

WebInterpoint 8.2 Quick Start Guide

This guide provides the basic information necessary to start a Webinterpoint Web Conference. Please review the system requirements to ensure you have everything you need to get started. If you need additional assistance getting started or if you do not yet have an account, contact Infinite Conferencing at **1.800.203.7900** or ops@infiniteconferencing.com.

System Requirements

Host and Participant systems must meet the following minimum requirements:

- Network connection to the Webinterpoint 8.2 server through HTTP and HTTPS
- Internet connection speed of 128 Kbps or higher - *see bandwidth considerations below*
- Microsoft Windows 2000/XP/Vista or Server2003
- Internet Explorer 6+, Netscape 7.0+, Firefox 1.0+ browser
- Mac OS X with Firefox or Apple Safari 1.1
- Linux, Unix, or Solaris with Netscape 7.0+ or Mozilla 1.0+
- Macromedia Flash 8.2 or higher
- Cookies and Scripting enabled in browser

Average Bandwidth Usage

- Application Sharing- 240 Kbps/participant (*Note: Medium quality with average UI screen updates*)
- Published Files- jpeg/html download rate is proportional to the available bandwidth

Host a Meeting: Feature Requirements

Application Sharing

A small ActiveX component is required for Hosts to share applications from their Microsoft Windows desktop. If the component is not present on the Host's system, they will be prompted to download it. If system security settings prevent you from downloading and installing ActiveX components, you can obtain the component by downloading and installing the WebInterpoint 8.2 Options Kit.

Recording

Macromedia Flash 8.0 or higher is required only if the Host will be using the Recording functionality.

Participate in a meeting: Feature Requirements

Application Sharing

Macromedia Flash 8.0 or higher can be used as an alternative component to view shared applications.

Logging In

Begin using your Webinterpoint 8.2 account by opening the Conference Entry page at <http://www.infiniteconferencing.com/join>. There are separate login forms for hosts and for participants. To host a conference, click on the host radio button, represented in Figure A, using the Chair Code and Participant Code you received at registration. Figure B represents the form used for participants to login to conference. Participants will use their participant code to join.

Web Conference Login

We recommend that you complete our [system check](#), before logging in.

Are you the Host of this meeting, or are you a Participant?

Host Participant

* Chair Code

* Participant Code

* Name

* Company

* E-Mail

Telephone Ext.

Remember Me

[Contact Us](#)
1-888-203-7900
US & Canada Toll Free
1-973-671-0040

[Log In](#)

* Indicates a required field

Figure A. Host Meeting Login

Web Conference Login

We recommend that you complete our [system check](#), before logging in.

Are you the Host of this meeting, or are you a Participant?

Host Participant

* Participant Code

* Name

* Company

* E-Mail

Telephone Ext.

[Contact Us](#)
1-888-203-7900
US & Canada Toll Free
1-973-671-0040
International

[Click here for a FREE TRIAL](#)

[Log In](#)

* Indicates a required field

Figure A. Join a Meeting Login

Host (Presenter) Controls

After you have successfully logged in, you are presented with a conference window. At the top of the conference window is a toolbar (Figure C) containing buttons used to conduct and manage Web conferences.

Starting a Web Conference



Since Webinterpoint 8.2 Web Conferencing does not require pre-planning or scheduling, once you have logged into your account, you can immediately start a conference.

To start a conference:



Figure C. Dialog window that appears when START button clicked

Click the **START** button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference (Figure C). Two boxes are provided to enter Billing Memos. These memos are for client reference only and can be seen on the post conference usage report that will be sent if the Send E-mail Report box is checked and the correct email address is entered.

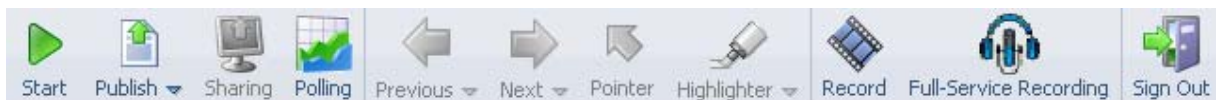


Figure D.1 Toolbar (Host controls) prior to starting conference



Figure D.2. Toolbar (Host controls) after conference has been started

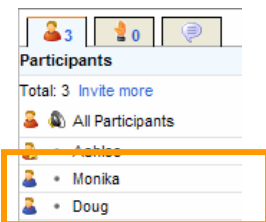


Figure E. The users' name appears in the Roster



Figure D.3. Toolbar that displays for participants.

1. Instruct participants to visit the Conference Entry page (<http://www.infiniteconferencing.com/join>) and to complete the "Login" form using the Participant Code that you provide them with from the start dialog window.
2. As each user logs in to the conference, the user's name appears in the Roster (**Figure E**).
**Note: Participants will be unable to join a conference until the Host has started the conference.

Publishing a Document



Once you have logged in to your Webinterpoint 8.2 account you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents.

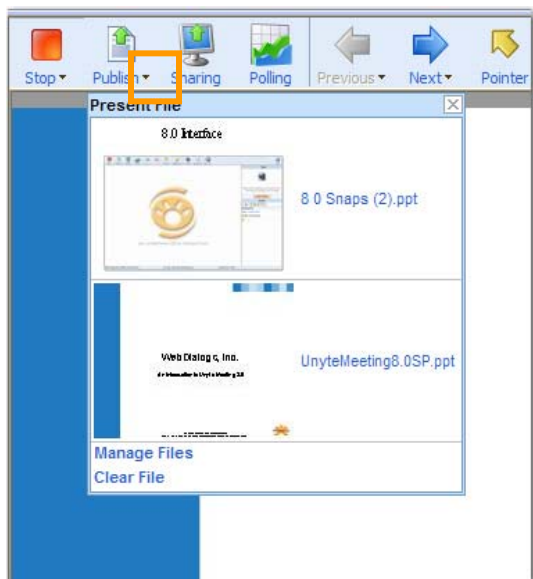


Figure F. Document Publishing Sub-menu



Figure G. Document Publishing "Publish a File" Window

Publishing documents:

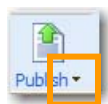
1. Click the **PUBLISH** button on the presenter toolbar
2. Click **BROWSE** from the "Publish a File" dialog window
3. Select a document file path using the file explorer window
4. Click the **PUBLISH FILE** button in the Publish a File dialog window

After you complete these steps, your document is automatically copied and converted into a Webinterpoint 8.2 presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.

Presenting previously published documents:

1. Click on the **PUBLISH** button on the presenter toolbar
2. The Publish a file window will appear, click the radio button next to the file you wish to present from the titles in "Your file list"
3. Click the **PRESENT** button

Or



1. Click the Document Publishing **sub-menu** located on the **PUBLISH** button on the presenter toolbar. A Drop Down menu will appear. (Figure F.)
2. Click the Thumbnail of the file you wish to present
3. The first slide of presentation will appear on the presenter and participant windows

Deleting a Presentation

You may choose to delete a presentation anytime in the future using the **PUBLISH** feature.

To delete a published document:

1. Click the **PUBLISH** button on the toolbar
2. Select the presentation in the Published Documents list
3. Click the **DELETE** button

Using Presentation Tools

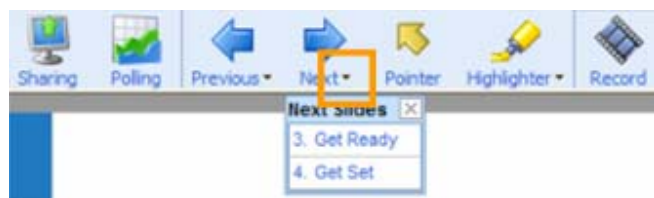


Figure H. Navigation Tools "Next" Submenu

To Use Navigation Tools:

Use the **PREVIOUS** and **NEXT** buttons on the toolbar to index slide by slide through a presentation, document sections or worksheets.

- Use the "Next Slide" and "Previous Slide" submenu(s) to jump directly to a specific slide.

To Use Annotation Tools

Use the **POINTER** button to toggle the Pointer tool on and off when you want to highlight the content of your presentation.

- To turn off the pointer, click the **POINTER** button again.

- To clear the annotation, advance to the next slide.

Use the **Highlighter** button when you want to annotate the content of your presentation in real time.

- Choose from 15 highlighter colors by clicking on the down arrow on the **Highlighter** button.
- To turn off the highlighter, click on the **Highlighter** button again.
- To clear the annotation, advance to the next slide.

Application Sharing



The **SHARE** button allows you to share specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see applications unique to your desktop. Once you click the **SHARE** button you will receive a dialog box that shows a list of your currently running applications (Figure I).

Note: The Application Sharing feature requires the host to receive an ActiveX control. If this is your first time using Application Sharing, please read the System requirements section of this Quick Start guide.



Figure I. Application Sharing Window the host may choose to share the entire desktop or specific applications

To share an individual application:

1. Select one or more applications from the list by selecting the box next to the active application(s)
2. Select the "Choose the applications to share" button
3. Click **SHARE**

To share all applications:

1. Click the “Share the entire desktop” button
2. Click **SHARE**

To stop sharing:

1. Open/restore the Webinterpoint 8.2 application window
 2. Click the **CANCEL** button
- Or
1. Double click the icon for Application Sharing in the system tray
 2. Click the **UNSHARE ALL** button

Allowing Control of your desktop

If you would like to allow a participant to make changes to your shared application, you must give control to that participant.

To transfer control to a participant:

1. Click the Participant’s name in the Roster
2. Choose **GIVE CONTROL**

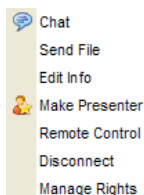
To regain control of the application:

1. Click the Participant’s name in the Roster and choose **DISABLE CONTROL**

***NOTE:** The **Performance Setting** option allows you to optimize application sharing performance and quality. The options are as follows:

- **Best Speed** - Fastest transfer speed but 16 colors and some reduction in image quality. This setting is ideal for slower connections such as dial-up.
- **Medium Quality** - Faster transfer speed, 256 colors, the recommended setting for most connections.
- **High Quality** – This setting has true color, the best appearance, and requires the most bandwidth. This requirement may cause delays on slower connections.

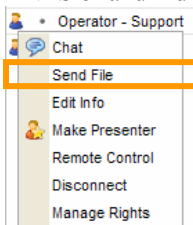
Participant Control Features



The Host has the ability to control several features for participants. These features include, Send File, Edit Info, Make Presenter, Remote Control, Disconnect and Manage Rights to allow participants to see the Attendee Roster and Chat Questions. You can choose to use these features for ALL participants or any individual participant.

To send file to participants:

1. Click on either the ALL PARTICIPANTS or an individual participant's name, choose the Send File button.



2. A dialog window will appear allowing you to browse for the file you would like to send (Figure J). Once you select the correct file click the SEND FILE button.

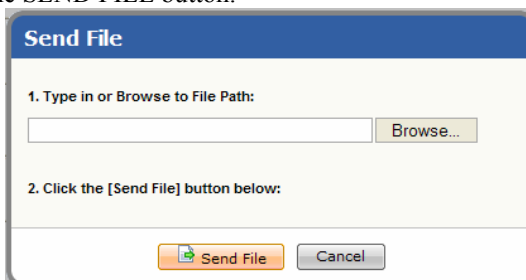


Figure J. Dialog box to send a file to participants.

3. When the transfer has been complete, you will get a dialog window that states Sending File is Complete.
4. Participants will see a link to download the file in their chat window. (Figure K)

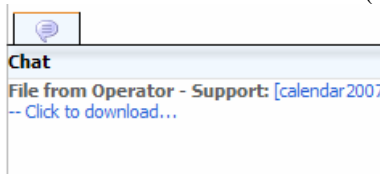
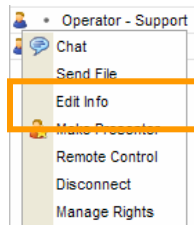


Figure K. link participants see to download a sent file.

To edit participant info:

1. Click on the individual participant's name, choose the EDIT INFO button.



2. A dialog window will appear allowing you to change the Name, Company, E-mail and Phone of the participant. (Figure L)

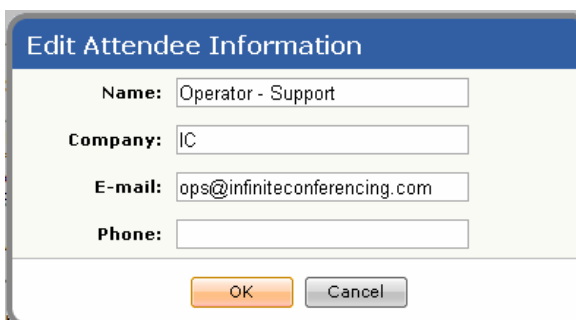
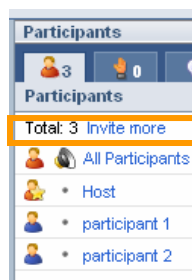


Figure L. Dialog box to edit Participant Information

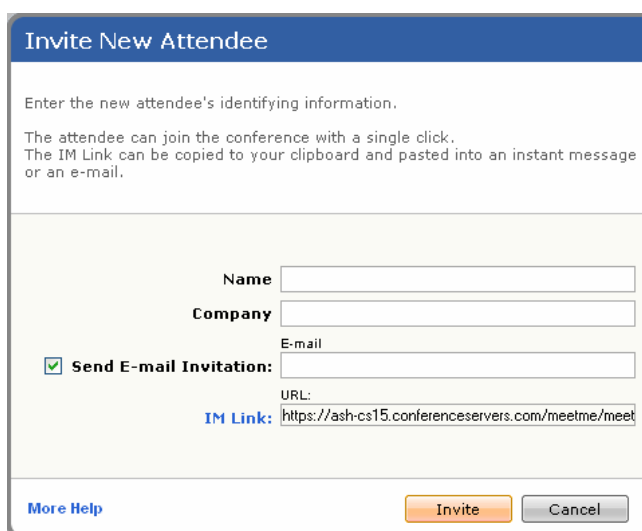
To invite more participants to a conference:

You can invite Participants by giving them the Join URL and Conference ID, which are shown at the bottom of the conference window. However, to invite Participants quickly, use the "Invite More" link.

1. Click on "Invite More" link



2. In the Invite New Attendee window, enter the Participant's name and Company name. Check the Send E-Mail Invitation box and provide the Participant's e-mail address. Click the "Invite" button.



3. You may also send an Instant Message (IM) invitation by copying the "IM Link" and pasting it into your IM interface. The link contains everything the Participant will need to join with one click.

To lock a conference

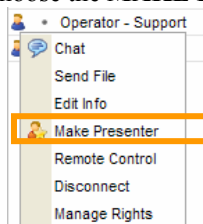
The Lock is used to close conference attendance.

From the Stop pull-down menu, select Lock session. While the conference is locked, no additional Participants can join.



To promote a participant to presenter:

- Click on the individual participant's name, choose the **MAKE PRESENTER** button.



- The participant will now have full control of the presentation and will see the host toolbar (Figure M).



Figure M. Host toolbar participants see when presentation control is passed to them

- The original host of the conference will see the participant tool bar with an added feature to take control back (Figure N).
- When the PRESENTER button is clicked, presentation control is taken back by the original host of the conference. The participant that had control is now only a participant again.



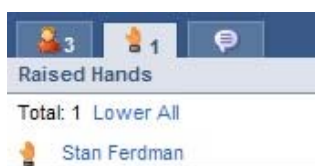
Figure N. Toolbar host sees after passing presentation control with option to take control back

Hand Raising:



A Participant can click on the Raise Hand icon on the Participant Toolbar to raise a hand. The participant can click the same icon again to lower the hand.

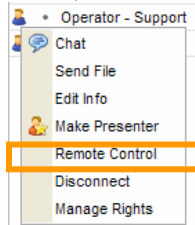
The Presenter can click the Hand Raise tab to view a list of Participants with their hand raised. Clicking a Participant in the list lowers the Participant's hand.



Get control of a participant's desktop:

This will allow you to have mouse and keyboard function of the participant's computer.

1. Click on the individual participant's name, choose the REMOTE CONTROL button.



2. Once you click the REMOTE CONTROL button, the participant will receive a dialog box that shows a list of their currently running applications (Figure O).

Note: The Remote Control feature requires the participant to receive an ActiveX control. If this is the participant's first time using Remote Control, please read the System requirements section of this Quick Start guide.



Figure O. Dialog box participant will see asking which applications they would like to share when host requests to remote control.

To get control of an individual application:

1. The participant will select one or more applications from the list by selecting the box next to the active application(s)
2. Select the "Choose the applications to share" button
3. Click **SHARE**

To share all applications:

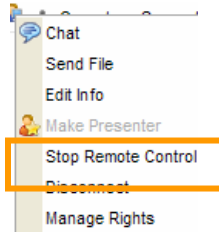
1. The participant will click the "Share the entire desktop" button
2. Click **SHARE**

To stop sharing:

1. The participant will open/restore the Webinterpoint 8.2 application window
2. Click the **CANCEL** button

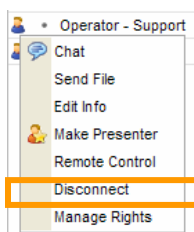
Or

3. The host can click on the participants name and choose the STOP REMOTE CONTROL BUTTON.



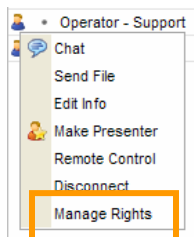
Disconnect a participant:

1. Click on either ALL PARTICIPANTS or an individual participant's name, then click the DISCONNECT button.



Allow a participant to see the attendee roster or chat questions:

1. Click on either ALL PARTICIPANTS or an individual participant's name, then click on the MANAGE RIGHTS button.



2. A dialog window will appear giving you the ability to select to give participants rights to see the participant list or receive Q&A messages. (Figure P)
3. To allow the rights, check one or both of the check boxes and click the OK button.
4. The chosen participants will be able to see the participant roster and chat questions sent to the Q&A group.

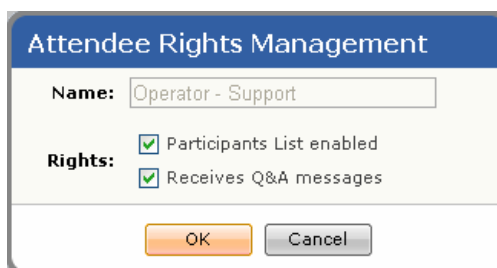


Figure P. Dialog box host will see when managing participant rights.

Polling



Adding a Polling Question

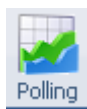
1. Poll questions can be added prior to a conference or on the fly. To add a polling question, click the polling button in the toolbar.
2. A polling dialog box will open. (Figure Q)

Figure Q. Polling Dialog box.

3. Type the question you would like to ask into the Question box.
4. Type the choices you would like to offer into the Answers box.
 - a. You can add additional choices by clicking the Add button on the right side.
 - b. You can also delete choices by clicking the Delete button on the right side.
 - c. If you would like the choices to appear in a different order, simply select the choice you would like to move and choose the Up or Down button
5. Once you have the question exactly as you would like it to appear, click the Save button located at the bottom of the dialog box.
6. The question will now appear in the Saved Questions window. (Figure R)

Figure R. Polling Dialog box with saved questions.

7. You can add another question by clicking on the New button located on the right hand side beside the Question box.
8. You can save as many questions as you please.



Conducting a Poll

1. To conduct a poll, your session must be started.
2. Click on the Polling button.
3. The Polling Dialog box will appear. (Figure S)
4. Select the Saved Question you would like to push out to your participants and click on the Conduct button located at the bottom of the screen.
5. You can also create a question on the fly and conduct it right away. To do so, follow the steps above regarding adding a polling question. Once you have the question exactly as you would like it, simply click the Conduct button.

Figure S. Polling dialog box with button to conduct a poll.

6. Once you click the conduct button, a new box will open showing your Question along with the Results. As votes come in, you will see the number of votes for each answer as well as the percentage of votes each particular answer has received. (Figure T)

Answer	Count	Percentage
1. Excellent	0	0% (0 votes)
2. Good	0	0% (0 votes)
3. Ok	0	0% (0 votes)
4. Bad	0	0% (0 votes)

Total number of votes: 0

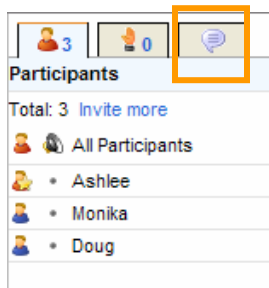
Figure T. Polling dialog box when poll has been conducted.

7. Once you give your participants a minute or two to select their response, you can end the poll. When you end, you have the choice of whether to share the results of the poll with everyone or keep the results private.
 - a. To Share the Results with everyone, simply click on the End Poll & Share Results button. This will show all of the participants a screen with the percentage of votes for each answer.
 - i. When you want to stop showing the results, simply click on the End poll button.
 - ii. This will take you back to the original Polling dialog box.
 - b. To End the Poll without sharing the results, simply click the End poll button. This will take you back to the original polling dialog box.
8. To stop polling and go back to your presentation, click the cancel button.

Chatting

To send a chat to participants:

1. On the right side of the screen where you see the Participant Roster, you will see 3 tabs at the top of the Roster. (Figure)
2. Click on the Chat Tab.



3. A chat screen will open.
4. At the bottom of the chat screen, you will see a drop down menu. This drop down will allow you to choose who to send a message to. (Figure U)



Figure U. drop down box to select who chat messages will be sent to.

5. The choices you have when deciding who to send a chat to, are Q&A Group, All, or you can send a private chat to any of your individual participants. See below for an explanation of each of these choices.
 - a. Q&A Group – This is the group of participant that the Chairperson managed the rights of to allow them to receive Q&A Questions. (See the Participant Control Features Section) *** Note: Participants do not have a choice and can only send chat messages to the Q&A Group unless their Q&A Rights were managed.
 - b. All – This sends a chat message to All of your participants.
 - c. Individual Participant – The drop down menu will also show you a list of all of your current participants. You can choose any of these participants to send a private message to.
6. Once you have selected who to send the chat message to, you can then type your message into the chat box located beneath the drop down menu. (Figure V)

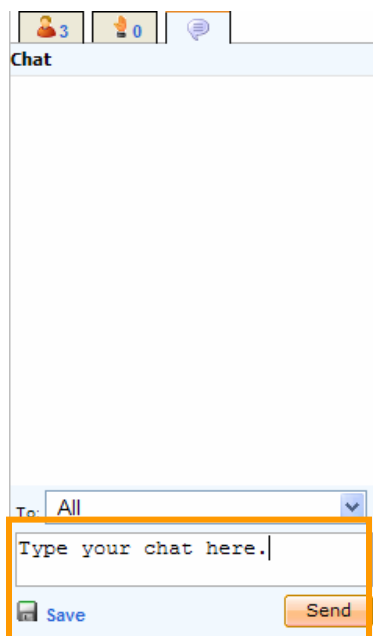


Figure V. box to type your chat message in.

7. Your chat history will appear in the white box below the tabs. (Figure W)

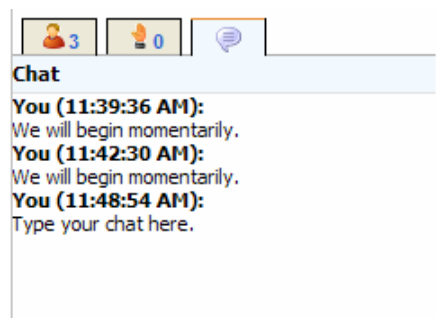


Figure W. Chat history

On Demand Recording



There are two ways to record your Web conference: a Full-Service Recording, by making an advanced reservation with Infinite Conferencing, or an On-Demand Recording. With the On-Demand Recording service, you are in complete control. You can record your WebInterpoint session along with your audio on the fly with just a few clicks.

To begin, click the On-Demand Record button on the toolbar. This will bring up the Terms and Conditions page. ***IMPORTANT*** There are additional usage charges for the On-Demand Recording - unless your recording is less than 3 minutes. Also, the On-Demand Recording service will NOT capture any of the following: polling, text chat, or displaying of MS Word or Excel files via "Publishing." Please also note that the files created using On-Demand Recording cannot be edited. If you require any of these features, please use our Full-Service Recording.

Recordings will be archived (stored) on our system for 30 days only; they will be automatically deleted after that. We highly recommend that you download and store them locally soon after making the recording.

To Start Recording:



1. Click on the Record button.
2. After you accept the terms and conditions, the Recording Dialog box will open with step by step instructions on how to start recording. (Figure X)

The dialog box has three tabs: 'New' (selected), 'Archive', and 'Recording Stopped'. Below the tabs, it says: 'RECORDING enables the Host/Presenter to record the session's data into the archive using Adobe® Flash® SWF format.'

- 1 Verify that computer speakers have proper volume.**
You will need to be able to hear the audio bridge connection as it is being made, so use headphones or your computer's speakers.
- 2 Enter the audio bridge number then press Dial.**
Type in the number for the audio bridge and press Dial.
- 3 Send bridge access code.**
Enter access code and upon audio prompt from bridge press Send.
- 4 Turn off or mute speakers.**
Feedback will be heard if speakers are on. If using headphones there is no need to mute.
- 5 Enter a name (optional) for the recording and, when ready, press Start Recording.**
The recording, when finished, can be retrieved via the Archives tab located above.

At the bottom, there are two buttons: and .

Figure X. On-Demand recording dialog box with step by step instructions.

To dial into your audio conference (to obtain the audio for your recording):

Note: If sound is not required, skip to [To start your recording]

1. Ensure your PC speakers/headphones are turned on and the speaker volume is adequate.
2. Enter the toll-free, dial-in telephone number into the text box under Step 2 and Press the Dial button.
3. The audio bridge auto attendant will be heard from the PC speakers or headphones.
4. When prompted, enter your Participant Entry Code followed by the # sign into the text box under Step 3 and Press the Send button. This will join the recording system to the audio conference.

To start your recording:

Tip: Before you start the recording: A) have yourself dialed into the audio conference, and B) have your PowerPoint slide or application sharing pre-loaded in WebInterpoint. Remember, as soon as you start the recording you are “on air”...

1. Enter a Recording Name into the text box under Step 5. This name will appear in the recording archive once the recording is finished.
2. Click on the Start Recording Button. A recording icon will appear on the browser status bar. (Figure Y) The recording window will close automatically to allow for viewing of the conference window.

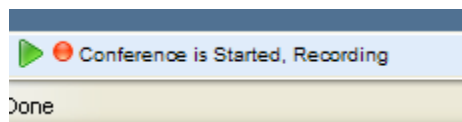


Figure Y. Icon in browser status bar indicating that the conference is being recorded.

To stop your recording:

Note: If you end your Web conference session without explicitly stopping the recording, the recording will be automatically stopped for you (and saved).

1. When you are ready to stop the recording, select either the recording icon in the status bar or in the toolbar.
2. Click the Stop Recording Button.

To download your recording:

1. The Archive tab will automatically open when you explicitly choose to Stop Recording. If you are returning to WebInterpoint to retrieve a previously made recording, click the On-Demand Recording button and navigate to the Archive tab. From the Archive tab you can download your recording(s). The recording can be downloaded as either an executable (.exe) file or as a compressed archive (.zip) file. (Figure Z)
2. Click either the [Exe] or [Zip] link to initiate the download then select the location on the PC to for the server to place the file(s).

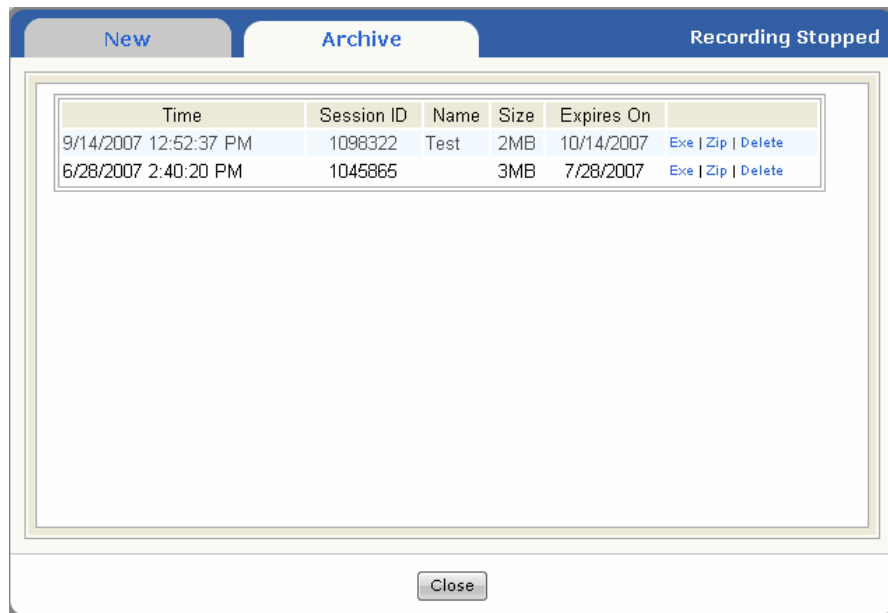


Figure Z. On-Demand Recording Archives

To play the recording (for yourself):

Note: On-Demand Recording uses Macromedia’s Flash technology. The resulting media files from your recording automatically play in a browser via Flash.

1. If you downloaded the executable (.exe) file, simply run/open it to commence playback.
2. If you downloaded the Zip file, use a decompression utility to “Extract All”. In the target directory (where you extracted from the Zip file), open the play.html or play.exe.

To make the Recording available for others:

Note: The recording media files are too large to e-mail to people, therefore, you will need to put the files on your Website, or another suitable Web server, for people outside your local network to access:

1. Open an html editor, ftp program or other suitable application for working with your Web server
2. Create a new folder on your Web server (i.e. "meeting1")
3. Copy the all files extracted from either the .exe or .zip file to the new folder**
4. Test your link/URL to the "play.html" (i.e. www.mywebsite.com/meeting1/play.html)
5. E-mail the link to people or publish it on your Web site.

**Both the self-extracting executable (.exe) and the Zip (.zip) file contain the same files. They include the following 5 files: Data1.wdx, Params.wdi, Play.exe, Play.html, & Play.swf

To delete a recording:

1. Navigate to the Archive tab if you aren't already there.
2. Press the Delete button next to recording you wish to delete.

Scheduling a Conference with Outlook

Webinterpoint 8.2 Microsoft Outlook™ Integration allows a Host to schedule web conferences using Microsoft Outlook. Adding web conferencing to an Outlook meeting is as simple as clicking the **WEB CONFERENCE** icon in a Microsoft Outlook Calendar Appointment or Meeting Request.

To schedule a conference using Outlook:

1. Install the Outlook Add-On by downloading and installing the Webinterpoint 8.2 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. From the calendar feature in Microsoft Outlook, open a calendar appointment or Meeting Request. You may do so by selecting the **FILE** menu, next select **NEW**, and then **APPOINTMENT** or **MEETING REQUEST**. You may also create a new appointment by double clicking on a specific date and time on your calendar. An Outlook Appointment or Meeting Request dialog window will open.
3. Click the **INVITE ATTENDEES** button on the toolbar. Insert e-mail addresses and meeting details just as you would through the Meeting feature of Outlook.
4. Set a Reminder for your web conference so you will be able to login before the conference is scheduled to begin.
5. Click the **WEB CONFERENCE** Icon at the upper left-hand corner of the Outlook appointment window. This will open a Web Conference Details window, A dialog window will open with conference will open.
6. Ensure that your Web conference account information is correct in the fields provided. You may also assign one or two memos if you require them for post conference reporting, and audio bridge dial in information if needed.
7. Click the **OK** button, which will insert the meeting link and dial-in information into the body of your meeting request. **Note:** Participants invited through Outlook do not require an access code as they are invited to the conference individually.

8. At meeting time, the Host then clicks the embedded link, which opens the log in page for the conference. To login, the Host inserts his or her credentials. **Note:** In order to allow participants to join, the Host must login before the meeting is scheduled to begin.

Ending a Conference



When you are finished with your presentation:

1. Click the **STOP** button on the toolbar to conclude the conference and disconnect all participants. At this point, you are still logged in and can start a new conference.
2. If you are finished, you can log out of your account using the **SIGN OUT** button on the toolbar. For additional help, access the online help through **HELP** button on your Webinterpoint 8.2 toolbar.