VisionCast Meeting®
User's Guide

Presented by

Premiere Conferencing

This guide is intended to provide an overview for using VisionCast Meeting from Premiere Conferencing.

What is VisionCast Meeting?
VisionCast Meeting combines the cost-effective and convenient automation of ReadyConference with the robust web collaboration tool VisionCast. VisionCast Meeting is available when you need it, and how you need it. Best of all you can schedule VisionCast Meetings in advance or start them instantly, all from your own web browser. You are in complete control of VisionCast Meeting from Premiere Conferencing. If you have a ReadyConference number – you are ready to use VisionCast Meeting.

Using VisionCast Meeting is easy, follow these easy steps and you can be collaborating on the web in no time.

Table of Contents

Getting Started

Go to http://www.premconf.com
Click 'Moderator Log In'

Click 'Moderator Log In' to begin.

Enter your Client ID, web password, and time zone.
Click Log In
If you do not know your Client ID or web password please call (800) 813-5798.
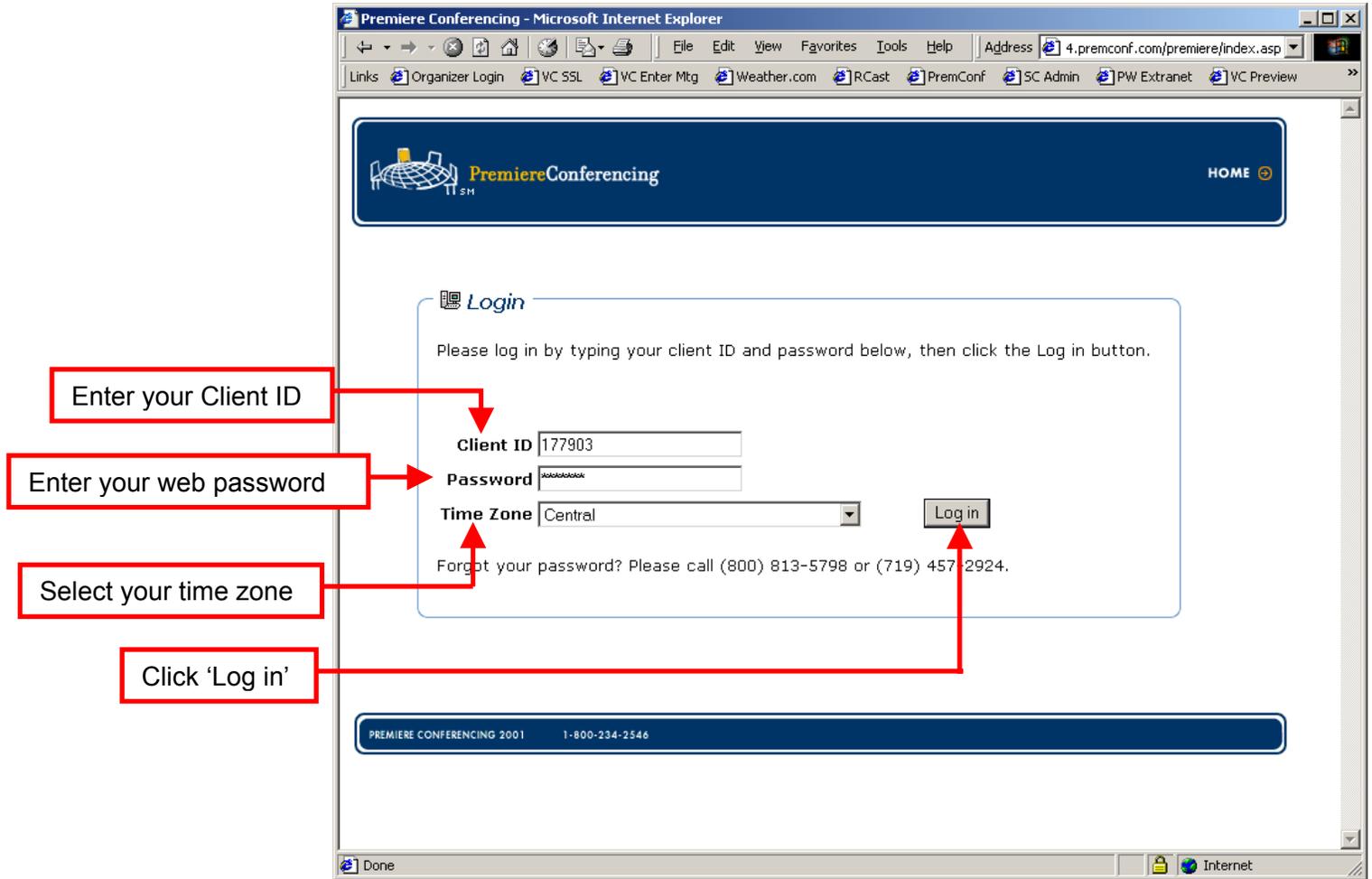
Select VisionCast Meeting
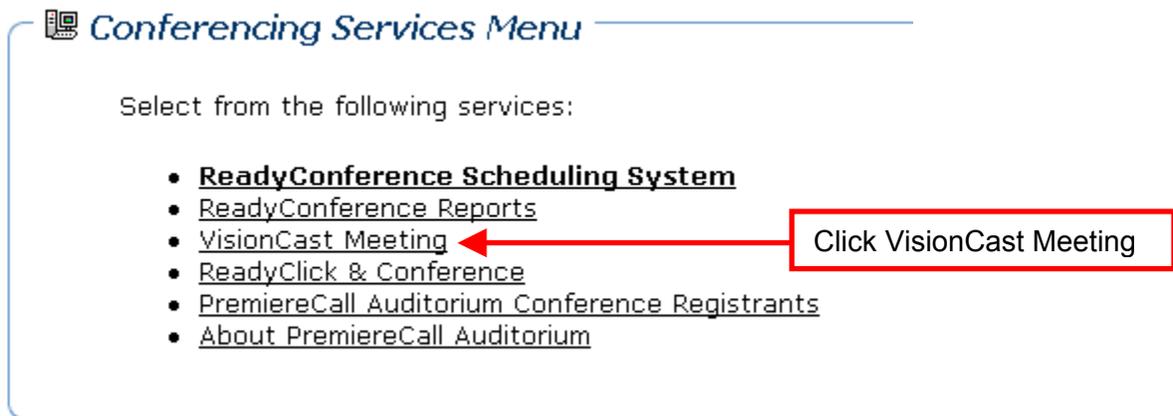
You are now at the main VisionCast Meeting menu. From here you can launch an instant meeting, schedule a meeting and manage your previously recorded VisionCast Meeting enabled conferences.
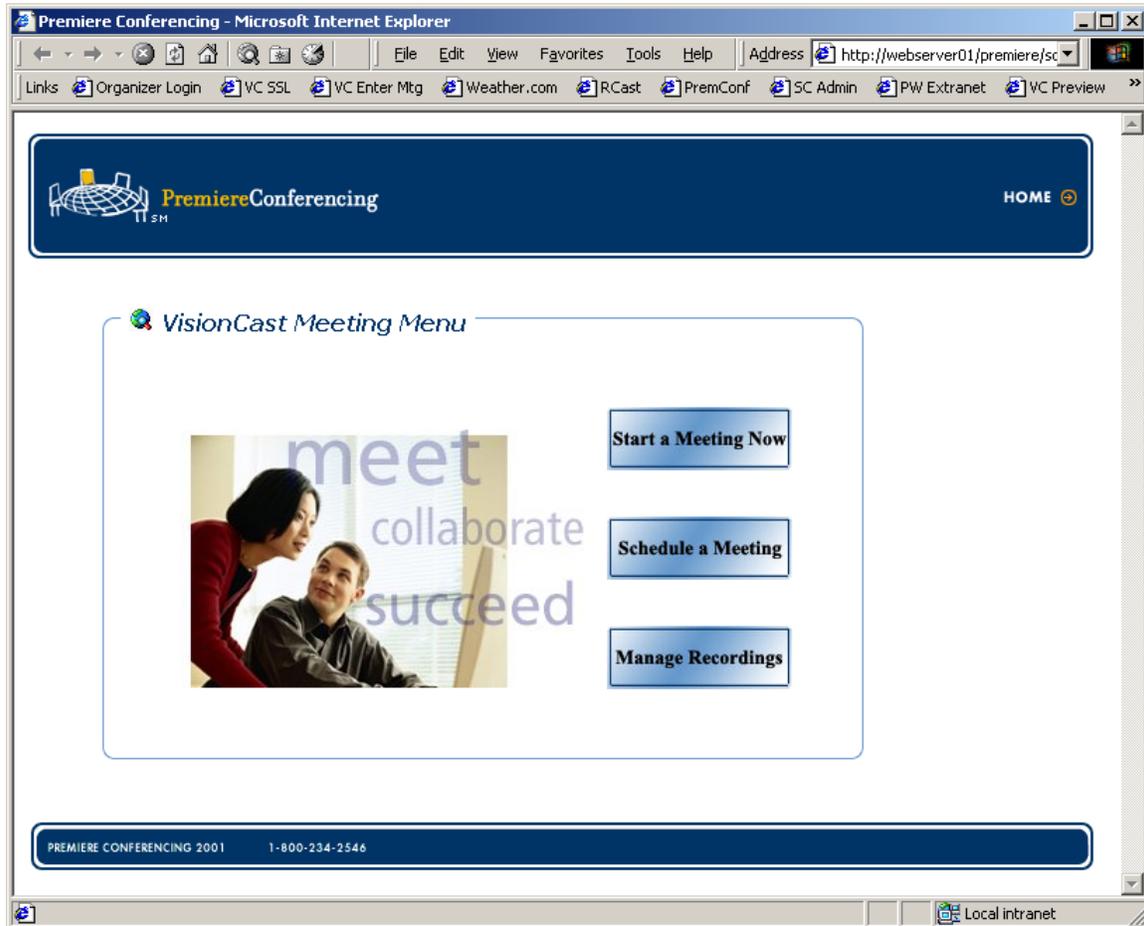
Start a Meeting Now
Have a meeting up and running in a matter of seconds. Simply select a few simple options and your collaborative web meeting with VisionCast is underway.

Schedule a Meeting
Allows a meeting to be scheduled for any date in the future. You will be emailed a confirmation – hang on to this email it contains your link to start the meeting when the time comes.

Manage Recordings
VisionCast Meeting allows you to capture both the audio and visual portions of your meetings. Return here to view or delete these recorded sessions. A link to provide to attendees so they may access your replay is included in your host confirmation email.

Start a Meeting Now

Start a Meeting Now

VisionCast Meeting

(All fields are required)

Passcode:

☑ Include audio information

Select the passcode to use from the drop down menu.

Name:

Email Address:

Company Name:

Enter your name, email address and company name.

Meeting Type: ⦿ Presentation ○ Collaborative

Select your meeting type.

Number of Participants: 3

Estimated Duration: 1/2 hour

Select the estimated number of participants and meeting duration.

Send email notification for this Meeting.

Enter Meeting

Click 'Enter Meeting' to launch your meeting.

Please note: *If there is an on-going meeting for the selected passcode, you will re-enter that meeting as the Presenter. However, the meeting type, duration, number of participants, and include audio options cannot be changed.*

Confirm you are ready to start your meeting, or click 'Cancel' to send invitations.

Microsoft Internet Explorer

? If you've already sent email invitations for this meeting, click OK to enter meeting. (Click cancel if you need to send email invitations first.)

OK   Cancel

Start a Meeting Now

Start a Meeting Now

ReadyConference Passcode – Select the passcode you'd like to use for this meeting.

Included Audio Information – Deselecting this default option will remove your ReadyConference phone number and passcode from your invitations and the meeting console.

Meeting Type – This selection determines the type of meeting center that will load for you and your attendees.

➢ Presentation – Two different VisionCast consoles are used. The presenter console is loaded for you as the presenter, allowing access to all options available for a meeting and a complete set of presentation tools. Your attendees will utilize an attendee console which focuses on your presentation and does not allow audience access to the presentation tools. This type of meeting is best suited for larger meetings in a one-to-many environment.

➢ Collaborative – The same VisionCast console loads for everyone in the meeting. All tools can be made available to all attendees. This type of meeting is best for collaborative meetings in a small setting.

Number of participants – Select the anticipated number of attendees to your meeting. This is only an estimate, if needed additional participants will be allowed to join your meeting.

Estimated duration – Select the approximate length of time for your meeting. This is only an estimate, your meeting will continue beyond this length of time, if required. *Please note* – your attendees will not be able to join a meeting after the scheduled meeting duration has expired.
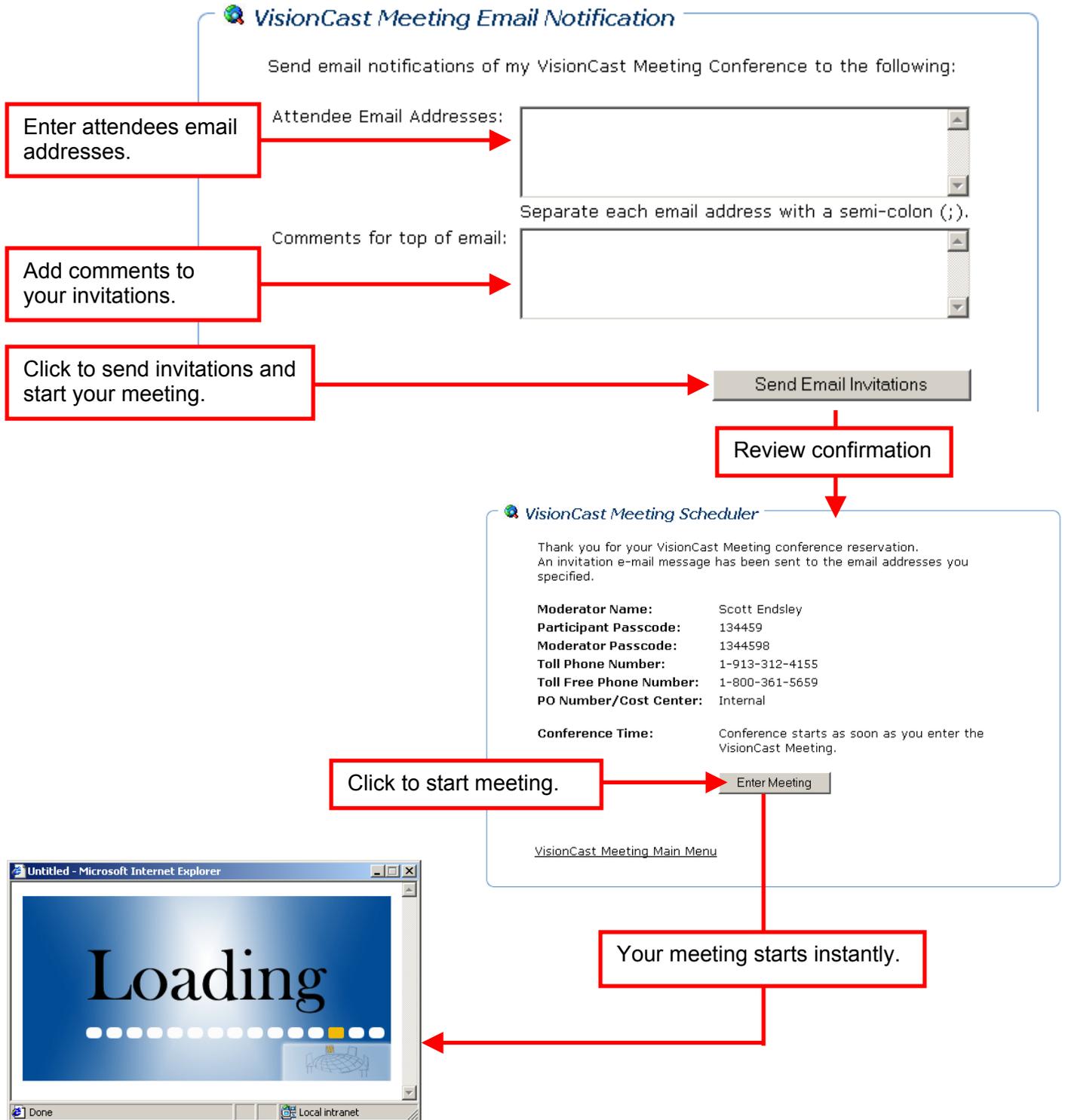
Send email notification for this meeting – This link will allow you to send emails to any participants you wish to have join your meeting.

Tip

Send the invitation only to yourself – this allows you to copy and paste the meeting information into a new email to send to your attendees from your own email program. You have the option to customize the invitation as well.

To send invitations for your meeting, enter the attendees email addresses, separate each email address with a semi-colon.

You may add comments to the top of the invitation if you wish.

VisionCast Meeting Email Notification

Send email notifications of my VisionCast Meeting Conference to the following:

Enter attendees email addresses.

Attendee Email Addresses:

Separate each email address with a semi-colon (;).

Add comments to your invitations.

Comments for top of email:

Click to send invitations and start your meeting.

Send Email Invitations

Review confirmation

VisionCast Meeting Scheduler

Thank you for your VisionCast Meeting conference reservation.
An invitation e-mail message has been sent to the email addresses you specified.

Moderator Name:	Scott Endsley
Participant Passcode:	134459
Moderator Passcode:	1344598
Toll Phone Number:	1-913-312-4155
Toll Free Phone Number:	1-800-361-5659
PO Number/Cost Center:	Internal
Conference Time:	Conference starts as soon as you enter the VisionCast Meeting.

Click to start meeting.

Enter Meeting

VisionCast Meeting Main Menu

Your meeting starts instantly.

Untitled - Microsoft Internet Explorer

Loading

Done   Local intranet

Schedule a Meeting

Schedule a Meeting

VisionCast Meeting Scheduler

(All fields are required)

ReadyConference Passcode: [▼]

Select the passcode to use from the drop down menu.

☑ Include audio information

Name: [ ]
Email Address: [ ]
Company Name: [ ]

Enter your name, email address and company name.

Conference Time:
(For VisionCast meeting)
[January ▼] [27 ▼] [2003 ▼] , [9:00 am ▼]

Select a meeting time.

(Time must be valid for the passcode above.)

Time Zone: [Central ▼]
Estimated Duration: [1 hour ▼]
Number of Participants: [3 ▼]

Select a time zone, duration and number of participants.

Meeting Type: ⊙ Presentation ○ Collaborative

Select your meeting type.

Attendee Email Addresses: [ ]

Enter attendees email addresses.

Separate each email address with a semi-colon (;).

Comments for top of email: [ ]

Add comments to your invitations.

[Schedule]

Click Schedule.

VisionCast Meeting Scheduler

Thank you for your VisionCast Meeting conference reservation.
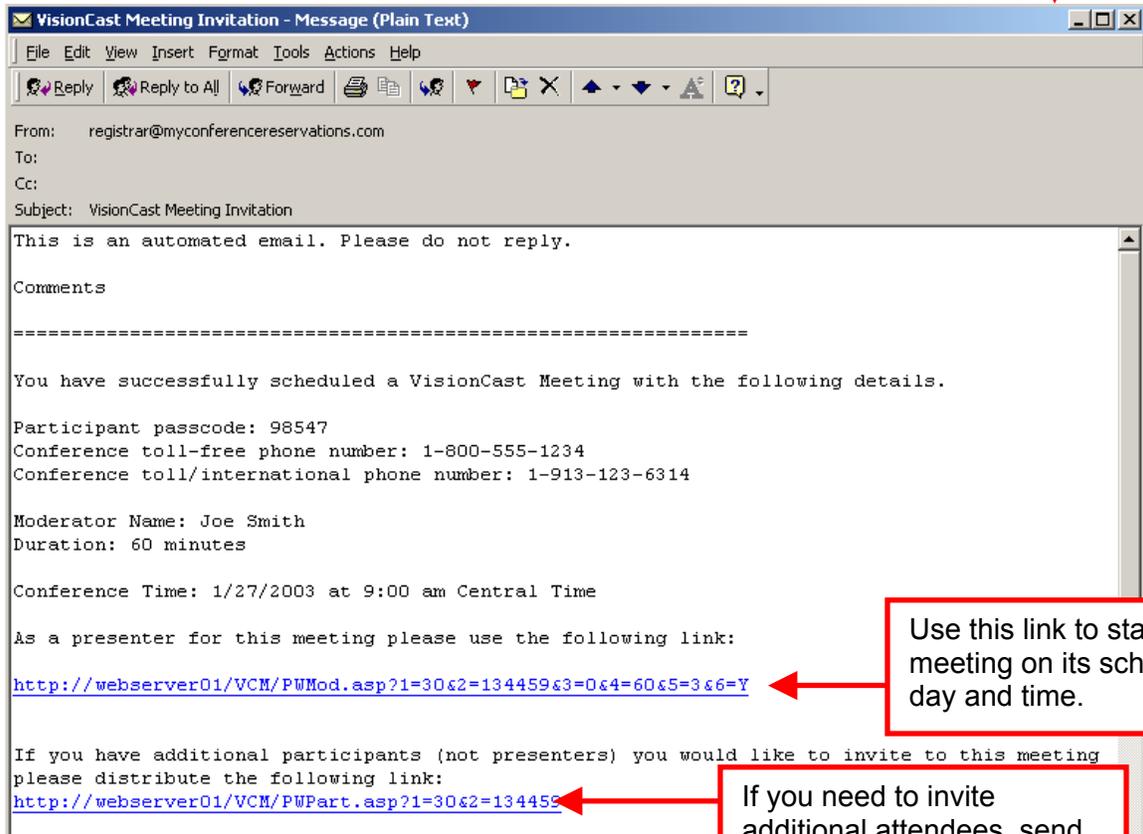An invitation e-mail message has been sent to the email addresses you specified.

Moderator Name:	Scott Endsley
Participant Passcode:	134459
Moderator Passcode:	1344598
Toll Phone Number:	1-913-312-4155
Toll Free Phone Number:	1-800-361-5659
PO Number/Cost Center:	Internal
Conference Time:	1/27/2003 at 9:00 am

Review your confirmation. Your meeting is now scheduled; invitations have been sent.

VisionCast Meeting Main Menu

As the host you will receive a confirmation email for your meeting. ****Important** This email contains the link to start your meeting. You must keep this email to start this scheduled meeting.**

VisionCast Meeting Invitation - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply   Reply to All   Forward

From: registrar@myconferencereservations.com
To:
Cc:
Subject: VisionCast Meeting Invitation

This is an automated email. Please do not reply.

Comments

===

You have successfully scheduled a VisionCast Meeting with the following details.

Participant passcode: 98547
Conference toll-free phone number: 1-800-555-1234
Conference toll/international phone number: 1-913-123-6314

Moderator Name: Joe Smith
Duration: 60 minutes

Conference Time: 1/27/2003 at 9:00 am Central Time

As a presenter for this meeting please use the following link:

http://webserver01/VCM/PWMod.asp?1=30&2=134459&3=0&4=60&5=3&6=Y

Use this link to start your meeting on its scheduled day and time.

If you have additional participants (not presenters) you would like to invite to this meeting
please distribute the following link:
http://webserver01/VCM/PWPart.asp?1=30&2=134459

If you need to invite additional attendees, send them this link.

**Remember – As the host you will need this invitation to start your meeting.

Schedule a Meeting

ReadyConference Passcode – Select the passcode you'd like to use for this meeting.

Included Audio Information – Deselecting this default option will remove your ReadyConference phone number and passcode from your invitations and the meeting console.

Number of participants – Select the anticipated number of attendees to your meeting. This is only an estimate, if needed additional participants will be allowed to join your meeting.

Estimated duration – Select the approximate length of time for your meeting. This is only an estimate, your meeting will continue beyond this length of time if required. *Please note* – your attendees will not be able to join a meeting after the scheduled meeting duration has expired.

Meeting Type – This selection determines the type of meeting center that will load for you and your attendees.
  ➢ Presentation – Two different VisionCast consoles are used. The participant console is loaded for you as the presenter, allowing access to all options available for a meeting and a complete set of presentation tools. Your attendees will utilize an attendee console which focuses on your presentation and does not allow audience access to the presentation tools. This type of meeting is best suited for larger meetings in a one-to-many environment.
  ➢ Collaborative – The same VisionCast console loads for everyone in the meeting. All tools can be made available to all attendees. This type of meeting is best for collaborative meetings in a small setting.

Email attendees an invitation to the meeting – Enter email addresses for attendees you would like to receive an invitation.

Tip Send the invitation only to yourself – this allows you to copy and paste the meeting information into a new email to send to your attendees from your own email program. You will have the option to customize the invitation as well.

Comments for top of email – Add a personalized message to your email invitations if you wish.

Starting your meeting
To begin your meeting, use your presenter invitation to launch the meeting console at the scheduled date and start time.
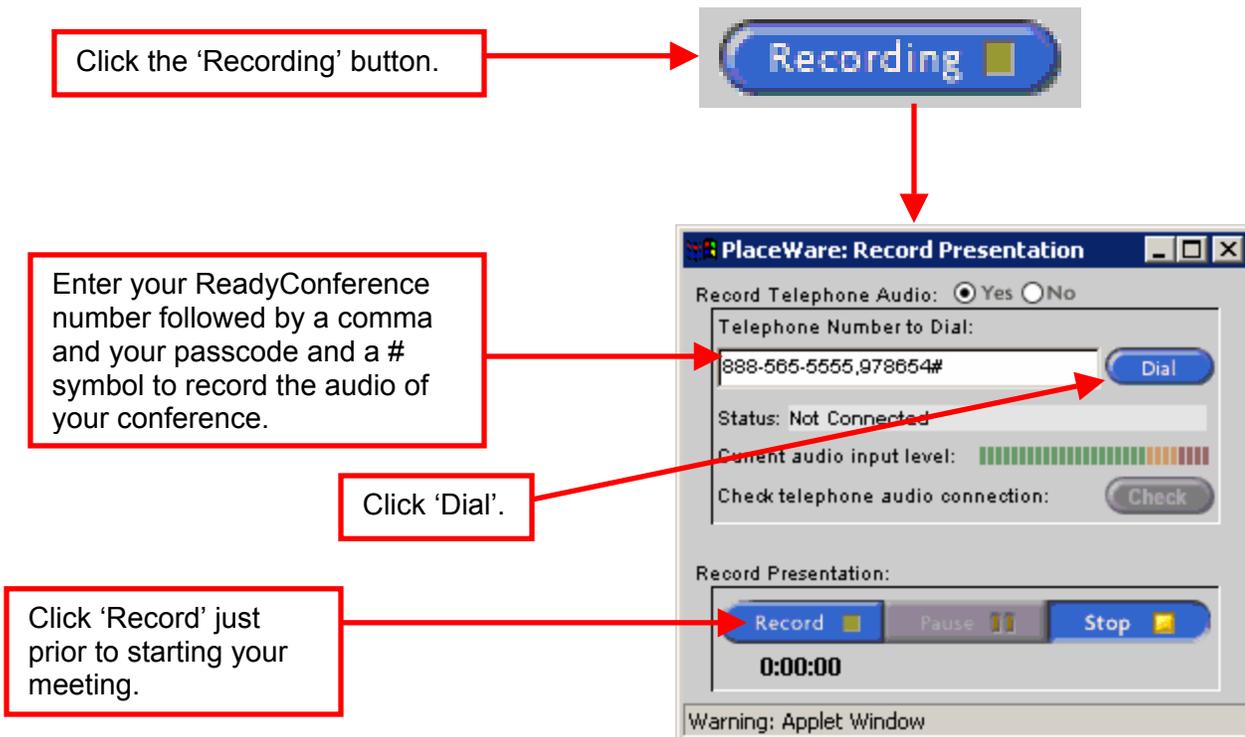
Using VisionCast
Once your meeting is running you will be using Premiere Conferencing's VisionCast for the web portion of you meeting. If you require assistance using VisionCast and have selected a 'collaborative' meeting type you will find instructions for using the VisionCast meeting center of page 17 of this document. If you have selected a 'presentation' meeting you may contact your sales associate and request a VisionCast Presenter's Handbook. Additionally, Premiere Conferencing offers VisionCast training sessions, your sales associate can assist you with learning more about a one-on-one training session.
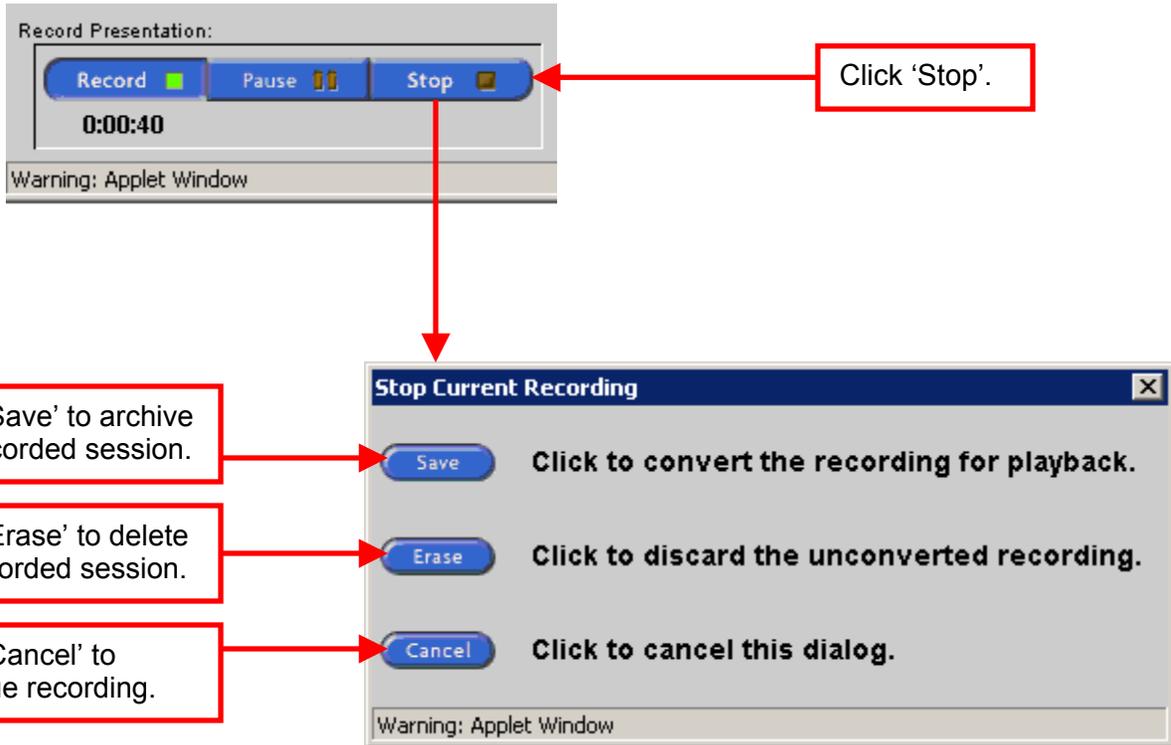
Recording your conference with VisionCast Meeting
With VisionCast Meeting you have the ability to record both the audio and visual aspects of your conference. This replay is then available for on demand viewing. Follow these steps to record your VisionCast enabled conference:

1. Click the 'Record' button in the lower left portion of the meeting console.
2. Enter your 10-digit ReadyConference phone number in the 'Telephone Number to Dial' box. After the number, enter a comma followed by your ReadyConference participant passcode followed by the '#' symbol.
   Example: 888-565-5555,987654#
3. Click Dial
4. You will see the 'Status' change to connected once the call has successfully connected.
5. You will then hear entry tones into your ReadyConference (if you've chosen this option for your ReadyConference) and the line will be silent.
6. To begin the record, click 'Record'
7. You are now recording all audio, and all activity in the VisionCast console.
8. You should not click record until just before you begin your conference.
9. At the conclusion of your conference click 'Stop'
10. Select 'Save'
11. You will now be able to access your record via the VisionCast Meeting main menu.
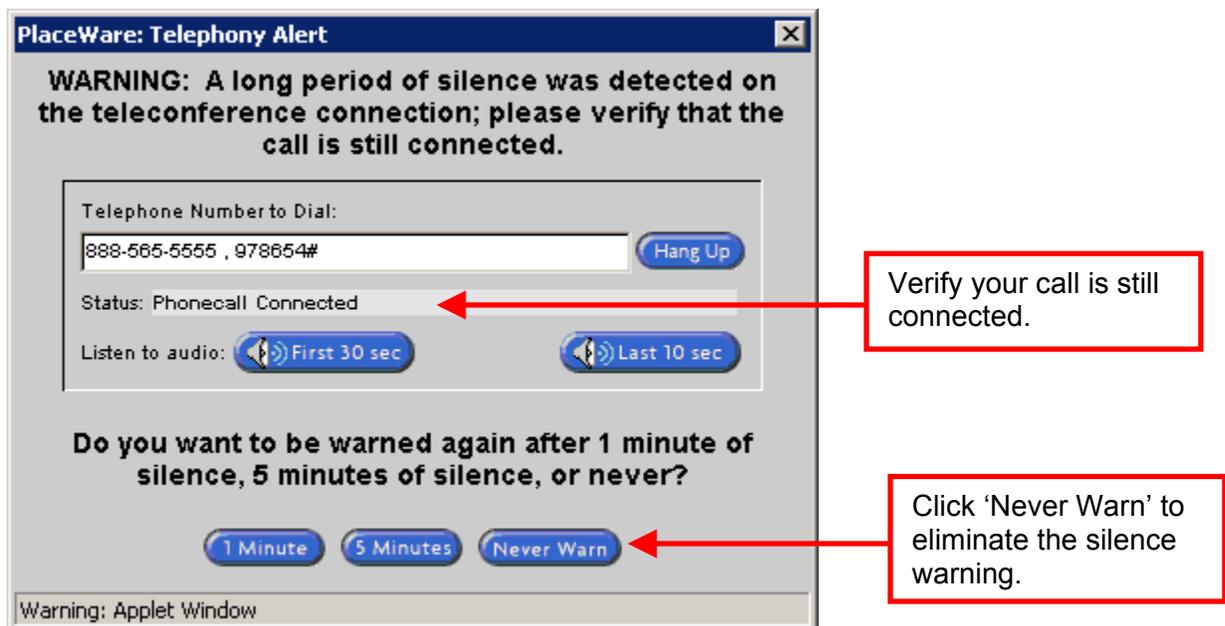
Click the 'Recording' button.

Enter your ReadyConference number followed by a comma and your passcode and a # symbol to record the audio of your conference.

Click 'Dial'.

Click 'Record' just prior to starting your meeting.

To stop recording your VisionCast Meeting enabled conference:

Record Presentation:

Record ■   Pause ▐▐   Stop ■

0:00:40

Warning: Applet Window

Click 'Stop'.

Stop Current Recording

Save   **Click to convert the recording for playback.**

Erase   **Click to discard the unconverted recording.**

Cancel   **Click to cancel this dialog.**

Warning: Applet Window

Click 'Save' to archive this recorded session.

Click 'Erase' to delete the recorded session.

Click 'Cancel' to continue recording.

Upon saving your recorded conference a new browser window will open verifying your record has been completed. The playback of your session will not be available immediately.

During your record you may see the following warning message. This simply indicates that there is silence on the audio portion of your call. Verify that call is still connected and click 'Never Warn' to remove this alert.

PlaceWare: Telephony Alert

WARNING: A long period of silence was detected on the teleconference connection; please verify that the call is still connected.

Telephone Number to Dial:

888-565-5555 , 978654#   Hang Up

Status: Phonecall Connected

Listen to audio: First 30 sec   Last 10 sec

Do you want to be warned again after 1 minute of silence, 5 minutes of silence, or never?

1 Minute   5 Minutes   Never Warn

Warning: Applet Window

Verify your call is still connected.

Click 'Never Warn' to eliminate the silence warning.

Tips for optimizing slide quality for replays
Utilize the following information to ensure the highest quality replays of your VisionCast Meeting recorded conferences.

Required during your meeting for best results:
- All slides in your presentation should be less than 80kb each
  - *(For better results limit slide size to 50kb each)*
    - To verify the size of individuals slides in PowerPoint follow these steps:
      - Open your presentation in PowerPoint
      - From the File menu, select Save As…
      - Change 'Save as type:' to GIF Graphic Interchange Format
      - Answer yes to the pop up question
      - Open the folder that has been created in the location you chose to save
      - From the View menu, select Details
      - You now see the size of each individual slide in your presentation
- Slides should be created using a maximum of 256 colors
- Keep each slide displayed for a minimum of 15 seconds during your presentation
- Use only solid color backgrounds – avoid using gradients
- Avoid using photos in your presentation
  - If photos must be used follow these requirements:
    - Compress the photo file as much as possible
    - Avoid using back-to-back slides with photos
    - Minimize amount of detail in photos

Required for playback of enhanced replays:
- Latest version of Windows Media Player, 7.1 or later
- Minimum of 64mb Ram, 128mb Ram Recommended
- Screen Resolution set to 1024x768 or higher

VisionCast Meeting FAQs

What if I entered the wrong time when scheduling a VCM event? Do I have to cancel my reservation, and how do I update it?
Simply go back to the scheduling page and reschedule the event. You and your attendees will receive new e-mails with the updated information. You do not need to cancel the reservation. You will not be charged for scheduling an event in error (you are only charge for actual usage).

How many attendees can I have?
You are limited to 75 meeting attendees. That includes the presenters.

What happens if I need support for using the VisionCast console?
Press *0 on your phone keypad while on your audio conference. Explain to the support person that you are using VisionCast Meeting and have a question about the web application.

What happens if an attendee tries to enter a meeting and I (the presenter) haven't started it yet?

Attendees will get a message explaining the meeting hasn't started and to try to log in again in a few minutes.

As the presenter, can I enter the meeting ahead of time to upload slides and prepare in advance?

Yes, you can start the meeting anytime before the scheduled start time. However, if you leave the meeting and restart it before the scheduled start time, you will lose any uploaded material.

I've never used the VisionCast console, how can I learn more about it?

Contact your sales person to obtain a copy of the VisionCast Presenter Handbook or the VisionCast Collaborative Meeting Handbook. Additionally, your sales associate can assist you with setting up a one-on-one training session from Premiere Conferencing.

What is the difference between a presentation and collaborative meeting type?

The different meeting types are actually very similar. A slightly different meeting console opens for each meeting. Think of the presentation meeting type as a lecture hall where speakers can present to large numbers of attendees. Your attendee's console is designed to focus on the presentation. In comparison, the collaborative meeting type is more like a small study group, where attendees can collaborate in a less formal, roundtable style. The same, full function meeting console, is used by both attendees and presenters.

Presentation
VisionCast presentation meetings are ideal for delivering structured presentations to medium and large size groups. This one-to-many or few-to-many presentation environment is perfect for delivering formal presentations for sales, marketing, or corporate communications applications. VisionCast presentation meetings allow multiple presenters and can accommodate several participants.

Collaborative
VisionCast collaborative meetings are best suited for smaller groups including brainstorming, strategy sessions, sales demonstrations, hands-on learning labs, project meetings, and staff meetings. With a collaborative meeting you can interact more intimately with your audience by quickly allowing full control for all audience members.

The link in my invitation is not working

If clicking on the link in your email does not work. Try copying and pasting the link into your browser window.

The Meeting Console will only load partially or is loading very slowly. What do I need to do?

Shut down any applications they have open and clear your cache. This can be done in Internet Explorer by clicking on Tools, selecting Internet Options, and clicking 'Delete Files' under 'Temporary Internet Files'. Try loading the console again. If this does not work then there may be a problem with your version of Java. If so you can download the latest version by following these instructions:

Go to www.java.sun.com/getjava
Click on the download button at the top
Go through the install
Disable the Microsoft VM by going into Tools, Internet Options, and click on the 'Advanced' tab and uncheck the JIT complier under Microsoft VM.
Close the browser, re-open, and try to log in

Technical Support
When using VisionCast Meeting in conjunction with ReadyConference you may press *0 at anytime during your call for technical assistance.
Additionally, you may call 888-569-3848 for assistance with technical issues.

Using VisionCast for your collaborative meeting

The VisionCast Collaborative Meeting Console – Overview
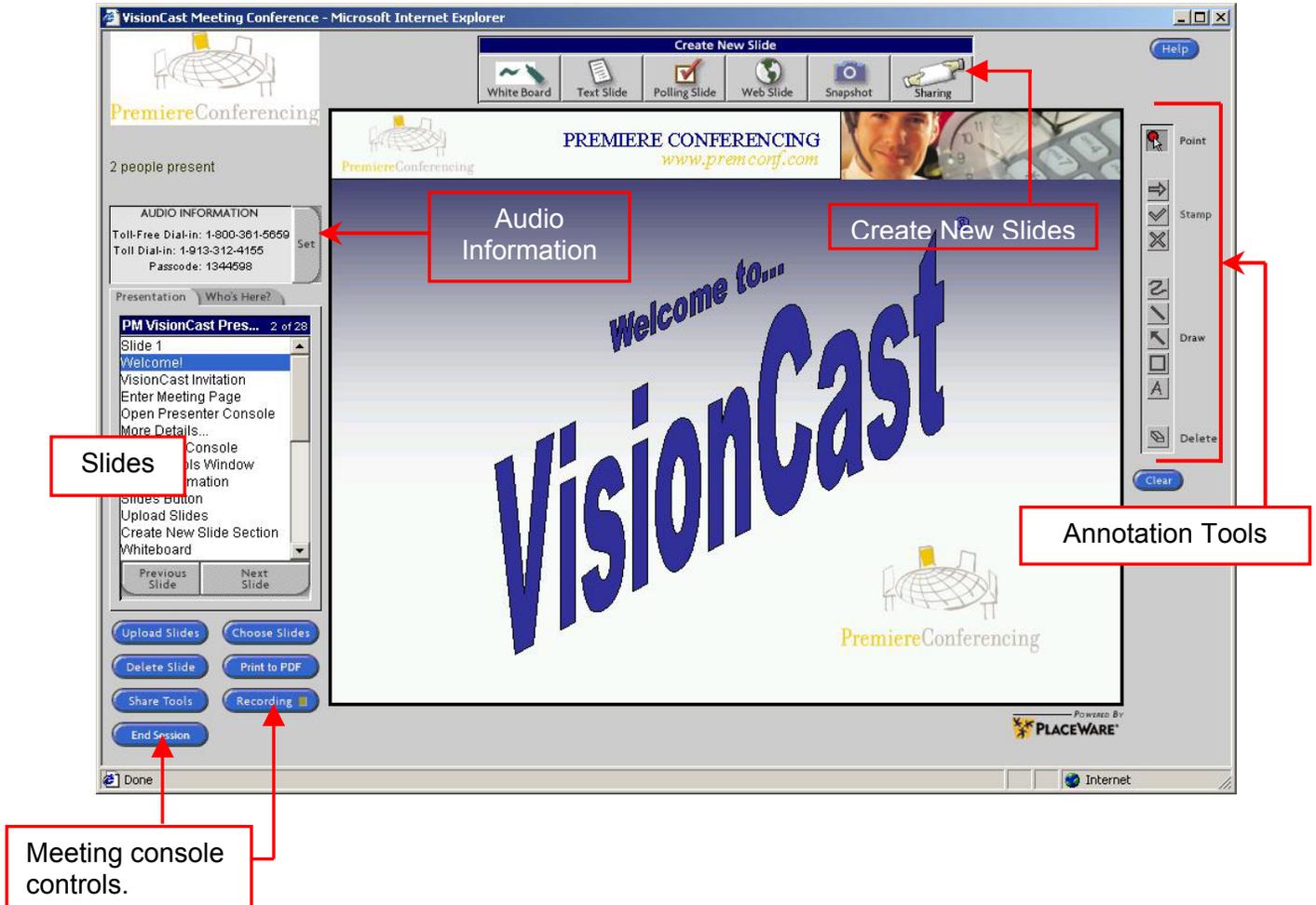
Uploading Slides
Your first step in most meetings will be to upload your PowerPoint slides to the meeting console.

1. Click the 'Upload Slides' button in the lower left hand corner. The slide up loader will open.

Click 'Upload Slides' button.

2. To upload slides, you can click and drag your file into the slide console.

3. You can also upload slides by clicking the Upload button and locating your PowerPoint presentation on your hard drive.
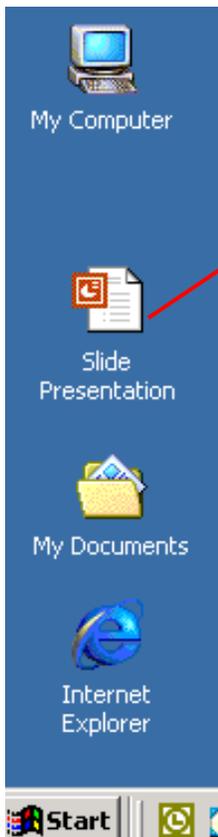
Click and Drag

Or…Click Upload
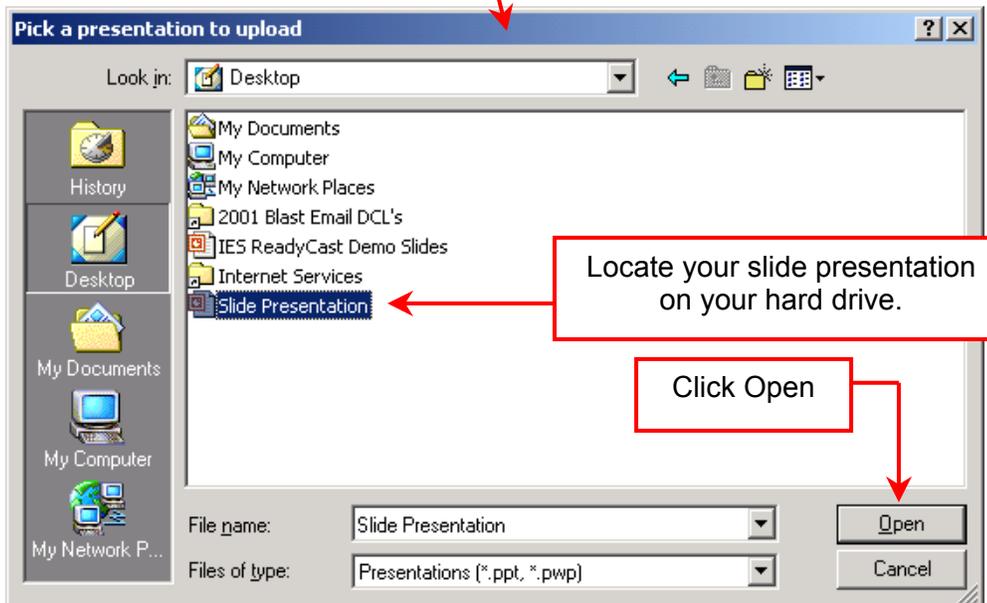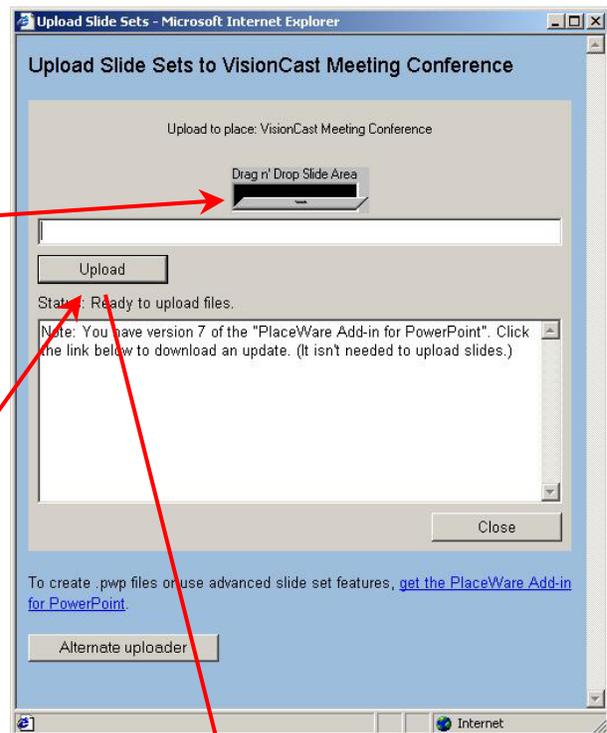
Locate your slide presentation on your hard drive.

Click Open

Choose a slide set to use in your meeting
You can load multiple slide sets, and select which to use one at a time.

Click to access your slide control console.

Currently loaded slide set

Slide set controls

Preview of currently loaded slide set

Using the slide set controls
- ➢ To make a different slide set active in the meeting console, select the slide set you'd like to activate and click '>>Load'.
- ➢ To clear all polls in the selected slide set, click 'Clear Polls'.
- ➢ To clear all annotations in the selected slide set, click 'Clear Annotations'.
- ➢ To import a slide from one slide set into the currently loaded slide set, single click on the slide set you'd like to import from, then select the desired slide in the preview window and click the 'Copy Slide to Loaded Slide Set' button.
- ➢ To rename a slide set, select the slide set and click 'Rename'. Enter the new name and click OK.
- ➢ To delete a slide set, select the slide set and click 'Delete'. Click OK to confirm your choice. ****Note – This does NOT delete the slide set from your hard drive, only from the meeting center.**
- ➢ To duplicate a slide set, select the slide set and click 'Duplicate'. Enter a title for the new slide set and click OK. You will now see this slide set on your list of slides.
- ➢ To revert to the original slide set (removing any added slides or added text), select the slide set and click 'Revert'. Click OK to confirm your choice.
- ➢ To save any modifications made to a slide set, select the slide set and click 'Save'. Click OK to confirm your choice.
- ➢ To create a new, empty slide set, click 'New'. Enter a name and click OK.

Using the slide set controls (continued)

Using the preview section of the slide set controls
- ➢ To preview the slides within any of your slide sets, simply select the slide set you wish to preview. It will appear in the preview window at the bottom of the controls console.
- ➢ To view the next slide in the preview window, click 'Next'.
- ➢ To view the previous slide in the preview window, click 'Previous'.
- ➢ To delete a slide in the slide set click 'Delete'. Click OK to confirm your choice.

With your slides uploaded and selected, you are ready to begin your presentation.

Using the annotation tools

The set of annotation tools in VisionCast allows you to bring special emphasis to specific portions of your presentation. When you display a white board, snapshot, or PowerPoint image slide, the set of annotation tools appears on the console. In the case of a white board slide, the only information on the slide will be the annotations that you add by using these tools. The annotation tools include:

- ➢ A pointer. Use the pointer to lead participants from one part of the slide to the other.
- ➢ Stamp tools. Use these tools to add a stamp, such as an X or check mark. For example, you might want to check off each bulleted item as you discuss it.
- ➢ Drawing tools. Use these tools to draw straight lines, shapes, and scribbles on the displayed image slide. For example, you might want to circle text or point to a significant feature on a slide.
- ➢ A letter tool. Use this tool to type text on the slide.
- ➢ An eraser tool. Use this tool to selectively remove an annotation.
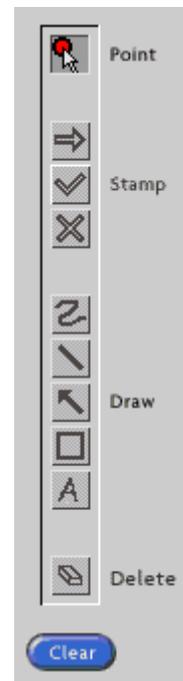
To add and clear annotations on slides

While showing a white board, snapshot, or power point image slide to the audience. The annotation toolbar will appear on the console on the right hand side.

➢ Click the drawing or stamp tool that you want to use.
➢ To draw with a drawing tool, hold down the mouse as you drag it over the slide to circle or point out items on the slide.
➢ To work with a stamp, position the mouse where you want to place the stamp, and click.
➢ To type text, click the letter A tool, click the location on the slide where you want to add text, and then start typing.
➢ To erase all annotations, click the 'Clear' button.
➢ The annotations remain on the slide unless you click the 'Clear' button.
➢ To erase a specific annotation, click the delete tool, and then click the annotation you want to remove. You can also click the delete tool, drag the mouse until the annotation you want to delete is highlighted, then release the mouse.

To use the pointer
Click the pointer tool. Hold down the mouse as you drag it across the image slide to point to the area of the slide you want the audience to look at. A red dot follows the path of the pointer.

Using the chat feature
VisionCast lets you chat with others in your meeting. To access the chat functions, select the 'Who's Here?' tab, select the person you'd like to chat with and click 'Chat 1-1' to begin chatting. This opens a private window. ****Note: This will not affect your presentation in any way.**
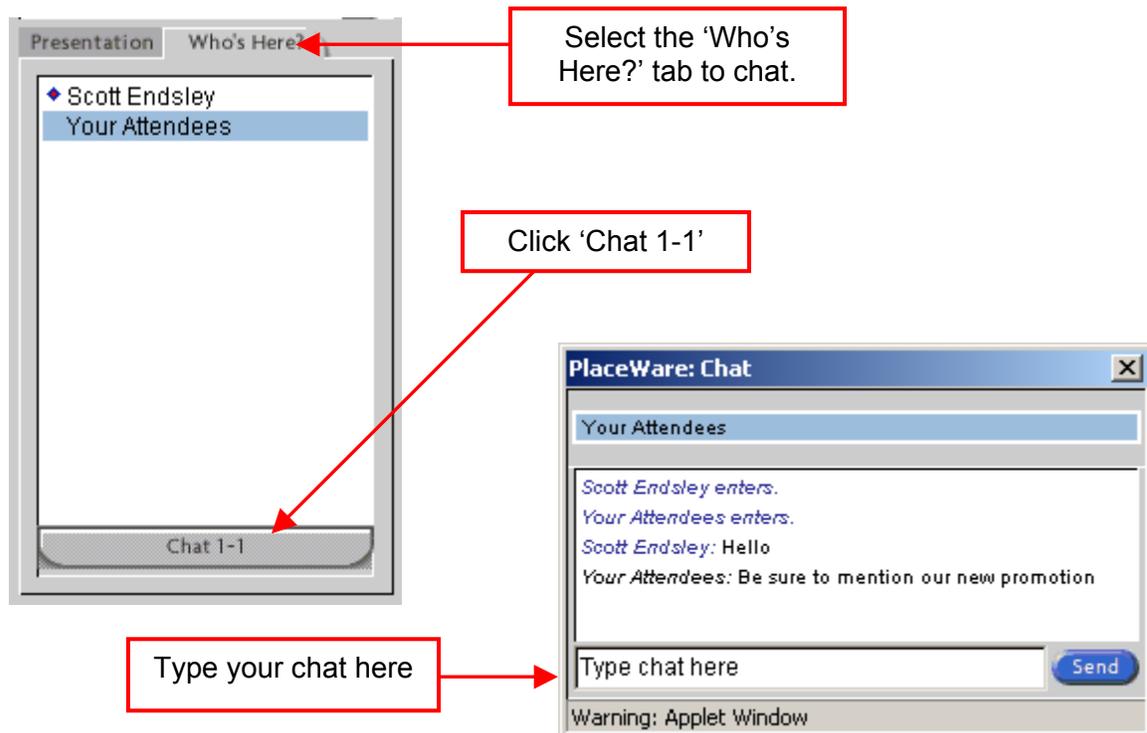
Creating special slides for your presentation

VisionCast allows you to create white board slides, text slides and polls from within your meeting. Additionally, you have the ability to take snap shots of anything on your PC, show or share any application, and allow your audience to tour the web. All of these functions are controlled from the top of the meeting console.

➢ To create a white board slide, click the 'White Board' button. A new slide will be inserted into your slide set. This will be a blank slide on which you can use any of the annotation tools.

Text Slides

➢ To create a text slide, click the 'Text Slide' button. A new slide will be inserted into your slide set. This will be a blank slide that allows you to enter text.

Using Polling Slides

To create a polling slide, click the 'Polling Slide' button. You will be presented with instructions on how to create your poll. Type your question as the first line, with each additional line (up to 7) as the potential answers. When you are ready to present your poll to your audience, click 'OK'.
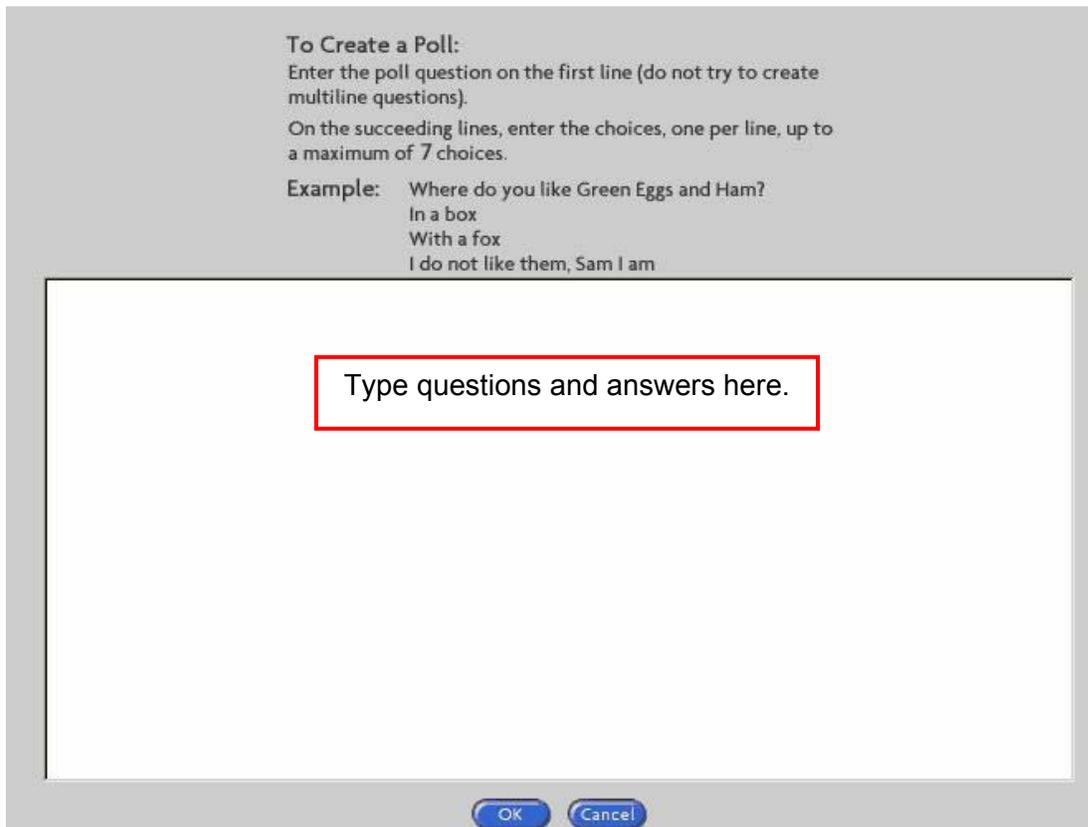
You can take multiple polls in the same meeting by creating multiple polling slides; just click the 'Poll' button each time you want a new polling slide.

Using Polling Slides (continued)

Once your poll is open, you will have the ability to leave it open for as long as you'd like. You also have the option of showing the results to your audience or keeping them private. If necessary, you can clear all votes for any poll you've created.

Open/Close your poll here.

Keep results visible only to the presenter, or share with the audience.

See the results as they come in.

Attendees vote here.

How valuable to you feel web conferencing is for our meeting?

Click one of the boxes below to select your answer.

Very

Somewhat

Not at all

Clear Vote

Open Polls
Close Polls
Show Results
Hide Results
Results Preview
100%
2
0%
0
0%
0
Change
Clear All Votes

Web Tour

To allow your audience to take a Web tour, click the 'Web Slide' button. Then enter the URL of the web site you wish to show. You'll have the opportunity to preview the site to ensure you have properly typed the URL. To skip the safety check, click the 'Bypass Safety Check' box.

Enter URL for new web slide:

www.premconf.com

Bypass Safety Checks   Cancel   OK

In the preview window, click OK to approve the site. At this time, the Web page will open for all attendees.

Your attendees now have the ability to surf this website on their own. All links are live and any actions taken during a Web tour are independent for each user. Any link you click will <u>not</u> be seen by your audience. Likewise, any links they click will not affect the presentation. To conclude the Web tour, select the next slide in your presentation. All attendees will be brought back to your presentation.

Creating snap shot slides
To create a slide by taking a snap shot of anything on your computer screen, click the 'Snapshot' button. A frame will appear over the console. Center this frame around the information you would like 'photographed' and click the 'Snap' button in the upper left hand corner. You may take as many snap shots as you'd like. Each one will create a new slide in your slide set. When you are done, simply click the X in the upper right hand corner.

**Note – If the word "Install" appears over the snap button, you will need to install this functionality. Instructions on doing so are included later in this guide.

Click here to create a slide of everything inside the frame.

Close when done.
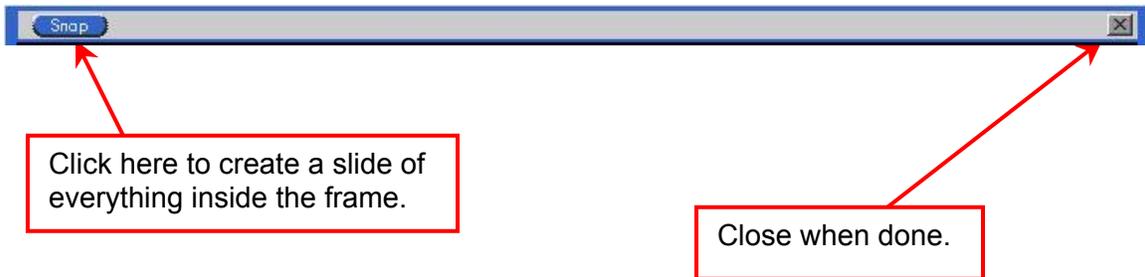
Using Application Sharing
Application sharing is an excellent way for you to demonstrate any application running on your computer. You can also share control of your application with any attendee in your meeting. Application sharing must be done live; you cannot create sharing ahead of time, or return to see the content after you have shown another slide.

To begin sharing, click the 'Share' button. A frame will appear and you'll see instructions on using the sharing function.

**Note – If the word "Install" appears over the share button, you will need to install this functionality. Instructions on doing so are included later in this guide.
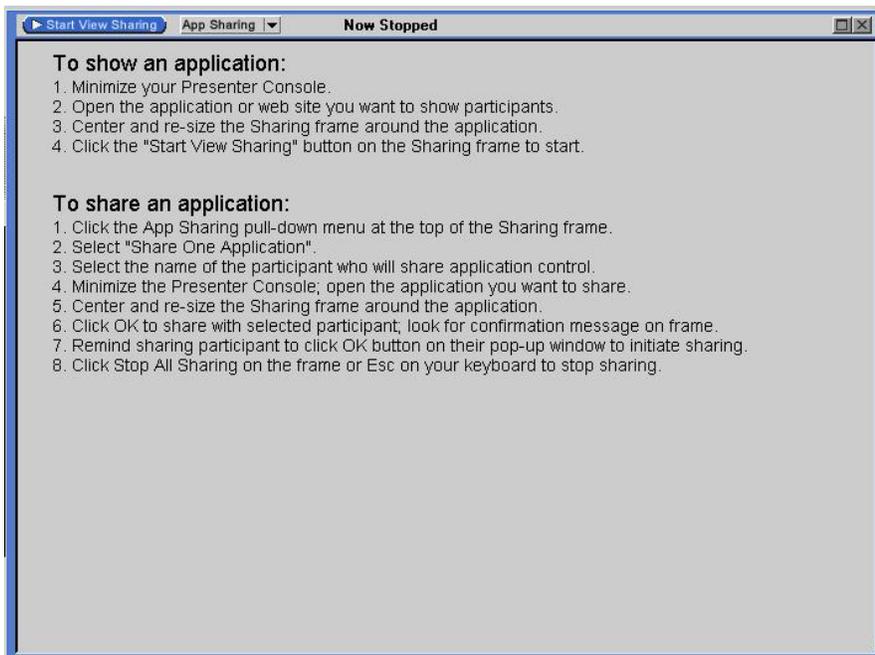
Using Sharing Slides (continued)

Minimize the presenter console and size this frame over the application you'd like to share. To begin showing everything inside this frame, click 'Start View Sharing' in the upper left hand corner of the frame. Your audience is now seeing everything you are doing inside this frame. To stop showing this application, click 'Stop View Sharing'.

To share the application you have been showing, click the 'App Sharing' button and select 'Share One Application' from the drop menu.

Select the attendee you would like to give control of the document to by clicking on their name and then clicking 'OK'.

Select the application you would like to share. This application needs to be running at that time on your PC. Click 'OK'.

Once your attendee clicks 'OK', they will be able to control the document just as though they were seated at your desk.
 **Note – Your attendee does not need to have the application on their computer to share with you.

To stop sharing, click 'Stop All Sharing' or press the ESC key on your keyboard.
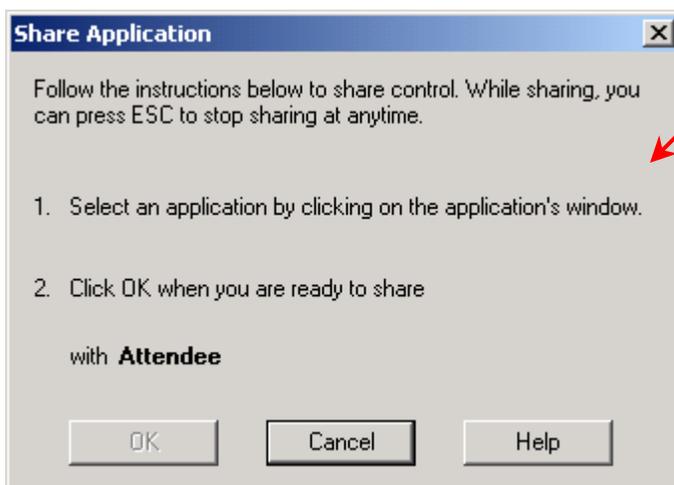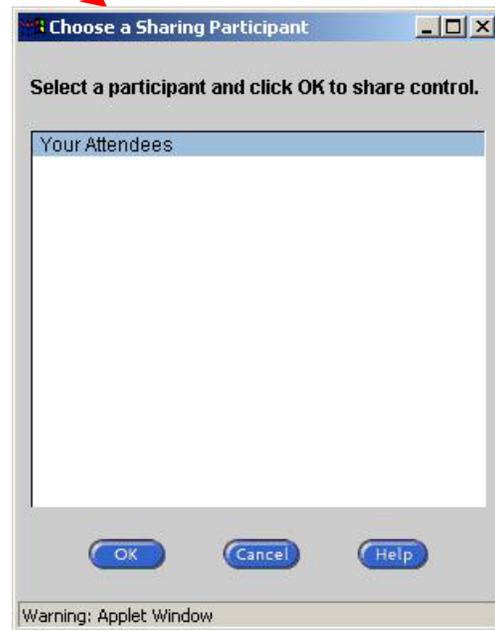
Allow attendees to use collaboration tools
You can let all attendees in your meeting have full functionality, including the ability to load and share documents, annotation tools, and slide controls.

Upload Slides   Choose Slides

Delete Slide   Print to PDF

Click here to select the controls available for your attendees.

Share Tools   Recording

End Session

Click here to allow attendees to create new slides.

Share Tools:

Share controls with participants:

Click here to allow attendees to move slides.

Show Hide
Slide Selection

Show Hide
Create Slides

Click here to allow attendees to edit slides.

Show Hide
Slide Set Editing

Click here to allow attendees to print the presentation.

Show Hide
Printing

Show Hide
Slide Annotation

Done

Warning: Applet Window

Click here when you are done.

Click here to allow attendees to use annotation tools.

Allow attendees to print presentation
Presenters and attendees have the ability to open the presentation in Adobe Acrobat as a .pdf file. This allows for saving or printing of the presentation. Click 'Print to PDF' for this option.

Upload Slides   Choose Slides

Delete Slide   Print to PDF ◄――― Click here to allow attendees to print the presentation.

Share Tools   Recording ■

End Session

Print to PDF   ✕

Opens a PDF file in a new browser window.

Orientation   **Zoom**

Scale to paper size: [Letter ▼]

○ Portrait

Landscape will   ――► ⊙ Landscape
work best for most
PowerPoint
presentations.

Click 'OK' ――――――――► (OK)   (Cancel)

Warning: Applet Window

Printing to PDF   ✕

Generating PDF Document, page 4 of 28...

[███ 14%   ]

(Cancel)
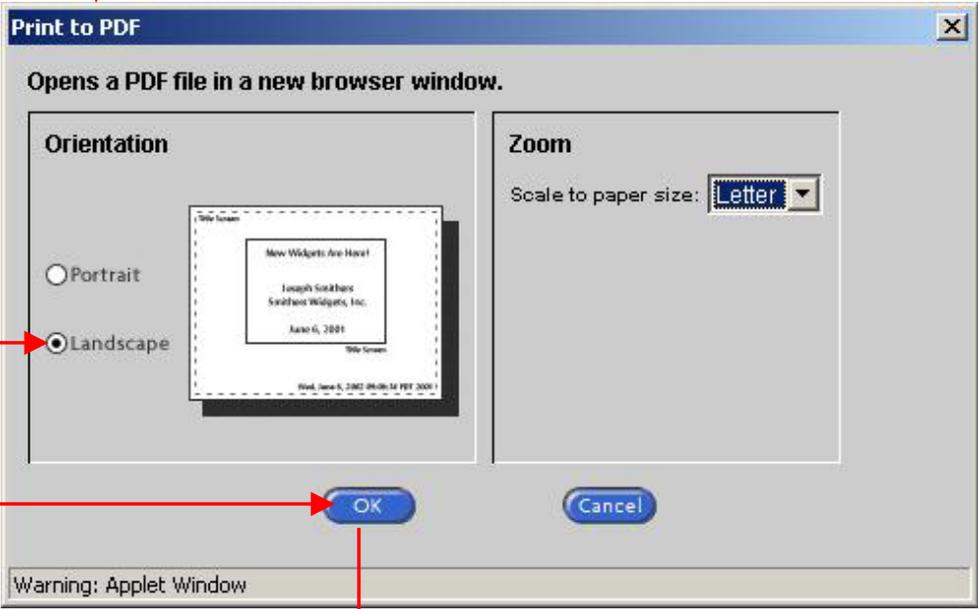
Presentation
opens in Adobe   Warning: Applet Window
Acrobat to be
printed or saved.
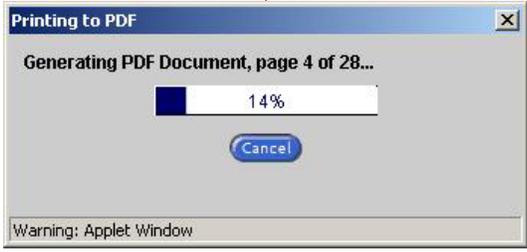
If not already on your system you can download Adobe Acrobat Reader at
http://www.adobe.com/products/acrobat/readstep2.html

Slides in the Presenter Console

On the left hand side of the meeting console, you will see all the slides for the slide set you have loaded. You can move from slide to slide by either clicking 'Next Slide' or by clicking the next slide in the list.

Move slides by clicking the title of the slide you'd like to show.

Or... Control slides here.
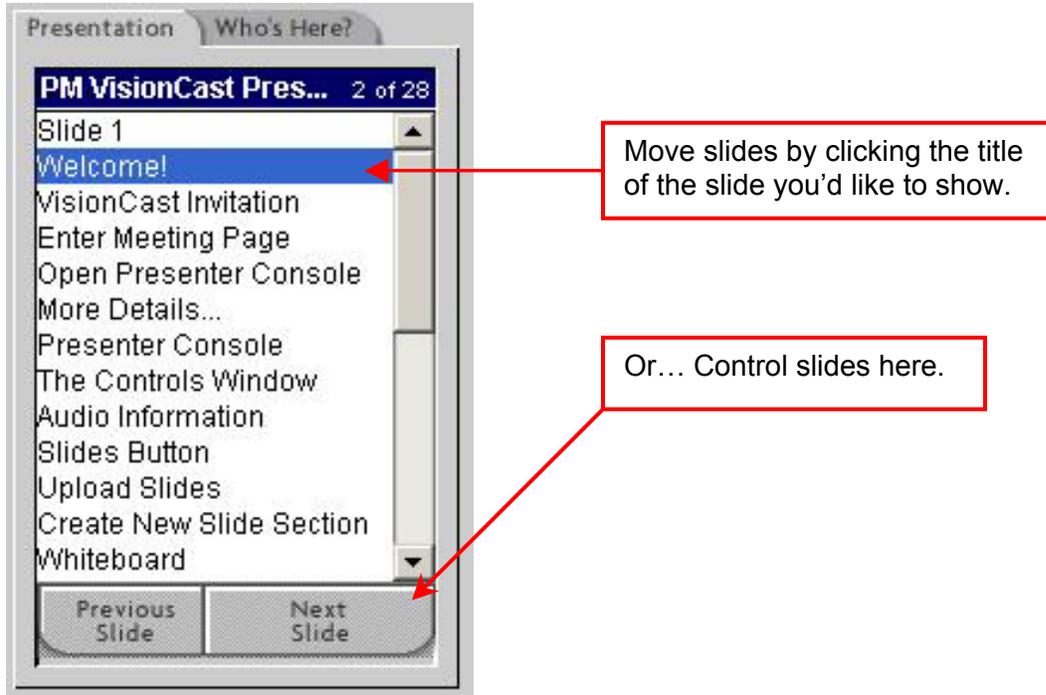
Tip *Because the next slide is held in temporary memory of your attendees PCs, it is recommended that you present your slides in order.*

Tip *For a more professional look, give each of your slides a title. This can done with the PowerPoint add-in tool that works with VisionCast. Instructions on using this tool are included later in this guide.*

Audio Information

Dial-in information for your attendees to access the audio portion of your call is displayed in the upper left hand corner of the meeting console. You may click 'Set' to edit this information.

AUDIO INFORMATION

1-888-565-5555 Passcode: 987654

Set
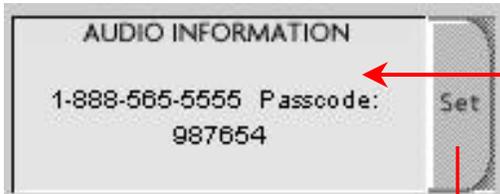
Gives your audience the dial-in number to access the audio portion of your presentation. Click 'Set' to edit this information.

Set Audio Information: VisionCast Mee...

TELEPHONE NUMBER/PIN FOR AUDIENCE

AUDIO INFORMATION

Current: 1-888-565-5555 Passcode: 987654

Change: 1-888-565-5555 Passcode: 9: OK
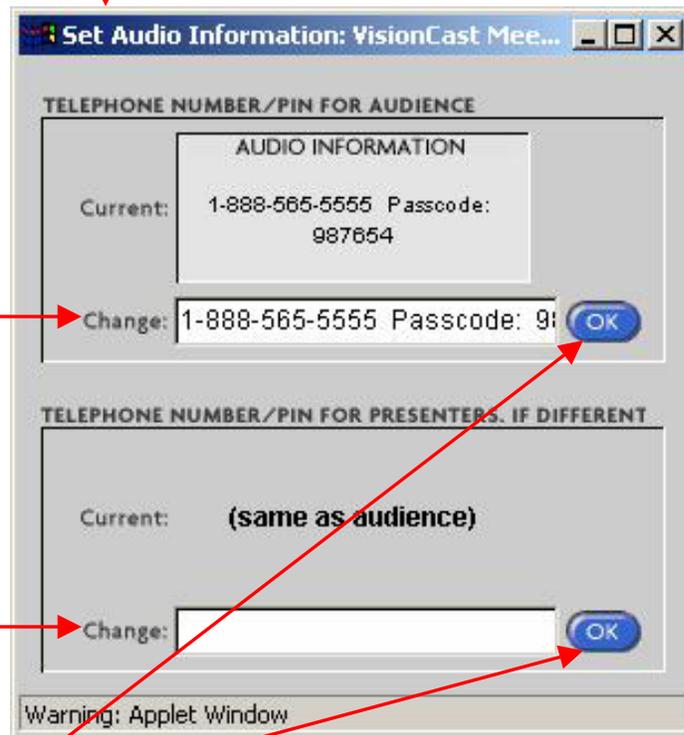
Type in new information for the audio here.

TELEPHONE NUMBER/PIN FOR PRESENTERS. IF DIFFERENT

Current: (same as audience)

Enter audio information here if different for audience.

Change: OK

Warning: Applet Window

Click 'OK' when done.

Ending meeting manually for everyone
Clicking the 'End Session' button will terminate the meeting for all attendees and all presenters, including yourself. Be sure you have stopped recording prior to using the end session button.

Upload Slides   Choose Slides

Delete Slide   Print to PDF

Share Tools   Recording ▪

Click here to end the meeting for all attendees and all presenters.

End Session

Installing the Snap and Share Plug-ins

The first time you use the meeting center, you will need to install plug-ins to use the snap shot or sharing features. If this installation is necessary, you will see the word "INSTAL" over the buttons for 'Snapshot' and 'Sharing'. To install these plug-ins, click on the 'Snapshot' or 'Sharing' button.

Click on pwsnapshot-installer.exe to launch the installer.

PlaceWare

Windows: Installing the PlaceWare Snapshot/Application Share Plug-in

Transmitting pictures of screen images and live application demonstrations in PlaceWare Web Conferencing requires an installed copy of the PlaceWare Snapshot/Application Share Plug-in.

Installation wizard for Windows:

Click on pwsnapshot-installer.exe then **Run** this program from its current location. (Detailed installation instructions.)

You will have to exit all browser windows to finish the installation process.

The installer will launch. Select 'Run this program from its current location' or 'Open' and click 'OK'. Select 'Yes' at the next security warning to continue. Select 'Yes' when prompted to confirm the installation.

Installing the Snap and Share Plug-ins (continued)

File Download

You have chosen to download a file from this location.

pwsnapshot-installer.exe from ebb.ops.placeware.com

What would you like to do with this file?

○ Run this program from its current location
○ Save this program to disk

☑ Always ask before opening this type of file

Select 'Run this program for its current location.

Click OK

OK   Cancel   More Info

Security Warning

Do you want to install and run "PlaceWare Snapshot+Application Share Plug-In" signed on 2/8/02 12:24 PM and distributed by:

PlaceWare Inc.

Publisher authenticity verified by Thawte Server CA

Caution: PlaceWare Inc. asserts that this content is safe. You should only install/view this content if you trust PlaceWare Inc. to make that assertion.

☐ Always trust content from PlaceWare Inc.

Click 'Yes' to continue.

Yes   No   More Info

InstallShield Self-extracting EXE

This will install or upgrade the PlaceWare Snapshot/Application Share Plug-In. Do you wish to continue?

Click 'Yes' to confirm.

Yes   No

Installing the Snap and Share Plug-ins (continued)

The setup process will start.
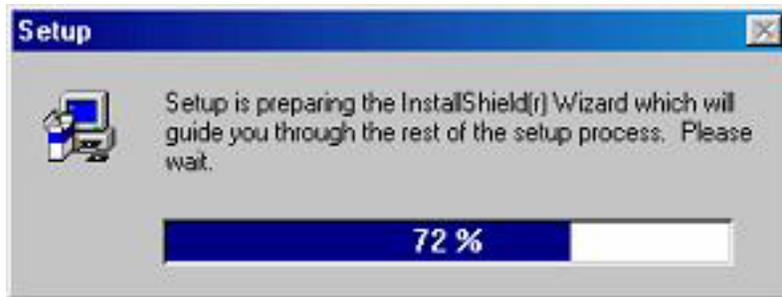
Follow the instructions through the process to complete the installation.

Once the installation is complete, you must restart your computer before you can use the plug-ins.
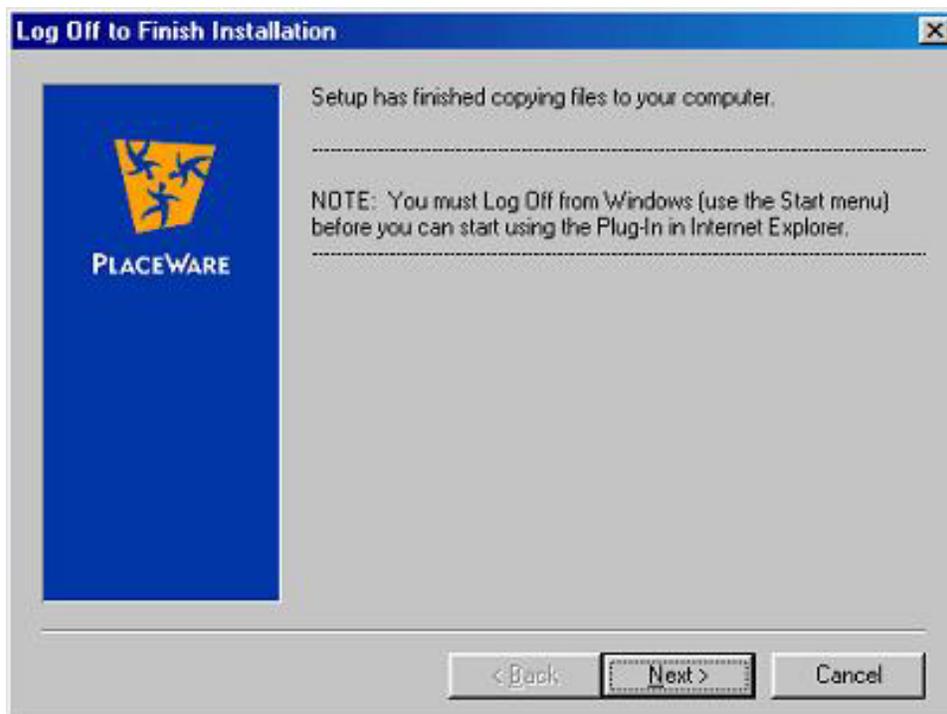
If you experience any difficulties during installation, please call our Technical Support team at (888) 569-3848.

Using the PowerPoint Add-In

      The add-in for PowerPoint allows you to fully customize your slides for use in the VisionCast meeting center. You'll be able to enter the presenters name, add notes and name your slides. Additionally, you can create special VisionCast slides such as Web slides, text slides and polling slides seamlessly with the rest of your presentation.

The easiest way to access this download is to click the 'Upload Slides' button, and click on the link to the PowerPoint add-in on the upload slides console. Or, you can point your browser to http://ebb.ops.placeware.com/etc/pwa/visioncastconferencing/placeware.aud/slides.html to download the add-in.

Use this link to access the PowerPoint add-in.

Using the Power Point Add-In (continued)
Click on the link 'PowerPoint-Add-In-Installer.exe to download the add-in.
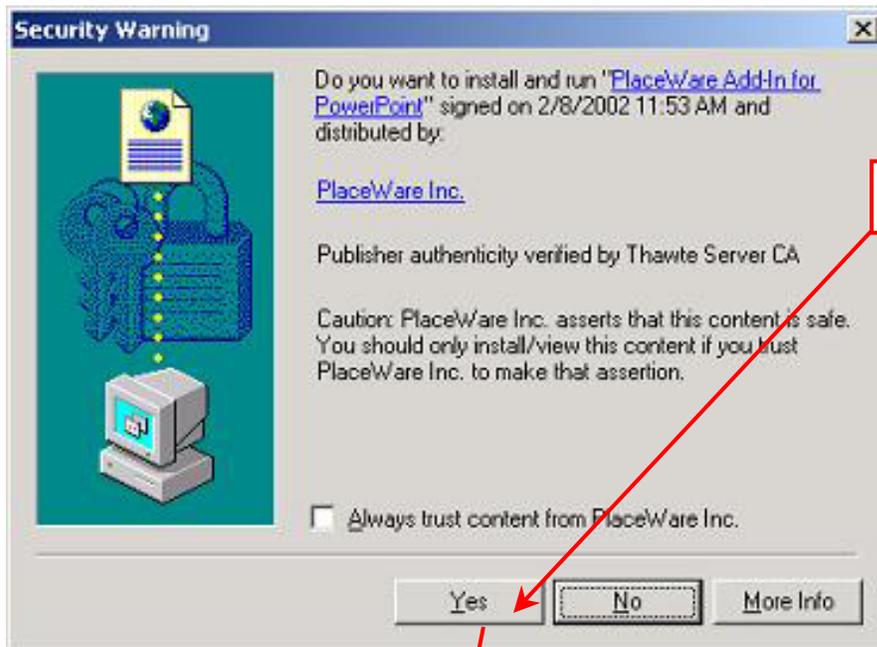

Click here to install the add-in.

Change to 'Run this program from its current location.'
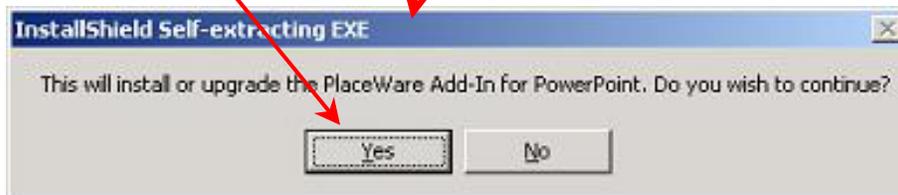
Click 'OK' to continue.

Installing the Power Point Add-In (continued)

Click 'Yes' to continue, then 'Yes' to confirm the installation. Follow the instructions to complete the installation. Once complete, you will have a new menu bar the next time you use PowerPoint titled 'PlaceWare'.
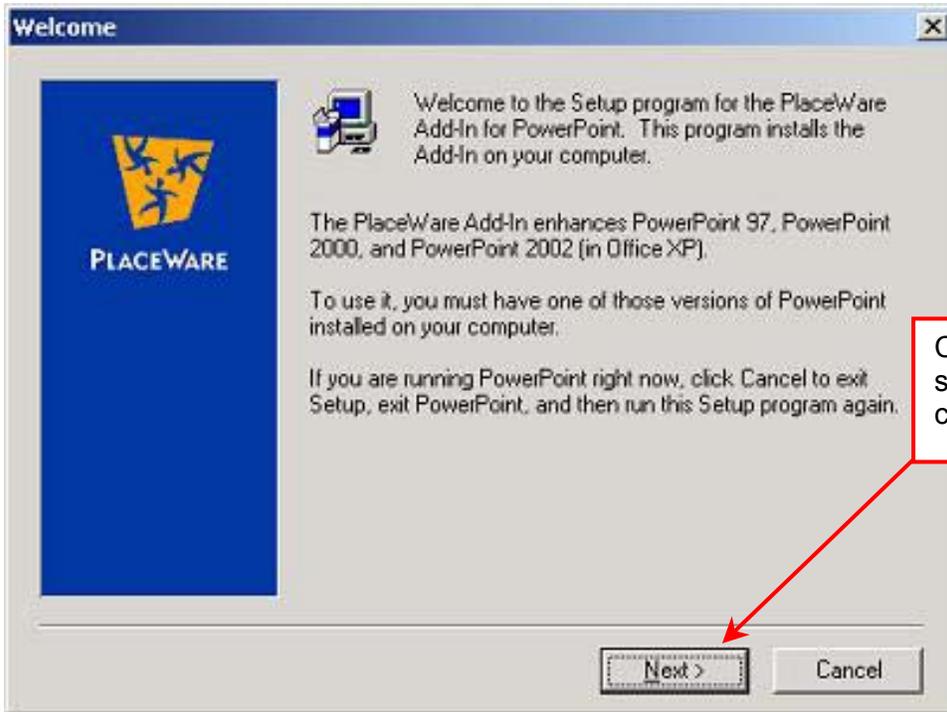

Click 'Yes' to continue.

Click 'Yes' to confirm the installation.

Installing the Power Point Add-In (continued)

Click 'Next' and follow the simple instructions to complete the installation.
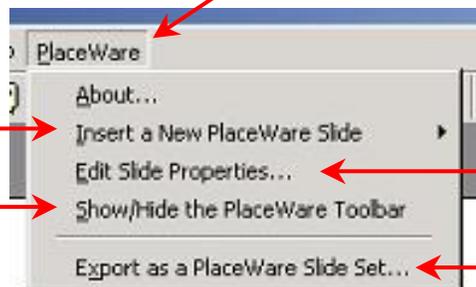
After the installation is complete you will have added functionality in Power Point. To access the add-in features, click 'PlaceWare' on the menu bar.
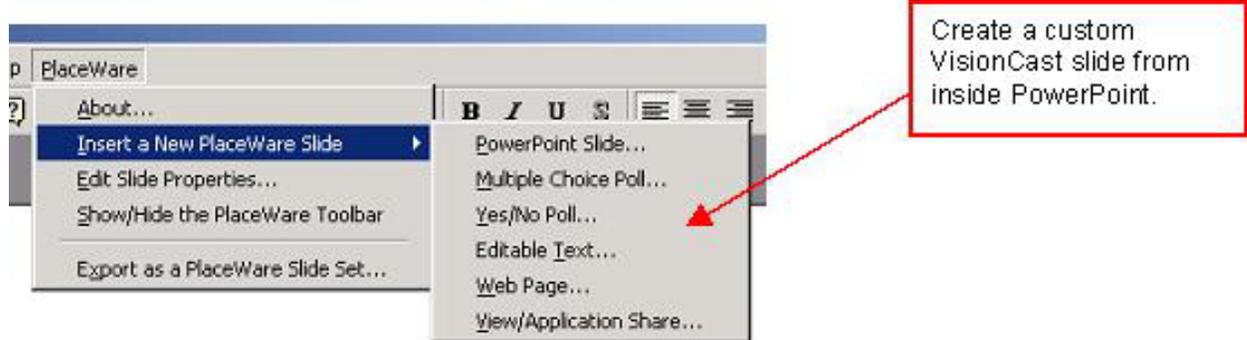

Click Here to customize your slides for VisionCast.

Add presenter name and image; add slide title and presenter notes.

Create custom slides.

Show this menu in a separate window.

Save slide set as .pwp file for quicker uploading to the meeting center.

Installing the Power Point Add-In (continued)

Create a custom VisionCast slide from inside PowerPoint.

VisionCast Technical Support

If you experience difficulty while using any part of VisionCast, please call our Technical Support team at (888) 569-3848. They are available to assist you 24/7.

VisionCast for 'presentation' meeting with VisionCast Meeting

If you require assistance using VisionCast with your 'presentation' meeting type please contact your sales associate and request a copy of our VisionCast Presenter's Handbook.