enter a text/chat message, you can do that as well (5).

At the bottom right there are three important symbols (6):

- Those with a video camera click on the camera symbol to make the camera active. Click again and the camera is inactive. If the conference runs out of bandwidth, the moderator of the conference may ask video users to inactive their cameras.
- The loudspeaker symbol should be active; otherwise you will not hear the conference. Clicking on the symbol will alternatively mute and activate to incoming sound.
- Press the microphone symbol (click on it and keep pressing) when you want to speak. If you want to be online with audio all the time, ctrl-click on the microphone symbol and it will stay active.

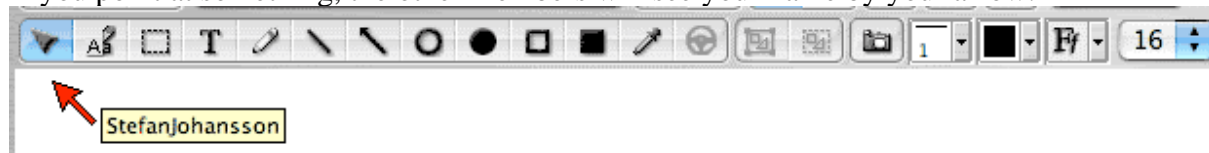


The White Board

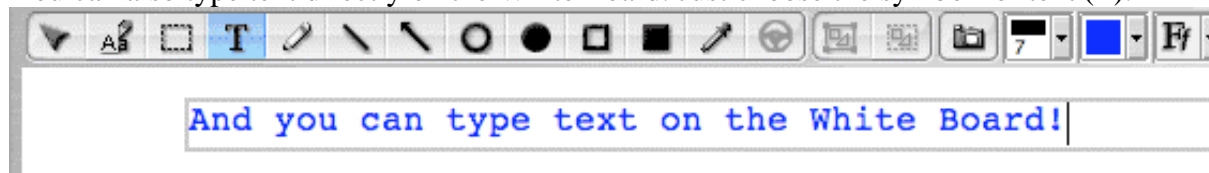
The white board has several function for interactivity.

You can point at things by choosing the arrow, the button most to the left.

If you point at something, the other members will see your name by your arrow.



You can also type text directly on the White Board. Just choose the symbol for text (T).



More information

This quick guide will make it possible for you to install, launch and use the Marratech client software for Virtual Neonatal Grand Rounds and Lectures.

If you want more information - please visit Marratech.com for further reading about functions and capabilities of Marratech.