



Version 3.0

Participant Manual

**An Easy Guide to Help You Get
The Most Out of Your Online Session**

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NOTE: This manual is designed to familiarize you with the main Meeting Room features. For more in-depth instructions and information, please refer to the online **Help** files. These can be accessed from within the virtual meeting room.

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Joining a meeting

If you have been invited to an online meeting, then joining is as easy as following the prompts. Navigate to the web page where current meetings are listed and click on [Join Meetings and Events](#). This will show all listed meetings currently underway. Simply click on the [Join](#) link next to the meeting you wish to attend.

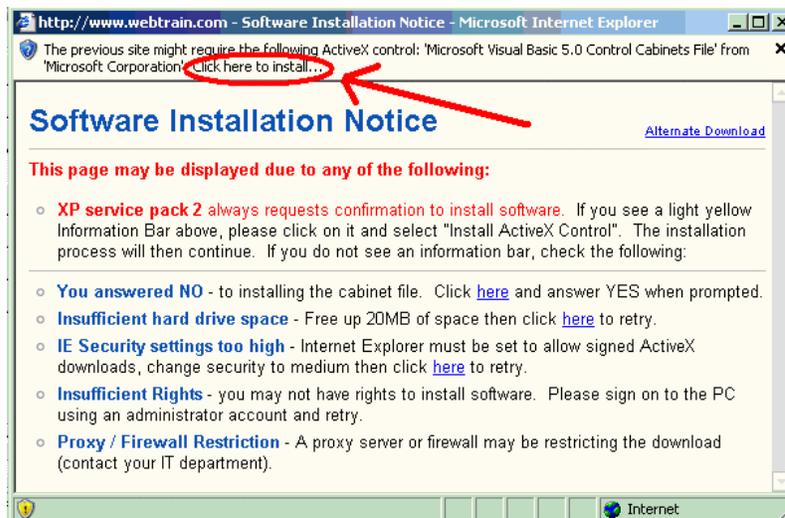


Note: If you leave the “Join Meetings and Events” window open for a while, you must click on **Refresh** to update the information presented.

To join an unlisted meeting (doesn't show in the listings) click on the link in the top right corner and enter the meeting ID when prompted.

If you are a first-time user, or a newer version of the software is being used, you will be guided through an automated software download.

When security certificates appear, click on **Yes** to install the components. The download and installation process may take anywhere from 30 seconds to 10 minutes depending on the speed of your Internet connection.



Windows XP SP2 users

During installation of the software, if you are using Windows XP with SP2 security installed you will see the following window stating that the installation cannot continue without your acceptance.

You must click on the Information Bar above the notice and select “**Install ActiveX Control**” to authorize the installation.

If XP Service Pack 2 is not the issue, then check the list of other possible items on the notice that may be blocking the software download to your computer.

You must select “Yes” to install the cabinet file when prompted.

You must have sufficient space on your hard drive.

Your Internet Explorer security settings should be set to medium and accept cookies.

You must be logged on to the computer with an administrator account.

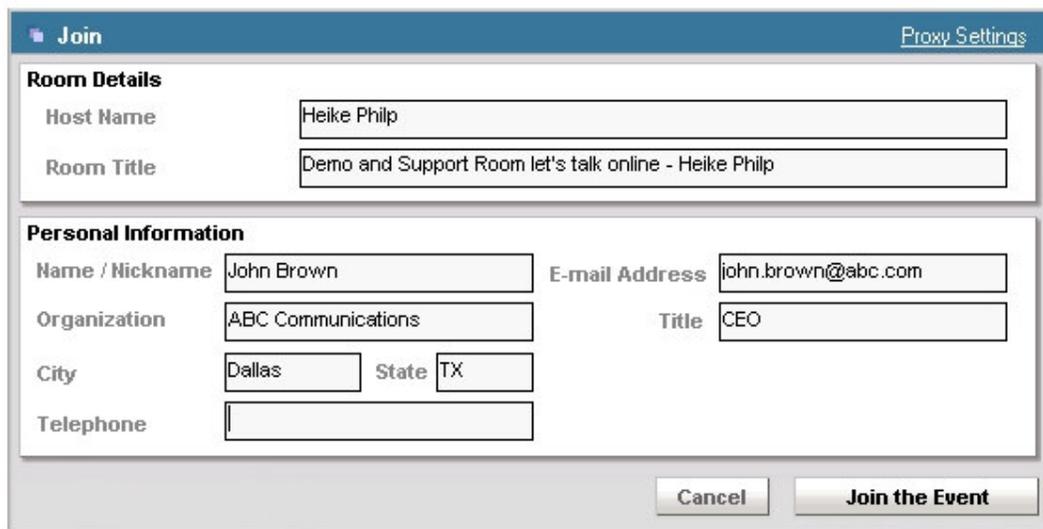
Any firewall or proxy servers on your network must be set to allow the download to pass through to your computer. You may need to consult with your IT department.

Once the download conditions are satisfied you will be prompted to confirm the installation of the cabinet file.

Click on "Install" to confirm and the software will finish downloading.



Next, a dialog box similar to the following image will be displayed:

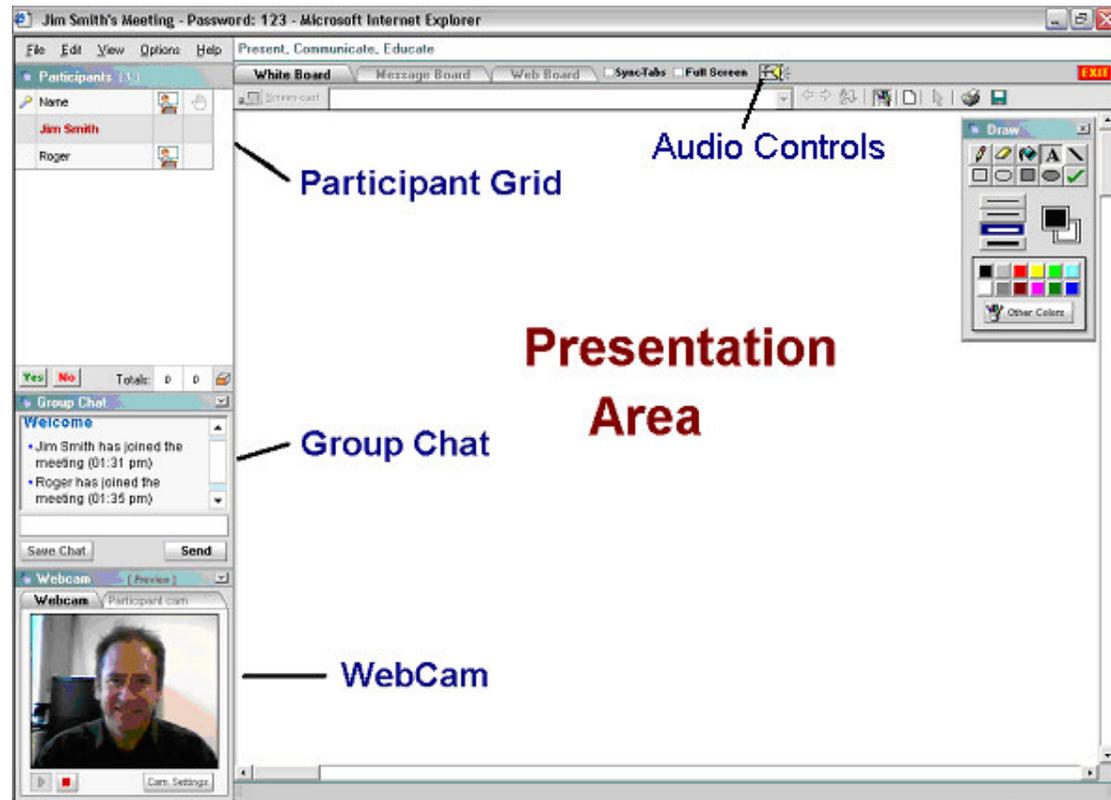
A screenshot of a "Join" dialog box. The title bar says "Join" and "Proxy Settings" is on the right. The dialog is divided into two sections: "Room Details" and "Personal Information".
Under "Room Details":
- Host Name: Heike Philp
- Room Title: Demo and Support Room let's talk online - Heike Philp
Under "Personal Information":
- Name / Nickname: John Brown
- E-mail Address: john.brown@abc.com
- Organization: ABC Communications
- Title: CEO
- City: Dallas, State: TX
- Telephone: (empty field)
At the bottom right, there are two buttons: "Cancel" and "Join the Event".

Fill in the fields provided. If the meeting is private, you will need to get the password from the host and enter it in the password text box. If you have pre-registered for an event or are joining a public meeting, no password will be required.

Now, click on the **Join the Meeting** or **Join the Event** button to enter the virtual meeting room.

The Meeting Room Interface

The screenshot below shows the standard meeting room layout with the various components of the room. These components are discussed below.



Audio Controls

Most web conferencing products require the expense of a teleconferencing connection in addition to the online meeting room. However, this product incorporates a very high quality voice-over-Internet component that eliminates the need for the costly telephone add-on. The audio controls are designed to allow the host to designate who may speak in the meeting, thereby providing a highly organized and effective online meeting or classroom environment.

The first time that you join a meeting using a particular computer, you may need to adjust the audio settings. Many participants have speakers or headphones attached to their computer, but no microphone. If this is the case for you, you will be able to listen to the presentation but not speak in the meeting. Usually, your audio device will be selected as the default device used in the meeting room. If it is not, then you can use the audio settings control to select it.



At the top of the presentation board, you will see an audio icon. Simply click on the icon to open the audio settings window.

In the Volume Control section you can select different drivers in the Device dropdown box, if you have more than one output device on your computer. The default selection is usually correct for your attached equipment.

As well, you can adjust the volume of the incoming audio by moving the volume slider.

You can also set the audio delay. When Internet conditions are very good, this delay can be reduced, but if any break-up of the speaker's voice is occurring, you may have to increase the delay to make the audio less choppy.



For a participant with a microphone there are microphone control settings. If there is more than one microphone device on the computer, check that the correct driver is showing in the Device selection box.

If you have a headset with a microphone, check the appropriate box. If you are using speakers with a separate microphone, then you should make sure that the box is not checked, as this will cause echoing. In other words, your microphone will be picking up incoming audio from your speakers and echoing it back to everyone else in the meeting.

Test your audio using the **Microphone Test** button. Click on the button, speak for 5 seconds then click the button again to playback your voice. You can slide the volume control to adjust the volume. If it is still not loud enough try checking the Boost checkbox.

If the host passes you the microphone in the meeting (or enables a talk button for you) then you will be able to speak to the meeting. When you talk you will see a series of green, yellow and red lines appear next to the audio icon in the upper right part of the screen. This is your microphone volume indicator. When speaking normally, you should see four green and occasionally one yellow line. Seeing a red line appear means that your volume is set too high. Open the Audio Settings window and slide the microphone volume to the left, then click on Done.

By clicking on [Multimedia Settings](#) or on the icons for the speaker or the microphone, you can open the computer's operating system controls for audio settings and make additional detailed adjustments.

Clicking on **Done** will save your settings changes for future meetings.

The Participant Grid

In addition to showing the names of all the people in the meeting, the Participant Grid contains a number of controls for both the host and the participants.



Microphone Activation- The far-left column of the participant grid is used for microphone or headset control when using the fully integrated Voice-over-Internet feature.

Single Microphone Mode: In this mode only one person can hold the microphone at a time. The participants are able to listen to the one holding the microphone and are able to speak when they are passed the microphone. A host can control who has the microphone by left-clicking on the box next to a person's name. A participant may be able to grab the microphone on his own (if microphone grabbing is enabled in the host options). This mode is best for small meetings where participants have good microphone etiquette.

Multiple Microphone Mode: By right-clicking to the left of a person's name, the host can enable a TALK button for that person. One of two icons will appear- a headset icon for those with headset microphones and a crossed out headset icon for those with speakers and a microphone.



Talk Buttons- When the host has enabled a talk button for himself or any participant, it **MUST** be pressed to activate it.

When using a headset, and the headset box is checked in audio controls, (see description above) the TALK button can be toggled down to an ON position allowing that user to talk at any time. If speakers and a microphone are used, the TALK button must be held down with the left mouse button to talk. Holding down the talk button disables incoming audio, thus preventing sounds coming through the external speakers from "echoing" via the microphone. This is not a problem with headsets unless the incoming volume is much too high or the microphone is very close to the earpiece.

A TALK button can also be toggled off. This is similar to muting a telephone so that background noise does not interrupt the meeting or online class.

Note: The background color behind a person's name will change when they are speaking. If you see color flashing behind a person's name but do not hear any sound, check that your speakers are properly connected, and open audio settings to determine that the correct device driver is being used and the volume is set high enough.

If you are speaking and do not see the color behind your name remember to press the talk button to activate your microphone.



Raised Hand Signal- By clicking in the box next to your name in the column under the raised hand icon, you can raise your hand to indicate that you would like to be passed the microphone. Click on it again to remove the hand.

Podium Control- By clicking in the box immediately to the right of a participant's name, the host can pass the podium to that person. The podium allows any person to become a presenter. All the presentation buttons become enabled for them and, as well, their webcam image is displayed (if they have a webcam turned on).

Yes/ No Indicators- When a host or presenter asks a question, you can respond by clicking one of these buttons. This will result in the background of one of the two right hand columns next to your name lighting up in either green or red.

Group Chat- anyone in the room can text chat simply by entering text in the dialogue box and then clicking on **Send** or the Enter key. This is an excellent way to communicate without using the audio (for those without a microphone) and also a great way to ask questions while someone is presenting. Hosts and presenters should keep this window maximized so that they can see the questions and comments and can respond to them. The text scrolls down automatically or you can use the blue bar on the right to scroll up.



Note: if the Group Chat window is minimized, a number next to this window's title will indicate when there have been new entries made.

Private Chat – If this feature is enabled by the host, a private chat can be initiated by double-clicking on any participant's name, or right-clicking on their name and choosing Private Chat.

A dialogue box will appear on your screen as well as the chosen participant's screen. A **private text-chat** conversation can be held between you and that participant. This mode of private chat helps avoid interruptions to the meeting while a presentation is underway.

Hosts and co-hosts also have the choice of initiating a private **Voice Chat**. A Talk button will appear at the bottom of the private chat box. You can press it and speak privately with the host or co-host if you have a microphone on your computer.



Webcam- anyone can activate their webcam simply by pressing the Webcam tab and then the green PLAY arrow.

When you have the podium, your webcam image can be broadcast in the meeting.

The Cam Settings button allows you to change devices or insert a still photo in the webcam area or change the size and destination of the webcam image. For instance, if you are presenting in full-screen mode, you can move your webcam image to the bottom right of the screen so it is still visible.

The Presentation Area



There are three tabs: the **White Board**, the **Message Board**, and the **Web Board**. These are each designed to present different types of information. The White Board is used to present pictures or documents and these can be marked up with the drawing tools. You can also screencast your desktop or applications running on your computer. The Message Board is a place to post messages or questions or share documents with others. The Web Board is used to navigate web sites with the other participants in the meeting room.

Note: you must have control of the Podium  (represented by a speaker standing behind a lectern next to your name in the Participant Grid) to be able to present anything on the presentation boards. Usually the host will pass the podium to a presenter, unless “podium grabbing” is turned on in the meeting room, allowing anyone to take the podium.

When the **Sync-Tabs** box is checked (default), the presenter will automatically move all the other participants to the same tab that he has selected.

The **Full Screen** check box can be used by the presenter, to take everyone to a full screen mode for a more visibly powerful presentation. Following the presentation, the presenter can

take everyone back to the regular non-full screen mode for a question and answer period, simply by un-checking the box.

Note: individual participants with lower resolution screens can choose the Full Screen option for themselves for a better view of the presentation.



Drawing Tools- The host has the option to allow, or not allow, all participants to draw on the White Board. If allowed, you can open the drawing tools by clicking on the paint pot icon at the top of the White Board. You will see a selection of tools, including lines, checkmarks, circles, etc available in a variety of colors. When a participant is drawing on the White Board their name shows on their markings to indicate who is drawing.

The pop-up window with the drawing tools can be moved out of the way, anywhere on the White Board, by holding down the left mouse button on the top bar and dragging the window.

For detailed information about the many uses of the Presentation Area, please read the Hosting Manual. There are also comprehensive online HELP files available at <http://www.webtrain.com/help/index.html>.