

VisionCast MeetingSM : A Quick Start Guide

VisionCast MeetingSM is a fully unattended service for use with your ReadyConferenceSM audio account. If you have a ReadyConferenceSM account you are ready to use VisionCast MeetingSM.

To use VisionCast MeetingSM ...

Step 1 Go to www.premconf.com and click on Moderator Log-In in the upper right corner of the page.

Step 2 Enter your **Client ID** and **web password** and click Log In.

Step 3 Click the VisionCast Meeting link.

Step 4 Select **Start a Meeting Now** or **Schedule a Meeting**.

Step 5 Choose your passcode, enter your name, email address, and company name.
For scheduled meetings select a date and time.

Step 6 Estimate the number of participants and meeting duration. Select meeting type.

Step 7 Enter email addresses to invite attendees

For Scheduled Meetings: You will receive a presenter invitation – use this invitation the day of your meeting to start your meeting.

For the Start a Meeting Now option: The meeting center will be launched – your meeting is underway.

Event Preparation Tips...

VisionCast® uses PowerPoint only with no animation.

Tips for creating an impacting PowerPoint presentation.

1. Use headers that are at least 32 pt & bullets at least 24 pt with no more than 5 bullets per slide.
2. Have only one or two font types with text of 20 pt for normal monitors and 24 pt for large monitors.
3. Thicken lines to 1.5 point or more and use solid colored boxes with thin frames for boxes-and-arrows diagrams.
4. Avoid excessive graphics and do not use bit-map images.

Confirm technical requirements for Presenters and Attendees.

Presenters should install the required plug-ins for uploading slides and using the Snapshot and Share features. (Follow the prompts for installation when starting a meeting).

Tips for scheduled meetings.

1. Send the Attendee invitation only to yourself so that it can be customized with additional information or your company logo. Copy and paste the **Attendee Invitation** into a new e-mail and send from your e-mail system so that the invitation comes directly from you.
2. You must use your **Moderator Invitation** to start the meeting. Be sure you have this e-mail invitation available.

For technical concerns:

If you encounter technical concerns while using ReadyConferenceSM, press * 0 for Technical Support. Otherwise, you may call the VisionCast MeetingSM 24/7 Help Line at (888) 569-3848.

If you do not have, or do not remember your web password please call a Premiere Conferencing Reservationist at 1-800-776-0700.

For a fully detailed VisionCast Meeting User's Guide click the 'Support' link after logging into VisionCast Meeting.

Optimizing your PC for the Meeting.

Netscape Navigator 4.06 - 4.7x or Internet Explorer 4.0 or newer
233Mhz Pentium-based PC with Windows 9x, NT, ME, XP or 2k
Sun SPARCstation w/ Solaris 2.5.1 or 2.6 * Mac OSX with IE 5.1
Audience: 64 MB RAM Presenter: 128 MB RAM
Display of 1024x768 pixels is recommended
56k Internet Connection. T1, cable modem, DSL preferred.

Presenters:

1. Shut down and restart your computer before each meeting.
2. Clear your cache before starting each meeting.
3. Shut down all unnecessary applications that are running.
4. Use the highest speed Internet connection available.
5. Start your meeting 5-10 minutes early, if possible.