



WEB CONFERENCING
User Guide

AT Conference uses the Webinterpoint 8.2 web conferencing platform. This service is completely reservationless and available 24/7.

This document contains detailed instructions on all features.

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I. INTRODUCTION

a. About Webinterpoint

Webinterpoint is a powerful, yet simple to use tool for securely displaying and orchestrating real-time presentations on the Internet. It provides the most common features needed for web presentations and requires minimal training and support. With Webinterpoint you can quickly share anything on your computer with people anywhere in the world.

Quick and simple conferences

Web Interpoint is reservationless, starts quickly and has a simple sign-in process. Your presentations can be planned or started on-the-fly. There's no need to reserve anything. It's perfectly suited to ad-hoc conferences where simplicity and flexibility are required.

Easy to share presentations

Presentations can consist of anything you might want to share from a computer. You can publish and review the following:

- Microsoft® PowerPoint®
- Microsoft Word
- Microsoft Excel®
- IBM Lotus Symphony™ Open Document Format (ODF)
- Adobe® Acrobat PDF documents

Conduct web tours, demonstrate Web services or leverage online content during presentations. Easily share desktop applications for real-time software demonstrations and application training. With a web camera installed, Presenters can also display live video.

Flexible and secure meetings

Webinterpoint is flexible and secure. Joining Webinterpoint meetings requires only a browser and an Internet connection. Users can join from any computer or web appliance (Windows, Macintosh, Linux, UNIX, Solaris) and there is nothing to download or install, eliminating the security and configuration problems often encountered with web conferencing tools. All communications are encrypted with 128 bit SSL to keep presentations confidential.

Easy conference tools

Conferencing functions and tools are easily accessed through a simple Toolbar and Participants List. From the Toolbar a Host controls the presentation and determines what Participants see in their own conference windows.

b. System Requirements

Webinterpoint conferences are accessible from most modern computer systems and browsers. Basic presentation features such as Document Publishing require absolutely no

downloads for any conference Participants making conference setup fast, easy and problem free. For more advanced features such as Application Sharing small ActiveX or Java applets are required and are downloaded when necessary. To ensure success we recommend that all users **complete the system check** at www.atconference.com/meet before hosting or attending a Webinterpoint conference. The standard requirements for joining conferences and additional requirements for specific activities are described.

Minimum Requirements for Host and Participant Systems

- Network connection to the Webinterpoint system through HTTP and HTTPS
- Internet connection speed of 128 kbps or higher is recommended
- Microsoft Windows XP, Windows Vista, Windows 7, Windows Server 2003, Apple Mac OS X 10.5, OS X 10.6, OS X 10.7 with Intel CPU, Linux
- Internet Explorer 6.0 SP2, 7.0, 8.0 and 9.0, Firefox 3.6, 10, 11, 12 and 13 or Chrome 17, 18, 19 and 20 or Safari 5.1 (Mac only) browsers
- Cookies and Scripting enabled in browser

Application Sharing and Desktop Sharing Requirements for a PC

- Microsoft Windows, Microsoft Internet Explorer and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Firefox, and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Google Chrome, and WebInterpoint Conference Plug-In for Microsoft Windows
- Internet connection speed of 240 Kbps on average (Auto setting and typical user interface updates)

When sharing is initiated, a browser plug-in component is installed if it is not already present. If your system security settings prevent you from installing browser plugins you can install the necessary components via the Options Kit.

Participant Application Viewing Requirements:

- Webinterpoint Conference Plug-In or a Java Virtual Machine version 1.5 or higher (Please note that the Microsoft VM is not supported)
- Internet connection speed of 240 Kbps on average (Auto setting and typical user interface updates)

Document Publishing Requirements

- No downloads or plug-ins are required for presentations limited to document publishing
- Only the basic system requirements must be met by Hosts and participants
- Download rate of slide presentation content is proportional to the available bandwidth. The basic 128 Kbps requirement will provide reasonable performance.

Host Videocasting Requirements

- Web camera
- Microsoft Windows, Microsoft Internet Explorer and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Firefox, and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Google Chrome, and UnyteMeeting Conference Plug-In for Microsoft Windows
- Apple Mac OS, Apple Safari, and Java 1.5+
- Internet connection speed of 50 to 300 Kbps

Participant Videocasting Requirements

- Microsoft Windows, Microsoft Internet Explorer and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Firefox, and Webinterpoint Conference Plug-In for Microsoft Windows
- Microsoft Windows, Google Chrome, and WebInterpoint Conference Plug-In for Microsoft Windows
- Linux, Firefox, and Java 1.5+
- Apple Mac OS, Apple Safari, and Java 1.5+
- Internet connection speed of 50 to 300 Kbps

When using the Recording features, computer speakers or headphones are needed to hear the audio.

Certain features will require additional network bandwidth. Slower connections will work, but the experience may not be optimal.

c. Network Requirements

Web Conferencing is designed to work on public and private networks with firewall and proxy servers and no special network configuration is required. Standard HTTP or HTTPS ports are used for communications between Chairperson (Host)s, servers and Participants.

By default, all Web Conferencing conferences are secure and confidential. All web communications are encrypted using SSL (Secure Socket Layer) through the HTTPS protocol. Most web browsers provide a visual indicator when the connection is secure. This indicator is usually found at the bottom of the browser window in the form of a lock icon.

www.ATConference.com/meet

At several points in this user guide we reference the System Check, Internet connection Speed Test, Webinterpoint Options Kit and technical requirements for using the Webinterpoint web conferencing application. The System Check, Internet connection Speed Test, Webinterpoint Options Kit and complete technical requirements for both web conference hosts and participants are all accessible at www.atconference.com/meet.

II. GETTING STARTED

a. Overview

Whether a web conference has been scheduled in advance with a group of participants, or a telephone conference is already underway, the process for starting a web conference is the same:

1. The Host goes to www.atconference.com/meet, selects the Host option and completes the sign-in form.
2. The Host starts the web conference by clicking on the START icon [] on the Toolbar. The Conference Details window provides detailed instructions for inviting participants into the conference. Once the conference is started, the Host assumes the role of presenter and participants can sign in.
3. Participants join the conference via their web browser at www.atconference.com/meet and completing the sign-in form.
4. As participants enter the conference, they appear in the Participants List. All participants view a conference window showing the same content as the presenter.
5. After everyone has joined, the presenter can continue with the presentation using the Toolbar and Participants List functions to control the conference.

b. Log-In

Before logging in for the first time, Hosts and their guests should **complete the system check**. In addition, please read system requirements for a list of supported browsers and system configurations.

Logging in as a Host

1. Visit the Sign-In URL at www.atconference.com/meet , select the radio button for Host, enter your log-in credentials, and click **Start**.
The conference window opens. You can prepare for the conference before starting the conference. However, you must start the conference before participants can join and you can use all of the conference tools.
2. Click the **Start** button to begin the conference.
3. Invite guests and provide instructions for logging in.

Logging in as a participant

1. Visit the Participant Log-In URL at www.atconference.com/meet and complete the log-in form.
If the Host provided a Conference ID, enter the Conference ID to complete the log-in.
2. Click **Start**.
3. If the Host has not started the conference or if the conference is locked, you will see a **Waiting to Join Conference** page.



4. When the Host starts the conference, you will automatically join the conference.
5. The conference window opens and the Host can see your name in the participants list.

Notes

- If the Host does not start the conference, the **Participants cannot join yet** box appears, and the Host cannot use the **Invite more** link.
- If the Host does not unlock or start the conference within a specified amount of time, the participant is placed in a **Conference Not Started** page with instructions on how to return to the login screen.
- If the total number of participants exceeds the allowable limit, the participant sees **Conference is Full** page.

c. Starting a Conference

Before Participants can log in, the Host must sign in and start the conference. All of the Toolbar controls become available when the conference starts.

To start the conference:

1. Click on the [] Start icon on the Toolbar.
The Conference Details window provides the Join URL and the Conference ID.
2. Enter optional descriptions or identifiers for the conference in the two memo fields, Memo 1 and Memo 2. This information is saved with the conference history for use in detailed billing or other reports.
3. Select Send E-Mail Report and provide an e-mail address if you want to receive a Conference Summary Report at the conclusion of the conference. The report contains detailed usage statistics about the conference.
4. Click the OK button to start the conference.
Conference status information displays at the bottom left of the conference window.

d. Configuring Pop Up Blockers

Webinterpoint uses pop-up windows for certain application functions. For example, when a conference is started, the Webinterpoint Conference Window is "popped up." If this window fails to open, users are presented with a message warning that a pop-up blocker may be active. This warning page gives the option of bypassing the pop-up process by clicking a hyperlink to open the window, but recommends that you configure your pop-up blocker and try again.

For optimal functionality, you should configure your pop-up blocking software allow pop-ups for the Webinterpoint application. If you choose to avoid configuring or disabling your pop-up blocking software, you may experience certain side effects and will be prompted to take additional action each time you attempt to join a conference.

[Configuration details for some common pop-up blockers](#)

III. CONFERENCE MANAGEMENT

a. Toolbar Controls

The toolbar provides a simple and intuitive interface for accessing conference controls. The following table shows the options that are available to the presenter.

Note: Most of the toolbar controls are unavailable until the Host starts the conference.

Presenter Toolbar

Table 1. Options available to a presenter

	START enables the Host to begin a web conference. The Host 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 Host 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™, IBM® Lotus® Symphony™ Open Document Format (ODF), 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.
	PRESENTER takes back Host control. If you are the Host, 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.

Presenter Toolbar

Table 2. Options available to a participant

	RAISE HAND enables participants to raise a virtual hand, either to capture the attention of the presenter or to respond to a question asked by the presenter. More...
	FULL SIZE shows the presenter's screen at its full size within the view area. The presenter's screen might be clipped if he or she has a screen that is larger than the view area in your conference. After you click Full Size, the option changes to Fit to Window. Only visible when the presenter is sharing an application.
	FIT TO WINDOW shows the entire presenter's screen within your view area. After you click Fit to Window, the option changes to Full Size. Only visible when the presenter is sharing an application.
	SIGN OUT after the conference has concluded. More...

Sharing Toolbar

Table 3. Options available on the sharing toolbar

	STOP SHARING ends application sharing for the presenter. More...
	SHARE MORE opens the Application Sharing window so that a presenter can select other applications to share. 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.

b. Locking Conferences

The Conference Lock is used to close conference attendance. When a conference is locked, no additional attendees can join. The Host clicks the button once to toggle the conference lock on. Clicking the button a second time will release the lock.

Only the Host of a conference can lock or unlock the conference. This control is not passed when the Host passes presentation control to another attendee.

c. Attendee Roster

The participants list shows who is in the conference. At a glance, you can see the number of participants and the names they used to log in to the meeting. Also, you can quickly identify what people can do by the icons shown:

-  Presenter
-  Member of the Q&A group
-  Participant

Here are some things that you can do if you are the presenter.

- **Invite others to join the conference**
Click **Invite...** to send an e-mail, or to copy the meeting link so that you can send it to others.
- **Hide or show the list to all participants**
Look for the Hide List or the Share List option.
- **Sort the list of participants for preferred viewing**
You can sort by user name or by the time that each user logged in to the conference.
- **Perform actions that affect all participants**
Click **All Participants**, and then make a selection from the menu.
- **Perform actions for an individual participant**
Select a name in the participant list, and then make a selection from the menu.

Finally, if you want to see details about someone, hover over a name to display information.

d. Inviting Participants

After the conference starts, the presenter can invite participants.

Sending an e-mail invitation

1. Click **Invite...** in the participants list.
2. Enter the name and company of the participant in the Invite New Attendee window.
3. Make sure the **Send E-Mail Invitation** check box is selected, and then enter the e-mail address.
4. Click **Invite** to send an e-mail invitation.

The participant will receive an e-mail invitation that contains a link to join the web conference. After the participant joins, an outbound telephone call is made, if a telephone number was provided.

Copying the meeting URL

You can quickly copy and send the meeting URL to others through instant messaging. The URL provides access to the meeting with a single click.

1. Click **Invite...** in the participants list. The Invite New Attendee window displays.
2. Copy the URL that is provided in the **IM Link** field.
3. Paste the URL into an instant message, and send it.

Note: Another option for inviting others is to copy and paste the Join URL and Conference ID into an *e-mail manually*. The URL and ID are shown at the bottom of the conference window

e. Scheduling Conferences with Outlook

AT Conference offers two options for scheduling with Outlook.

- a) AT Conference Outlook Plugin
 - a. Allows invitations in both e-mail and calendar invitations
 - b. Conference info is stored for future use

AT Conference plugin for Outlook can be located on the AT Conference web site at the following link - <http://www.atconference.com/support/tools/outlook-plugin.aspx>

- b) Webinterpoint Outlook Plugin
 - a. Invitations are sent via Outlook calendar

Webinterpoint Outlook Integration allows a Host to schedule web conferences using Microsoft Outlook. Adding web conferencing to an Outlook meeting is as simple as clicking Webinterpoint on the Outlook toolbar.

To Schedule a Conference with Outlook:

1. Install the Outlook Add-On by downloading and installing the Webinterpoint Options Kit and selecting the "Outlook Add-On" option during installation.
Note: You must temporarily close Outlook while installing this feature.
2. Access the scheduling feature of Outlook to display the Outlook Appointment window.
3. Click the INVITE ATTENDEES button on the Outlook toolbar. Insert e-mail addresses and meeting details as you would for other Outlook meetings.
4. Set a Reminder for your web conference so you will be able to log-in before the conference is scheduled to begin.

5. Click the Web Conference button at the upper left-hand corner of the Outlook Meeting window. This will open a Web Conference Details window, which provides the option to use your static Conference ID or to have the system generate a unique Conference ID. The Conference Details window includes fields for specifying the Memo 1 and Memo 2 values. A checkbox is provided to select an e-mail summary report.
6. Click the OK button to insert the web conference details text into the body of the meeting request. This text contains a conference link for users to join the conference. When this link is used to join the conference the user is directed to the login page and the Conference ID field will already be filled in. Participants can complete the rest of the form and continue on to the conference.
7. Click the SEND button to forward the invitation to the attendees.
8. Once the reminder for the meeting is received, the Host may click the OPEN ITEM button. This opens the invitation and displays the conference details.
9. The Host may click the conference link included in the invitation to login. The field will be automatically populated. To log-in, the Host completes the login form and continues into the conference.

Note: The Host must log-in and begin the conference before participants are able to join.

f. Disconnecting Conference Participants

A presenter can disconnect participants from the web or audio conference.

Disconnecting participants from a web conference

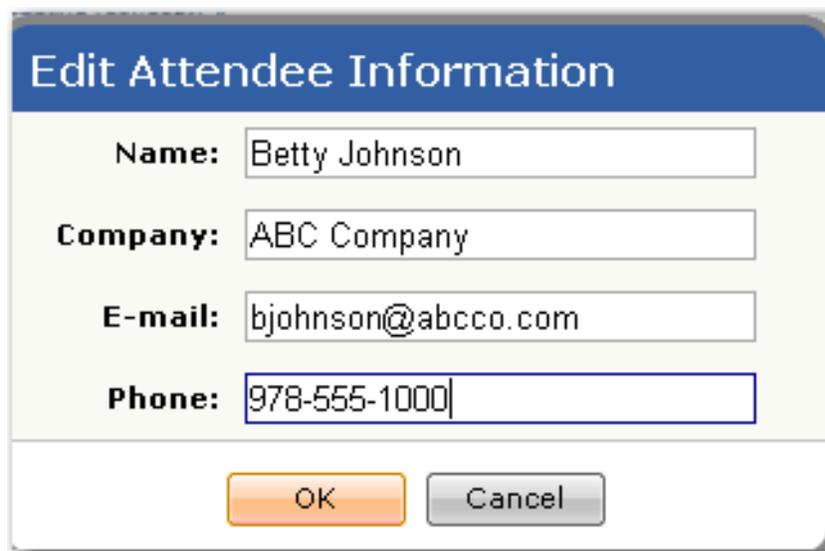
Perform one of the following steps in the participants list:

- To disconnect all participants, click **All Participants**, and then click **Disconnect** from the menu.
- To disconnect a single participant, select a name in the participants list, and then click **Disconnect** from the menu.

g. Editing Participant Information

If a participant's information in the Attendee Roster is incomplete because, for example, the participant did not fully complete the log-in form, a Presenter may choose to edit this information. If a participant does not enter a name when logging into a conference, he or she will appear in the Attendee Roster with an anonymous entry labeled Attendee 1, Attendee 2, and so on. To edit a participant's information:

1. Click the participant's entry in the Attendee Roster to display the Attendee Option Menu
2. Select the EDIT INFO option
3. Fill in the correct information for the participant and click OK to finish



Edit Attendee Information

Name:

Company:

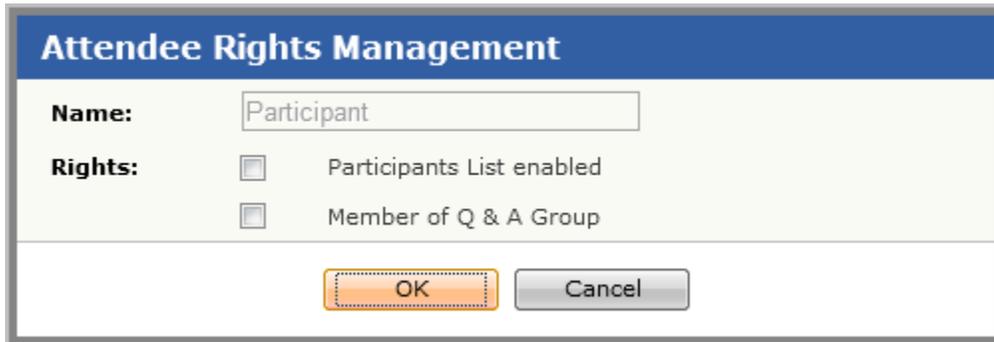
E-mail:

Phone:

Note: When a Conference Summary Report is provided at the conclusion of the conference, each participant's information in the report will reflect edits made during the conference.

h. Managing Participant Rights

If you are the presenter, you can select what participants can see and access within the conference.



Hiding or showing the participants list during the conference

There are two ways to hide or show the participants list.

- To quickly hide or show the list for all participants, go to the participants list and click **Hide List** or **Share List**.
- To hide or show the list for a specific participant, perform the following steps:
 1. Select a name in the participants list, and then click **Manage Rights**.
- Select the **Participants List enabled** check box to show the list, or clear the check box to hide the list.
- Click **OK** to save.

Adding participants to the Q&A group

You can add people to the Q&A group so that they receive chat messages that are sent to the group.

1. Do one of the following:
 - To enable all participants who have already joined the conference, click **All Participants > Manage Rights**.
 - To enable an individual, select a name in the participants list, and then click **Manage Rights**.
2. Select **Member of Q&A group** in the Attendee Rights Management window.
3. Click **OK** to save.

The following icon displays beside a member of the Q&A group: 

Notes

- For all participants, you can also select to hide or show the participants list by clicking **All Participants > Manage Rights**.

- During the conference, members in the Q&A group can engage in a side discussion which does not include the other participants. Participants can join the Q&A group discussion by selecting the group in the To: field of the Chat panel.
- The Q&A group is useful for people who want to help the presenter without interrupting the conference.

i. Passing Presenter Control

If you are the presenter, you can make someone else the presenter at any time during the conference.

To make someone else the presenter, select a name in the participants list, and then click **Make Presenter** from the menu.

Here are some things to remember:

- If you make someone else the presenter, you give up control of the conference and the conference tools.
- Recording continues if presenter control is passed from one person to another.
- There is only one presenter at any time during a conference. You can always identify the presenter by this icon: 

Notes about the Host and presenter control

- At the beginning of a conference, the Host is the presenter.
- If you are the Host, 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.

j. Chat

Chat enables the presenter and selected participants to communicate directly with each other or to broadcast messages to all participants. For example, a presenter can chat with participants to answer questions after a presentation.

To chat with a participant or Host

1. Click the **Chat** tab  in the sidebar.
2. Select recipients from the To: menu.
3. Enter your message in the Message box.
4. Click **Send**.

To see or save the chat history

1. Click the **Save** icon, which is located at the bottom of the chat sidebar.
2. Select to open the chat history, or to save the chat history as a text file. If you save the file, you can use a text editor such as Notepad, to open and view the chat history at a later time.

Notes

- Your conference must be started for you to use Chat.
- All messages display in the Chat tab. If the tab is closed when there are messages waiting to be read, the Chat icon flashes.
- An alternative way to start a chat is to select the name of a participant, or select **All Participants**, and then select **Chat** from the menu.
- If your browser has a pop-up blocker enabled, you can click a download file dialog link to save your chat.
- The presenter can send chat messages to a single participant, all participants, or the Q&A group. The presenter can enable participants to receive Q&A messages by [Managing Participants Rights](#).
- A participant can send chat messages to the Q&A Group.
- Chats that are private between you and another participant are differentiated from public chats by color.

k. Hand Raising

The raise hand feature enables participants to raise a virtual hand, either to capture the attention of the presenter or to respond to a question asked by the presenter.

To raise a hand, click **Raise Hand**  on the toolbar.

To lower the hand, click **Lower Hand** next to the name of the participant.

Notes

- In the right sidebar, if the Raised hands tab is closed when one or more hands are raised, the tab flashes to alert the presenter.
- On the Raised hands tab, the presenter can get a quick count. Hand count changes as participants raise and lower hands. Totals are not captured or stored by the application.

l. Polling

Polling enables the presenter to conduct interactive question-and-answer sessions. When the presenter conducts a poll, all participants are presented with a question and possible answers. Each participant chooses the best answer and clicks Submit. Poll results are gathered in real-time and displayed to the presenter, who can share results with all participants.

The presenter does not have to start the conference to create poll questions.

Creating a polling question

1. Click on the Polling icon  on the toolbar.
2. In the Polling window, enter the question in the Question field.
If a previous Poll is present, first click New to clear the field.
3. Enter your answers.
To replace or revise an existing answer (including the default answers Yes and No), select the text to be overwritten and enter new text. To add more answers, click **Add** and enter the new text. To remove one or more answers, check each box and click **Delete**.
4. Reorder the answers, if necessary, by checking one or more boxes and clicking Up or Down.
5. Select a color for the bar graph tabulation.
6. When the question and answers are complete, click **Save** to conduct the Poll later or Conduct to immediately display the question to all participants.

Polling with a saved question

1. In the Polling window, select a saved question.
2. Click **Conduct**.
The question is sent to all participants. The presenter view changes to wait for the poll answers. As the results are gathered, the presenter is shown an actual vote count as well as a percentage figure and bar graph for each of the possible answers.
3. When you have finished gathering results, click **End Poll and Share Results** to broadcast the results to all participants.
Alternatively, you can click **Cancel** to return to the Polling window without sharing results. From the Polling window, you can conduct another poll.
4. Click **Print** if you want to print the results.
5. Click **Cancel** to close the Polling window and return to your presentation.

Editing a saved question

1. In the Polling window, select a saved question.
2. Replace or revise the existing question and/or answer by selecting the text to be overwritten and entering new text.
To add more answers, click **Add** and enter the new text.
To remove one or more answers, check each box and click **Delete**.
3. When the question and answers are complete, click **Save** to conduct the Poll later or Conduct to immediately display the question to all participants.
4. Click **Yes** to overwrite the existing Poll.

Deleting a saved question

1. In the Polling window, select a saved question.
2. Click **Delete**.

3.

m. File Transfer

A presenter can transfer any type of file to one or all of the conference participants.

To send a file

1. Perform one of the following steps:
 - o Select a name in the participants list, and then click **Send File** from the menu.
 - o Click **All Participants**, and then click **Send File** from the menu.
2. Type the complete file path for the file, or browse to find it.
3. Click **Send File**.

Note: Each participant to whom the file is sent receives a chat message that contains a link to download the file.

n. Ending Conferences & Signing Out



When a conference is finished, the Host should stop the conference and sign out. Stopping a conference disconnects all participants and ends the billing period. Stopping the web conference will not affect an active audio conference.

Stopping the conference

1. Click **Stop**  on the toolbar.
2. If you published a presentation, you can click a link in the **Confirm** dialog box to delete the last published presentation.
3. Click **OK** to end the conference.

Signing out

1. Click **Sign Out**  on the toolbar.
The conference window closes.
2. Click **OK** to end the conference.

Notes

- Hosts should use the Stop Conference and Sign Out to end the conference and close the account. If you attempt to end the conference by closing the web browser only, the program requests confirmation before terminating. If the Host ends the meeting when they have control, the meeting ends for all participants as well.
- If the presenter signs out of the meeting, control automatically passes back to the Host.
- If the Host loses connection, the meeting will continue temporarily to give the host time to sign back into the meeting.
- If Stop is not available on the toolbar, you can also end a conference by clicking Sign Out.
- If there is no meeting activity, the meeting will end automatically. In this case, the meeting host will receive a notification before the meetings ends. If you want to continue the meeting, click **OK** in the notification box. If you want to end the meeting immediatly, click the **X** to close the notification box. If you enabled pop-up blockers, the notification box will not appear and you will see a message in the meeting window that indicates that a pop-up box is attempting to open.

IV. Document Publishing

a. Publishing Documents

Publish enables the presenter to present the following files to conference participants:

Microsoft® PowerPoint®

Microsoft Word

Microsoft Excel®

IBM® Lotus® Symphony™ Open Document Format (ODF)

Adobe® Acrobat PDF documents

Publishing is an efficient way to present documents and presentation files because participants can view the files without having to download them. You can publish files up to 30 files before you start a conference or while the conference is in session. During the conference, you select files to present from your list of published files.

To publish a presentation:

1. Click the PUBLISH button  on the Presenter toolbar to open the Publish Document window
2. Specify the document to be shared using the BROWSE button
3. Click the PUBLISH button on the Publish Document window to initiate the publishing process



Webinterpoint transfers a copy of the document to the server where it is prepared for use. This step may take seconds to several minutes, depending on the speed of the Internet connection and the size and complexity of the document.

When the upload is complete, the first page of the document appears automatically.

4. To publish additional files, repeat this procedure.

Clearing a presentation

- Select **Stop current presentation** from the pull-down menu on the Publish icon. The presentation is cleared from the conference window. The file remains in your published file list for presentation at another time.

Notes

- The password protection feature for documents is not supported. If you attempt to publish a password-protected document, you will receive a failure notice. To resolve this problem, open your file, save the file without a password, and then try publishing it again.
- Microsoft Excel documents containing macros or scenarios are not supported.
- Microsoft Excel documents that have custom views will not publish in a meeting. To remove custom views, go to View > Custom Views in the document. Then 'Delete' all the elements from 'Views'.
- To share other file types or to modify file content during the conference, use the [Application Sharing](#) tool.

b. Navigating Published Documents

Once a document has been published and a conference has been started, the Presenter must navigate through the presentation using the simple toolbar navigation buttons. Only the Presenter has the ability to direct the presentation, but the Presenter can promote another participant to the Presenter role through the Attendee Roster.

To control a slide presentation:

1. Publish the presentation as described in Publishing a Presentation.
2. Click the START button to begin the conference and invite participants (see Starting a Conference)
3. To move forward to the next slide in the presentation, click the right arrow  on the toolbar
4. To return to the previous slide in the presentation, click the left arrow  on the toolbar
5. To jump directly to a slide, use the dropdown box on the slide arrow to choose the slide by title or by number.

c. Document Pointer

Presenters can use the pointer to direct participants 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 **Pointer**  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.

Notes

- The pointer uses *smart scrolling*. If the presenter points at content that falls outside of the view of a participant, the content in the participant window is adjusted or scrolled. Smart scrolling ensures that everyone is able to see what the presenter is indicating.
- In some Web browsers, annotations might not display over blank areas of a presentation.

d. Document Annotation

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 **Highlighter**  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.

Note: In some Web browsers, highlighting might not display over blank areas of a presentation.

e. Removing Published Documents

You can publish up to 10 files at a given time. To present a published file, you can select it from the list of available files. If you reach the limit of published files, you must remove currently published files before you can publish new ones.

Deleting a published file

1. Click **Publish**  on the toolbar.
2. In the **Publish File** window, select the file that you want to remove.
3. Click the **Delete** button to remove the file from the published files list.

Note: You can delete only one file at a time.

Removing a published file at the end of a presentation

If you end a conference while presenting a file, a dialog box appears that gives you the option to delete all published files before ending the conference. If you want to remove all published files, select **Delete all published file content**. Leave the option unselected if you do not want to remove the published files.

V. SCREEN SHARING

a. Application Sharing on a PC



Application sharing enables a presenter to share individual applications or the entire desktop with participants. Participants will view the application as if it were running on their own desktop.

To start application sharing:

1. Click **Sharing**  on the toolbar.
2. Perform one of the following steps in the Application Sharing window:
 - To share your entire desktop, click **Share the entire screen**.
 - To share specific applications, click **Share selected applications**, and then select the check box of each application that you want to share.

While you are sharing applications, you have the option of seeing what you are sharing in a preview window. To preview what you share, select the **Show preview window while sharing** checkbox. You can only preview if you are sharing selected applications. It is not available if you are sharing your entire screen.

At the bottom of the dialog box, in the Preview of current selection section, you will see a preview of what you have chosen to share; either the entire desktop or specific applications. If you have chosen to just share specific applications, a black background will display.

3. To optimize performance during application sharing, you can adjust the image quality. Look for the different settings in the **Sharing optimization** menu. Here are some things to consider:
 - **Automatic (Recommended)** is recommended. Automatic adjusts the setting from low to high depending upon bandwidth responsiveness.
 - If you have high bandwidth, consider **Best Image**. This setting provides true color and an optimal appearance but requires the most bandwidth. For slower connections, this setting might slow down application sharing.
 - For very slow connections, such as dial-up, consider **Best Performance**. This setting provides the fastest transfer speed, but with a reduction in image quality.
4. Click **Share Selected** to begin.

Annotating or making other changes during application sharing

During application sharing, use the toolbar controls to affect what participants see. Refer to the following list for details.

- Click **Stop Sharing** to end application sharing.
- Click **Share More** to select other applications to share.

- Select either **Pointer** or **Highlighter** to create annotations. To stop annotating, click the selected annotation tool a second time, or click **Erase**.
- Click **Erase** to clear all annotations.
- Click **Back to Room** to bring the web conference to the front.

Notes

- You must start your web conference before you can share applications.
- You must have the conferencing plug-in installed before you share applications, please see the [System Requirements](#) for details on the application sharing requirements.
- During application sharing, participants can resize the window by selecting **Full Size** or **Fit to Window** on the toolbar.

b. Sharing Applications On a Mac

Application sharing enables a presenter to share individual applications or the entire desktop with participants. Participants will view the application as if it were running on their own desktop.

To start application sharing:

1. Click **Sharing**  on the toolbar.
2. In the Application Sharing dialog box, perform one of the following actions:
 - Click **Share my entire screen**.
 - Click **Share selected applications**, and then select each application that you want to share. You can select multiple applications by holding down the command key while clicking on the applications that you want to share.

While you are sharing applications, you have the option of seeing what you are sharing in a preview window. To preview what you share, select the **Show preview window while sharing** checkbox. You can only preview if you are sharing selected applications. It is not available if you are sharing your entire screen.

At the bottom of the dialog box, in the Preview of current selection section, you will see a preview of what you have chosen to share; either the entire desktop or specific applications. If you have chosen to just share specific applications, a green background will display.

3. **Optional:** To optimize performance during application sharing, go to the **Options** menu.

Choosing the screen to use for sharing

The default is the screen that contains the menu bar and is highlighted in yellow. If you want to share a different screen, click on the screen you wish to share. The screen you have selected will then be highlighted in yellow. If the screen is larger

than what will be seen while sharing, a warning icon will appear. In this case, the screen will be scaled down while you are sharing.

Adjusting image quality

You can adjust the quality of the image to help optimize the performance of the meeting. The following are the settings from which you can choose:

- **Automatic (Recommended)** is recommended. Automatic adjusts the setting from low to high depending upon bandwidth responsiveness.
 - For very slow connections, such as dial-up, consider **Best Performance**. This setting provides the fastest transfer speed, but with a reduction in image quality.
 - If you have high bandwidth, consider **Best image**. This setting provides true color and an optimal appearance but requires the most bandwidth. For slower connections, this setting might slow down application sharing.
4. Click **Share** to begin.

Previewing

In the preview window, you can see what you are currently sharing. To open the preview window perform one of the following:

- From the status bar menu, choose the **Show Preview Window** command.
- In the sharing dialog box, select the checkbox **Show preview window while sharing**.

If you pause application sharing, the preview window closes automatically. If you resume sharing, the preview window will reopen.

Note: The preview window is not available when you share your entire screen.

Stopping Application Sharing

Use one of the following to stop sharing:

- On the status bar menu, select the **Sharing** icon. Then click **Stop Sharing**.
- On the dialog box that displays in the meeting room window, click **Stop Sharing**.

Notes:

- On a Mac, annotation tools are not available.
- Remote control capabilities are not available on a Mac. A user cannot give control to someone who is using a Mac nor can a Mac user give control to someone else.
- A Java applet is used instead of a native plugin. In order for the applet to launch, the user must accept the signed applet. The user will have to accept the applet each time that the browser restarts unless they choose to always trust the applet.

c. Giving Control of a Presentation

A presenter who is sharing applications can give control to another participant. The participant can then control the applications using the mouse and keyboard, as if the applications were open on his or her own desktop.

To give control to a participant

Select a name in the participants list, and then click **Give Control** from the menu.

To return control to the presenter

Select a name in the participants list, and then click **Disable Control** from the menu.

Notes

- Only one participant can control the applications at a time.
- The presenter must disable control from one participant before giving it to another.

d. Remote Control

Remote control enables the presenter to control applications on a participant's desktop. If remote control is enabled, both the presenter and the participant can control applications using the mouse and keyboard. If the presenter is sharing applications, he or she must stop sharing before using remote control.

To start and stop remote control (presenter and the participant)

1. *Presenter* - Select a participant name from the participants list, and then click **Remote Control** from the menu. The Application Sharing window displays for the Participant.
2. *Participant* - Select to share the entire desktop or specific applications, and then select **Start Sharing** to allow remote control.
3. *Presenter* - To end remote control, select the participant name from the participants list, and then click **Stop Remote Control** from the menu.

Notes

- You must start your web conference before you can use remote control.
- Both the presenter and the participant must have the conferencing plug-in installed. Run the system check to see if it is installed. Again, the system check, speed test, options kit and technical requirements are all accessible at www.atconference.com/meet.

VI. Web Recording

a. Recording a Conference



Presenters can record a conference, including both the web and audio conference. The recorded conference will be saved in an archive for 30 days. You can download the recording to replay and/or to share with others.

Your conference must be started for you to start recording. If you want the recording to include audio, establish your telephone conference first, then link the recording to the telephone conference as shown in the following procedure. You may hear the audio through both your telephone and your computer speakers while you bridge to your telephone conference. After you complete the bridge, turn off or mute your speakers to prevent feedback.

Recording a conference:

1. Click **Record**  on the toolbar.
2. Click **Start Recording** on the drop-down menu. A dialog box appears.
3. Audio is included in the recording by default. If you do not want to include the audio in the recording, unselect **Include audio in the recording** and skip to the step where you name the recording.

If you want to include audio in the recording, leave **Include audio in the recording** selected and perform the following steps:

1. Make sure you can hear the audio bridge connection as it is made. Use headphones or make sure your computer's speakers have the volume turned up. If you do not want the recording to include audio, skip to the Start Recording step.
2. Choose to use a default number or a new number for the audio. These options are only available if you are provisioned with a phone plan. If you do not have a phone plan, these options will not be available. Select one of the following options:
 - Select **Default Number** to use the number that is provisioned by your phone plan. The number is not editable and will automatically appear when you select this option.
 - Select **New Number** to use a number that is different than the one provisioned by your phone plan.
3. Select the country associated with the conference number.
4. Enter the phone number for the meeting and click **Dial**.

Note: International toll-free numbers and universal toll-free numbers are not available from some countries, including the United States.

5. Enter the access code and click **Send**.

To prevent feedback, turn off or mute your speakers after the audio bridge is made. If you are using headphones, you do not need to mute your speakers.

4. *Optional:* Enter a name for the recording.
5. Choose a file format for the recording from the drop-down list.
6. Click **Start Recording**. The status bar at the top of the conference window indicates that the conference is being recorded.

Stop recording a conference

1. Click **Record**  on the toolbar.
2. On the drop-down menu, click **Stop Recording**.
3. Click **OK**.

The archive displays the new recording. You can continue the conference after you stop recording.

Content automatically recorded during a recorded conference includes the following items:

- Audio
- Application Sharing
- Published Adobe® Acrobat PDF documents (.PDF)
- Published Microsoft® PowerPoint® presentations (.PPT)
- Published IBM® Lotus® Symphony™ Open Document Format (ODF) Presentations (.ODP)

The following content is not recorded:

- Polls
- Chat
- Published Microsoft® Word files (.DOC)
- Published Microsoft® Excel® files (.XLS)
- Published IBM Lotus Symphony Open Document Format (ODF)
 - Open Document Text files (.ODT)
 - Open Document Spreadsheets (.ODS)

Notes

- A recorded conference is saved in an archive for 30 days. You can download the recording to replay or to share with others.
- To provide the best experience for participants, the presenter can enter the conference in advance of participants to connect for recording. However, the recording will include the preliminary business of getting all participants joined.
- If the recording dialog box displays the Archive tab but not the New tab, close the dialog box, start your conference, and click Record again.
- Audio is recorded at any time it is present during a recording. Here are some tips for using audio:
 - You may hear the audio through both your telephone and your computer speakers while you bridge to your telephone conference. After you complete the bridge, turn off or mute your speakers to prevent feedback.
 - Stopping the recording disconnects the bridge to the telephone conference. You will hear a beep over the telephone indicating that the recording has stopped. You can continue the conference

after the recording has stopped.

b. Downloading and Playing a Recording

A recorded conference appears in your Recording Archive. You can download the recording at any time to replay the conference and/or share the recording with others.

To download and play a recording

1. WebInterpoint records web conferences in a .mov or a .wmv container in compliance with video and audio standards. To play back a recorded conference, you need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats for .mov files or that supports WMV format for .wmv files.
2. Log in to your conference. You do not have to start the conference to access the recording archive.
3. Click **Record**  on the toolbar. A new window displays.
4. Click **Archive** to see a list of your recorded conferences.
5. Locate the recording that you want to download, and then click **Download** to save it to a folder on your local drive.
6. Go to the folder on your local drive that contains the .mov or the .wmv file.
7. Double-click the file to play it.

Note: You can also delete a recording from the archive. In the archive list, look for the delete option beside a recording.

c. Sharing a Recording

After you download a recording, you can share it with others.

Here are some ways to share the recording:

- Post it to a Web site. Use FTP or an equivalent tool to upload the .mov file to a Web server.
- Share it on an intranet or company network.
- Copy or burn the .mov file to a DVD or other media.

Note: WebInterpoint records web conferences in a .mov container in compliance with H.264/AVC video and G.711 audio standards. To play a movie, users need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats provided in the .mov file.

VII. Webcasting

a. Videocasting

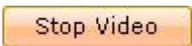
Presenters with a webcam connected can broadcast live video to all Participants in a conference. Participants can view the video stream in the Video pane and click "Watch Video" to turn the video on or off.

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. Click the **Start Video** button [].
2. 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.

If you are not using the Video pane, you can click  to minimize the pane. Minimizing the Video pane provides more space for viewing the Roster. Click  to restore the pane.

VIII. A Note on Customer Service

Please know that AT Conference's trained operators and customer service representatives are there to help you in whatever way they can.

Our representatives are available during AT Conference's business hours (8:00 am to 10:00 pm Eastern Mon. through Thu, and 8:00 am to 9:00 pm Eastern Fri) at **877-480-4300**.

No question or comment is too small. Please call upon us when you need.

Sincerely,



David Jannetti

President and CEO, AT Conference