

# Insert Product Name

## Insert Logo

|                      |  |
|----------------------|--|
| Conference Dial In # |  |
| Conference URL       |  |
| Conference Reference |  |
| Conference Code      |  |

## Logging In

- A moderator must log in first to open the conference.
- Participants log in with the reference number and code provided by the conference organizer.

|   |                      |
|---|----------------------|
| Conference Ref:                             | <input type="text"/> |
| Conference Code:                            | <input type="text"/> |
| Name:                                       | <input type="text"/> |
| <input type="button" value="Join Meeting"/> |                      |

Product Name Log in screen

## Logging Out

- A moderator must end the conference by selecting **Conference, Exit and Close Conference** from the Menu Bar, or by clicking the **Logout** button on the homepage.

Discussion Area

Attendee Window

- Permitting Remote Control
- Promoting participants

Application Sharing

Drawing Tools




Whiteboard

Slide Shows

## Tips for a Successful Conference

- Keep an application maximized when sharing that application during the conference.
- Avoid using **Caps Lock** during a conference.

## Attendee Window

-  Represents the *active* Moderator
-  Represents a Moderator
-  Represents an Participant

## Promoting Participants

- To promote a participant, right click on the person's name and promote them. They now gain Moderator status and have the ability to:
  - Use the whiteboard
  - Give a slide presentation
  - Share and manipulate a document or application
  - Invite other users to the conference
  - Promote or demote another attendee
  - Remove a participant from the conference

## Permitting Remote Control

- Select **Share, Permit Remote Control** from the Menu Bar.
- Any user with Moderator status can take control of the data conference by clicking the **Take Control** button on the upper right corner of the screen. Once selected, the button changes to **Release Control**.

Take Control

Release Control

## Discussion Area

- To send a message to all users, select **ALL Users** in the drop down list, type the message and press **Enter**.
- To send a private message, select the user's name in the drop down list, type the message and press **Enter**.

## Slide Shows

- Moderators can upload PowerPoint® files or JPEG images. Select **Slide, Upload Slide** from the Menu Bar. Select a file or directory and open.
- Use the arrows in the upper right corner of screen to move through a presentation. To move one slide at a time, click the inner most left or right arrows. To move to the beginning or end of a presentation, click the outer most double arrows.
- To delete a slide, select the slide, then choose **Slide, Delete Current Slide** from the Menu Bar.

## Sharing Applications

- Select **Share** from the Menu Bar, then choose one of the methods for sharing: Application, Desktop, or Partial Desktop.
- The application must be active on the Moderator's PC before it can be selected to share.

## Whiteboard

- Moderators can use the standard drawings and text tools to communicate.
- Select a drawing tool from the Tool Bar located at the top of the whiteboard.