

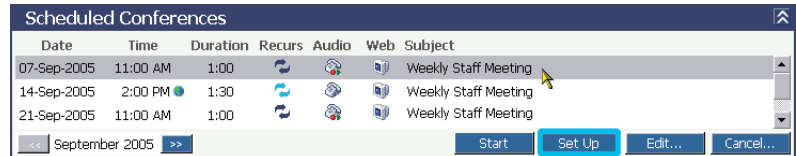
INTEGRATED CONFERENCE MANAGER

Setting Up the Conference Room

You can always start a conference on the fly, but any meeting benefits from a little preparation. Set up your conference room before participants arrive and you'll have everything you need at your fingertips when the conference begins.

Enter the Conference Room

You can enter a conference room any time after you have scheduled a web conference.



Date	Time	Duration	Recurs	Audio	Web	Subject
07-Sep-2005	11:00 AM	1:00				Weekly Staff Meeting
14-Sep-2005	2:00 PM	1:30				Weekly Staff Meeting
21-Sep-2005	11:00 AM	1:00				Weekly Staff Meeting

September 2005 >> Start Set Up Edit... Cancel...

Step 1. Log in to the conferencing system.

Step 2. Select a conference in the **Scheduled Conferences** section of the My Conferences page.

Step 3. Click **Set Up**.

The conference room appears.

Upload Documents

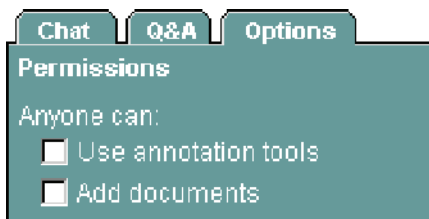
Add documents to the Items for Viewing list before the conference begins so you're ready to share and annotate:

Step 1. Click **Add Document**.

Step 2. Follow the Add Document wizard to upload each document.

The conferencing system natively supports Microsoft Office documents (.ppt, .xls, .doc), Acrobat documents (.pdf), image files (.jpg, .gif), and text documents (.txt).

To let conference participants upload documents as well, click your **Options** tab and select **Add Documents**.



If you want to share an unsupported document type you can convert it to .sdf format using the Document Sharing print driver and then upload it:

Step 1. Open the document in the application that created it.

Step 2. Choose **File > Print** from the application menu.

Step 3. Select **Integrated Conference Manager** as the printer and click **OK**.

The Print Driver is installed on your PC as part of the Document Sharing plug-in.

Step 4. Click **OK**.

The print driver converts the file and saves it into shareable document format (.sdf).








Step 5. Click **Add Document**.

Step 6. Select **Other** as the document type when following the Add Document wizard.





Annotate the Whiteboard

Select **Whiteboard** from the Items for Viewing list to type or draw on the whiteboard when pre-setting a conference room. (*Document* annotations, however, are not saved.)

Drawing

- Click  to select a line color
- Click  and hold the mouse button to draw freehand
To erase freehand drawing, click  and hold down the mouse button
- Click , , or  to draw a line, rectangle, or ellipse
To erase objects, click , click on the object, and press **Delete**

Typing

- Click  to select a text color
- Click , click on the whiteboard, and then type
- To edit text, click  and double-click on the text
- To delete text, click , click on the text, and press **Delete**

To let all conference participants use the annotation tools, click your **Options** tab and select **Use annotation tools**.

Set Up Polls

Step 1. Select **Whiteboard** from the Items for Viewing list.

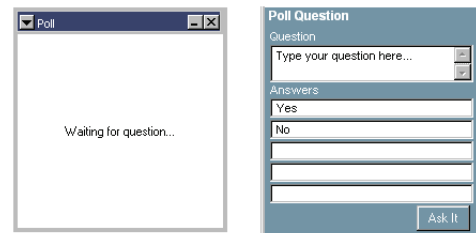
The Add Poll button appears beneath the Items for Viewing list.

Step 2. Click **Add Poll**.

An empty poll box appears on the whiteboard and the Poll Question tab appears in the lower right corner of the conference room.

Step 3. Enter a poll **Question** and up to five **Answers**.

Step 4. Click **Ask It** to post the poll on the whiteboard.



Save Notes

Select **Notes** from the Items for Viewing list to display the notepad, a simple text editor into which you can type (or copy and paste) conference notes.