



Introduction

1 Installing eBeam Meeting Server

2 Starting and Stopping eBeam Meeting Server

3 Configuring/Monitoring eBeam Meeting Server

4 Updating License Information

5 Configuration File

6 Troubleshooting



eBeam Meeting Server Administration Guide

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Introduction

eBeam Meeting Server from Electronics for Imaging allows you to host real-time whiteboard meetings using the eBeam client software. The eBeam Meeting Server software installs on any Windows NT based machine and can be administered using a Web-based System Administrator. From the eBeam Meeting Server System Administrator, you can customize your eBeam Meeting Server and monitor activity.

The eBeam Meeting Server software requires a security key (e.g. hardware dongle) in order to run. The security key also contains information that limits or restricts certain parameters of the server, depending on if you have an evaluation or full version.

This guide is intended for the technical system administrator who will manage eBeam Meeting Server and its activities.

How This Guide Is Organized

This guide contains the following sections:

[1. "Installing eBeam Meeting Server"](#)

This section gives instructions on installing eBeam Meeting Server.

[2. "Starting and Stopping eBeam Meeting Server"](#)

This section gives instructions on starting and stopping eBeam Meeting Server.

[3. "Configuring/Monitoring eBeam Meeting Server"](#)

This section gives instructions on how to use the eBeam Meeting Server Web-based Administrator.

[4. "Updating License Information"](#)

This section gives instructions on how to update License information on the eBeam Meeting Server security key.

5. "Configuration File"

This section gives a brief description of the server configuration file.

6. "Troubleshooting"

This section covers general troubleshooting steps to take if something goes wrong with eBeam Meeting Server.





Installing eBeam Meeting Server

Installing eBeam Meeting Server is quick and easy. You can download eBeam Meeting Server from the web or install it from a CD-ROM.

System Requirements

The minimum system requirements for hosting real-time whiteboard meetings are as follows:

- eBeam System with eBeam Software for PC
- Windows® compatible PC with Pentium™ III, 800 Mhz or faster processor
- Windows NT4, SP6, or Windows 2000 Server
- 1 GB available RAM
- 20+ GB available HD space
- Available USB port for hardware key

Installation Procedure

To install eBeam Meeting Server:

1. Install the eBeam Meeting Server Security Key (e.g. USB or Parallel Port version)
2. Download the installation program, or insert the CD-ROM into your drive.
3. Close any other applications that may be running.
4. Double-click the installation program icon. If you are using a CD, the installation program launches when you insert the CD into the drive. If it does not, browse to your CD-ROM drive and double-click the Setup.exe file.
5. Follow the instructions of the Setup Wizard to complete the installation.
6. At the end of the installation, view the Readme.txt file for the latest information about this version of the eBeam Meeting Server.





Starting and Stopping eBeam Meeting Server

This section describes how to start and stop eBeam Meeting Server.

Starting eBeam Meeting Server

When you install eBeam Meeting Server on Windows NT/2000 or XP, it installs itself as a service, named eBeam Meeting Server, and runs automatically. As a service, eBeam Meeting Server is always running in the background.

Note that eBeam Meeting Server will not start if it cannot detect the security key (e.g. hardware dongle, either USB or Parallel version).

Starting eBeam Meeting Server Manually

You can start eBeam Meeting Server from a command line or from the Windows Services Control Panel application.

To start eBeam Meeting Server from a command line:

Move to the main eBeam Meeting Server folder (e.g. \Program Files\Electronics For Imaging\eBeam Meeting Server) and type the following at a command prompt and then press Enter:

```
eBeamSrv -start
```

To start eBeam Meeting Server from the Windows Services Control Panel Application:

On the **Start** menu, click **Settings>Control Panel** and double-click on the **Services** application (note that this is for NT only as the **Service** application may reside in some other folder under the Control Panel). The **Services** application will list all the services installed on your PC. Find the eBeam Meeting Server service and check its status. If the eBeam Meeting Server service has not been started then choose to start the service using the tools provided by the **Services** application.

Stopping eBeam Meeting Server

You can stop eBeam Meeting Server from a command line or from the Windows Services

Control Panel application.

To stop eBeam Meeting Server from a command line:

Move to the main eBeam Meeting Server folder (e.g. \Program Files\Electronics For Imaging\eBeam Meeting Server) and type the following at a command prompt and then press Enter:

```
eBeamSrv -stop
```

To stop eBeam Meeting Server from the Windows Services Control Panel Application:

On the **Start** menu, click **Settings>Control Panel** and double-click on the **Services** application (note that this is for NT only as the **Service** application may reside in some other folder under the Control Panel). The **Services** application will list all the services installed on your PC. Find the eBeam Meeting Server service and check its status. If the eBeam Meeting Server service has been started then choose to stop the service using the tools provided by the **Services** application.





Configuring/Monitoring eBeam Meeting Server

eBeam Meeting Server settings are customized through a Web-based Administrator. This section describes how to use the Administrator as well as the basic settings used by the eBeam Meeting Server.

eBeam Meeting Server Administrator

The Administrator is a Web-based console for customizing eBeam Meeting Server settings. It can be run from any browser on your network. It is password-protected when first installed and can only be used by one system administrator.

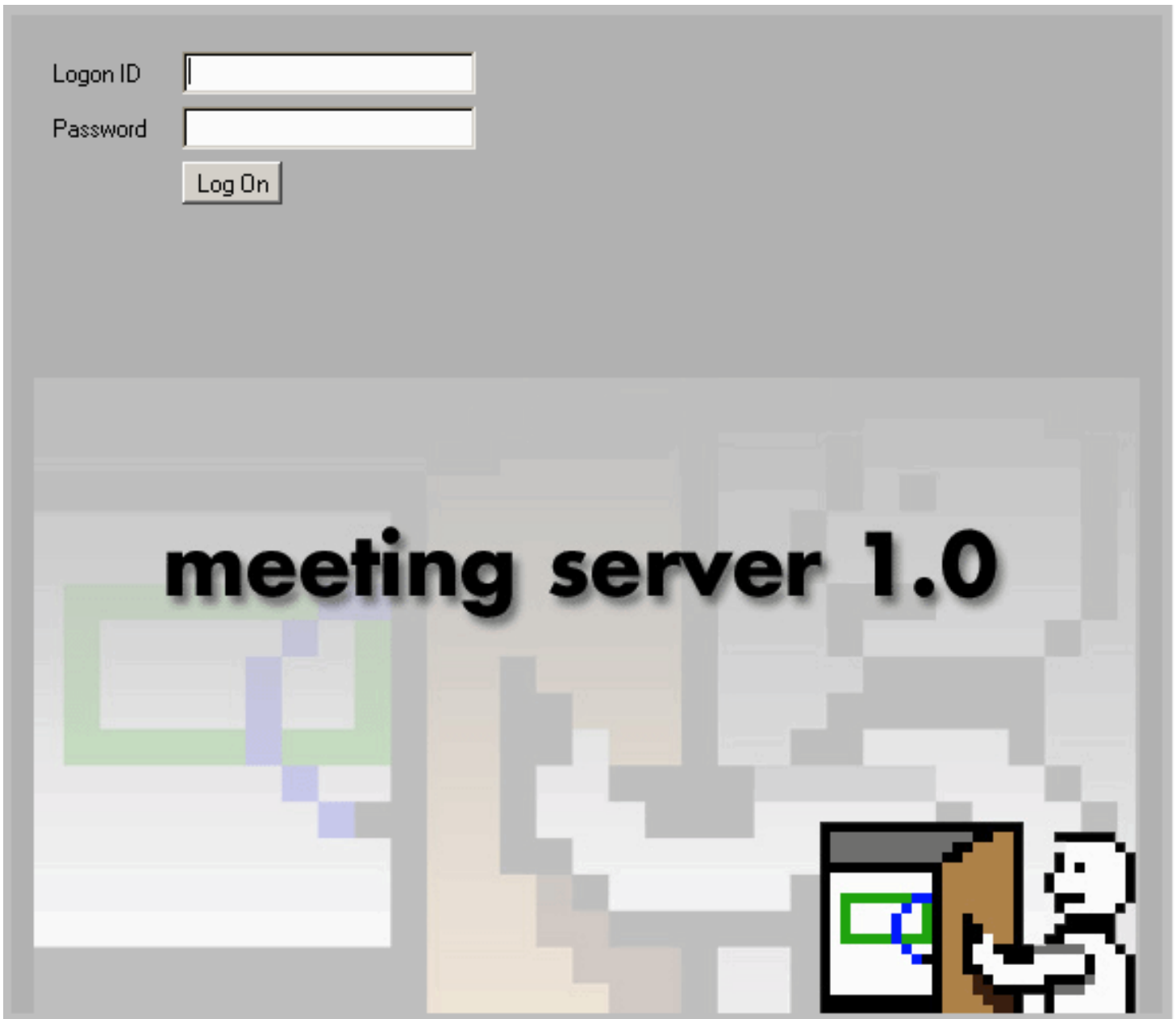
Starting the Administrator Console

After eBeam Meeting Server has been installed and started, type in the following URL in your browser to start the Administrator console: <http://address/serveradmin/serveradmin.htm>. Note that '*address*' refers to the PC that the eBeam Meeting Server is installed. If you are using a browser on another PC on your network, then replace '*address*' with either the IP address or the machine name on which eBeam Meeting Server is installed.

The Administrator can also be started on the PC on which eBeam Meeting Server is installed by double-clicking on the eBeam Meeting Server Administrator icon on the desktop or by selecting **Start>Programs>eBeam Meeting Server>Administrator**.

Administrator Log On Page

When the Administrator is started, you will encounter the Log On page as shown below.





Enter your ID, Password, and then click on "Log On". After installing eBeam Meeting Server, a default ID and Password is assigned (ebeam, ebeamserver respectively). It is recommended that you change the default ID and Password immediately after installing and starting eBeam Meeting Server.



Administrator Setup Panel

When you first Log On, you will be presented with the Setup panel. The Setup panel allows you to change meeting parameters and the Administrator Log On information.

Setup Monitor Report

Meeting

Number of Meetings   ?


Number of Participants in a Meeting   ?

Log Meeting Information ?

Administrator

Logon ID ?

Password

Confirm 

Log Off

Number of Meetings: number of concurrent meetings allowed on the server (0-999). To prevent any new meetings from being created, set this value to 0.

Number of Participants in a Meeting: number of participants that can join a single meeting (1-999).

Log Meeting Information: save meeting information on the server that can then be retrieved from the Report panel.

Logon ID: use to change the logon ID

Password: use to change the logon password

To change the various server settings, click on the checkmark icon after entering the appropriate value for each setting. Click on the question mark icon to get more information about a specific setting.

Monitor Panel

The Monitor panel allows you to monitor all active meetings on the server in real time. You can also delete a selected meeting.

The Monitor Panel interface consists of three main sections: a navigation bar at the top, a 'Meetings' section, and a 'Participants' section. The navigation bar includes buttons for 'Setup', 'Monitor' (which is highlighted in blue), and 'Report'. The 'Meetings' section contains a table with the following data:

Meeting	Start Time	Public	Protected	Participants
eBeam	4/2/2002 15:46:36	No	No	1

Below the table is an 'End Meeting' button. The 'Participants' section contains a table with the following data:

Participant	Client Type	Host Address
Bob	Win	192.68.228.4

At the bottom right of the interface is a 'Log Off' button.

Report Panel

The Report panel allows you to retrieve information on previously created meetings (if the Log Meeting Information has been turned on). You can choose what type of information should be included as part of the report such as the start date/time, if the meeting was created as public (e.g. viewable in the meeting list of all client applications), etc. The report is generated as an HTML file and is displayed in your browser. Select the From and To dates (choose a date on the calendar and then click on the Set button) and click on the Get button.

Setup Monitor **Report**

Meeting

Name Duration Max Participants
 Start Date/Time Public Organizer's Location
 End Date/Time Protected

January ▼ 2002 ▲▼

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Set > From 01/07/2002
 Set > To 01/07/2002
 Get

Log Off

Log Off Administrator

When you are done configuring the server or monitoring meetings, it is recommended that you Log Off the server. A Log Off button is available on each panel.





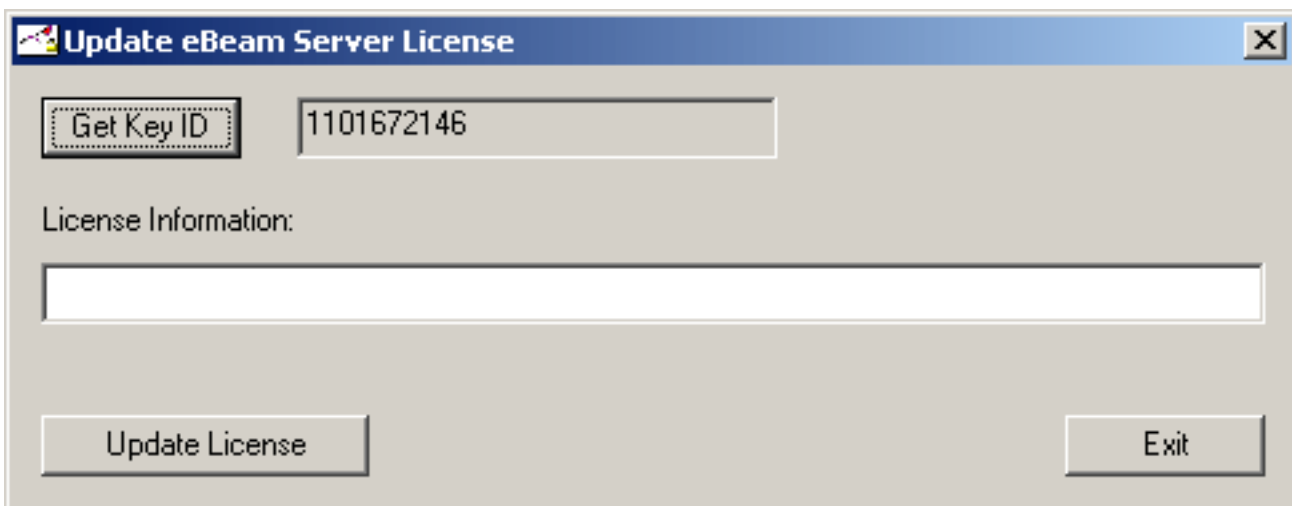
Updating License Information

eBeam Meeting Server requires a security key in order to run. This security key also behaves as the license for the server; it contains information that restricts or limits certain parameters of the server such as limiting the number of total meetings allowed on the server. The security key that you receive from the vendor is preprogrammed with server parameters as desired by the vendor. To change these limits or restrictions, the vendor may provide you with license information that you can use to reprogram your security key.

License Update Utility

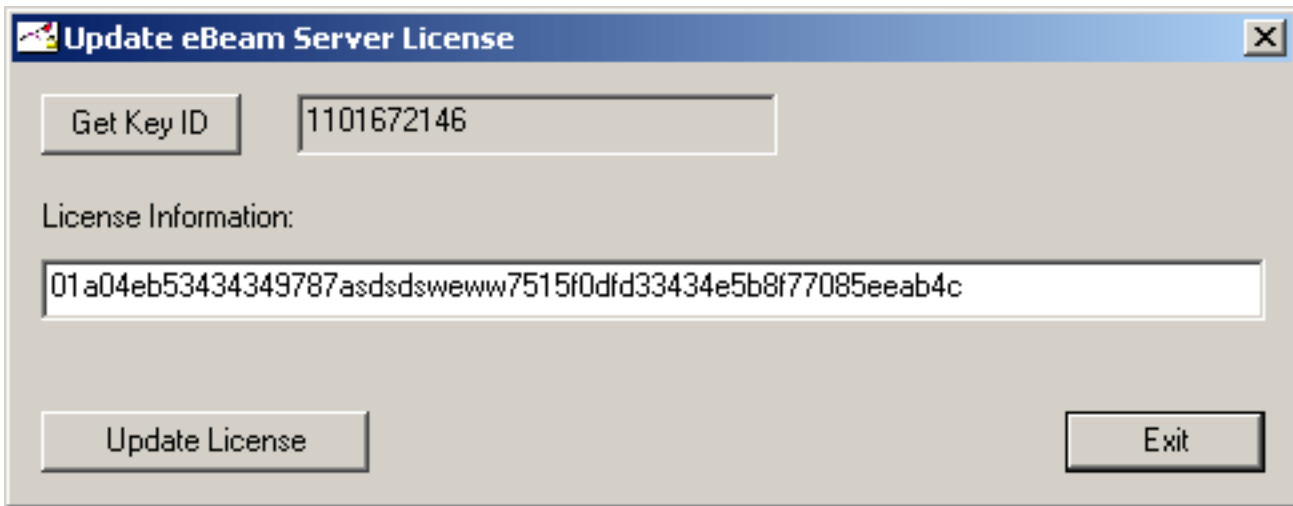
To update your license, you need to run the License Update utility by selecting **Start>Programs>eBeam Meeting Server>Update License** which will start the following application.

Note that the security key must be plugged into the PC on which eBeam Meeting Server is installed before starting the Update License utility.



The vendor may ask you for your security key ID in which case you need to click on the "Get Key ID" button which will display the ID next to it. Provide this ID to the vendor. The vendor in turn will give you license information that looks something like "01a04eb53434349787asdsdsweww7515f0dfd33434e5b8f77085eeab4c".

When you receive this license information, copy and paste it into the License Update utility application under the "License Information" field



and then click on the "Update License" button. This will reprogram your security key with new server parameters as specified by the vendor.

Note that you will have to restart the server in order for the new parameters to take affect.





Configuration File Contents

This section gives brief information about the contents of the configuration file for those administrators interested in editing it directly.

Editing the Configuration File

The name of the configuration file is **eBeam.cfg** and is located in the same folder in which you installed the eBeam Meeting Server (e.g. **C:\Program Files\Electronics For Imaging\eBeam Meeting Server**).

To modify the configuration file with a text editor:

1. Save a backup copy of the configuration file.
2. Open the configuration file, and make any changes you like.

Be sure to use correct syntax since eBeam Meeting Server does not display any error messages related to syntax errors; it will ignore those settings it does not understand.

3. Restart eBeam Meeting Server after making the desired changes.

Elements of the Configuration File

See [Configuring/Monitoring eBeam Meeting Server](#) for detailed information about the specific settings, as most of them are set with the Web-based Administrator.

Meeting Restrictions

These settings limit/restrict how meetings are hosted on the server.

[Meeting]

Meetings=40

Participants=20

InactivityTimeout=0

LogMeetings=1 (0 or 1, to turn off or on)

Administrator

These settings determine the Web-base Administrator Log On information.

[Administrator]

ID=ebeam

Note that the Administrator password is shown in the configuration file but is encrypted and thus can only be set from within the Web-based Administrator.

Advanced

These settings modify the default behavior of the eBeam Meeting Server. These settings can only be entered manually by modifying the configuration file with a text editor.

[Advanced]

ListenPort=80

Note that by default, eBeam Meeting Server will start listening on HTTP port 80. You can modify this port by adding the above two lines and assigning the desired port.

If you modify the HTTP port, to access the Web-based Administrator, you will have to include the port number as part of the URL (e.g. <http://address:port/serveradmin/serveradmin.htm>).





Troubleshooting

This section covers general troubleshooting steps to take if something goes wrong with eBeam Meeting Server.

Server not started

There are several causes of the Server not starting:

- The Server is automatically installed as a service, which means that it runs automatically. To find out if the Server is running, click **Start>Settings>Control Panel** and double-click on the **Services** application and look for **eBeam Meeting Server**. Check the eBeam Meeting Server service status, it should say "Started". If the status is something else, start the service using the tools provided by the **Services** application.
- If the Server cannot detect the security key, it will not start. Make sure that the security key is installed on the PC and then try restarting the eBeam Meeting Server.
- If the some other server or application is using the same port, the Server will not start. You can change the port used by eBeam Meeting Server by changing configuration file settings (see [Configuration File](#) on how to change the port setting).

Server started but cannot connect to it

If you know that the Server is running, but you are not able to connect to it using the eBeam Meeting client software then:

- To find out if the Server is responding, go to a Web browser and type the following: <http://address:port> where *address* is the IP address or DNS name of the machine and *port* is the port the Server is listening on (80 by default). If you do not get a response then the Server may be using a different port.
- Check the port the Server is configured to listen on by checking the configuration file **eBeam.cfg**. If there is no port entry in the configuration file then the Server listens on port 80 by default. If the Server is configured to listen on a different port, make sure that all clients connecting to the Server also are using this port value.
- Try using the IP address of the Server instead of its DNS name in case the DNS name does not resolve correctly. To find the IP address of the server machine, at a command prompt, type **ipconfig**.