



# Web Conferencing Demo and Tutorial

*Share presentations, documents, Web content & applications with individuals and groups around the world*

- Adds a visual component to a conference call
- Enhances everyday meetings and large events
- Enables businesses to save money with less travel
- Increases conference call productivity
- Requires only a computer with Internet access and a browser

*A Web conferencing solution that is practical,  
easy to use, and affordable*

- Simple and intuitive for users of all skill levels
- Perfect for one-to-one and one-to-many meetings
- Key features include:
  - No software to download or install
  - Upload and show PowerPoint slides
  - Application/desktop sharing & remote control
  - Whiteboard
  - Multiple presenters
  - Interactive tools, including chat, pointer and marker, and vote tallying

1. Go to [www.unlimitedconferencing.com](http://www.unlimitedconferencing.com) and click on the **Start a Meeting** button on the home page
  2. In the login form, enter your name, your phone number and your PIN.
  3. If this is the first time you are using this service, click on **Computer Compatibility Test** to confirm your computer is properly configured
- The conference Host and anyone else who will be a Presenter should enter the Moderator PIN

### Join Conference

To join a conference, enter your name and the conference details, as supplied by the organizer of the conference, and click the "Enter Conference" button.

**Your Details:**

Name:

Phone:

**Conference Details:**

PIN:

[Computer Compatibility Test](#)

# The Conference Workspace

Once logged in, you will see the conference workspace, which includes the:

## Workspace Window

Where Participants can view and, if they are Presenters, annotate the Whiteboard, shared Applications, or Slides.

## Chat Area

Where all of the Participants in the conference can chat with each other

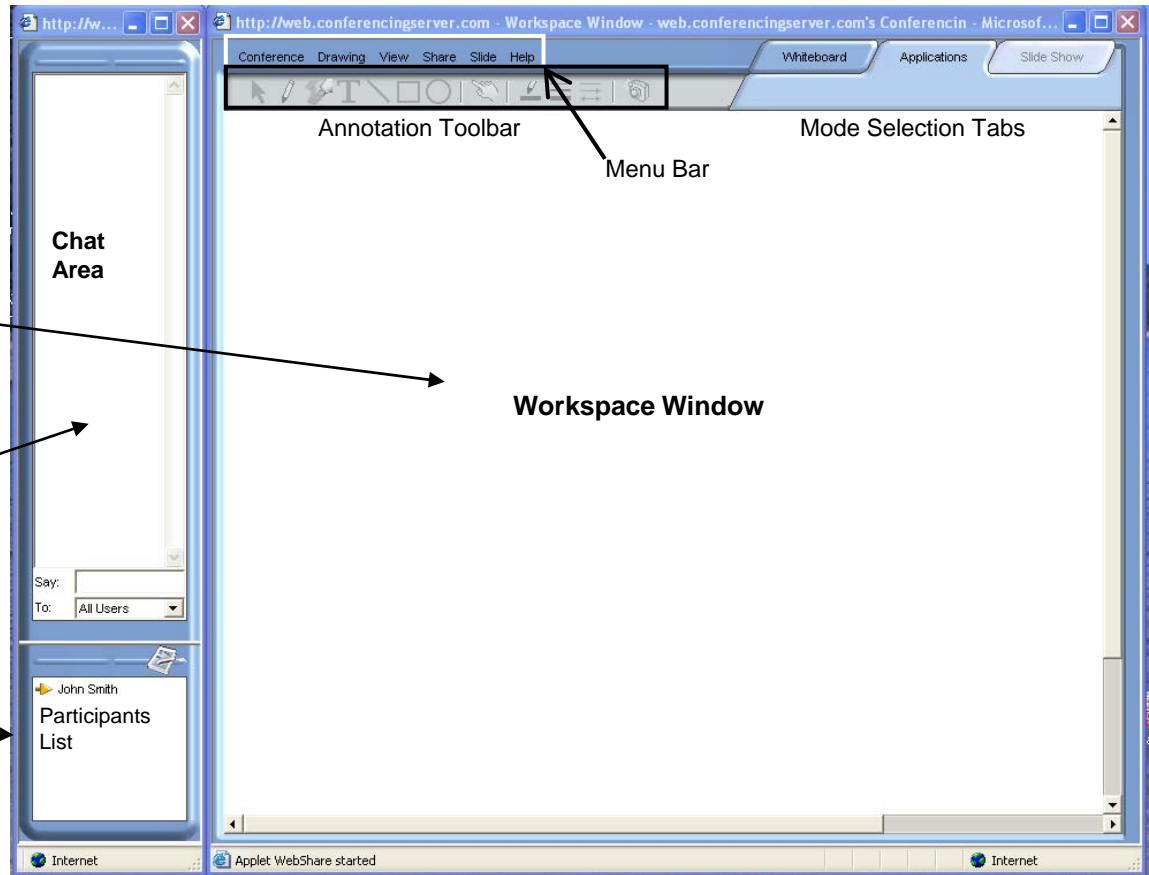
## Participants List

Shows all of the Participants in the conference and indicates whether they are Presenters or Attendees

▶ Represents a Presenter

➤ Represents the Presenter who is currently in charge of the presentation

● Represents an Attendee

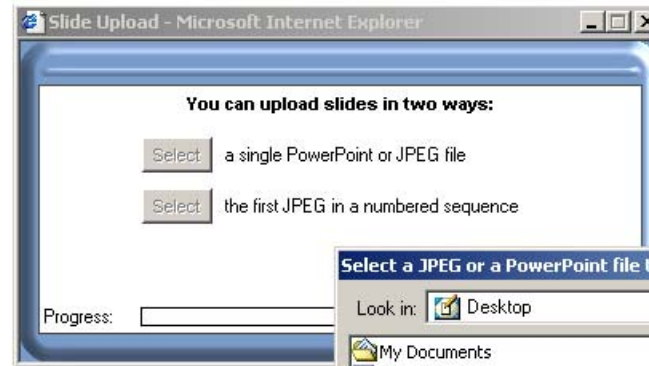
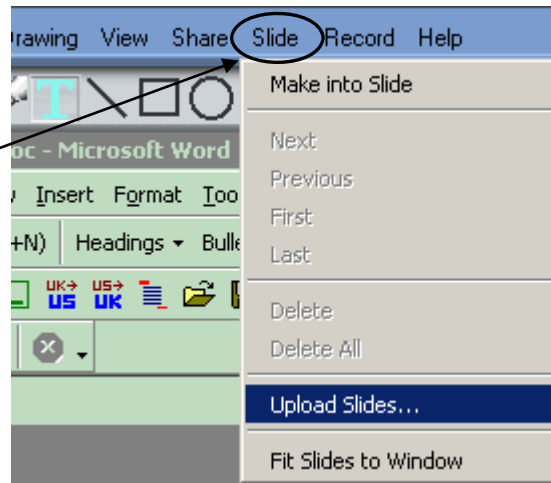


To upload and present slides, follow these steps:

1. Click on **Slide** in the Menu Bar
2. Select *Upload Slides*
3. Choose to upload either a PowerPoint file or a JPEG file
4. Select your 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 slide show appears in the Workspace Window.



# Navigating Through a Slide Presentation

To make a Slide Show visible to all Participants, click on the **Slide Show** tab in the upper right corner.

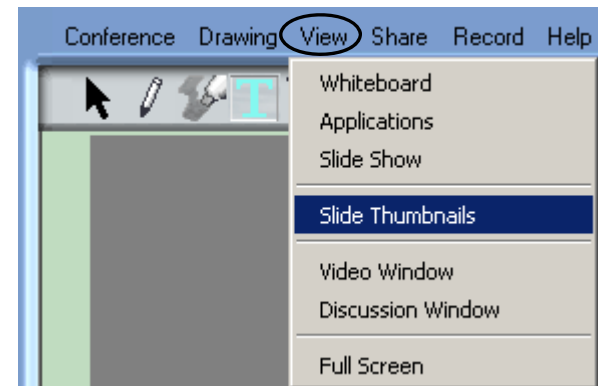


The Slide Show tab now indicates the number of slides. You can navigate through the slides by clicking on the forward and back arrows.

- You may also navigate between slides using the Page Up/Page Down/Home/End keys, or the number keys 1-9

You can view thumbnails of the slides by selecting **View** on the Menu Bar, then selecting *Slide Thumbnails*

While viewing slide thumbnails, you can re-arrange the order of the slides by dragging and dropping them.



To delete one or all slides, select **Slide** from the Menu Bar, then select either *Delete* to remove the current slide, or *Delete All* to remove all slides.



# Using the Whiteboard

To use the Whiteboard, click on the **Whiteboard tab** in the upper right corner



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 **Annotation Tools**.



# Using the Annotation Tools

The Annotation Toolbar allows Presenters to make annotations to the Whiteboard, Slides or Shared Applications.



The Select Tool chooses an element of the drawing to alter or delete.



The Line tool is used to draw freeform lines, as if you were using your mouse as a pencil.



Use the Highlight tool to cover an area with a wash of your annotation color



Use the Text tool to add text to your annotation



Use the Straight Line tool to draw a straight line.



Use the Rectangle tool to create rectangles of various sizes.



Use the Ellipse tool to create ellipses and circles of various sizes



The Palette tool changes the color of any annotation you have selected and any annotations you will make in future.



Use the Line Thickness tool to change the thickness of the lines you are going to draw (or have already drawn).

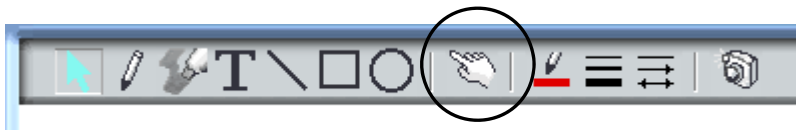


Use the Arrow Style tool to choose whether lines you draw (or have already drawn) have an arrowhead


# Using the Pointer

Use the **Pointer** tool to position a pointer symbol on the screen to identify a specific point.

The **Pointer** is located on the **Annotation Toolbar**.



To use the Toggle Pointer tool, take the following steps.

1. Click the  icon on the toolbar. A hand pointer will appear on the Workspace Window.
2. To move the pointer, click on it and hold down your mouse button while you drag it to the place you want it.
3. To remove the pointer, click the icon on the menu again, or double click.

If you decide to turn the pointer on again, it will appear in the last place you put it.

# Taking a Snapshot



Presenters can take a snapshot of the current annotated Workspace Window, including Shared applications, Slides or the Whiteboard.

The **Snapshot** tool is located on the **Annotation Toolbar**.



- The snapshot is added as a new slide (after any existing slides)
- 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.

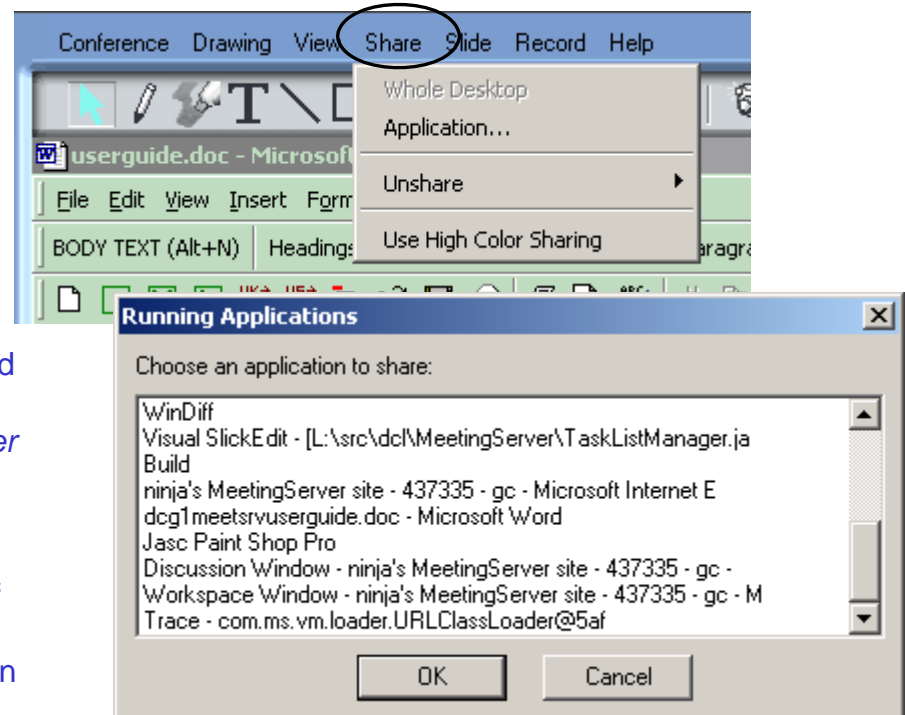
You can share any application that is running on your computer, including other web sites or even your entire desktop!

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



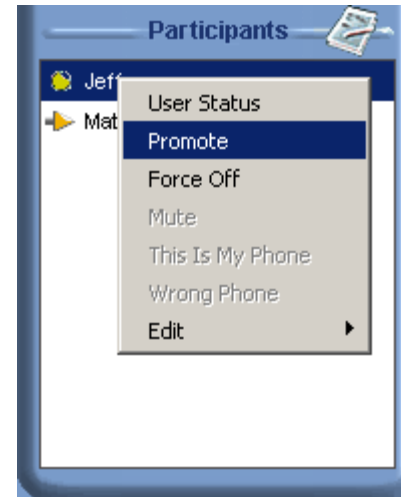
# Additional Presenters

## Any Participant can be promoted to be a Presenter.

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
- Create voting slides
- Create diagrams on the Whiteboard
- Annotate slides or shared applications
- Invite Participants to the conference

To promote a Participant to Presenter status, from the **Participants List** right-click on the name of the Attendee you wish to promote, then choose *Promote* from the menu that appears.



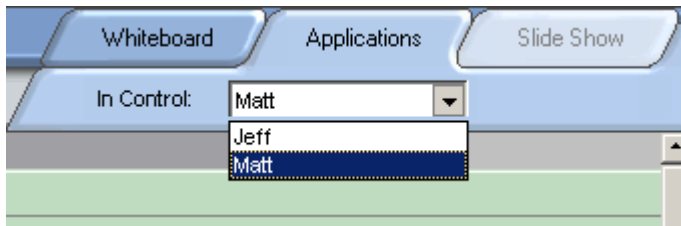
- Anyone who enters the conference using the Moderator PIN will automatically have Presenter status
- To demote an attendee so they no longer have Presenter status, right-click on their name in the Participants List and choose Demote

# Remote Control of a Shared Application

**A participant can give a Presenter the ability to control applications running on their computer.**

To do this, the participant must first be promoted to Presenter status. The Participant will now be able to select the applications they want share.

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).



- You can take back control at any time by clicking the mouse or pressing a key on the keyboard.

## 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:

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.

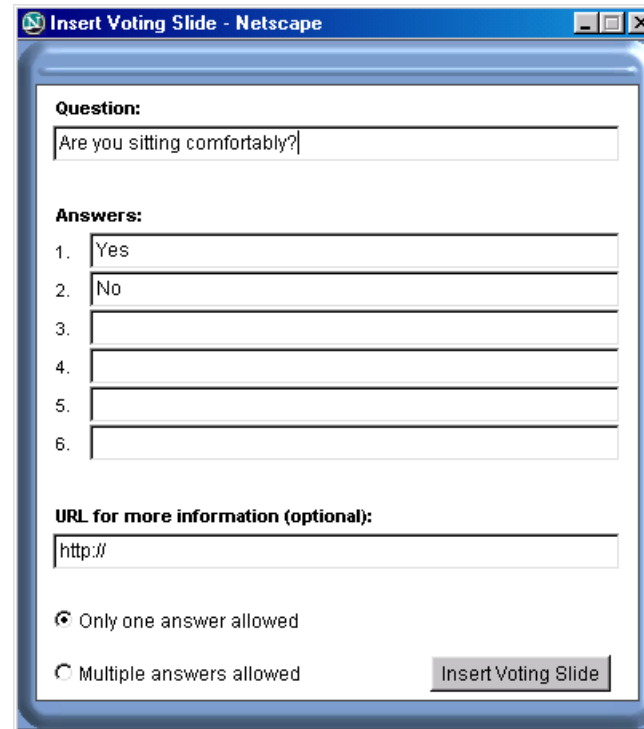
A voting slide is used to allow all of the Participants in a conference to vote.

Each voting slide consists of a single question with up to six possible answers.

Voting slides can be single or multiple-choice.

To create a voting slide:

- From the Menu Bar, choose **Slide**
- Select *New Voting Slide...*
- When the dialog box appears, enter your question and at least two answers.
- Choose whether your vote will accept one answer from each voter or several answers from each voter.
- Click *Insert Voting Slide*.

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://', and two radio buttons: 'Only one answer allowed' (selected) and 'Multiple answers allowed'. An 'Insert Voting Slide' button is located in the bottom right corner.

To share the poll results with all attendees:

- From the Menu Bar, choose **Slide**
- Select *Results Visible to All* to toggle on/off the result visibility.

## *Unlimited Web Conferencing: The Logical Choice....*

- Easy to Use
- Smart Feature Set
- The Price is Right!

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