



TELUS Business Solutions | Collaboration Services  
Business. Backed by TELUS.

## Web Conference on Demand enabling real-time collaboration

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### TELUS Web Conference on Demand Quick Reference Guide

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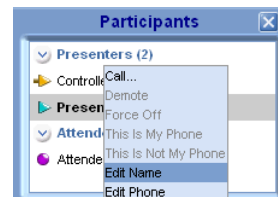
#### **Conference Recordings**

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## Finding Your Way

### Changing Details

You can change your name and phone number details by right-clicking on your entry in the participants list and choosing either **Edit name** or **Edit phone** from the menu. If you are a Presenter, you can also change the names and phone numbers of other participants.



### Logging In

Enter your name, phone number, and conference details as supplied by the organizer of the conference on the appropriate web page.

Note that the Web Conference must already be initiated for participants to enter.

The 'Security Code' is the Audio Conference PIN code.

**Your details**

Name

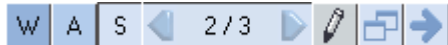
Phone

**Conference details**

Conference Reference

Security Code

### Maximizing Workspace



Selecting **Maximize Workspace** from the **View** menu will hide the Discussion Area, Participants List, Menu bar, Annotation Toolbar, and Mode Selection Tabs. In this mode, there is a small toolbar at the top-left of the screen.

### Modes



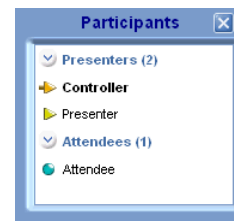
**Whiteboard Mode:** The right-hand pane displays an initially blank white area in which Presenters can communicate using drawings or text annotations.

**Application Sharing Mode:** You can view any applications that have been shared.

**Slideshow Mode:** Slides are displayed in a pre-determined order, just like in a presentation. Slides can be annotated by Presenters.

### Participants

An arrow ► denotes a Presenter and a circle ● denotes an Attendee. A dash by the arrow ➤ denotes the Presenter who last took control of the conference. For each participant, the icon colour shows the colour in which their annotations to the Whiteboard appear.



## Presenter-Only Features

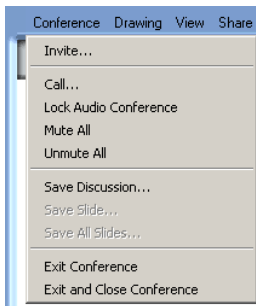
### Annotations



The buttons above the workspace window allow Presenters to make annotations to the Whiteboard.

**Deleting annotations:** Choose the **Select** tool and click the annotation. Press **Delete** on your keyboard, or select **Delete** from the **Drawing** menu. If you wish to remove all of the annotations from the workspace, select **Delete All** from the **Drawing** menu.

### Dialing Out



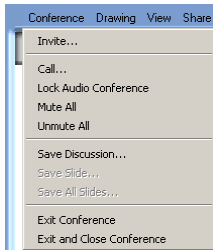
This option must be enabled by contacting a TELUS Conference Representative.

Presenters can use the Call option to instruct the conference to dial out. When the person who is called answers their phone, they can talk to the other participants in the conference.

**Calling someone else:** Click on the **Conference** menu, and choose **Call**. Enter the phone number and click **Dial**.

**Calling yourself:** Right-click on your name in the participants list and choose Call from the menu. A windows pops up containing your phone number. Click **Dial**.

### Inviting People



Click on the **Invite** item on the **Conference** menu. This will create a draft email with a link to the conference login page. You may add your own message to this email before sending it.

This option is not compatible with Lotus Notes.

### Locking Audio Conference

Select the **Lock Audio Conference** option on the **Conference** menu. No new participants will be able to connect into the audio conference until you unlock the conference.

## Muting

**Single Participant:** Right-click on the participant's name and select **Mute** from the menu.

**All Participants:** Select **Mute All** from the **Conference** menu.

## Promoting/Demoting

Right-click on the name that you would like to promote or demote.

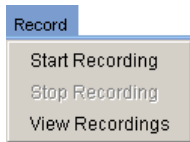
If the participant is not the conference Owner, you can **force them off** the conference.

If the participant is an Attendee, you can **promote** them to a Presenter.

If the participant is a Presenter, you can **demote** them to an Attendee.



## Recording Conferences



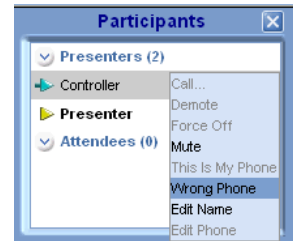
Selecting the **Start Recording** item on the **Record** menu. While recording is starting, a red light will flash by the mode tabs. Once recording has started, it will become a solid red circle. Recording will continue until the **Stop Recording** menu item is pressed.



View and manage the recording by using the **View Recordings** item in the **Record** menu.

## Separating Participant from Phone Number

Right-click on the name that has been incorrectly associated with the phone number and select **Wrong Phone** from the menu.



## Sharing Applications (Windows Systems only)/Remote Control

Click on the **Applications** tab to switch into Application Sharing mode.

Choose one of the following options from the **Share** menu:

**Share the whole desktop.**

**Select from a list of running applications on your desktop.**

If prompted by a security question, select 'Yes'.

When you have shared one or more applications, you can do the following via the **Share** menu:

**Unshare a particular application.**

**Unshare all shared applications.**

**Use High Color Sharing.**

If you have shared one or more applications and there is at least one other Presenter in the conference, a drop down box appears under the **Applications** tab.



By selecting another Presenter from this drop down box, control of your shared applications is passed to this person. They may then use the application as if it were running on their own machine. You can regain control at any time by clicking a mouse button anywhere on the screen or by pressing a key on your keyboard.

## Slideshows/Images

Select one of the following options from the **Slide** menu:

**Upload PowerPoint Presentation** to add a PowerPoint presentation.

**Upload Picture** to add a single JPEG file.

**Upload Series of Pictures** to specify the first JPEG in a sequence (e.g. slide01.jpg); all images in the sequence with a higher number than the one you select will be uploaded.

**To delete a single slide:** navigate to the selected slide and select **Delete** in the **Slide** menu.

**To delete all slides:** select **Delete All** from the **Slide** menu.

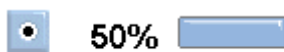
**To change the size of slides to fit window:** select **Fit Slides to Window** from the **Slide** menu.

**To save a single slide** (with all annotations): navigate to the selected slide and select the **Save Slide** item in the **Conference** menu.

**To save all slides:** select **Save All Slides** from the **Conference** menu.

## Voting Slides

Select the **New Voting Slide...** item in the **Slide** menu.



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Presenters may independently open or close the voting, and hide or reveal the results, using the **Allow Voting** and **Results Visible to All** menu items on the **Slide** menu.

## Audio Conferencing

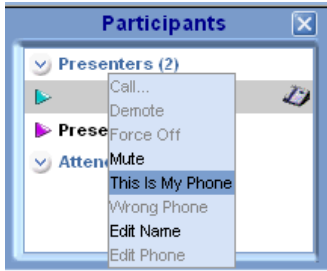
### Dialing In

To join the conference, dial the access number shown at the top of the discussion window and enter the Security Code displayed on the screen when prompted.

#### Conference details

This is conference 444444  
To join by phone:  
Dial 111 111-1111  
Enter 11111111 at the  
prompt

### Identifying Yourself






**This Is My Phone:** To match your name with your phone number, right-click on the phone number and select **This Is My Phone** from the menu.

**This Is Not My Phone:** To separate your name from a phone number that has been linked to it, right-click on your name and select **This Is Not My Phone** from the menu.

### Muting

Right-click on your name and select **Mute** from the menu. Repeat this step to unmute yourself.

### Status Icons

-  The participant is connected, but is not currently speaking.
-  The participant is connected, and is currently speaking.
-  The participant has been muted.

## Conference Recordings

You can tell that a conference is being recorded as a red light will appear by the tabs.



You can view any recordings that have been published to the Attendee PIN by clicking on the **View Recordings** item in the **Record** menu.