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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

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.webConference.com/room1/presenter*

*Note: “webConference.com” will be different depending on your provider. Should you have questions about this, contact their technical support to learn the appropriate address to add.

The highlighted section listed as “yourcompanyname” is a customizable section. This will have a custom name that you setup 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:
Please Note: The login page will detect if you have the correct version of Adobe Flash Player installed. If necessary it will prompt you to install the correct version.

Ending a Session

Only the Moderator has the rights to end a session manually. This can be done by clicking on the blue x icon on the top right and then the red “end the session for all participants” button.
## System Requirements for Moderators

### Browsers
- Microsoft Internet Explorer 8.0 & up
- Firefox 1.x & up
- Google Chrome 8.x & up
- Opera 7.11 & up
- Safari 5.05 & up
- AOL 9 (*AOL 9 web browser is not supported in our event registration)

### Operating Systems
- Windows XP & up
- MAC OS X 10.4 & up
- Linux (application sharing is not available)
- Android 2.2
- IOS (for iPhone 4 & up; iPad)

### Plug-ins
- Adobe Flash Player 10.2 & up (latest version preferred)

### Internet Connection
- Web Conference: 256kbps Upload / 256kbps Download (without video)
- Web Conference: 350kbps Upload / 350kbps Download (with webcam video)
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:*
Split Screen View with Chat on the Left:
Single Presentation View with Chat on the Bottom:

NO APPLICATIONS SHARED AT THIS TIME

*** Room Moderator, Thank you for joining me today
Split Screen View with Chat under Left Media Module
Split Screen View with Chat under Right Media Module
Split Screen View with Chat on the Bottom:

Clicking on this button allows presenters to hide the chat and/or the participant’s panel. Presenters will see the following menu popup that allows them to hide this for everyone or just themselves.

Current side status for the room: open

Change side for all participants OR for yourself only?

For All  Only for me  Cancel
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.

Next to each participant’s name you will see an icon indicating their status. Possible status icons include:

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 admin page.
- **Statistics**: Shows different technical details of the user.

If you have a Moderator role, your menu will look like this:
- **Grant Controls**: You may grant full presenter privileges temporarily to an attendee or select different controls for them: Microphone, webcam, desktop sharing or all media module tabs, or full presenter (all).
- **Mute**: Selecting this option will mute the microphone audio from that one particular user.
- **Disable Chat**: This option is used to remove the ability for an attendee to enter in chat messages.
- **Can Private Message**: This option is used to grant or deny an attendee the ability to send messages to other attendees that cannot be seen by anyone else.
- **Kick From Room**: This option is used to remove the attendee from the room. Note, they may be able to re-join the room immediately.
- **Ban From Room**: This option is used to remove the attendee from the room and prevent them from being able to log back in.
- **Private Message**: This will open up a private chat tab between yourself and the attendee that you click on.
- **Statistics**: This will give you information about the attendee’s connection to the room.
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:

   Please choose your microphone from the drop down menu and test your audio.

3. Then on the second tab, please check “Allow” and “Remember”.

Please note: We recommend 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.
Telephone
You can use any telephone conference bridge or direct calls. In the next section, we will explain how you can use the telephone and record the audio.

Telephone + VOIP
Using the Web Conference iBridge, you can provide your attendees with the choice of dialing into a conference bridge or listening to the audio from their computer speakers. Please follow these simple steps to use the iBridge:

All Speaker Are On Conference Bridge

1. Click on the tools button on the bottom right hand corner of the room.

2. Click on iBridge
3. Use the keypad to dial the conference bridge number.
4. Follow the voice prompts like you would normally do when dialing from a phone. Enter the call as a participant and not a leader.
5. When you are connected the interface will turn blue and you will know you are connected by a new presenter entering the room called “iBridge”.

All Speakers Are Using VOIP

1. Click on the tools button on the bottom right hand corner of the room.

2. Click on iBridge
3. Use the keypad to dial the conference bridge number.
4. Follow the voice prompts like you would normally do when dialing from a phone. Enter the call as a leader and not a participant. VERY IMPORTANT
5. When you are connected the interface will turn blue and you will know you’re connected by a new presenter entering the room called “iBridge”.

Note: By default, audio from iBridge will not be recorded into a recast. Please contact your account manager about enabling the capture of iBridge audio into the recast recording.
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:

![Settings and Options](image)

- **Audio Notifications**: Checking this box will enable an audio chime when certain functions in the room are performed.
- **Show Participants Typing Sign**: Checking this box will enable a blinking “A” icon next to the person who is typing a chat message.
- **Detach Private Messages**: Checking this box will open private chat messages in a new window, instead of as a new tab in the chat area.
- **Play Audio Notification on all My Chat Messages**: Checking this box will play audio notification only on your chat messages if the Audio Notifications box is unchecked.
- **End Market URL**: Attendees will be pushed to this URL when a room moderator ends the room.
- **Access Admin Page**: This link allows a moderator to access the configuration portal “admin page” without having to log in again.
- **My Stats**: This provides personal information about your connection.
- **Show Logs**: This is used by our technical support team to help troubleshoot.
Tools

Instant Poll

- **Select from Favorites**: This is where you can find all of your saved questions.
- **Poll Question**: This box allows you to enter in your poll question.
- **Anonymous**: When attendees respond to the poll, this eliminates the colored icon of their choice that appears next to their name.
- **Multiple Choice**: You can set each question to be a single choice or give attendees the ability to choose more than one selection.
- **Share Results**: This allows attendees to see the percentage of votes for each selection as it occurs.
- **Save to Favorites**: Checking this box allows you to save your poll question for future use.
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

Snapshot: You can save a picture in the .png format to the documents folder. This can either be private (moderators and presenters only can see it) or public (available for everyone)
Recast Recorder

You can start recording a session or start replaying a session from the list below.

While we improve the recording process please note that there is a 5-hour maximum recording time.

New Recording Title:  

Available Recast Sessions:

On-Demand Link

- **New Recording Title**: This is where you enter in the name of your recording.
- **Available Recast Session**: This is a library of all recasts that have been created within this specific room.
- **On-Demand Link**: Clicking this link will show the link that people can use to watch a personal viewing of the recording.
**Timer**

The timer can serve as a countdown mechanism viewable either by everyone or just presenters and moderators.

![Timer Image]

**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.

![eCurtain Image]

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.

![Turn off eCurtain]

Attendees will see something similar to this.
Thank you for your patience as I prepare my presentation.

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

This form allows you to invite people to this running conference 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 (;).

Send Invite

Send Invite

Send Email

TO: luis@gmail.com

Subject: Please join this web conference.

Message: Please use the link below to join:
Link: http://seenz.omnovie.com/goodName
Password: Parts
Thank you!

This allows you to quickly send an invitation to someone or just a normal email message.
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.
**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”.
The following box will appear which is where the person typing the closed caption will type the text.

![Closed Caption Input](image)

Type in closed captioning messages. Every time you hit 'space' or 'enter' the word is sent.

- Display CC at the bottom

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

Hello

**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](image)
To begin, click the start button.

![Q&A Manager interface](image)

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.

![New Question interface](image)

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”.

[Image of Q&A manager interface]
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
Movie Player Control Panel

Movie Player allows you to upload and stream movies to all viewers or simply play YouTube movies.

Available Movies:

- Upload
- YouTube
- Record
- Play
Also, you can record a movie from an available webcam.
Click the “Record” button and you will go through the camera setup. Then you will be at this screen.
Click on the start record to start recording from your webcam.

Click the stop button when finished.
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 lines
- Draws arrows
- Draws rectangles and squares
- Draws circles and ellipses
Add text to the white board

Highlight an area

Selects 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 elsewhere.

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

Clears all text.

Update for all. Everyone will not see changes until this button is clicked.

Auto update after 3 secs. 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 hyperlink. Use this to input web address.

Max 5000. Shows how many characters are left.