



QuickStart Guide

This guide provides the basic information necessary to start a ReadyShow® Web Conference. Please review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first ReadyShow® Web conference.

If you need additional assistance getting started or if you do not yet have an account, contact Conference Group support at **1.877.709.8255**.

Requirements

When you sign up for a ReadyShow® account, you will receive a unique Leader Passcode and Participant Passcode. Neither advanced planning nor reservations are required with ReadyShow® - you can begin conducting Web conferences with up to 100 participants instantly. The default setting for your conference is 20 lines- please call customer service to increase the number of ports, if needed. The system requirements for hosting and participating in Web conferences are as follows:

General System Requirements

- Current operating system / platform
 - Microsoft Windows 98/NT/ME/2000/XP/Server 2003: IE 5.5+, Netscape 7.0+, AOL 7.0+, Mozilla1.0+
 - Solaris, Unix/Linux OS: Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
 - Mac OS X with Netscape 7.1+ or Apple Safari
- 56Kbps+ Internet connection; for large document sharing or application sharing, a faster (128Kbps+) connection is recommended.
- Minimum CPU: ~300Mhz
- ActiveScripting/JavaScript and cookies enabled

Additional requirements for Application Sharing (Presenters*)

- MS Windows OS with IE 5.5+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

Additional Requirements for Viewing Shared Applications

- Browser with an enabled Sun Java Virtual Machine (JVM)
- 128Kbps+ Internet connection recommended

*The Host is the person who starts the conference. The Presenter can be the Host or a Participant who receives control of the conference from the Host.

Logging In

Begin using your ReadyShow® account by opening the Conference Entry page (Figure A) at <http://www.readyshow.com>. When you open this page, you are presented with login forms for joining and hosting conferences. To host a conference, complete the “**host conference**” form using the Leader Passcode and Participant Passcode you received at registration.

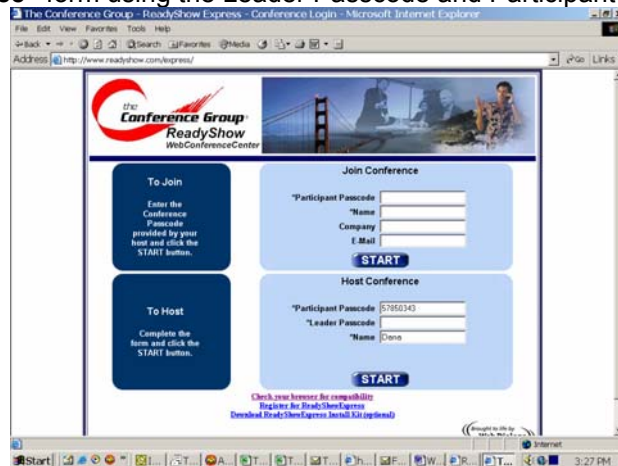


Figure A. Conference Entry Page

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.

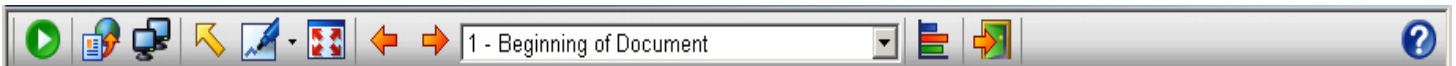


Figure B. Toolbar (Host controls)

Starting a Web Conference



Since ReadyShow® 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.
2. Instruct participants to visit the Conference Entry page (<http://www.readyshow.com>) and to complete the “Join Conference” form using the Conference ID that you provide them with from the start dialog window.

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 ReadyShow® account you can either start a Web conference or you can prepare for a conference by publishing Microsoft PowerPoint™, Word™, or Excel™ documents (Figure C).

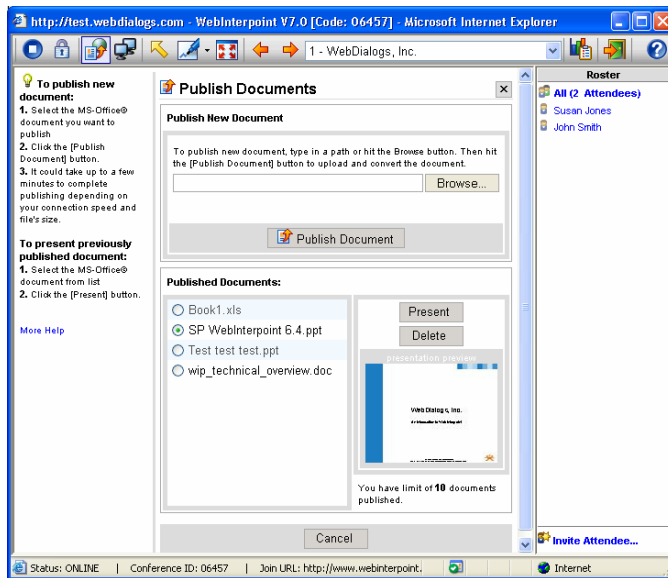


Figure C. Publishing

To Publish documents:

1. Click the PUBLISH button on the toolbar
2. Click the BROWSE button in 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 ReadyShow® 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.

To present previously published documents:

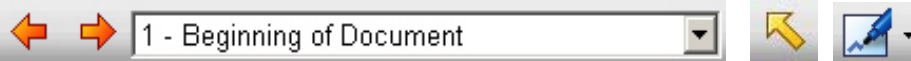
1. Select the presentation in the Published Documents list
2. Click the PRESENT button

At the conclusion of the conference, you will have the option to delete your document. If you do not delete your presentation at the conclusion of a conference, you may choose to delete it 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

Presentation Tools



Use the NEXT, PREV and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the POINT 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 POINT button again. 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 have selected the SHARE button, and if this is your first time using the application sharing feature, you will be prompted to accept a download. After taking the download you receive a dialog box that shows a list of your currently running applications (Figure D).

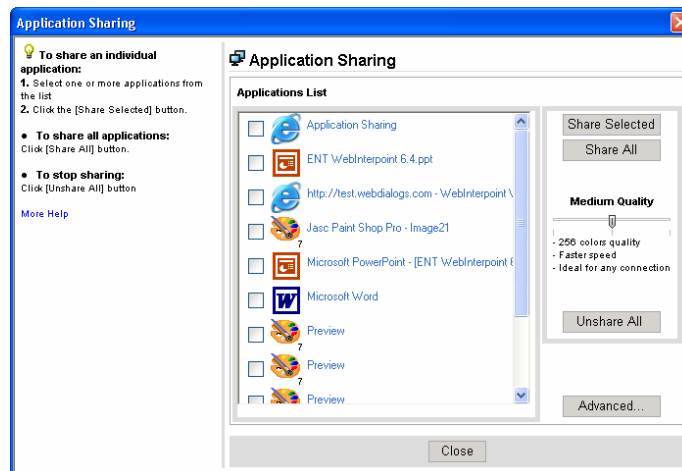


Figure D. Application Sharing. The Host could decide to select one, multiple or all applications to be viewed or controlled by participant(s).

To share an individual application:

1. Select one or more applications from the list by clicking the box next to the active application(s)
2. Select Performance Setting*
3. Click the SHARE SELECTED button

To share all applications:

1. Select Performance Setting*
2. Click the SHARE ALL button

To stop sharing:

1. Open/restore the ReadyShow® 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

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 on the Participant's name in the Roster
2. Choose GIVE CONTROL

To regain control of the application:

1. Click on 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:

- 4 bit color map (best speed),
- **8 bit color map (recommended),**
- True Color (best quality).

Recording a Conference

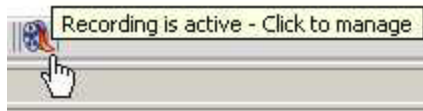
A recorded conference can include both web and audio. Establish your telephone conference first, then use the following procedure to link the recording to the telephone conference.

To start recording:

1. Start your conference.
2. From the Presenter toolbar, click the Recording [] icon.
3. Read the Terms and Conditions and click Accept to continue.
The Recording dialog box is displayed.
4. Click the New tab.
The following screen appears.




5. Enter the access number for your telephone conference on the dialpad.
 6. Click Dial.
 7. Following the voice prompt, use the on-screen dialpad to enter the requested information.
 8. In the Recording name box, enter a name (optional but recommended).
 9. Click Start Recording.
- A Recording icon in your browser status bar indicates that recording is active.



Stopping a Recording

You can stop recording at any time without ending the conference.

To stop recording:

1. Click the Recording [] icon in the tool bar or on the browser status bar. The Recording dialog box opens.
 2. Click Stop Recording.
 3. Click OK.
- The Recording Archive displays the new recording. You can [download the recording](#) at any time to replay the conference and/or distribute the file for others to view.

Notes:

1. You cannot begin recording until you start your conference session. If the recording dialog box displays an Archive tab but no New tab, close the dialog box, start your conference, and click the Recording icon again.
2. Establish your telephone conference first, then link the recording to the telephone conference using the on-screen dialpad. When you establish the link, you may hear the audio through both your telephone and your computer speakers. This is temporary and the computer speakers will stop broadcasting as soon as you click Start Recording. In the meantime, you can eliminate the duplicate audio by muting or switching off your speakers.
3. To provide the best experience for participants, the Presenter can enter the conference in advance of participants to connect for recording. However, the recording will include the preliminary business of getting all participants joined.
4. Java Virtual Machine (JVM) is required to establish an audio link. If you cannot link to the telephone conference, run a [System Check](#) to verify that a supported JVM is installed on your computer.
5. Stopping the recording disconnects the link to the telephone conference. You hear a beep over the telephone indicating that the recording has stopped. You can continue the conference after the recording has stopped.

Ending a Conference

When you are finished with your presentation, 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. If you are finished, you can log out of your account using the LOGOFF button on the toolbar.

For additional help, access the online help through HELP button on your ReadyShow® web conference.