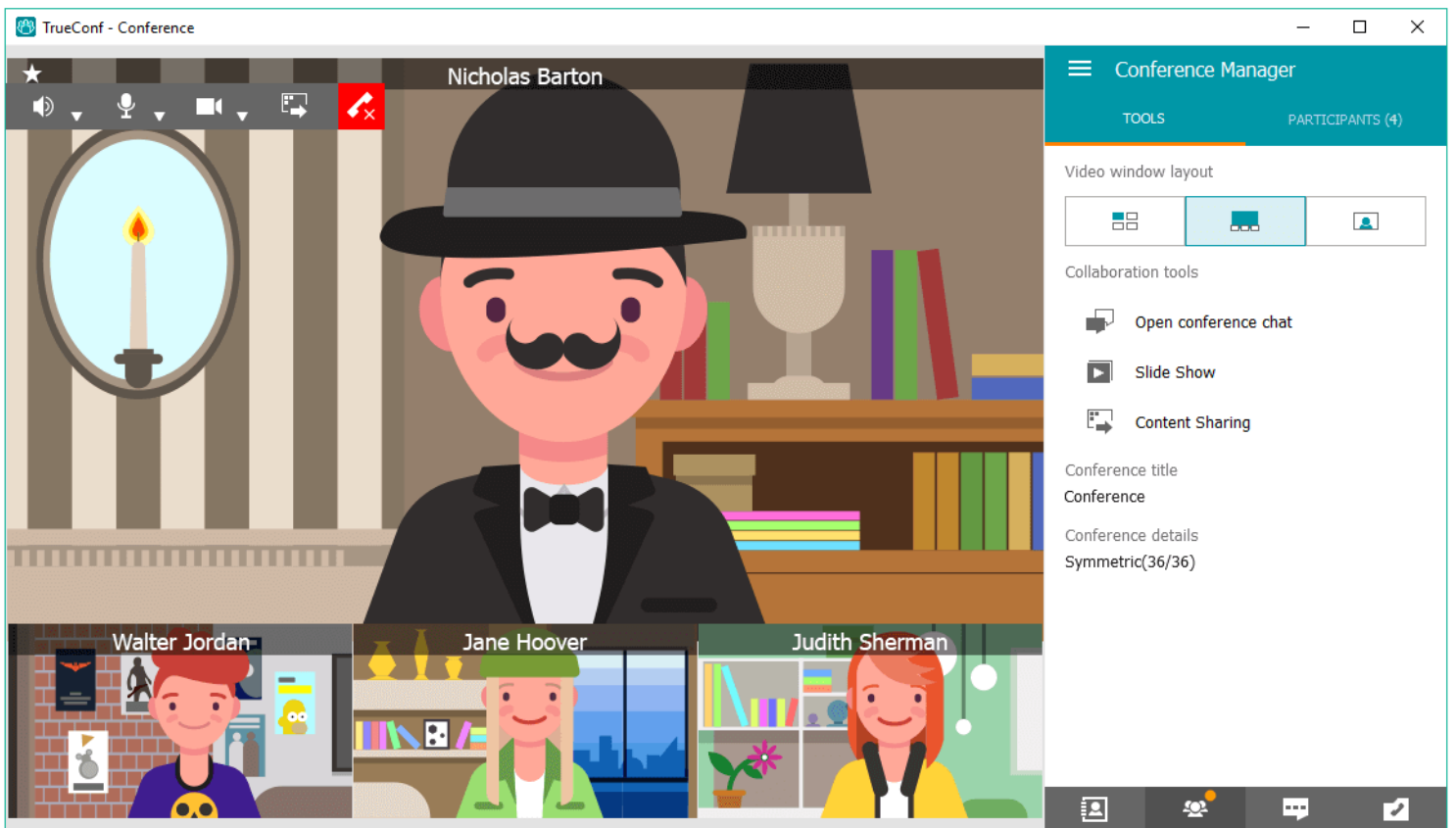




# TrueConf 7.3.2 for Windows

## User guide

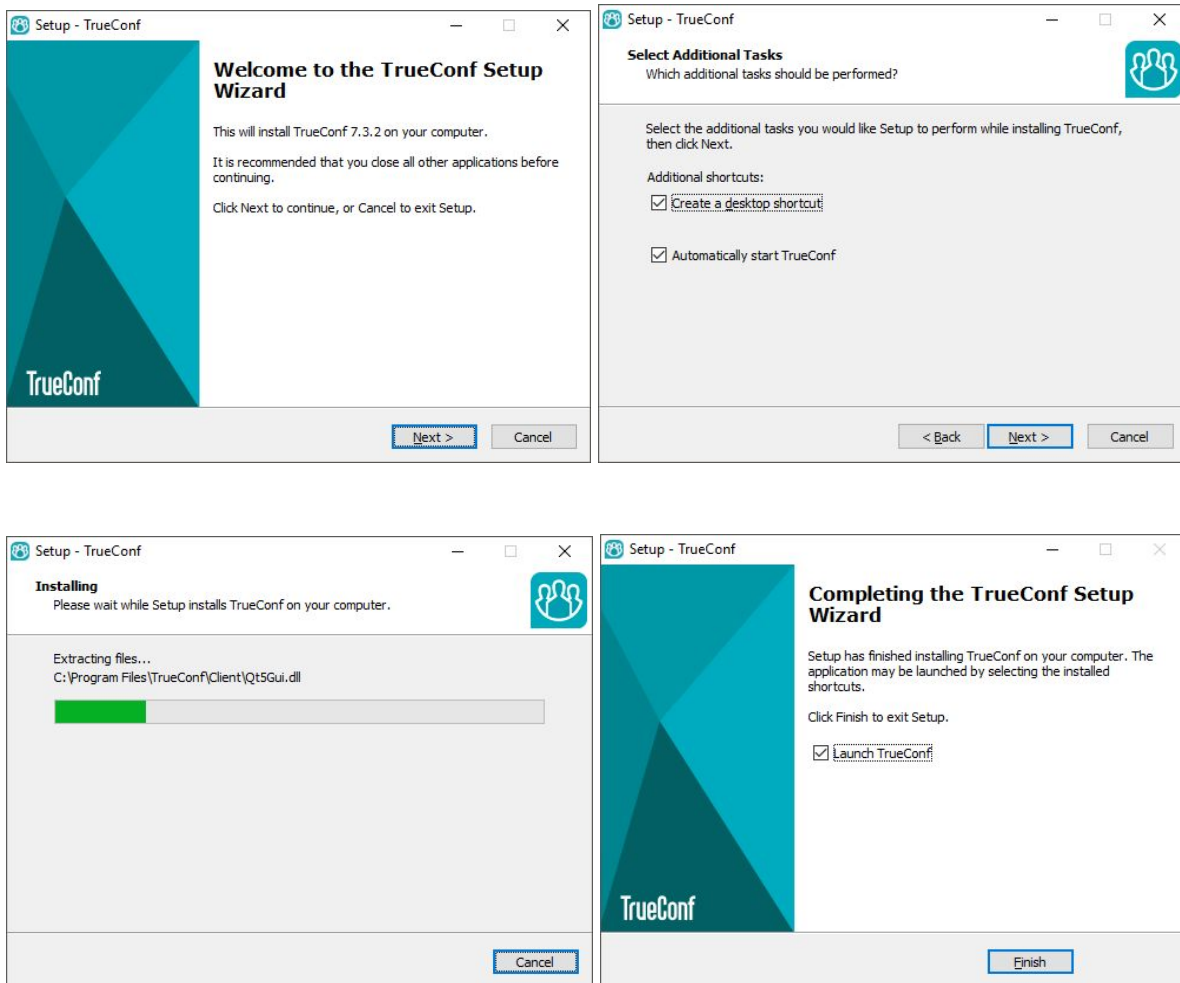


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# Application Installation

To get started with TrueConf client application for Windows, download its distribution package to your computer from the [guest page](#) of your [TrueConf Server](#) (check its address with its administrator) or from [our official website](#).

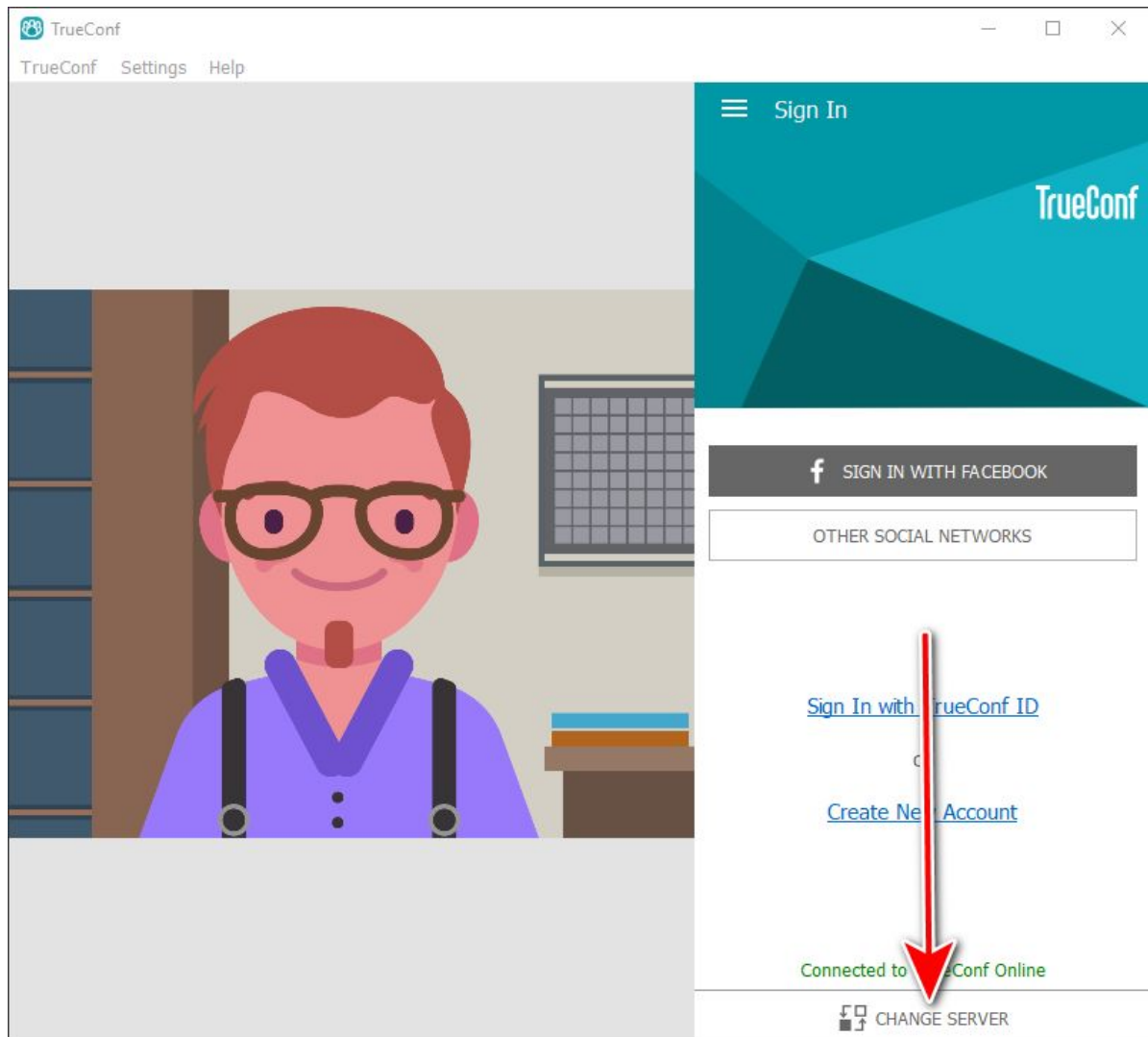


Run the distribution package file you've downloaded and follow the instructions.

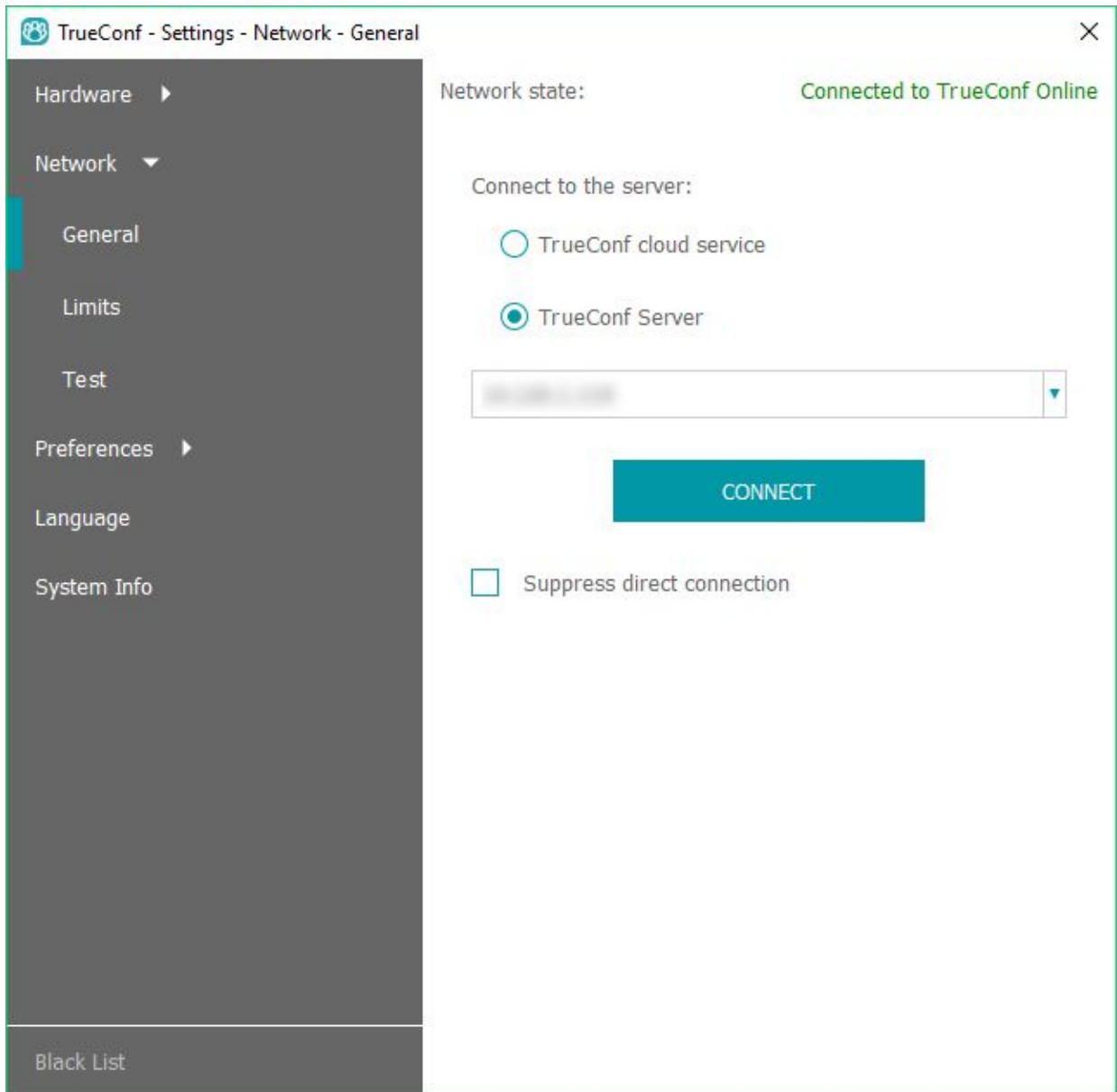
## Server Connection

By default, the application connects to [TrueConf Online](#) cloud service.

To switch to a [corporate TrueConf Server](#), click the **Change Server** button.



In the window that opens, switch to **TrueConf Server** in the **Connect to the Server** field and enter the IP address or FQDN of your server. Click the **Connect** button.



If the connection is successful, you'll see **Connected to server.company.com** at the top of the **Network State**.

## Authorization

In the authorization window, enter **TrueConf ID** (user name) and **Password** which you used to sign up. You can check your credentials with your server administrator.

Then click **Sign in**.

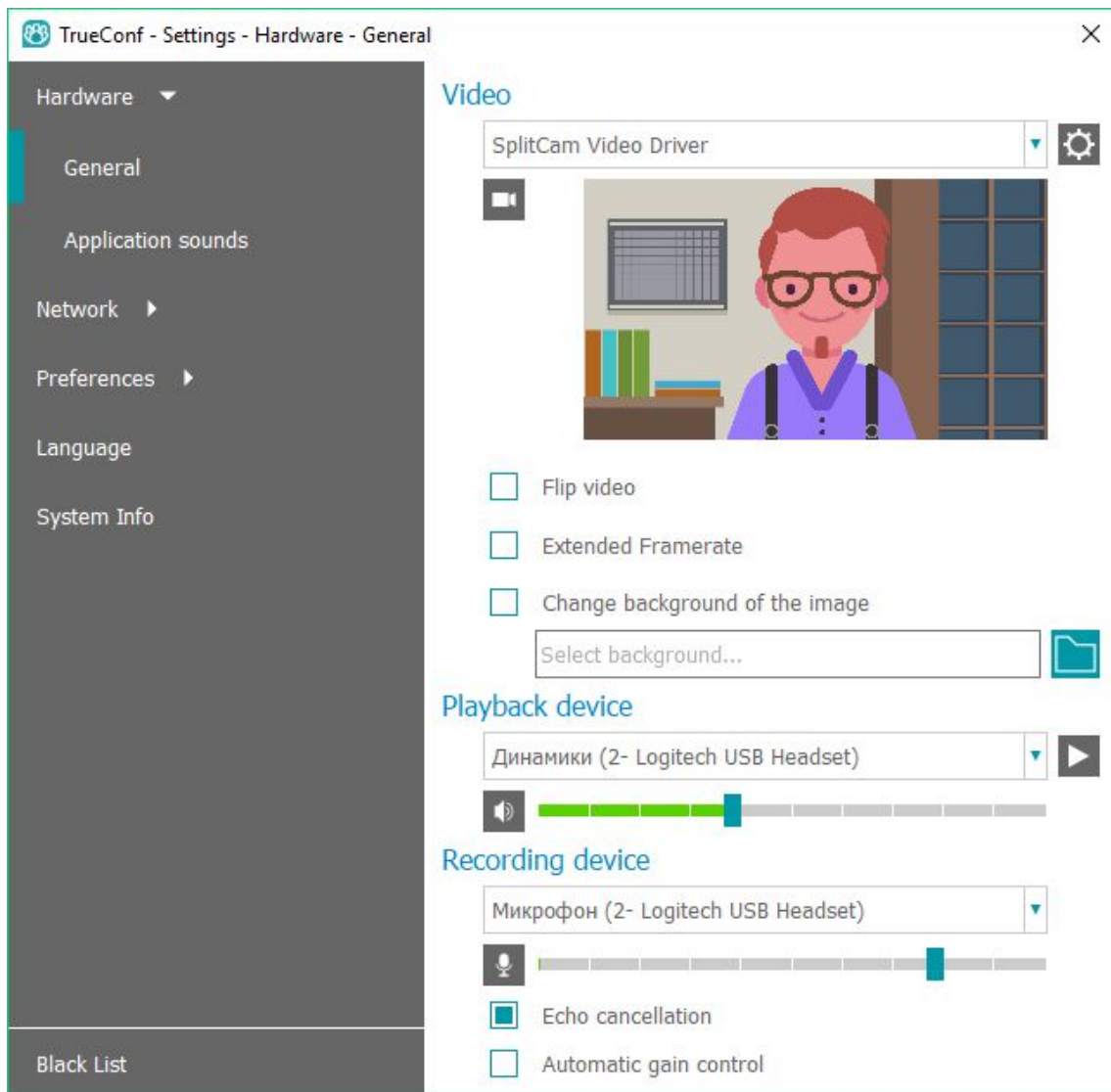


The image shows a TrueConf sign-in interface. At the top left, it says "Sign In" and at the top right, the "TrueConf" logo is displayed. Below the header, there are two input fields: the first contains the text "user" and the second contains three dots, representing a password field. Below these fields is an orange "SIGN IN" button with a white icon of a person. A red arrow points to the button. At the bottom of the interface, it says "Connected to ub2mm.trueconf.name#vcs" and there is a "CHANGE SERVER" button with a server icon.

# Application Setup

## Video and Audio

In the application window, navigate to **Settings** → **Hardware**. Next, select the camera, speakers, and microphone on the **General** tab.

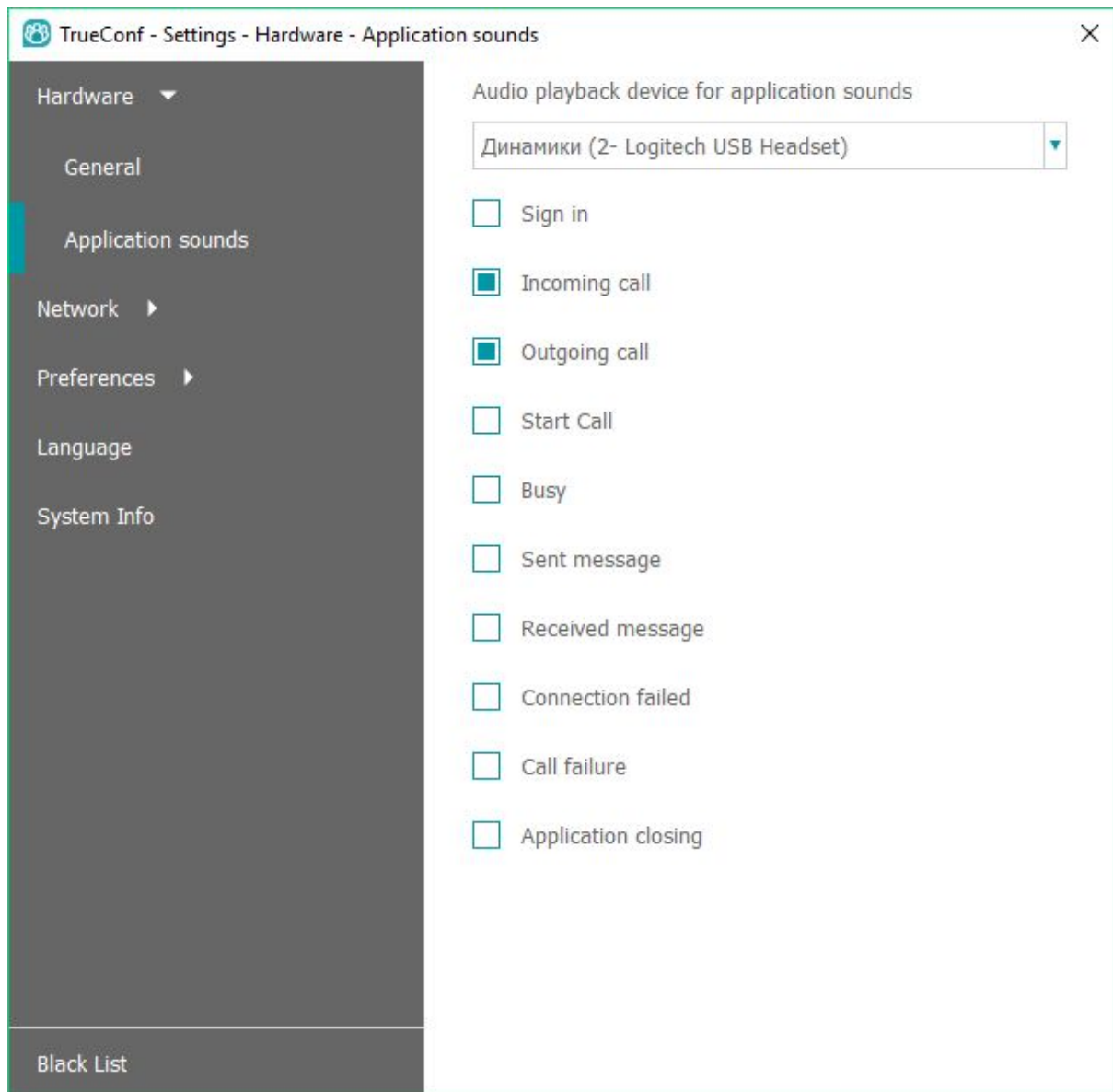


In the **Recording Device** section there are two checkboxes related to audio processing:

- **Echo cancellation**
- **Automatic gain control**

By default they are on, and this is relevant for most typical cases. If you use a recording device with integrated echo cancellation/AGC mechanisms, it is recommended to disable these options in the application to avoid conflicts between algorithms.

To select the desired sound notifications in the application and the device to play them, go to the **Application Sounds** tab.

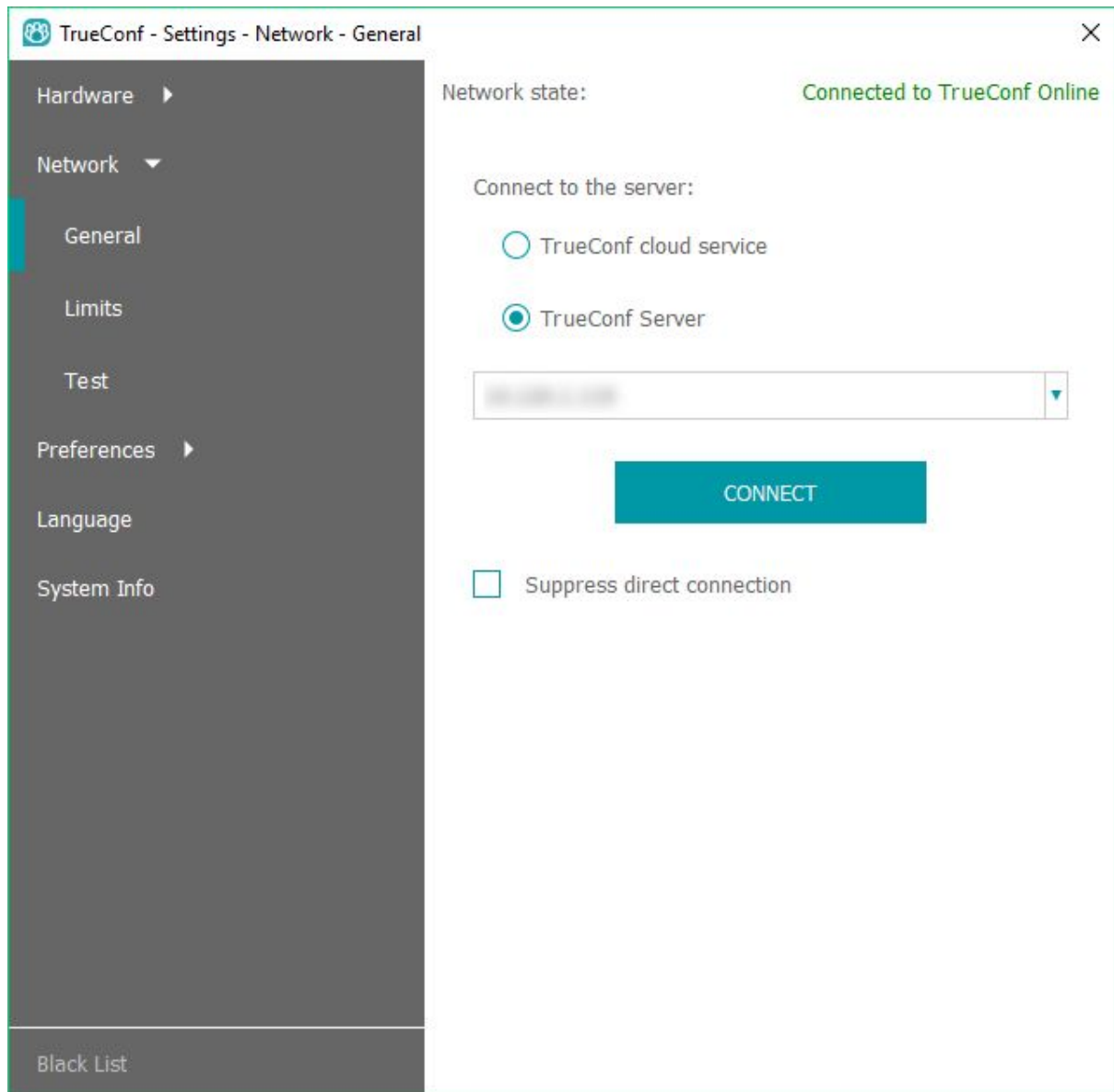


## Network

In the future, you can use the **Network** tab in the same window to change your server connection.

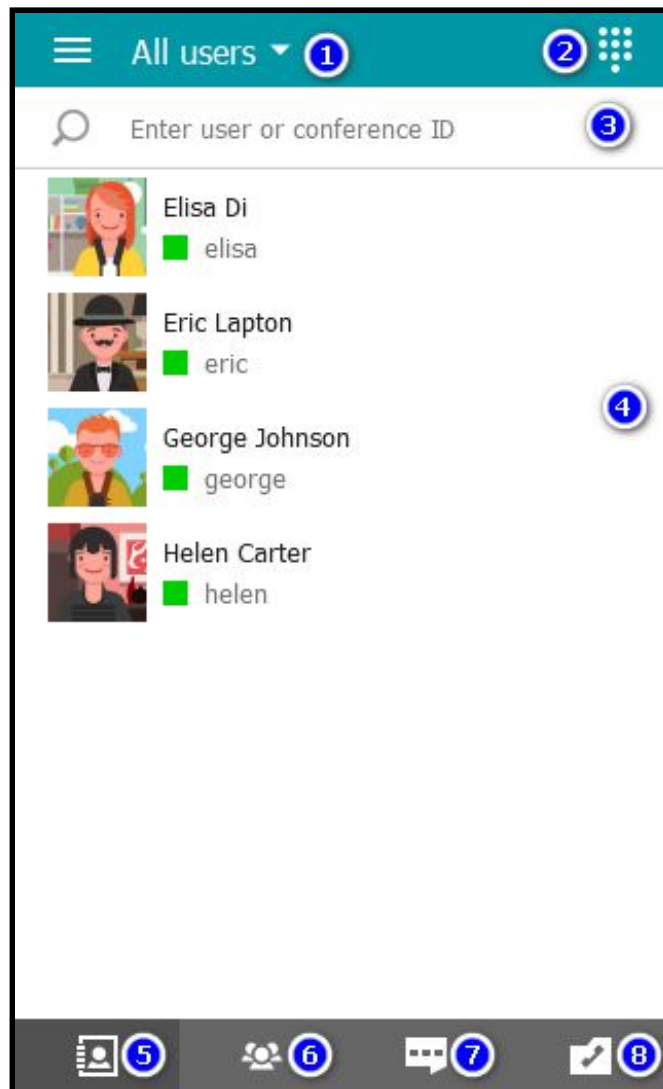


In the **General** section, you can change your TrueConf server or connect to TrueConf Online; the **Limits** and **Test** sections ensure that you can make more advanced network settings.



## Calling a User

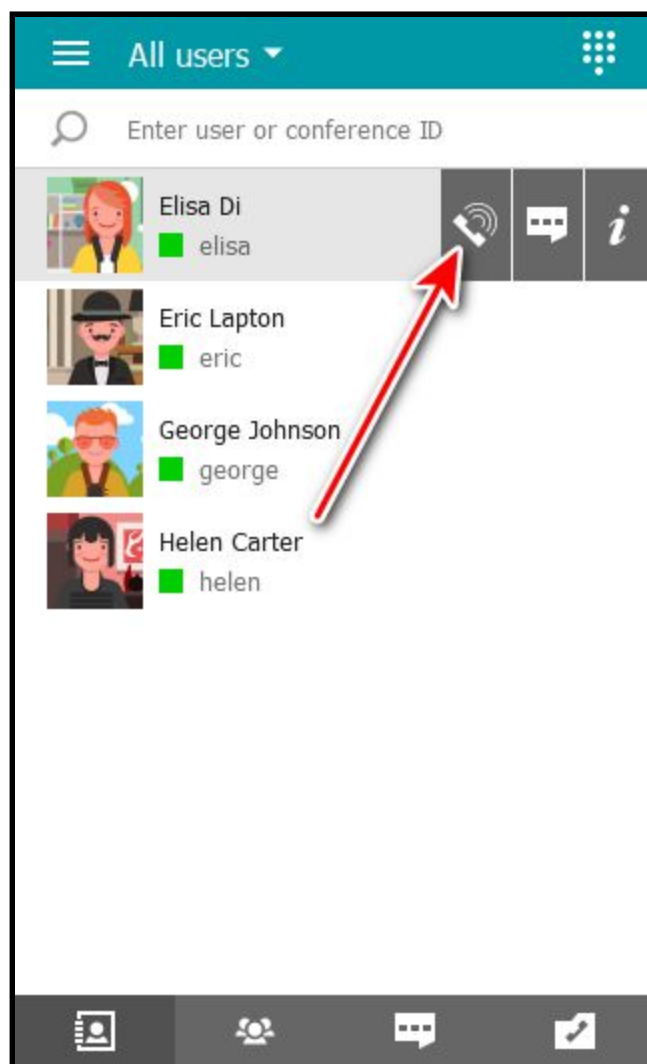
Once authorization is complete, the [address book](#) will appear in the right part of the application window:



1. [Manage types and groups of address book users](#)
2. [Dial pad](#)
3. Search and select a user
4. List of users and their statuses
5. [Address book](#)
6. Conference management
7. [Chats](#)
8. Call History

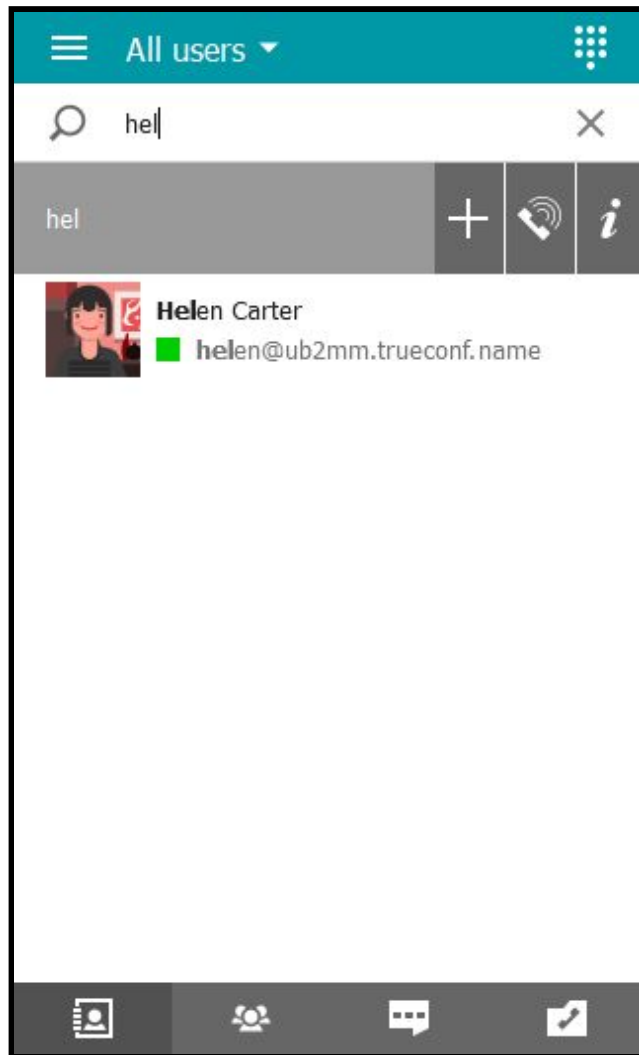
## How to Make a Call?

Double click on the username with the left mouse button or single click and then click on the call button on the panel that appears (where chat and user profile are also available).



## User Search

In the field above the address book, enter the beginning of TrueConf ID or username you need. The application will filter the list according to the string you entered which makes it easier for you to find a user.



## How to Call a Phone?

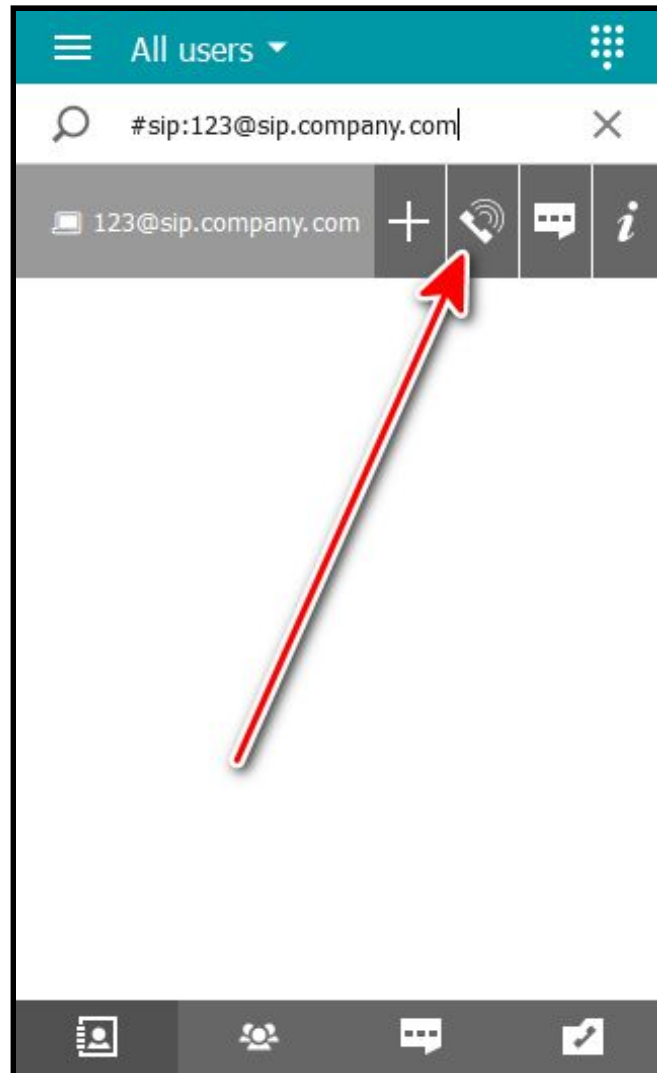
You can call a phone number by using the dial pad in the address book. For more information about this feature, please read the [manual in our blog](#).

**!** *You can call phones only if the [necessary preliminary settings have been made](#) on the server.*

## How to Call SIP/H.323 and Other Supported Devices?

To call external devices or a server ([if the necessary settings have been made on the servers](#)), use the [call string](#) in the format corresponding to the addressee type.

As when entering the usual username, a new darkened line will appear at the top, next to the filtered list of the address book. You can interact with it in the same way as with the others.



Supported device types and call examples:

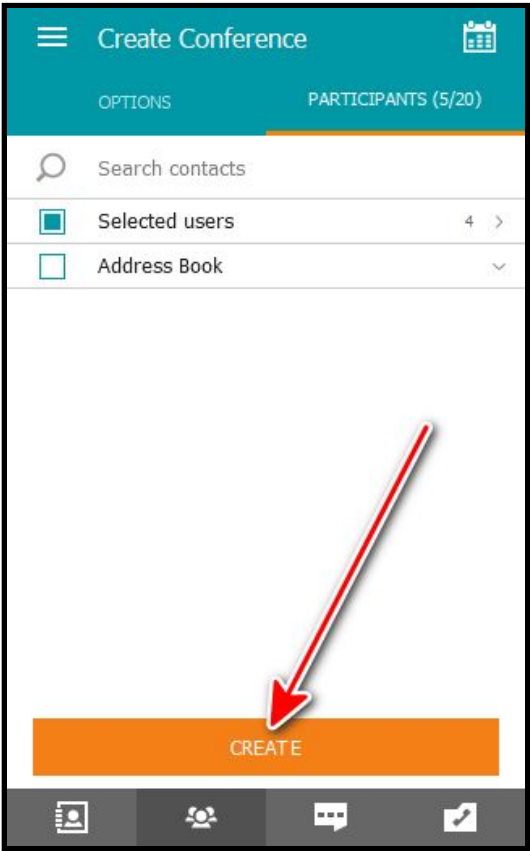
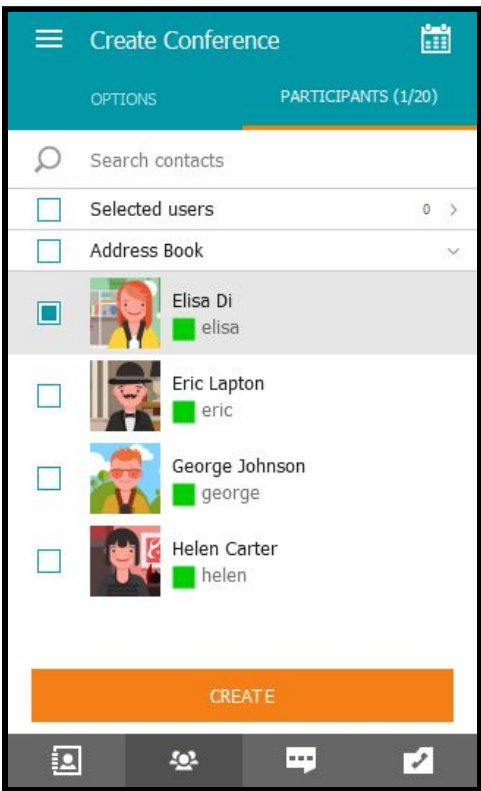
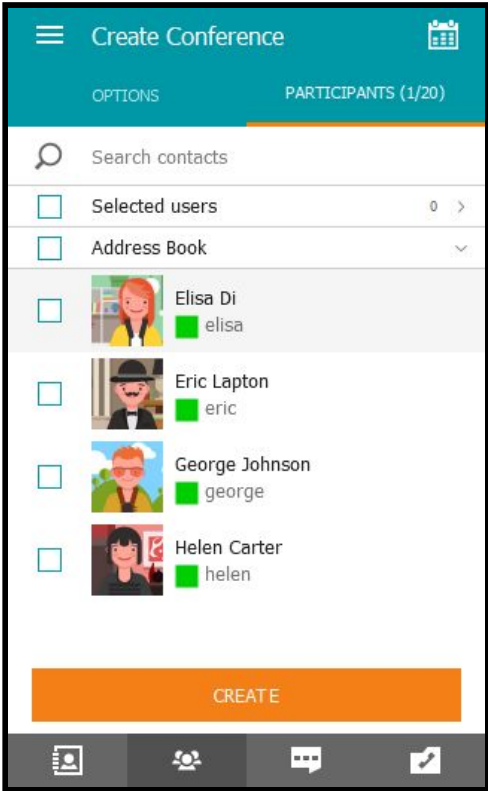
- SIP – **#sip:123@sip.company.com**
- H.323 – **#h323:224@122.222.1.2**
- RTSP – **#rtsp://222.11.1.100/axis-media/media.amp**
- Other TrueConf Server: **george@server.company.com**

## Creating a Conference


In the panel below the address book, go to the **Conference Manager** section. On the **Options** tab, specify a conference name and [select its type](#).

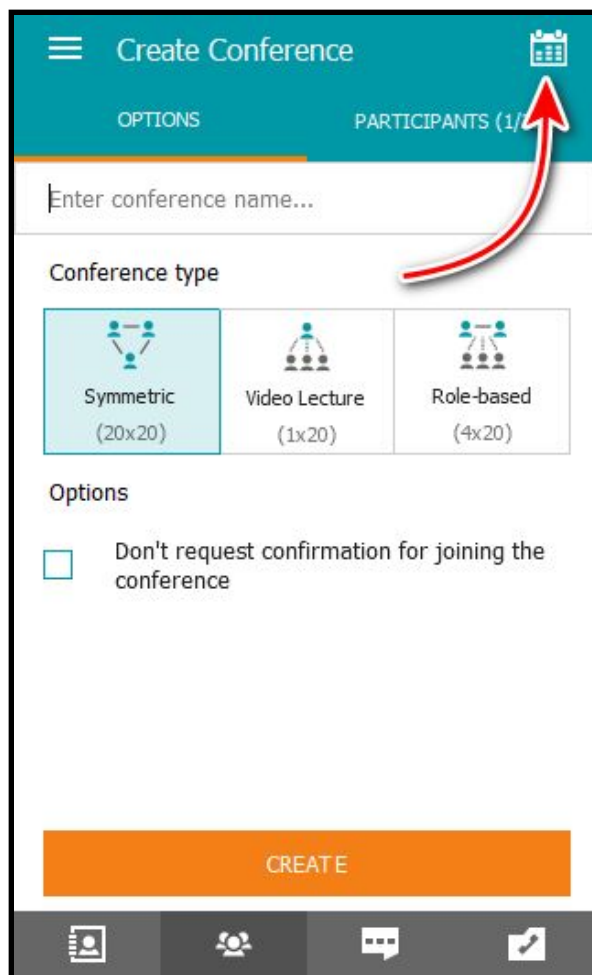
The screenshot displays the 'Create Conference' interface. At the top, there is a teal header with a menu icon, the title 'Create Conference', and a calendar icon. Below the header, two tabs are visible: 'OPTIONS' (selected) and 'PARTICIPANTS (1/20)'. The main content area has a text input field containing 'Совещание'. Underneath, the 'Conference type' section offers three choices, each with an icon and a label: 'Symmetric (20x20)', 'Video Lecture (1x20)', and 'Role-based (4x20)'. The 'Symmetric' option is currently selected. Below this, the 'Options' section includes a checkbox labeled 'Don't request confirmation for joining the conference', which is currently unchecked. At the bottom of the form is a large orange button labeled 'CREATE'. A dark grey bottom navigation bar contains four icons: a person, a camera, a speech bubble, and a document.

After that, open the **Participants** tab. You'll see a list of all users in your address book. Select those you want to invite to your conference and click **Create**.



## Scheduling a Conference

By clicking on button  at the top of the **Conference Manager** section, navigate to your [personal account](#) — a web interface where [you can schedule a conference](#) for a specific date and make settings in advance.



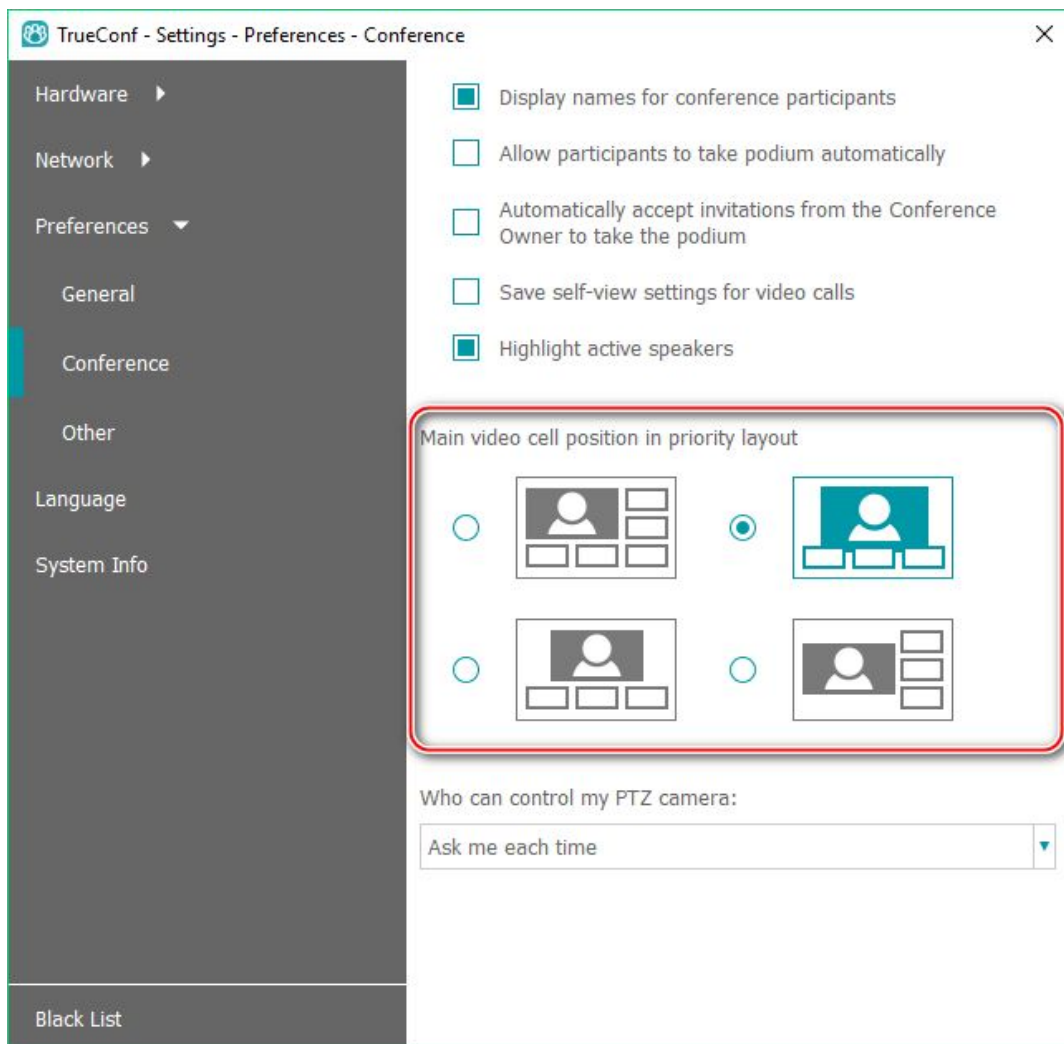


# Participating in a Conference

## Changing Layouts

During a video conference, you can change how participants are displayed on the screen by simply dragging their video windows or double-clicking. The location of video windows on the screen means the video [layout](#).

General layout settings are available in the **Settings** → **Preferences** → **Conference** menu. Check out all the features [in our recorded webinar](#).

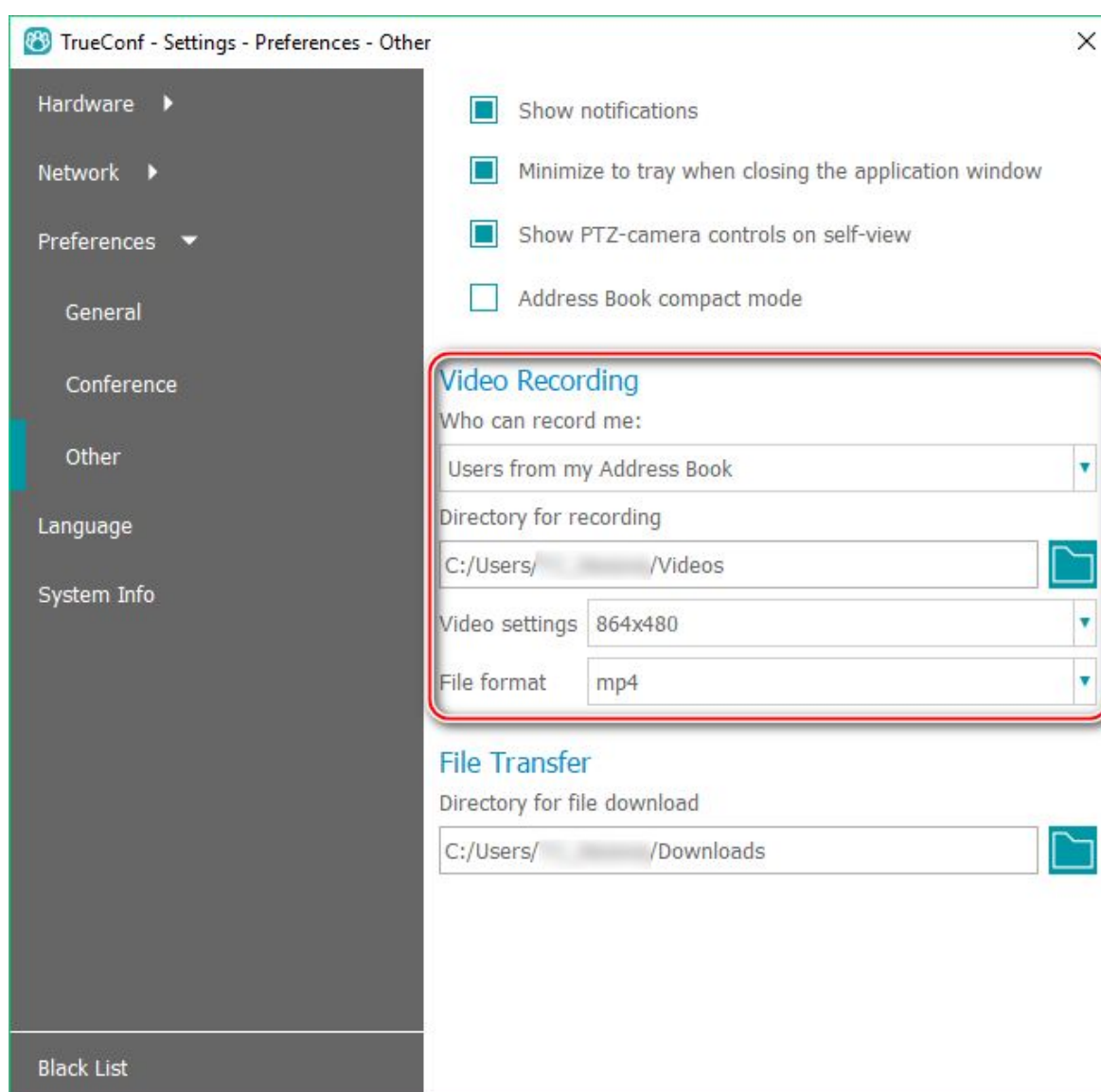


## Collaboration Tools

### Recording Conferences

If other participants have given the required permissions, you can [record your conferences](#). To watch the recordings, use media players with built-in support for VP8 video codec (e.g. VLC).

Make recording settings in **Settings** → **Preferences** → **Other**.



## Sharing Content and Presentations

During conferences, you can [share presentations](#) and [content from your desktop \(or separate windows\)](#) via client application. To share presentations in **\*.ppt (\*.pptx)**, you should have Microsoft PowerPoint installed on your computer.

## Managing PTZ Cameras

If you are using a PTZ camera, the management interface will be displayed in the corner of the application area that displays video and content being shared.

Using a similar interface, [you can control the cameras of other conference participants during conferences](#) (if they have set permissions in their settings to that end).

