



Web Conferencing QuickStart Guide

Welcome. Everything you need to know to begin using Web Conferencing is contained in this short guide. Review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first Web Conference.

Requirements

You do not have to install Web Conferencing on your computer because it is a web-based application. The software you need is downloaded when you first join a conference. To ensure success we recommend that all users complete the **Computer Compatibility Test** before hosting or attending a conference (a link to the Computer Compatibility Test is provided on the login page).

Basic Requirements

Web Conferencing supports ordinary web browsers such as Internet Explorer and Netscape Navigator on Windows and Mac (Application sharing, PowerPoint file upload, and Full Screen mode, are not supported on the Mac).

Both Java and JavaScript must be enabled in your web browser. If Java is not enabled, a warning message will be displayed on the login page. There will be a link to a location where you can download Java if necessary.

Pop-ups must also be enabled.

Preparing for a Web Conference

When you signed up for an account you received a unique Moderator PIN and Participant PIN. To host a conference, you will need the Moderator PIN. To join a conference as a participant, you need the Participant PIN. If you have an audio conferencing account with us, your PINs are the same for both audio and web conferencing.

Steps to Prepare for a Web Conference (for the Conference Moderator or Host)

1. Have your Moderator and Participant PINs handy
2. Send invitations to your conference participants via email or phone. Include the following information:
 - Date and time of conference
 - Address of the login page (www.unlimitedconferencing.com/join)
 - The Participant PIN
3. A few minutes before the conference is scheduled to begin, you must login to start the conference. Participants cannot join the conference until you have done this. Follow the instructions below to login.

Logging In

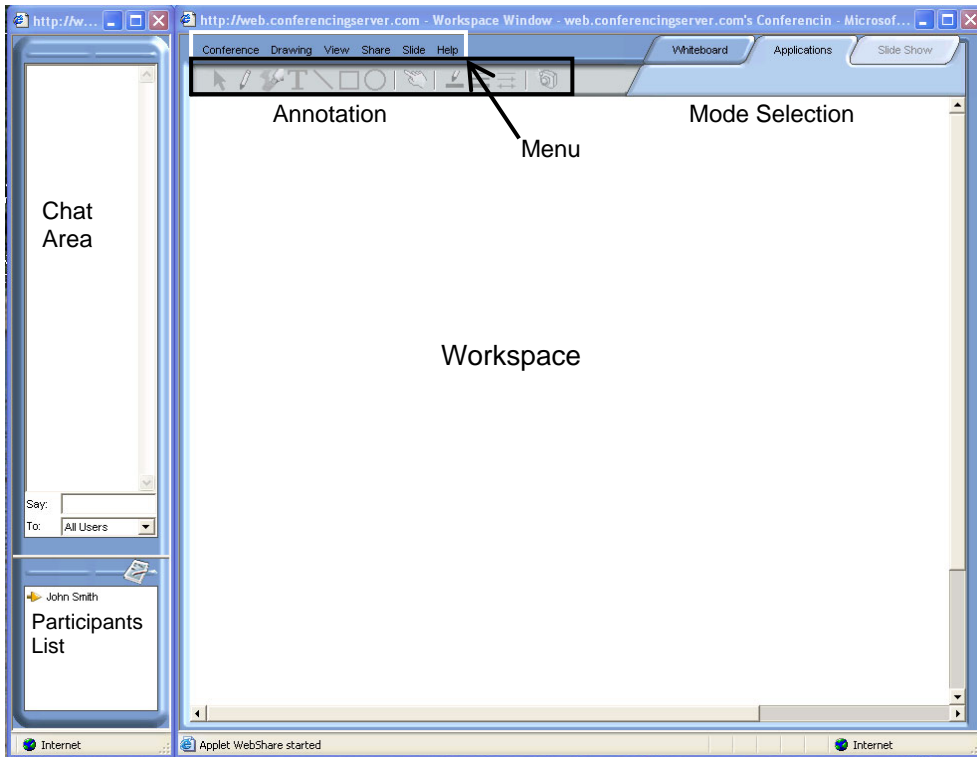
To Host a Conference

Go to www.unlimitedconferencing.com/host. Enter the Moderator PIN you received at registration, along with your name and telephone number.

To Join a Conference

Go to www.unlimitedconferencing.com/join. Enter the Participant PIN you received from the conference host, along with your name and telephone number.

Once you have logged in, you will see a screen like the following one.



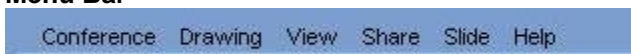
Workspace Window is the area of the screen where Participants can view and, if they are Presenters, annotate the Whiteboard, shared Applications, or Slides.

Mode Selection Tabs



Allows a Presenter to switch between the Slide Show, shared Applications, and the Whiteboard.

Menu Bar



Allows Hosts and Participants (depending on permissions) to

- exit the conference
- invite other Participants
- set options for drawings and shared applications
- set options for, and navigate between slides
- view the Web Conferencing online help files

Annotation Toolbar



Allows Presenters to create and alter annotations.



Chat Area is the place where all of the Participants in the conference can chat with each other.

Participants List shows all of the Participants in the conference and indicates whether they are Presenters or Attendees.

The following icon represents a Presenter. ▶

The following icon represents the Presenter who is currently in charge of the presentation. ▶

The following icon represents an Attendee. ●

Ending a Conference

To end your Web Conference, click on **Conference** in the menu bar, then select Exit and Close Conference. This will automatically logoff all participants on the conference.

Showing PowerPoint Slides

To upload and present PowerPoint slides, follow these steps:

1. Click on **Slide** in the Menu Bar
2. Select *Upload Slides*
3. Select a PowerPoint document using the file explorer window, and then click Open

After completing these steps your document is automatically copied and converted into a set of slides. A status bar indicates the publishing progress. Once publishing is complete the first page of your document appears in the Workspace Window.

The Slide Show tab now indicates the number of slides. You can navigate through the slides by clicking on the forward and back arrows.



Sharing Applications

To share an application running on your computer, follow these steps:

1. Make sure the application you want to share is open and visible on your desktop. *For best results, place the upper left corner of the application window in the upper left corner of your computer screen.*
2. Click on **Share** in the Menu Bar
3. Select either *Application* or *Whole Desktop*
4. If you chose *Application*, then you will be shown a list of applications running on your computer. Select the application you want to share from the list and then click on OK. If you select *Whole Desktop*, every application currently open on your computer will be shared.

To stop sharing an application, follow these steps:

1. Click on **Share** in the Menu Bar
2. Select *Unshare*
3. Select the application you no longer want to share, or select *All Shared Applications* to stop sharing all applications



While sharing an application, you can use the drawing tools to annotate the image that participants see. To remove the annotations, select **Drawing** from the Menu Bar, then *Delete All*.

Using the Whiteboard

In the Whiteboard mode, the Workspace Window displays an initially blank white area in which Presenters can communicate using drawings or text annotations by using the Drawing Tools (see below). To switch to Whiteboard mode, click on the Whiteboard tab on the top right-hand side of the Workspace Window.



Using the Annotation Tools

The drawing toolbar allows Presenters to make annotations to the Whiteboard, Slides or Shared Applications. The color of the icon next to your name in the Participants List will be the color of the annotations you make.



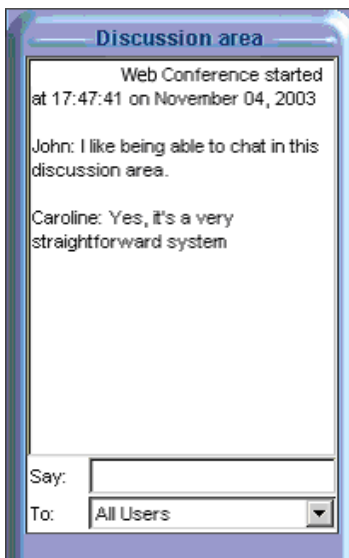
Taking a Snapshot



At any time, Presenters can click on the camera icon on the Annotation Toolbar to take a snapshot of the current annotated Workspace Window (including shared applications, slides or the whiteboard). This snapshot is then added as a new slide (after any existing slides) so that you can refer to it later or make further annotations. For example, you may want to take several snapshots throughout a conference, so that you have a record of each stage of the conference and not just of the final agreed position.

Using Text Chat to Communicate with Other Participants

During a conference, participants may chat in text using the Chat Area. This area contains a record of chat messages that have been sent during the conference. All Participants can view the chat messages sent to the conference as a whole. Participants can also see private messages they send and receive.



To send a message:

1. In the **To:** box, select to send your message to either *All Users* or a specific participant
2. Type your message in the **Say:** box
3. Press **Enter** on your keyboard

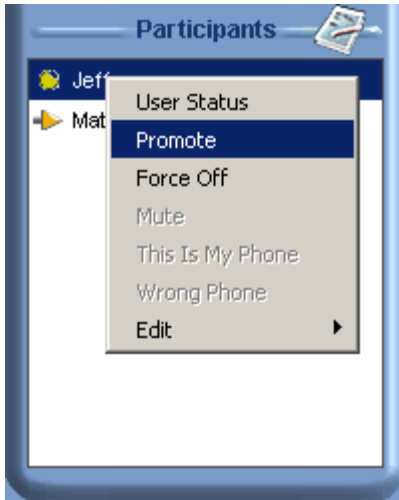
To save messages:

If you are a Presenter, you can save the messages from your Chat conversation to a file on your computer at any time. The conversation is saved as a text file. To save the current contents of your Chat conversation, choose **Conference** from the Menu Bar, then select *Save Discussion*. Browse to a desired location on your computer using the file browser, enter a suitable filename, and click **OK**.

Promoting an Attendee to Presenter Status

In order for another participant to be able to control the conference, the Host must first promote the participant to Presenter status. To do this, from the **Participants List** right-click on the name of the Attendee you wish to promote, then choose *Promote* from the menu that appears.

In addition, anyone who enters the conference using the Moderator PIN will automatically have Presenter status.



To demote an attendee so they no longer have Presenter status, right-click on their name in the **Participants List** and choose *Demote*.

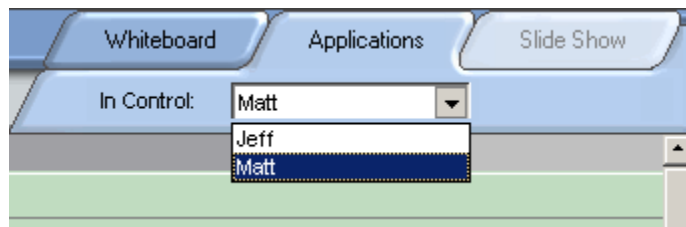
Anyone with Presenter status can control the conference, including:

- promote/demote or force off other Participants
- save chat discussions
- share applications
- give Slide Shows
- save individual slides or the entire slide show to your local machine
- create voting slides
- create diagrams on the Whiteboard
- annotate slides or shared applications
- invite Participants to the conference

Remote Control of a Shared Application

If you have shared an application then you may allow another Presenter to take control of that application. The Presenter who has control may use the function of the application as if it were on his or her own machine. Only one Presenter can be in control of the shared application at any one time.

To allow another Presenter to take control of a Shared Application, choose the name of the Presenter you want to take control from the drop-down box next to In Control (under the mode selection tabs).



Taking back control: As the application host, you can take back control at any time by clicking the mouse or pressing a key on the keyboard.

If the Presenter who is in control is demoted or leaves the conference, control passes back to the host of the application. Also, if the Presenter who is in control clicks on an annotation tool, control passes back to the host of the application.

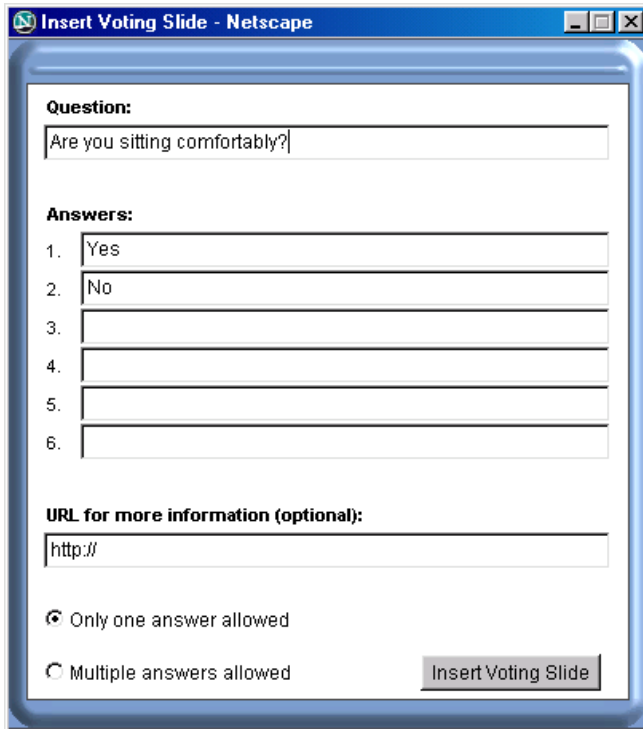
You should remain in attendance at the conference while you have this option enabled. If you leave the conference, the remaining Attendees will lose access to the applications you are sharing.

How to Create Voting Slides

A voting slide is used to allow all of the Participants in a conference to vote. Each voting slide consists of a single question with up to six possible answers. Voting slides can be single or multiple-choice. To vote, a Participant must click on the checkbox or radio button next to the answer they wish to give.

To create a voting slide:

- From the **Menu Bar**, choose *Slide*
- Select *New Voting Slide...*
- When the following dialog box appears, enter your question and at least two answers.

A screenshot of a Netscape browser window titled 'Insert Voting Slide - Netscape'. The dialog box contains a 'Question:' field with the text 'Are you sitting comfortably?'. Below it is an 'Answers:' section with six numbered input fields; the first two contain 'Yes' and 'No'. At the bottom, there is a 'URL for more information (optional):' field with 'http://'. Two radio buttons are present: 'Only one answer allowed' (which is selected) and 'Multiple answers allowed'. An 'Insert Voting Slide' button is located at the bottom right of the dialog.

- Choose whether your vote will accept one answer from each voter or several answers from each voter.
- Optionally, you may enter the URL to a web page, accessible to all conference Participants
- Click *Insert Voting Slide*.

Your new voting slide will be inserted after the current slide, or at the end if you are currently in Whiteboard or Applications mode.

Enabling and Disabling Voting

By default, when you add a new voting slide, voting is enabled so that any Participant can vote. If necessary, any Presenter can disable or enable voting at any time.

To change the voting permissions, do the following:

- From the **Menu Bar**, choose *Slide*
- Select *Allow Voting* to toggle the voting permissions. If a tick appears next to Allow Voting, voting is allowed for the current slide.

Publishing Voting Results

By default, when you create a new voting slide, the results are not displayed. To display the results of the vote, do the following:

- From the **Menu Bar**, choose *Slide*
- Select *Results Visible to All* to toggle the result visibility. If a tick appears next to Results Visible to All, all Participants can see the results of the vote.