

MeetingCentre™ Quick Start Guide



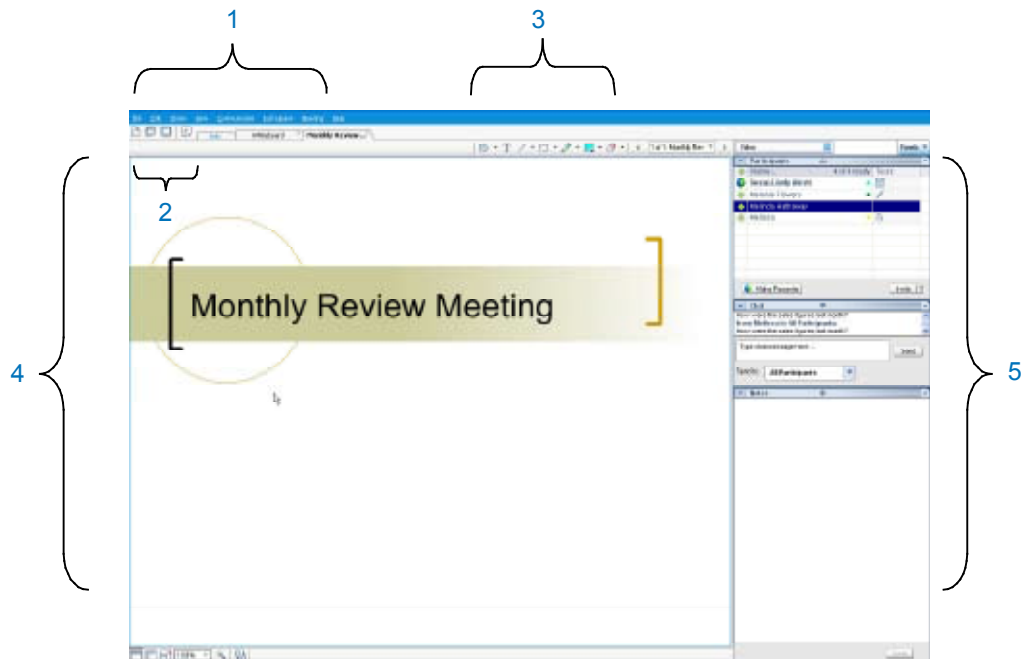
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MeetingCentre As Shown Through Your Browser:



1 Menu Bar

+ File

- Open, Close, Save, Save As, Save All, Transfer, Print, Send Transcript, End Meeting

+ Edit

- Undo, Redo, Add Page, Copy Page, Past as New Page, Annotate On, Clear, Font, Sound Preferences

+ Share

- Presentation or Document, Application, Whiteboard, Web Content, Web Browser, Remote Computer (available upon request on branded MeetingCenter sites), My Meeting Manager.

+ View

- Full Screen, Thumbnails, Zoom In, Zoom Out, Zoom By, Fit in Viewer, Fit to Width, Synchronize for All, Open QuickStart, Show QuickStart to All Attendees, Panels

+ Communicate

- Join Teleconference, Audio Setup Wizard

+ Participant

- Mute, Unmute, Mute All, Unmute All, Mute on Entry, Invite, Assign Privileges, Change Role To, Find Participant, Reclaim Host Role, Expel

+ Meeting

- Information, Start Recording, Recorder Settings, Welcome Message, Options, Restrict Access

+ Help

- Meeting Manager Help, About Meeting Manager, Verify Rich Media Player

2 Sharing Toolbar

- + Provides shortcuts for sharing a presentation or document, an application, your desktop or a whiteboard.

3 Annotation Toolbar

- + Provides various tools for annotating and viewing documents. The tools are dimmed on the attendees' screens when the Presenter has not checked the corresponding participant privileges.

4 Content Viewer

- + Documents, whiteboard, and presentations appear in this window.

5 PowerPanels™

- + Open and use only those panels you need during your meeting. Customize your viewing area by collapsing, minimizing or resizing the panels.
 - Participant Panel: See who is in the meeting and who the Presenter is.
 - Chat Panel: Type your chat comments here.
 - Notes: Take and save meeting notes here
 - Polling: Set up questions and select answers
 - Video: Click to view up to four video displays

Basic MeetingCentre Functions

Schedule a Meeting

- 1 Click Host a Meeting then click Schedule a Meeting.
- 2 Enter your user name and password and click Log In.
- 3 Enter the Topic, Meeting password and select any optional features.
- 4 Under the Teleconference step, select from one of the teleconferencing options: None, Reservationless-Plus from InterCall or Other Teleconference Service.
- 5 Click Schedule to finish.

Start a Scheduled Meeting

- 1 Click MyWebEx
- 2 Enter your user name and password and click Log In.
- 3 Select your meeting from the My Meetings list and click Start Now.
- 4 Once you have entered the web conference, follow the instructions on the Join Teleconference dialog box to join the teleconference.

Join a Meeting

- 1 Click the link for the meeting that you want to join.
- 2 Enter your name, email address and password (if required).
- 3 Click OK to enter the meeting.
- 4 Once you have entered the web conference, follow the instructions on the Join Teleconference dialog box to join the teleconference.

Other MeetingCentre Service Benefits

+ MyWebEx

- Facilitates Host's ability to better manage their online meetings.

+ One Click Meetings

- Simplifies meeting setup and enables Host to start meetings with one click.

+ Microsoft Office Integration

- Enables users to instantly launch a meeting and share documents with a single click.

+ Microsoft Outlook Integration

- Allows Host to seamlessly schedule and start meetings from their calendar.