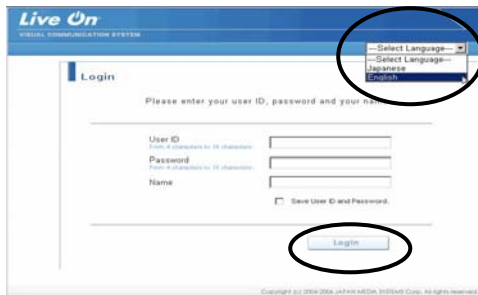


~ Live On Manual ~

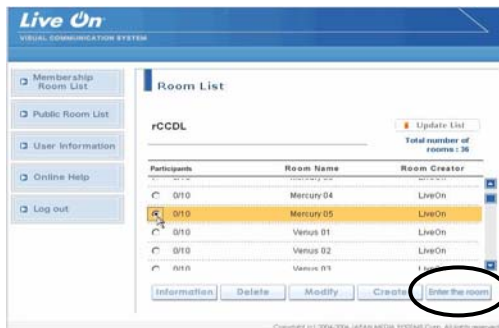
1. How to start up Live On

Login to start up Live On

1. Access
<http://nwtconfsrv.project.mnc.waseda.ac.jp/>
2. Choose **English** from the [Select language].
3. Input [User ID], [Password], and click **“Login”** at the bottom.



4. Choose a **“Room Name”** and click **“Enter the room”** at the bottom of right side.




5. **“Main Window”** of Live On will appear.



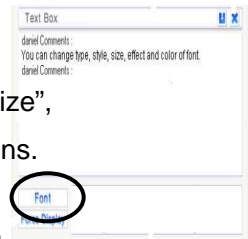
2. How to chat

Use “Text Box”

1. Click **“Text Box”** 
2. When you press **“Enter”**, the words you input at the bottom on “Text Box” will be displayed at the top of “Text Box”.
+Press **“Ctrl + Enter”**, when you want to make a new paragraph in the sentence space.

+How to change the font

1. Click **“Font”**.
2. Choose “Font”, “Font style”, “Font Size”, “Color”, “Script” and other decorations.



+How to show your messages to other members automatically

It is useful to show your messages to a member who doesn't open “Text Box”.

Click **“Force Display”** at the left corner at the bottom.

+How to save the messages on “Text Box”





1. Click the **“Save Button”** at the top of the right-hand side of “Text Box”.



2. Choose where to save the messages and name the title.
3. Click **“Save”**.
4. Please make sure to save your data before closing “Text Box”: otherwise your data will be lost.

3. How to cut off your voice

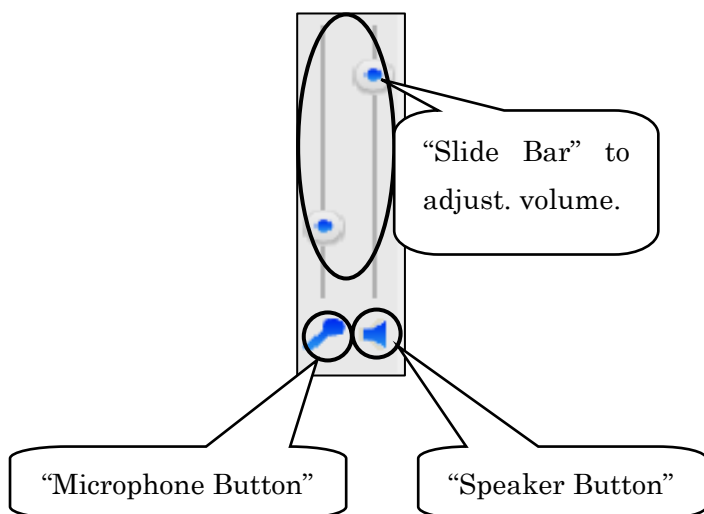
Use “Microphone” Button

1. Click “**Microphone**” Button at the left-hand side on the “Main Window”.
2. “Microphone” Button will change to .
3. While you can see , other members cannot hear your voice.
4. When you click  again, the “Microphone” Button will change to .



4. How to adjust sound volume

1. “Slide Bar” is above the “Microphone” Button.
2. Slide it up and down to adjust the microphone volume.
3. To adjust the speaker volume, use the “Slide Bar” above the “Speaker” Button, sliding it up and down same as case of microphone volume.



5. How to shutdown Live On Logout to shutdown Live On

1. Click “**Close Button**” at the top of the right-hand side on the “Main Window” of Live On.



2. Click “**Logout**” on the left menu of “Room List”.

