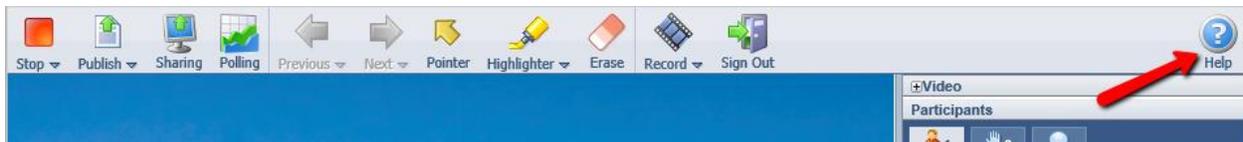




Web Conferencing Quick Start Guide

This guide provides the basic information necessary to host a Web Conference. Please review the system requirements to ensure you have everything you need to get started. If you need additional assistance contact support at (888) 289-0593 or support@unlimitedconferencing.com.

- This guide is intended to help you start using the basic features of Web Conferencing. For help with more advanced features, such as Recording, Polling, and Remote Control, click on the Help button in the upper right corner of the application window.



- The last page of this guide includes a reference chart for all the items on the toolbar.

System Requirements

The following browsers are supported for all meetings capabilities:

IE 8.+ on Windows 7

IE 9.+ on Windows 7

IE 10.+ on Windows 8 Classic

IE 11.0 on Windows 7 and Windows 8.1

Firefox Current Extended Support Release on Windows and Mac OS X

Firefox Current

Safari 6.+ on Lion 10.8

Safari 7.+ on Mavericks 10.9.x

Safari 8.+ on Yosemite 10.10

Chrome on Mac and Windows**

**Meeting Hosts using Chrome cannot use application/desktop sharing or video. Attendees using Chrome can still view applications/desktop shared by the meeting host.

Meeting Hosts using 64-bit Windows cannot use application/desktop sharing or video.

Logging In

To host or attend a meeting, go to <http://www.unlimitedconferencing.com/web-conf/>. There are separate login forms for hosts and for participants. To host a conference click on the Host Login tab and complete the "Host Login" form using the Moderator & Participant PIN you received at registration. To attend a meeting as a participant, click on the Participant Login tab and enter the Participant PIN provided to you by the meeting host.

Prepare for Your Meeting

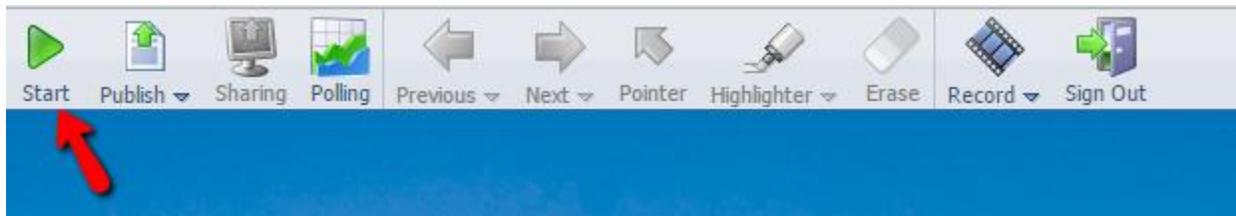
When you signed up for an account you received a welcome email with your unique Moderator PIN and Participant PIN. To host a conference, you will need both the Moderator PIN and Participant PIN. To join a conference as a participant, you need the Participant PIN. If you have an audio conferencing account 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. Go to <http://www.unlimitedconferencing.com/web-conf/> and click on the **System Compatibility Check link to make sure your system is compatible for hosting web conferences.**
3. Optional: Pre-publish any documents (PowerPoint slides, etc.) you plan to present during your web conference (see Publishing and Presenting Documents below).
4. Send invitations to your conference participants and include the following information:
 - a. Date and time of conference
 - b. Address of the login page (<http://www.unlimitedconferencing.com/web-conf/>)
 - c. The Participant PIN
5. A few minutes before the conference is scheduled to begin, you must log in to start the conference. Participants cannot join the conference until you have done this.

Starting Your Web Conference

Once you have logged into your account, you can immediately start a conference. When you first log in, you will see a toolbar at the top of the Web Conferencing window:



1. Click the green START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference. **Note: Participants will be unable to join a conference until the Host has started the conference.**
2. Instruct participants to visit the Conference Login page (<http://www.unlimitedconferencing.com/web-conf/>) and to complete the “Participant Login” form using the Participant PIN that you provided to them.
3. As each user logs in to the conference, their name appears in the Participant list on the right side of the Web Conference window.

You can now present a published document or share your desktop or a specific application running on your computer.

Publishing and Presenting a Document

Once you have logged in you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, Excel or PDF documents. You can publish documents in advance, before starting your meeting, or you can publish anytime during a meeting. Since large documents may take a while to publish, it is recommended that you publish them in advance before you start your meeting.



1. Click the PUBLISH button on the presenter toolbar
2. Click Choose File from the “Publish a File” dialog window
3. Select a document file path using the file explorer window
4. Click the Upload button in the Publish a File dialog window

After you complete these steps, your document is automatically converted into a presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.

Presenting previously published documents:

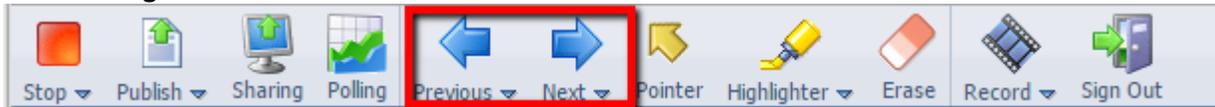
1. Click on the PUBLISH button on the presenter toolbar
2. The Publish a file window will appear, click the radio button next to the file you wish to present from the titles in “Your file list”
3. Click the PRESENT button

Or



1. Click the Document Publishing sub-menu located on the PUBLISH button on the presenter toolbar. A Drop Down menu will appear.
2. Click the Thumbnail of the file you wish to present
3. The first slide of presentation will appear on the presenter and participant windows

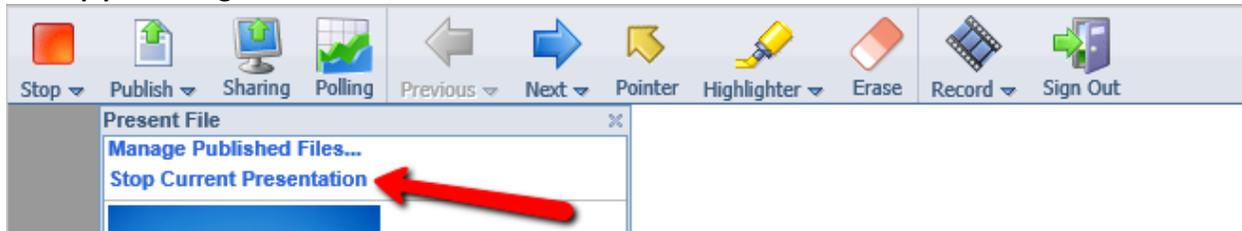
To use Navigation Tools:



Use the PREVIOUS and NEXT buttons on the toolbar to index slide by slide through a presentation, document sections or worksheets.

- Use the “Next Slide” and “Previous Slide” submenu(s) to jump directly to a specific slide.

To stop presenting a document:



1. Click the Document Publishing sub-menu located on the PUBLISH button on the presenter toolbar. A Drop Down menu will appear.
2. Select “Stop Current Presentation”

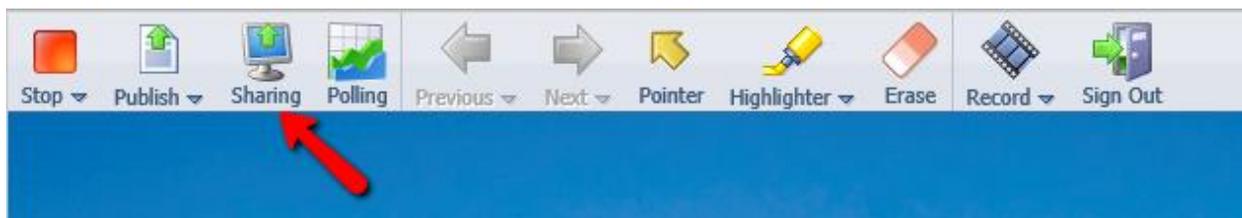
Deleting a Presentation:

1. Click the PUBLISH button on the toolbar
2. Select the presentation in the Published Documents list
3. Click the DELETE button

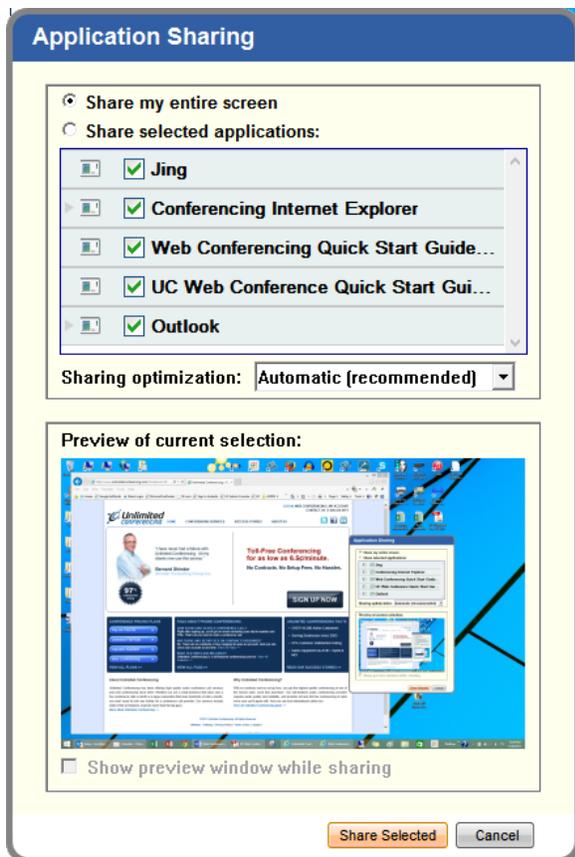
Application Sharing

The SHARING button allows you to share specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see applications unique to your desktop.

Note: The Application Sharing feature requires the host to receive a conferencing plug-in component. If this is your first time using Application Sharing, please read the System requirements section of this Quick Start guide.



Once you click the SHARING button you will receive a dialog box that shows a list of your currently running applications.



To share all applications:

1. Click the "Share my entire screen"
2. Click SHARE SELECTED

To share an individual application:

1. Select "Share selected applications"
2. Select one or more applications from the list by selecting the box next to the active application(s)
3. Click SHARE SELECTED

To stop sharing:

1. Open/restore the Web Conferencing window
2. Click the CANCEL button

Or

1. Double click the icon for Application Sharing in the system tray
2. Select STOP SHARING

Or

1. Click the orange SHARED button on the title bar of the window that is being shared

*NOTE: The Performance Setting option allows you to optimize application sharing performance and quality. The options are as follows:

- Auto (Recommended) - Auto adjust setting from low to high depending upon bandwidth responsiveness.
- High Quality – This setting has true color, the best appearance, and requires the most bandwidth. May cause delays on slower connections.
- Best Speed - Fastest transfer speed but 16 colors and some reduction in image quality. This setting is ideal for slower connections such as dial-up.

Annotation Tools

The annotation tools can be used with both published files and shared applications.



Pointer

Presenters can use the pointer to direct participant's attention to specific content in a presentation or shared application. The pointer appears to the presenter and all participants as an arrow.

Using the pointer

1. Click the Pointer icon on the toolbar. The cursor changes to an arrow.
2. Use the mouse to move the pointer.
3. Click the left-mouse button to place a pointer on the page.

To stop using the pointer, click Pointer a second time, or click Erase.

To erase the arrows, click Erase on the toolbar. Also, if you advance to the next presentation page or slide, arrows are removed. Annotations are not stored or retained in the presentation.

Highlighter

The presenter can use the highlighter to annotate or mark up a presentation in real time. Highlighting appears to the presenter and all participants as a semi-transparent colored line.

Using the highlighter

1. Click the Highlighter button on the toolbar. The cursor changes to a marker.
2. Click the left mouse button at the starting point.
3. Hold the button while dragging across the content to highlight.
4. Release the mouse button at the ending point.

To change the highlighter color, click the Highlighter menu on the toolbar, and then select a color.

To stop using highlighter, click Highlighter a second time, or click Erase.

To erase the highlighting, click Erase on the toolbar. Also, if you advance to the next presentation page or slide, highlighting is removed. Annotations are not stored or retained in the presentation.

Videocasting

Presenters with a webcam connected can broadcast live video of themselves to all participants in a conference. Participants can view the video stream in the Video pane and click Watch Video to turn the video on or off.

- The presenter should install any webcam software and test the camera before logging in to the conference. The conference must be started before you can videocast.



Starting a videocast

1. In the upper right-hand corner of the Web Conferencing window, click to expand the video pane.
2. Click the Start Video button.
3. The live video stream displays in the video pane for the presenter and all participants.

Stopping a videocast

1. In the Video pane, click the Stop Video button.
2. Click Yes to stop the video for all participants. The broadcast ends and participants receive notification that the video has stopped. The conference can continue after the videocast has stopped.

Presenter Toolbar

	START enables the Moderator to begin a web conference. The Moderator must start the conference before participants can join and all of the Toolbar controls become available.
	STOP ends the web conference. The Stop pull-down menu also provides a LOCK that the Moderator can use to block additional users from joining the conference.
	LOCK CONFERENCE prevents anyone else from joining your conference. After locking the conference, the option changes to Unlock Conference. More...
	PUBLISH enables the presenter to upload PowerPoint™, Word™, Excel™, Adobe® Acrobat PDF documents files and present the files for viewing by participants. More...
	SHARING enables the presenter to share applications running on their computer or their entire desktop with participants. All participants can view the shared application. More...
	POLLING enables the presenter to create and conduct real-time polls. More...
	PREVIOUS returns to the previous item in a published file. More...
	NEXT advances to the next item in a published file. More...
	POINTER enables the presenter to place an arrow on the screen to direct attention to content in published files and shared applications. More...
	HIGHLIGHTER enables the presenter to annotate content in published files and shared applications. More...
	ERASE enables the presenter to clear all annotations that have been added to a presentation or shared application. Annotations that are erased include highlighting, and arrows made by the pointer.
	RECORD enables the presenter to record the conference web and audio streams into an archive. More...
	SIGN OUT after the conference has concluded. More...
	HELP opens the online User Help. More...
	PRESENTER takes back Moderator control. If you are the Moderator, you can make yourself the presenter by clicking Presenter on the toolbar. Note that the presenter must stop any application sharing before control is passed back to you.