TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Access</td>
<td>3</td>
</tr>
<tr>
<td>Ending a Session</td>
<td>4</td>
</tr>
<tr>
<td>System Requirements for Moderators</td>
<td>5</td>
</tr>
<tr>
<td>Configuring Layout</td>
<td>6</td>
</tr>
<tr>
<td>Participants List</td>
<td>12</td>
</tr>
<tr>
<td>Audio</td>
<td>14</td>
</tr>
<tr>
<td>VOIP</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Telephone + VOIP</td>
<td>15</td>
</tr>
<tr>
<td>Webcam</td>
<td>17</td>
</tr>
<tr>
<td>Chat Options</td>
<td>18</td>
</tr>
<tr>
<td>Presenter Role</td>
<td></td>
</tr>
<tr>
<td>Moderator Role</td>
<td>19</td>
</tr>
<tr>
<td>Setting and Options</td>
<td>23</td>
</tr>
<tr>
<td>Tools</td>
<td>24</td>
</tr>
<tr>
<td>Instant Poll</td>
<td>24</td>
</tr>
<tr>
<td>Recast Recorder</td>
<td>26</td>
</tr>
<tr>
<td>Timer</td>
<td>27</td>
</tr>
<tr>
<td>eCurtain</td>
<td>27</td>
</tr>
<tr>
<td>Emailer</td>
<td>29</td>
</tr>
<tr>
<td>Music Player</td>
<td>30</td>
</tr>
<tr>
<td>Presentation Manager</td>
<td>32</td>
</tr>
<tr>
<td>Close Caption</td>
<td>34</td>
</tr>
<tr>
<td>Q&amp;A Manager</td>
<td>35</td>
</tr>
<tr>
<td>Media Module Tabs</td>
<td>40</td>
</tr>
<tr>
<td>Desktop Sharing</td>
<td></td>
</tr>
<tr>
<td>Slide Show Module:</td>
<td></td>
</tr>
<tr>
<td>Movie Player</td>
<td></td>
</tr>
<tr>
<td>Cobrowser</td>
<td>55</td>
</tr>
<tr>
<td>White Board</td>
<td>56</td>
</tr>
</tbody>
</table>
Summary

This guide is designed to be used by web conference Presenters and Moderators. The purpose of this document is to describe the functions available to them within the web conference room.

For the remainder of this document, we will use the term “Moderator” to represent all of the roles listed above.

Room Access

Please Note: OmNovia Technologies has just released the NEW Webinato Application for Desktop!

The Webinato Application is a new way to access your webinars without having to worry about current and future Flash Player restrictions with standard web browsers like Chrome, Firefox, Edge or Safari.

Please use the link below to download the Webinato app.
https://github.com/Webinato/WebinatoWindowsInstaller/releases/download/v1.1.7/WebinatoSetup.exe

You can also check the link below for more details about the Webinato app

Installation Instructions for Windows
https://support.webinato.com/support/solutions/articles/12000072131

Installation Instructions for macOS
https://support.webinato.com/support/solutions/articles/12000072685

Installation Instructions for Linux
https://webinato.freshdesk.com/support/solutions/articles/12000077117

Webinato Application FAQ
https://support.webinato.com/support/solutions/articles/12000072914

Known Issues
https://support.webinato.com/support/solutions/articles/12000072917

There are two methods for a Moderator to gain entry into a web conference room. There is a direct access link or through SSO (Single Sign On). Please refer to the Administrator Guide for additional information on SSO (Single Sign On). The direct link will look something like this:

*http://yourCompanyName.webinato.com/room1/presenter*

The highlighted section listed as “yourcompanyname” is a customizable section. This will have a custom name that you set up when you first created your account. The highlighted section listed as “room1” is also customizable. By default, the first room created is named “room1”.

By clicking on this link you will come to the Moderator login page that will look like this:
Ending a Session

Only the Moderator has the right to end a session manually. This can be done by clicking on the red x icon on the top right and then the red “end the webinar for all participants” button.
- Reload this webinar in your browser
- Exit this webinar
- End this webinar for all participants
**Hardware**

Keyboard and Mouse or compatible pointing device  
Speakers or USB Headset  
Microphone (if using Voice)  
Web Cam (if using Live Video)

**Configuring Layout**

The web conference room can be configured with one single presentation area or a split screen view. Please see screen shots below:

*Single Presentation View with Chat on the Left:*

![Single Presentation View with Chat on the Left](image-url)
Split Screen View with Chat on the Left:
Single Presentation View with Chat on the Bottom:
Split Screen View with Chat under Left Media Module
Split Screen View with Chat under Right Media Module

Dialing number
394 888 3422
-1 713-528-1444 - dialing again....
+1 713-885-2830
102
This is VS103 testing.
Let me know if you see this...
This is testing vs102
Split Screen View with Chat on the Bottom:

Clicking the arrow icon as shown in the screenshot will allow you to collapse/expand the panels
**Participants List**
The Participants List appears on the left pane of the window. It allows you to see who is logged into the room, as well as perform several important administrative functions.

If you left click on any attendee's name, a menu will appear that will give you several administrative functions. If you have a **presenter** role, your menu will look like this:

- **Mute**: This option allows a presenter to mute the microphone of an attendee.
- **Private Message**: This will open up a private chat tab between yourself and the attendee that you click on.
- **Biography**: This will display the person’s biography if it has been set in the adminpage.
- **Statistics**: Shows different technical details of the user.

If you have a **Moderator** role, your menu will look like this:
Audio
This section covers the various methods of audio communication that are available within the web conference room. There are essentially three ways that you can setup audio:

1. VOIP
2. Telephone (with need to record audio)
3. VOIP + Telephone

VOIP
The web Conference allows for a headset, built-in microphone on computer or free-standing microphone to be used. Please follow these steps to setup your microphone:

1. Click on the microphone icon on the bottom toolbar of the room.

2. The first time that you do this, you will get a popup window that will walk you through the microphone setup. It will look like this:

3. Please choose your microphone from the drop down menu and test your audio.
4. Then on the second tab, please check “Allow” and “Remember”.
Please note: We recommends using echo cancelling headsets for best results. If you are going to use the built-in microphone on your computer, you must use a set of headphones in order to listen to the audio. Otherwise you will receive feedback and echo.
Webcam
This section covers how to turn on your webcam. Please follow these simple steps:

1. Click on webcam icon as shown below.

2. The Camera Setup Wizard will appear where you can choose the quality of your video and the specific camera that you would like to use. Please note: it is recommended to use medium quality in most cases.

3. If you can see your video in the preview window, you can then click on OK.

4. If you cannot see your video, please contact technical support.
Chat Options
This section covers the various options that exist for the following roles:

1. Presenter Role
2. Moderator Role

**Presenter Role**
The following is a list of capabilities that Presenters have with chat:

1. Control whether to show entrance notices
2. Change the background color of chat for (only for them)
3. Change the font size of the chat (only for them)
4. Change the line spacing of the chat (only for them)
5. Copy the chat information to a clipboard
6. Participate in the private alternate chat tab (if created) that would be used for only Presenters and Moderators
Copy text of chat entry
Delete chat entry
Send a private response to the author of that chat entry
Forward chat entry to all
Forward chat entry to the alternate public chat tab (if available)
Forward chat entry to the alternate private chat tab (if available)
Highlight chat entry with a specified color
Removes highlight

**Moderator Role**
The following is a list of capabilities that Moderators have with chat:

1. Control whether to show entrance notices
2. Change the background color of chat for (only for them)
3. Change the font size of the chat (only for them)
4. Change the line spacing of the chat (only for them)
5. Control whether to make the room privatized
6. Control whether to disable all attendees chat
7. Copy the chat information to a clipboard
8. Participate in the private alternate chat tab (if created) that would be used for only Presenters and Moderators
9. Respond Privately to Attendee or Presenter Chat
10. Remove Chat messages
11. Forward Chat messages
12. Move Chat message from the General Chat to the Custom Chat tabs
13. Highlight Chat messages with colors
Documents Folder

The documents folder allows you to upload any file type or website into a shared repository where attendees can download them from within the room.

Please follow these simple steps to upload either a file or website:

1. Click on the documents button.

2. Click on the blue + symbol to upload a file.
3. Click on browse to find a file on your computer or network drive. Choose either Add a new file or Add a new link.
4. Click the file and then click open.
5. You can make this a private file (attendees cannot see it) by checking Private.
6. You can also add comments about the file.
7. Click “Add” when you want to add this to the documents folder.
Setting and Options
This section covers the in-room settings and options button as shown below:
Tools

Instant Poll

Poll Question: In which city are you viewing this webinar?

- San Francisco: 33%, 1 vote
- Paris: 33%, 1 vote
- Rome: 0%, 0 votes
- Singapore: 33%, 1 vote
You can start recording a session or start replaying a session from the list below.
Please note that there is a 5-hour maximum recording time.

New Recording Title: [Enter Title]  [Start]

Available AutoPilot Recordings

<table>
<thead>
<tr>
<th>On-Demand Link</th>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>my test</td>
</tr>
<tr>
<td>[ ]</td>
<td>test 900mins v4</td>
</tr>
<tr>
<td>[ ]</td>
<td>test 900 mins v2</td>
</tr>
<tr>
<td>[ ]</td>
<td>test 900 mins v2</td>
</tr>
<tr>
<td>[ ]</td>
<td>test 900 mins v2</td>
</tr>
<tr>
<td>[ ]</td>
<td>DB Change 2</td>
</tr>
<tr>
<td>[ ]</td>
<td>Testing the survey</td>
</tr>
<tr>
<td>[ ]</td>
<td>Autopilot/MP4 test 2 with video player 03 26 2018</td>
</tr>
</tbody>
</table>
Timer
The timer can serve as a countdown mechanism viewable either by everyone or just presenters and moderators.

![Timer]

eCurtain
Clicking on the eCurtain bring the curtain up for all attendees. They will see the following red curtain with a custom message on it. You can also customize the music that is played while the eCurtain is down.

Now, you may also choose to keep the eCurtain from being dropped down yet still mute audio from the moderators.

Presenters and Moderator will see the following blinking button inside the room. This is an indicator that the curtain is active. Clicking this will bring the curtain up and you will see a countdown with an “on air” message alerting you that the curtain is up and you are live.

![eCurtain is down]

Attendees will see something similar to this.
The presentation will begin momentarily...

While the eCurtain is down, you are unable to hear anyone speak, or see any image.
Emailer

This allows you to quickly send an invitation to someone or just a normal email message.

This form allows you to invite people to this webinar or send general emails to all participants in the room.

Enter the email addresses of the people you would like to invite separated by semicolons (;).

To:

Subject: Please join this webinar

Message: Please use the link below to join:

Link: http://test1.webinato.com/projector
Password: test

Thank you!
Technical
Music Player

You can play sound effects from a pre-populated list of files here.

You can play background music from a list of pre-populated files here or upload your own files by clicking on the blue + symbol.
You can also choose to play an internet radio station from a list of pre-populated stations.

<table>
<thead>
<tr>
<th>Radio Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas Music (Christmas Music)</td>
</tr>
<tr>
<td>Solo Piano SKY FM (Classical)</td>
</tr>
<tr>
<td>Today’s Best Country (Country)</td>
</tr>
<tr>
<td>#1 for HIP HOP (Hip Hop)</td>
</tr>
<tr>
<td>Smooth Jazz (Jazz)</td>
</tr>
<tr>
<td>Roots Reggae (Reggae)</td>
</tr>
<tr>
<td>80s SKY FM (Rock)</td>
</tr>
<tr>
<td>All Hits 70s (Rock)</td>
</tr>
<tr>
<td>KCRW (Talk-News)</td>
</tr>
</tbody>
</table>
**Presentation Manager**

This feature allows you to pre-record action steps from within the room and plays them back using a simple to manage interface.
Once you give your script a name, every time you launch something from within the room, that step gets recorded.

Once all of your steps are recorded, you simply have to click on the green play button to launch that action step.
Close Caption
The web conference platform now supports a method for closed caption.

You will have to have a moderator typing what you wish to appear in the closed caption. You can access this feature by clicking on tools and clicking on “Closed Caption”.

![Closed Caption feature](image)
The following box will appear which is where the person typing the closed caption will type the text.

As the person is typing, the text will appear where it is set to appear in the configuration.

Q&A Manager
The Q & A manager is a great way to organize questions from attendees and provide them answers. A moderator can start the Q&A manager by going to tools and clicking on “Q&A Manager”.

![Q&A Manager diagram]
To begin, click the start button.

After clicking the “Start” button, the attendees chat window will be changed like this.

Please keep in mind that attendees will not be able to chat while the Q&A manager is running.

Attendees may ask up to five questions by clicking on the “New Question” button, but this number can be raised in the settings panel for the Q&A manager.
When an attendee submits a question, the moderator has the choice to answer it themselves or assign the question to another moderator to answer.

Moderators answer type their answer in the space to the right of the box for choosing font color and may choose to either press enter or click on the “send” button to send their response.

A moderator may also choose to delete a question by clicking the “x” icon in the “#” column.
They may also choose to close a question by clicking the colored circle in the “status” column.

Clicking it the first time will change the colored circle to a checkbox. Check the checkbox to close the question or uncheck it to leave it open or reopen the question.

Attendees may be given the option to give feedback on the answers denoted in the “status” column.

If the attendee chooses “yes”, the moderator will receive a smiley face in the “status” column.

If the attendee chooses “no” a frowning face will appear in the “status” column

The Q&A manager can be closed by clicking the “end” button.
Media Module Tabs

Desktop Sharing
Please note that desktop sharing is only available for PCs running Microsoft Windows XP & up

Click the “Start Desktop Sharing” button

If you get this window, click “Install and Launch” if the projector is not installed. If it is already installed just click “Launch”.

Then, you can choose if you wish to project a region of your screen, one monitor, or a specific application.
Slide Show Module:
Use this to upload power point slide show documents (.ppt and .pptx files only). To start, go to the Slide Show tab. And click the button Start Slide Show.

You can now choose if you want to disable or enable slide show advancement by mouse clicks and/or keyboard strokes using the arrow keys. Just click the wheel or cog icon next to the “Start Slide Show” button.
From this menu you can choose to delete a slide show, play one, or upload a new one. To upload a new slide show, click on the **Upload** button.

Choose one from your computer
Then click **Start Upload and Conversion**.
Then, click on the green triangle button to the left of the slide show to play it.
Movie Player
You can upload a video file from your computer, load a YouTube movie, or record a video from your webcam. To get started go the Movie Player tab and click the Start Movie Player button.

You will see the list of movies already available. Click the green triangle button to play one.

Click on the YouTube button to start search through YouTube's search engine to find videos to add to the movie player playlist. Click the plus button to add it to the playlist or just click the green triangle button to start playing the movie.
Alternatively, you can upload a movie that you have on your computer. The movie will go through an uploading process and then a conversion process and will appear in the list when complete.

Accepted formats are: .avi, .flv, .mov, .mp4, .mpg, and .wmv
RECORD A MOVIE FROM THE VIDEO PLAYER

Also, you can record a movie from an available webcam.
1. Click the “Record” button and you will go through the camera setup. Then you will be at this screen

![Video Player Control Panel]

2. Click Allow to access Camera

![Adobe Flash Player Settings]
3. Select the proper camera Device and Click “ok”
4. Click on the start record to start recording from your webcam.

5. Click the stop button when finished.

6. Enter a name for the movie (which will enable the save button) and then click the save button. The movie will then be added to your list.
Cobrowser
The Cobrowser allows you to control a simple web browser from within the web conference room. When a presenter or moderator enters in a URL address, this gets pushed to each individual attendee.
White Board
You have 10 boards that you can use. Access them using the forward and back arrows. The white board works similar to the paint program in the Windows operating system.

Move between the 10 whiteboards
Saves a .png image of the white board to documents folder
Enter into full screen mode
Shows on which of the 10 white boards you are currently on
Starts Free hand drawing
Draws straight
Draws arrows
Draws rectangles and square
Draws circles and ellipses

Add text to the white board

Highlight an area

Select a shape

Select a shape and then click this to delete it

Select a shape and click this to duplicate it

Select thickness of the object to be drawn

Select color to draw shapes and text with

Fills color of rectangles, circles and ellipses

Simulates a laser pointer cursor, visible to attendees as you move it

Erases the entire board
Notes:

The notes module functions very similar to Notepad or a common text editor.
Copies text for pasting else where.

Save text as an MS word, pdf, text, or HTML file. Clears all text

Everyone will not see changes until this button is clicked

Check this box if you don’t want to have to hit the update button

Choose font style

Make text bold (B), italicized (I), or underlined (U)

Choose font color

Choose left, center, or right alignment of text

Put text in bullets items

Make a text a hyper link. Use this to input web address

Max 5000. Shows how many characters are left