



## VoxNet Web Conferencing Quick Start Guide

This guide provides the basic information necessary to start VoxNet Web Conferencing. 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 VoxNet Web Conferencing support at **1.866.901.2462** or [info@voxnetinc.com](mailto:info@voxnetinc.com).

### System Requirements

**Host and Participant systems must meet the following minimum requirements:**

- Network connection to the VoxNet Web Conferencing 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 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 Recording*) *See considerations below*
- Cookies and Scripting enabled in browser

### Average Bandwidth Usage

- Application Sharing- 240 Kbps/participant (*Note: Medium quality with average UI screen updates*)
- Published Files- Download rate of slide presentation content is proportional to the available bandwidth. The basic 128 Kbps requirement will provide reasonable performance.

### Host a Meeting: Feature Requirements

#### ***Application Sharing***

In addition to the above general system requirements, a conferencing plug-in is required to share applications. Application and Desktop Sharing are only supported on Windows platforms with the Internet Explorer or Firefox browsers. If the Sharing plug-in is not already on your system prior to starting Application Sharing you will be prompted to download. If your system security settings prevent you from downloading the plug-in, it can be installed manually with the Options Kit. For viewing shared desktops or applications you must either have the Sharing plug-in or a Java Virtual Machine (JVM). Please note that the Microsoft VM is not supported.



## Logging In

Begin using your VoxNet Web Conferencing account by opening the Conference Entry page by clicking [here](#). There are separate login forms for hosts and for participants. To host a conference, complete the “**Host Conference**” form, represented in Figure A, using your name, the Participant Passcode and Leader Passcode you received at registration. To participate in a conference, complete the “**Join Conference**” form, entering the Participant Passcode and your name.



## Host Login

\*Leader Passcode:

\*Participant Passcode:

\*Name:

Company:

E-Mail:

[Options Kit Download](#)  
[System Compatibility Check](#)  
[Guest Login](#)

*Figure A. Host 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 B) containing buttons used to conduct and manage Web conferences.

### Starting a Web Conference



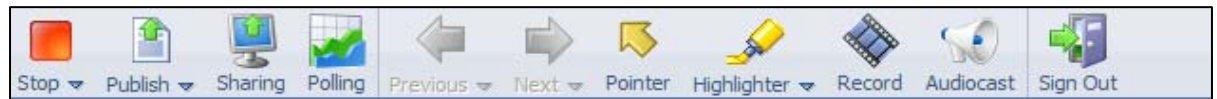
Since VoxNet Web Conferencing does not require pre-planning or scheduling, once you have logged into your account, you can immediately start a conference.

#### 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 B. Toolbar (Host controls) prior to starting conference*



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

2. Instruct participants to visit the Conference Entry page ([http://www.conferenceservers.com/brands/TCG/VoxNet/Voxnet\\_guest\\_login.htm](http://www.conferenceservers.com/brands/TCG/VoxNet/Voxnet_guest_login.htm)) and to complete the "Meeting Login" form using the Conference ID 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 VoxNet Web Conferencing account you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents.

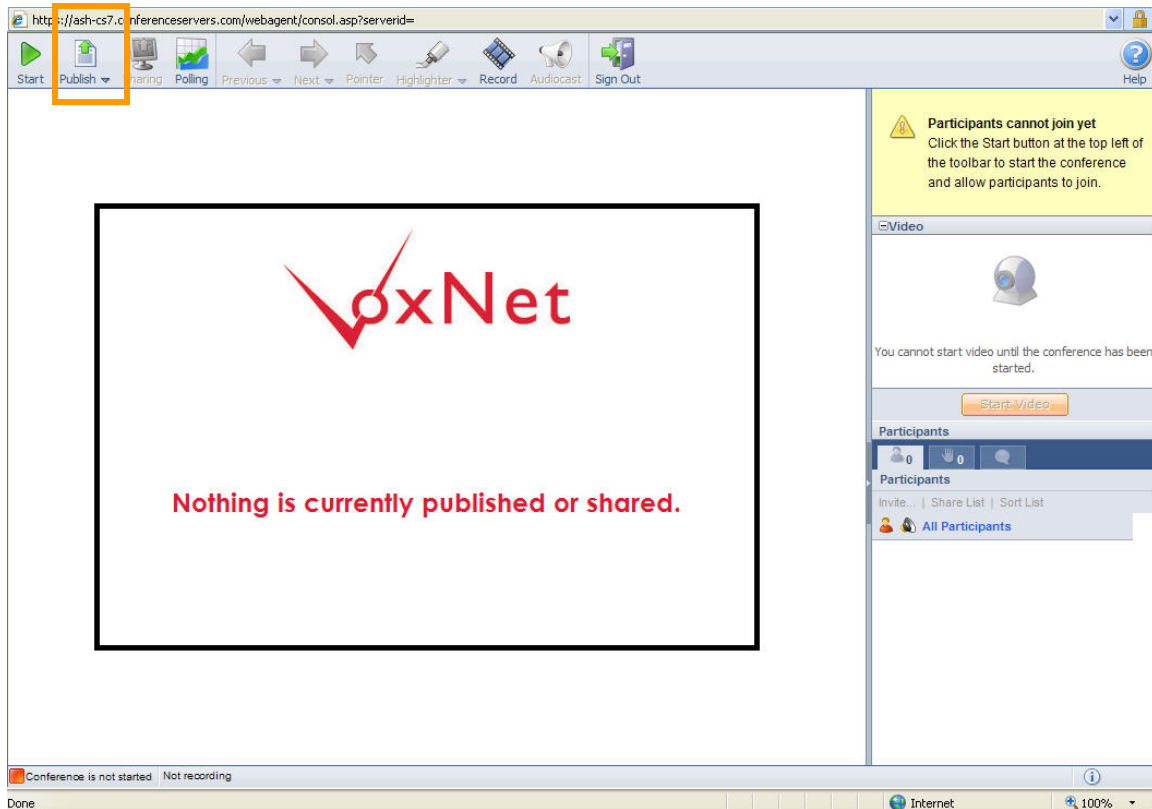


Figure D. Publishing

### **Publishing documents:**

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

After you complete these steps, your document is automatically copied and converted into a VoxNet Web Conferencing 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. Select a document from the Published Document List.
3. Click the **PRESENT** button.

Or



1. Click the Document Publishing **sub-menu** located on the **PUBLISH** button on the presenter toolbar.
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

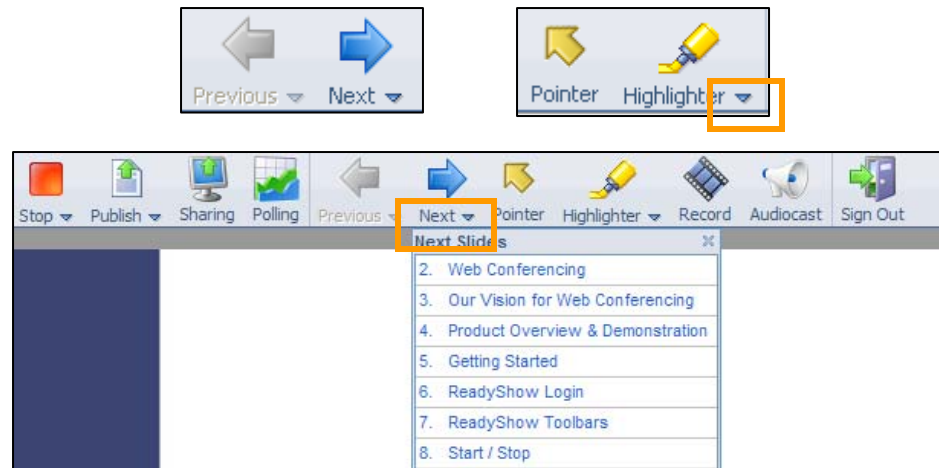


Figure E. Navigation and Annotation Tools

### To Use Navigation Tools:

Use the **PREVIOUS**, **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.
- Pointers can be “stamped” on slides by clicking the pointer on the slide.
- To clear stamped pointers, 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 marker 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 highlighted annotation, advance to the next slide.

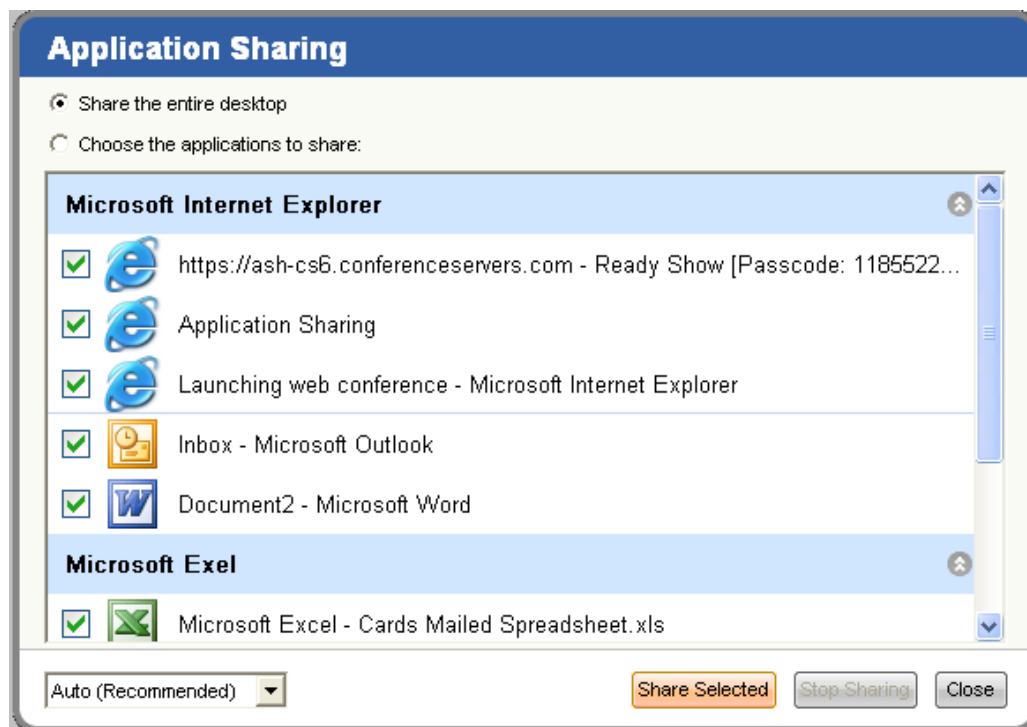
## Application Sharing



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 F).

**Note:** The Application Sharing feature requires the host to receive a conferencing plug-in component. If this is your first time using Application Sharing, please read the System requirements section of this Quick Start guide.

*Figure F. 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 SELECTED**.



### To share all applications:

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

### To stop sharing:

1. Open/restore the VoxNet Web Conferencing application window.
2. Click the **CANCEL** button.

Or

1. Double click the icon for Application Sharing in the system tray.
2. Click the **STOP SHARING** 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:

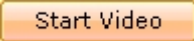
- Auto (Recommended) – Auto adjust setting from low to high depending upon bandwidth responsiveness.
- High Quality – This setting has true color, the best appearance, and requires the most bandwidth. May cause delays on slower connections.
- Best Speed – Fastest transfer speed but 16 colors and some reduction in image quality. This setting is ideal for slower connections such as dial-up.

## VideoCasting


Presenters with a webcam connected can broadcast live video to all Participants in a conference. Participants can view the video stream in the Video pane and click "Watch Video" to turn the video on or off.

The Presenter should install any webcam software and test the camera before logging in to the conference. The conference must be started before you can videocast.

### To start a Videocast:

1. Click the Start Video button [  ].
2. The live video stream displays in the Video pane for the Presenter and all Participants.

### To stop a Videocast:

1. In the Video pane, click the Stop Video button [  ].
2. Click yes to stop the video for all Participants. The broadcast ends and Participants receive notification that the video has stopped. The conference can continue after the Videocast has stopped.

If you are not using the Video pane, you can click  to minimize the pane. Minimizing the Video pane provides more space for viewing the Roster. Click  to restore the pane.

## Audiocast




The Audiocast feature allows your conference participants to hear the audio portion of the presentation through their computer speakers, rather than dialing into the audio bridge.

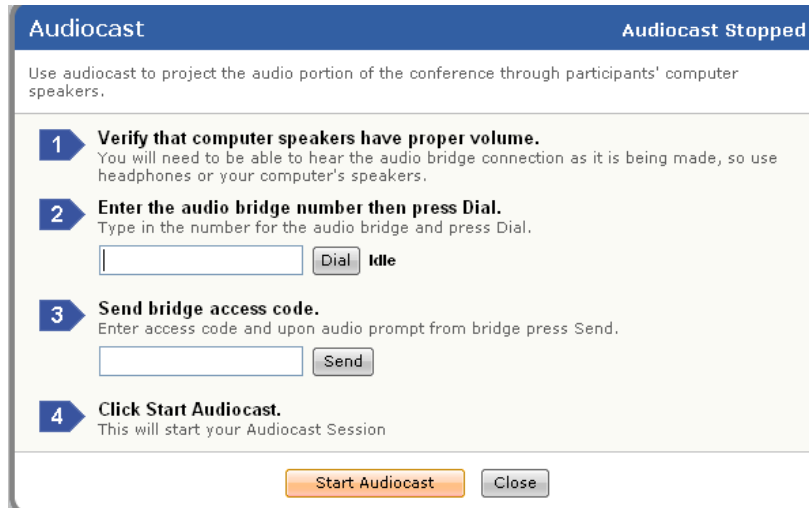
### Before you begin:

Read the following information before you start the audiocast:

- Your conference must be started for you to audiocast.
- Establish your telephone conference first, and then use the procedure below to link the audiocast to your telephone conference.
- Use your headphone or computer speakers while you link the audiocast to the telephone conference. 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.
- If you have dialed in for a recording session, you do not have to dial in again for the audiocast.

## Starting an audiocast:

1. Click **Audiocast**  on the toolbar.  
The Audiocast dialog box opens with instructions for starting your audiocast.  
If you have already dialed in for a recording session, you do not have to dial in again for an audiocast.



The screenshot shows the 'Audiocast' dialog box with a blue header and a 'Close' button in the top right corner. The main content area has a light green background and contains four numbered steps:

- 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.  
Below this is a text input field and a 'Dial' button.
- 3 Send bridge access code.**  
Enter access code and upon audio prompt from bridge press Send.  
Below this is a text input field and a 'Send' button.
- 4 Click Start Audiocast.**  
This will start your Audiocast Session.

At the bottom of the dialog box, there are two buttons: 'Start Audiocast' (highlighted in orange) and 'Close'.

2. Verify that your computer speakers have proper volume.  
You will need to hear the audio bridge connection as it is being made, via headphones or your computer's speakers.
3. Enter the audio bridge number and click **Dial**.
4. Enter the bridge access code including the # key and click **Send**.
5. Click **Start Audiocast**.

The presenter can end the audiocast at any time without ending the conference.

## Stopping an audiocast:

1. Click **Audiocast** on the toolbar. The Audiocast dialog box opens.



2. Click **Stop Audiocast**.
3. Click **OK** to end the audiocast for all participants.
4. Click **OK** if you also want to hang up the teleconference call.

**Note:** If an audiocast and teleconference call are ended during a recording session, the recording of the audio is stopped, too.

## For Participants joining an audiocast already in session:

1. Click **Use Audiocast Streaming**
2. Click **Continue** to listen to the audio portion through your computer speakers.

### Audiocast Started

To listen to the audio conference please select one of the following two options:

**Use audiocast streaming**  
Choose this option to listen to the audio from your computer speakers.  
Make sure that your speakers are on, and the volume is on the right level.  
Audiocast streaming player is located on the right side of the conference window.


**Use audio bridge**  
Choose this option if you don't want to listen to the audiocast streaming.  
If you are already connected to the audio via phone no additional action is required.  
Otherwise use dial-in information provided by your host

[Continue >>](#)

## Downloading and Playing a Web Recording



### To download a recording:

1. Log in to your conference.  
You do not have to start the conference to access the Recording Archives.
2. From the Presenter Toolbar, click on the Record [  ] icon.
3. Read the Terms and Conditions and click Accept to continue.
4. In the Recording dialog box, click the Archive tab.  
The Archive displays a list of your recorded conferences.

Time	Session ID	Name	Size	Expires On	
3/2/2007 3:55:22 PM	98	Feb Sales Review	665KB	3/13/2007	<a href="#">Download</a>   <a href="#">Delete</a>
3/21/2007 1:21:02 PM	215	March Sales Review	2114KB	4/21/2007	<a href="#">Download</a>   <a href="#">Delete</a>
4/2/2007 3:00:27 PM	698	New Product Intro	665KB	4/13/2007	<a href="#">Download</a>   <a href="#">Delete</a>

5. Locate the recording and click the Download link.
6. Follow the instructions for your decompression software to unzip the compressed file and save the decompressed files to a folder on your local drive.

### To replay a recorded conference:

1. Locate the folder on your local drive containing the unzipped files.
2. Double-click the file *play.exe* to open the recording in Flash Player or *play.html* to open the recording in a browser.

### Sharing a Recording

After you download a recording, you can make it available to others via a Web site, network, CD, or other media. You can also share the compressed file by sending it as an email attachment.

#### To share a recording from a Web site:

1. Use FTP or an equivalent tool to upload the decompressed files to a Web server.
2. Distribute the URL to the file *play.html*.

#### To share a recording from a network:

1. Upload the decompressed files to a network folder.
2. Distribute the path to the file *play.html* to open the recording in a browser or *play.exe* to open the recording in Flash Player .

#### To distribute a recording on CD or other media:

1. Copy the decompressed files.
2. Include instructions for clicking the file *play.html* to open the recording in a browser or *play.exe* to open the recording in Flash Player .

### Ending a Conference



#### When you are finished with your presentation:

- a. 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.
- b. 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 VoxNet Web Conferencing toolbar.