)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

WebInterpoint 8.0 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 8.0 server through HTTP and HTTPS

- Internet connection speed of 128 Kbps or higher - *see bandwidth considerations below*

- Microsoft Windows 98/2000/XP/Vista or Server2003 System

- Internet Explorer 6, Netscape 7.0, Firefox 1.0 or higher browser version

- Mac OS X with Firefox or Apple Safari 1.1

- Linux, Unix, or Solaris with Netscape 7.0+ or Mozilla 1.0+

- Macromedia Flash 8.0 or higher - (*when using Audiocasting, Videocasting or Recording) See considerations below*

- Cookies and Scripting enabled in browser

Average Bandwidth Usage

- Videocasting -160 Kbps/participant Audiocasting-136 Kbps/participant

- 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 8.0 Options Kit.

Videocasting
A Flash supported USB web camera is required on the Host system for Videocasting. Macromedia Flash 8.0 or higher is required only if the Host will be using Videocasting, Audiocasting or Recording functionality.

Participate in a meeting: Feature Requirements

Audiocasting and Videocasting
Macromedia Flash 8.0 or higher is required for Participants to listen to Audiocasting, to view Videocasting or as an alternative component to view shared applications.

Logging In

Begin using your Webinterpoint 8.0 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.

Figure A. *Host Meeting Login*

Figure A. *Join a Meeting Login*

)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

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 8.0 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:

1. Click the **START** button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
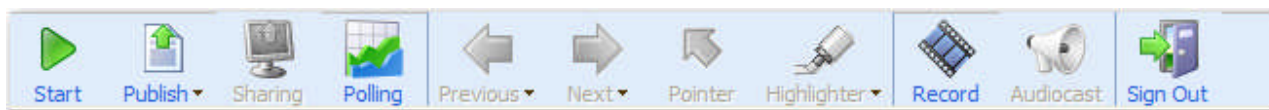

Figure C. *Toolbar (Host controls) prior to starting conference*

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

2. 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.

3. As each user logs in to the conference, the user's name appears in the Roster.

 *__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 8.0 account you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents.
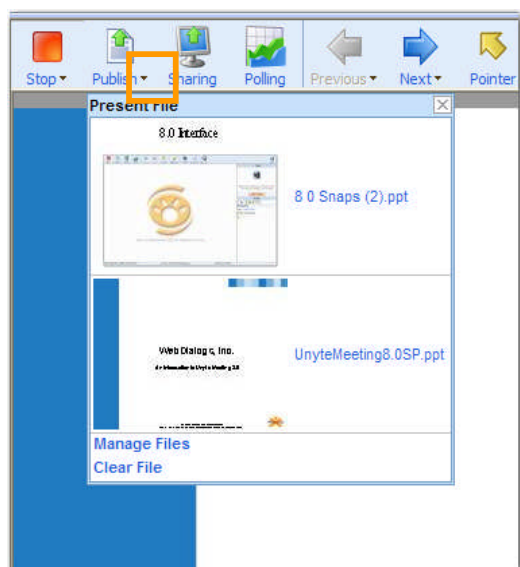

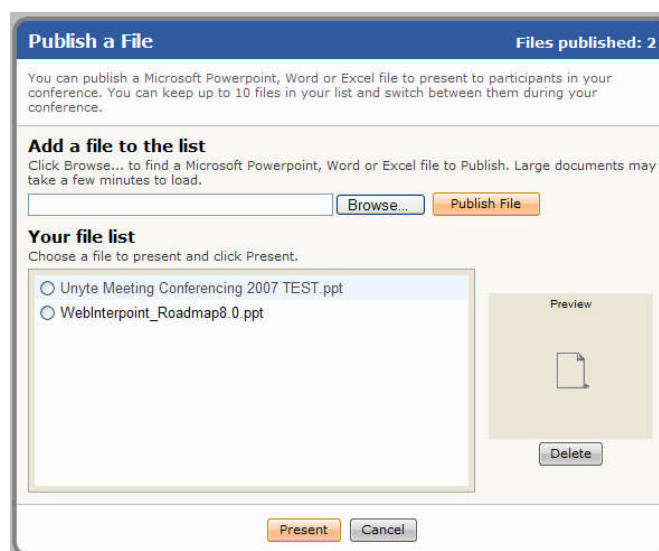***Figure E.*** *Document Publishing Sub-menu*

Figure F. *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 8.0 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

)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

1. Click the Document Publishing **sub-menu** located on the **PUBLISH** button on the presenter toolbar. A Drop Down menu will appear. (Figure E.)

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
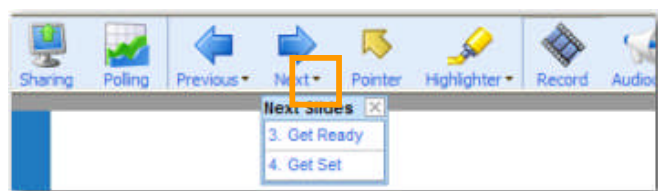
Using Presentation Tools
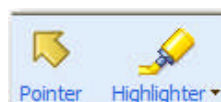
Figure G. Navigation Tools " Next" Submenu

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.

)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

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

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

- Choose from 15 marker colors by clicking on the down arrow on the **MARKER** button.
- To turn off the Marker, click on the **MARKER** 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 H).

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 H. 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**

)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

To share all applications:

1. Click the "Share the entire desktop" button
2. Click **SHARE**

To stop sharing:

1. Open/restore the Webinterpoint 8.0 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.
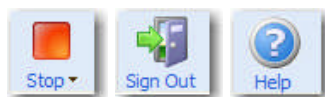
)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

Scheduling a Conference with Outlook

Webinterpoint 8.0 Microsoft Outlook ^{TM} 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 8.0 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.

)infinite(
CONFERENCING
An Onstream Media Company

Webinterpoint v 8.0
QuickStart Guide

www.infiniteconferencing.com
1.888.203.7900

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 8.0 toolbar.