

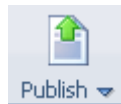
E-VIEW QUICK REFERENCE GUIDE

Soundpath offers the freedom of conducting automated conferences on your own - no reservations are required. Your “virtual meeting room”, is available 24/7, and, if you ever need help, operator assistance is as easy as pressing *0 during your call.

Setting up a Web Conference

To setup an e-VIEW conference with your participants, send them the following essentials:

1. Date and time of the Web Conference
2. The e-VIEW Login Page
3. Your e-VIEW Conference ID
4. Instructions to run the System Check
5. Soundpath Audio Conferencing Information (if applicable)



Starting a Web Conference:

In order to begin your conference, navigate your web browser to the following login page <http://soundpathview.eu> and follow these steps:

1. Enter your Client ID and Web Passcode and click Log In. Participants will enter your Conference ID under Participant Entry.
2. The moderator must press the green Start button in order to begin the conference and allow participants to enter. Upon starting the conference, a pop-up window will appear and provide the following options:

BILLING REFERENCES

To attach billing references to the session, enter them in the Memo 1 and 2 fields.

SUMMARY REPORT

To receive a post-session summary report by email, check the box and enter a recipient email address.

3. Click OK when ready to begin



Document Publishing and Presentation

The Publishing feature is best suited for presentation-type meetings where documents do not need to be changed or updated during a conference. Published documents are stored in your conference so there is no need to upload them more than once, and the integrated slide navigator maintains the simplicity and ease-of-use of your PowerPoint presentation. Only Microsoft Word™, PowerPoint™, and Excel™ documents may be Published.

Upload a Document

1. In your moderator toolbar, click the Publish icon to open the Publishing Window.
2. Click the Browse button in the Publishing window and select the document you wish to publish.
3. Click the Publish File button to upload and display your document.

To delete an uploaded document, click the Publish icon, select the document, and click Delete.

Display an Uploaded Document

Click the Publish icon, choose a file from the file list, and click Present. Alternatively, you may click the small arrow on the Publish icon's label, revealing a dropdown menu of recently uploaded files, and select a file to display.

Application Sharing & Document Editing

The Application Sharing feature allows you to share and edit any type of application in real time. This feature is well suited for collaboration-type meetings, as well as for conferences where non-Microsoft Office™-type applications need to be presented.



Share Applications

Click the Sharing icon on your moderator toolbar to open the Application Sharing Window.

- > To share your entire desktop, select the Share the Entire Desktop radio button and click Share.
- > To share selected applications only, select the Choose the Application to Share radio button, select the applications you wish to share, and click Share.
- > To change the image quality of your shared applications, use the drop down menu in the lower left-hand corner of the Application sharing Window; lower image quality may reduce lag-time.

Manage Shared Applications

- > To choose which applications are shared after sharing has begun, direct your mouse to the top of your desktop to unhide a sharing menu and click the document icon.
- > You can also choose which applications are shared by toggling the sharing of any open application on or off by clicking the Toggle Sharing Button in the upper-right hand corner of the application's window.
- > To stop all application sharing, mouse-over the sharing menu at the top of your desktop and select Stop Sharing, or click Cancel in your conference window.

Annotate a Shared Application

While an application is being shared, participants will see any changes made within the application in real-time. To annotate a shared application without making changes in the application itself, mouse-over the sharing menu at the top of your desktop and choose a tool to use.

Allow a Participant to Control and Make Edits to Shared Applications

While an application is being shared, right-click on a participant's name in the Attendee List and select Give Control. To regain control of the application(s), select Disable Control under the participant's name.

The Attendee List

The Attendee List, available on the right-hand side of the moderator's conference window, helps keep track of participants in the web conference and includes the following conference management tools:

Manage Participant Rights

- > To assign a participant to the Q&A Group, right-click on a participant's name and select Manage Rights, then check the box labeled Receives Q&A Messages. The participant will now receive chat messages sent by other participants to the Q&A Group.
- > To toggle the appearance of the attendee list for participants, right-click on a participant's name and select Manage Rights, then check or uncheck the box labeled Participant List Enabled.

Chat with a Participant

The moderator can right-click on a participant's name in the Attendee List and select Chat or click the Chat tab and select a participant from the dropdown menu.

Make a Participant the Presenter

Right-click on a participant's name and select Make Presenter (this option is only available when application sharing is inactive; if the option is unavailable, conclude application sharing and try again). The participant now has access to all host features, and you are relegated to the role of a participant. To regain control of the conference, click Presenter on your toolbar.

Share Applications from a Participant's Computer

Right-click on a participant's name and select Remote Control. The participant will be prompted to follow the Application Sharing procedure outlined above. Once shared, the application may be controlled by both the moderator and the participant. To end Participant Application Sharing, right-click the participant's name and select Stop Remote Control.

Additional Features

Presentation Tools

- > When publishing a Microsoft PowerPoint document, use the blue arrows to move between slides incrementally or click the arrows' labels to show a dropdown list of slide titles, enabling you to jump to a particular slide.
- > Select the Pointer icon to toggle the pointer arrow on and off. Mouse-click while using the pointer to stamp.
- > Click the Highlighter icon to highlight your document. Click the black arrow in the icon's label to choose a highlighting color.



Lock or End the Web Conference

- > To prevent additional participants from entering your web conference, click the small black arrow in the Stop icon's label in your moderator toolbar and select Lock Session from the drop-down menu.
- > To disconnect all participants and end the session, click the Stop icon.
- > You can also sign yourself out along with all participants by clicking the Sign Out icon.



Recording your Audio and Web Conference

Presenters can record a conference, including both the web and audio conference. The recorded conference will be saved in an archive for 30 days. You can download the recording to replay and/or to share with others.

Your conference must be started for you to start recording. If you want the recording to include audio, establish your telephone conference first, then link the recording to the telephone conference as shown in the following procedure. You may hear the audio through both your telephone and your computer speakers while you bridge to your telephone conference. After you complete the bridge, turn off or mute your speakers to prevent feedback.

Recording a Conference

Click on the Recording icon on the Presenter Toolbar.



Verify that your computer speakers have proper volume. You will need to hear the audio bridge connection as it is being made, so use headphones or your computer's speakers. If you do not want the recording to include audio, skip to the Start Recording step.

1. Enter the US local or toll free bridge number from your Audio Conference and click Dial.
2. Enter the bridge access code and click Send.
3. Turn off or mute your speakers.
4. Enter a name for your recording (optional but recommended).
5. Click Start Recording. The status bar at the bottom of the conference window indicates that the conference is being recorded.

Stop Recording a Conference

1. Click on the Recording icon in the Toolbar.
2. In Recording dialog box, click the Stop Recording button.
3. Click OK.

The Recording Archive displays the new recording. You can continue the conference after you stop recording.

The System Check

It is highly recommended that all attendees run the System Check prior to attending a web conference. The check is available from your login page and should be run on the computer that will be used to attend the web conference. The system check will determine if you meet the following requirements based on your role:

Presenters/Application Sharers

- > Microsoft Internet Explorer 6.0+ or Firefox 2.x.
- > Installation of the App Share Control component (this may require administrative rights for installation; contact your system administrator if the component fails to install).

All Users

- > Microsoft Windows OS platforms with Internet Explorer 6.0+, Firefox 2.x, or Netscape 7.0+; Mac OSX with Firefox or Safari 1.1+; Linux/Unix/Solaris with Netscape 7.0+ or Mozilla 1.0+.
- > Session cookies enabled and pop-up blockers disabled.
- > Java Virtual Machine 1.5 or higher or Macromedia Flash 8.0 or higher must be installed if the session will involve any application sharing, even if the attendee will not be presenting.