

NET CONFERENCING

Customized Net Conference With Cisco WebEx Event Center User Guide

This Customized Net Conference with Cisco WebEx Event Center User Guide details how to access the Cisco WebEx Event Center service from the mymeetings customer portal, integration with the Instant Meeting audio conferencing service and its corresponding interaction with the WebEx Hosted Net Replay. This guide is to be used to supplement the Cisco WebEx user guides. Please refer to the **WebEx Event Center User Guide** on your WebEx site for more details of the Cisco WebEx Event Center features.

WebEx Event Center access (first time only)

Go to <https://www.mymeetings.com/>

- Select the **Manage My Meetings** login link.
- Enter your login and password. (Note: If you do not have a **Manage My Meetings** login and password, click on the **Need to Register** link on the mymeetings Home page and simply follow the instructions.)
- Select the **NET CONFERENCING** tab.
- Click on the **Event Center** link under "Customized Net Conference Applications."
- Save the URL to your favorites.

For future visits, you may continue to access Event Center via **Manage My Meetings** or go directly to the URL from your favorites and login. (<https://<yourcompany>.WebEx.com>)

Note: This is also your method for accessing Training Center if your Net Conferencing services are not integrated with the Conferencing portals.

This Event Center User Guide is intended to acquaint you with how to Schedule and Host an Event and how to integrate your Instant Meeting Audio Conference subscription.

Training

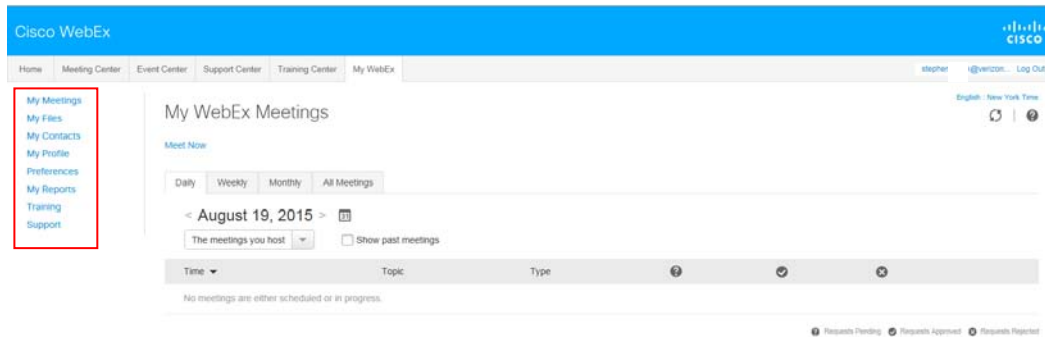
- Cisco WebEx self-paced tutorials are located at:
<https://www.mymeetings.com/custom/res/content/crc/guides.php>
- Cisco WebEx "How Do I" self paced tutorials are located at:
<https://support.webex.com/MyAccountWeb/howDoI.do?root=Tools&parent=How%20Do%20I>
- Additional training is also available at:
<http://help.webex.com>

Support

- **Cisco WebEx product help is available at:**
<https://www.mymeetings.com/custom/res/content/resNumbers.php>

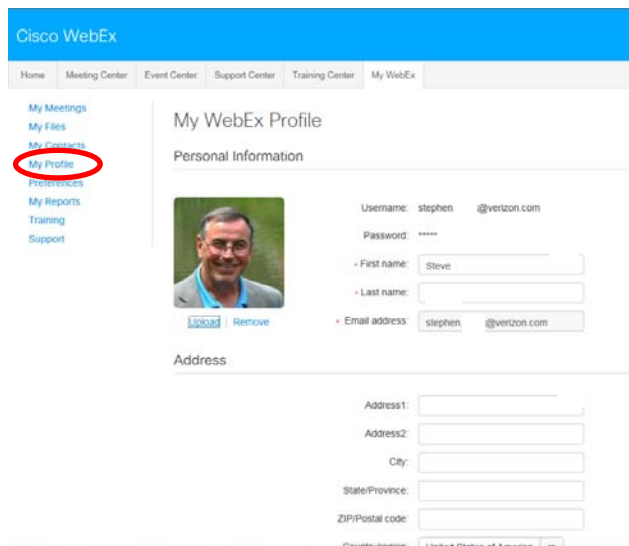
My WebEx

Use your **My WebEx** tab to setup or change your Profile, Audio Account information, Contacts and more. You may also start your meetings, access your reports, attend Training or even seek Support from your My WebEx tab. **My WebEx** contains the following categories down the left margin:



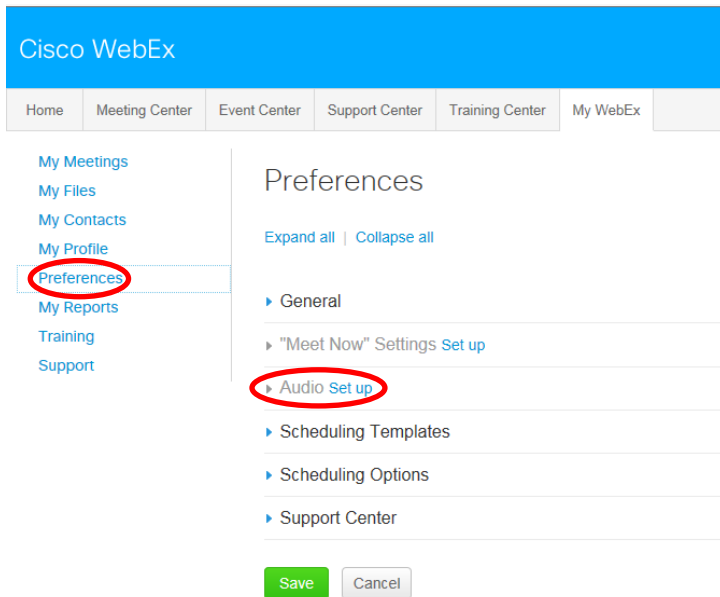
My Profile

My Profile contains your personal account information.



Preferences

- **Preferences** allows you to setup your Instant Meeting Net Conference subscription with WebEx Meeting Center:
- You may select the **Callback** feature and designate which phone you will primarily use to join the teleconference portion of your meeting.
- Click **Audio Set up to add a teleconferencing account**
- Enter your "Meeting Now" audio conference subscription information settings.
- Enter your Toll-free call-in number, Toll call-in number, Host access code, Attendee access code.
- **Preferences** allows you to enter up to 4 different Instant Meeting numbers to be saved as separate accounts.
- **Note:** If you do not have a toll number, enter your toll-free number. Do not leave the Toll Call-in number blank.
- Select the type of call-in number to be used for the Recording dial-out number.
- Click **Save**



Audio Set Up

Audio Set Up allows you to setup your Instant Meeting Audio Conference subscription with WebEx Event Center:
Click Add teleconferencing account

Enter your Instant Meeting audio conference subscription information

Enter your Toll-free call-in number, Toll call-in number, Host access code, Attendee access code.

My Audio allows you to enter up to 4 different Instant Meeting numbers to be saved as separate accounts.

Note: If you do not have a toll number, enter your toll-free number. Do not leave the Toll Call-in number blank.

Select the type of call-in number to be used for the Recording dial-out number. (NOTE: WebEx Hosted Net work –based

Recording uses US based audio bridges only regardless of your location.)

Click **Save**

Setting up the Teleconference Account for use with WebEx Hosted Net Replay for US-based Instant Meeting Accounts

In Audio Set Up at least one Teleconferencing Account with a US Toll-free Instant Meeting number for use by the WebEx Recorder. If you have already done this step as part of your normal teleconference account set up, nothing additional is required.

Select Country/Region and enter the US toll-free number in Call-in toll-free number.

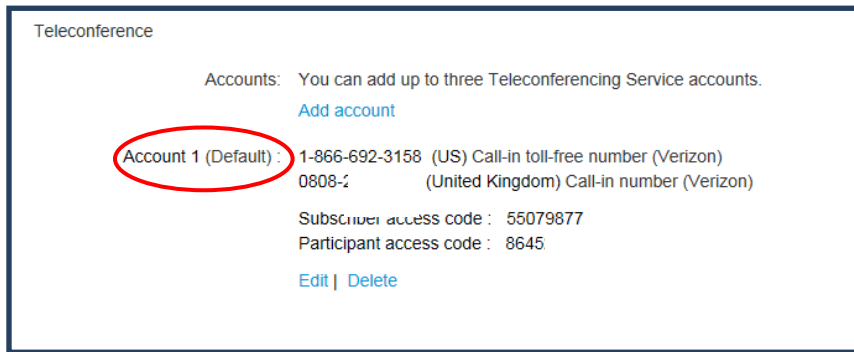
Select Country/Region and enter the local toll number in Call-in number.

If you do not have a toll number, enter your toll-free number. Do not leave either field blank or you will receive an error.

Enter the Subscriber and Participant passcodes

Select Call-in toll-free number for the Recording dial out number

Click OK if you are adding a new account or Update to modify an existing account.



WebEx Event Center Home Page

From the Event Center homepage you will be able to set-up event preferences, obtain assistance, host an event, access recordings and more. Each section offers additional options to further customize your settings. Event Center may accommodate up to 3,000 participants with the Enterprise Edition Committed Minutes or Event Center Seats licensing options. Otherwise other participant maximums apply based on the licensing model.

Host an Event

This section allows you to:

- Schedule an Event
- Site Events
- Email Templates
- Registration Questions
- Survey Questions
- My Event Recordings

Cisco WebEx

Home Meeting Center Event Center Support Center Training Center My WebEx stephen.kar@verizon... Log Out

Attend an Event
Unlisted Events

Host an Event
Schedule an Event
Site Events
Email Templates
Registration Questions
Survey Questions
My Event Recordings

Manage Programs
Create New Program
List of Programs

Set Up
Event Manager
Preferences

Support
User Guides
Downloads
Training
Contact Us

Join an Unlisted Event

To join an event, type the event number that the host gave to you, then click **Join Now**

Event Number:

[Join Now](#)

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Schedule an Event

To **Schedule an Event**, there are several settings required:

[Basic Information](#)

Enter the Event Type, Event Name, Event password, Confirm password
Either Select a **Program** from the drop down or Click **Add a new program**
Complete the **Program** information (if applicable.)

Schedule an Event

Basic Information:

* Event type: EC 200 ▼

* Event name: ?

Listed on public calendar ⓘ

Delete from My Meetings when completed

Registration: Required

* Event password: The password must be at least 4 characters.

* Confirm password:

Program: [Add a new program](#)

[Date and Time](#)

Select the date, start time and duration.
Select the time zone for your session.
Indicate if participants may join early.
Indicate if participants can also connect to the Teleconference Service
Select the time for the Email Reminder to the Leader.

Date & Time:

* Start date: August ▼ 19 ▼ 2015 ▼ ⓘ

* Start time: 4 ▼ 45 ▼ am pm [Plan event time zones...](#)

Estimated duration: 1 hour ▼ 00 ▼ minutes

* Time zones: New York (Eastern Daylight Time, GMT-04:00) ▼ (base time zone)

None ▼

None ▼

None ▼

Attendees can join 0 ▼ minutes before the scheduled start time

Attendees can also connect to audio conference

Email reminder: Send me a reminder email None ▼ minutes before event starts

[Teleconference](#)

The teleconference information entered in the **Audio set up** section of your **My WebEx** account setup will display in the Teleconference area. You may edit this account information if you would like to use a different account.

Select all that apply:

Attendees call in – Participants dial the audio conference number published.

Attendees receive a call back – The audio bridge dials out to the participants and synchronizes the audio and net sessions in the meeting console.

Allow access to teleconference via global numbers – Participants have access to a list of Global Access numbers they may dial for the audio conference session.

Mute upon entry for all participants.

If you have more than one account entered, you may select it in the **Teleconference Service** by clicking the radial button by the correct account. If the information is incorrect or needs to be updated, you may change it by clicking on

the **Edit** button below the audio information.
 You may click **Schedule This Event** or continue on with the settings

Teleconference:

Options: Teleconference Service

Account1

Call-in toll-free number (Verizon): 1-866-
 Call-in number (Verizon): +44-
 0808-
 Host access code: 550
 Attendee access code: 864

Attendees call in

Attendees receive a call back (call-in is also available)

Allow access to teleconference via global numbers

Mute upon entry for all participants

Other teleconference service

No teleconference

Entry & exit tone:

WebEx Hosted Net Replay - Teleconference Accounts Scheduling for US

WebEx Hosted Net Replay uses US based audio bridges only regardless of your location. Unless you have your Account 1 setup with something other than the US based toll-free number you should just use Account 1 when scheduling calls where you intend to use the WebEx Recorder.

You will select this Teleconferencing account to be used when scheduling your meeting either from the Quick Scheduler or Advanced Scheduler so that the WebEx Recorder will use the correct Verizon teleconference account.

Email Invitation

Hello,

Please join my Web seminar that is currently in progress. This event may require registration.

Topic: test
 Host: Eva D
 Event number: 745 382 707
 Event password: testing
 Registration password: This event does not require a password for registration

 To join the online event

[Click here](#) to join the online event.
 Or copy and paste the following link to a browser:
<https://vnc-demo.webex.com/vnc-demo/onstage/g.php?d=745382707&t=a&E40verizon.net&ET=a000fec0173d75e5c2e48d6494b1568f&ETR=df9644521.cff>

 To join the teleconference only

 Provide your phone number when you join the meeting to receive a call back. Alternatively, you can call:
 Call-in toll-free number (Verizon): 1-800-5551212 (US)
 Call-in number (Verizon): +44- 1212 1212 12 (United Kingdom)

Show global numbers: <https://wbbc.verizonbusiness.com/wbbcClick2Join/servlet/WBCClick2Join?>

- You may edit the email to your participants to include other instructions for joining the audio portion of the call. Send the meeting invitation to yourself first and then edit it before sending to your participants.
- Participants may use other local or toll free numbers, Global numbers or they may use the dial back out functionality.
- Otherwise the Account information you selected will be populated into the email including the US based Call-in toll-free number.

US toll free number used for the WebEx Recorder

Event Descriptions and Options – This section forward is optional.

Universal Communications format (UCF)

You can add Universal Communications Format (UCF) files to the Event Information page, from which attendees can download and cache the files on their own computers before the event starts. Providing event material ahead of time especially benefits attendees with a slower Internet connection because caching files can significantly reduce the loading time during an event.

Note: Before you can add event material to the Event Information page, you must first upload them to your personal folders in the **My WebEx** section of your Event Center Web site.

- To add event material to the Event Information page:
 - On the Schedule an Event or Edit Event page, go to Event Description & Options, and then next to Event material, click the link for uploading event material. The page that appears displays the files or folders stored in your personal folders in the My WebEx section of your Event Center Web site.
 - If you have not uploaded the files to your personal folders, click Browse to select the file, and then click Upload. You can upload one file at a time.
 - Select the radio button next to the folder that contains the files you want to add to the Event Information page. The files in the selected folder appear.
 - Select the check boxes for the files you want to add to the Event Information page, and then click Add. The files you have added appear in the Event material section.
 - Optional. Type descriptions of the files in the Description text boxes.
- When scheduling an event, you can specify a destination Web page or Web site that displays once the event ends.

Create a survey

Do *one* of the following:

- If this is the first time you create a post-event survey on your Event Center Web site, click **Create post-event survey**.
- If you saved surveys as templates before, click **Select survey**. On the window that appears, click **Create New Survey**.
- Type a survey topic and introductory text.
- Optional. Click **Add** to add a header or footer image.
- To add survey questions, click **Text Box**, **Check Boxes**, **Option Buttons**, **Drop-Down List**, or **My Survey Questions**.
- Do *one* of the following:
 - To save the survey for this event, click **Save**.
 - To save the survey as a template for future use and also save it for this event, click **Save As Template**. Provide a template name for this survey or save it to an existing template, and then click **Save**.
 - Click **OK - Use This Survey**.
 - On the Schedule an Event or Edit Scheduled Event page and in the Post-event survey section, select one of these:
 - **Display survey in pop-up window**—Specifies that this survey will display in a separate window
 - **Display survey in main browser window (instead of destination URL)** — Specifies that this survey will display in the main window.

Note: If you select **Display survey in main browser window (instead of destination URL)** and also specify a destination URL that displays after the event, the destination page will not display after the event.

Event Description & Options:

Description: ?

Host image: [Upload](#) a picture of yourself or the presenter

Event material: [Upload](#) event material for attendees to download before event starts

UCF autoplay options: Display a UCF file or URL when the first attendee joins this event. Click Add to select a UCF file or type a URL in the text box.
 [Add](#) | [Remove](#)

Start automatically Continuous play
Advance page every

Allow attendees to control file

Other UCF options: Do not allow attendees to share rich media files in this event
 Request attendees to verify rich media players

Who can view the attendee list: All participants
 Only the host, presenter, and panelists

Video: Turn on video
 View high-quality video
 View thumbnails

Post-event survey: [Create post-event survey](#)

Do not display survey to attendees
 Display survey in pop-up window
 Display survey in main browser window (instead of destination URL)

Destination URL after event:

Attendees and Registration

- **Create Invitation List**
 - You can select contacts from an existing address book or add new contacts on your Event Center Web site.
 - If you have a large number of contacts in a distribution list, you can import the distribution list in the CSV (comma-separated/comma-delimited values) format.
 - Click **Create invitation list**. In the new window, add any of the following:
 - New attendees who are not already contacts in one of your address books.
 - Contacts and contact groups already in your address books on the Event Center Web site.
 - Distribution list in the CSV format.
 - Click **Registration Form** to customize registration questions.
 - Click **Yes** under Approval Required and click **Setup Approval Rules**

Attendees & Registration:

Attendees: [Create invitation list](#)

Invite friends: Allow registrants to invite friends to this event

Maximum number of registrants:

Registration form: Click [here](#) to customize your questions

Destination URL after registration:

Registration ID required: Yes No

Registration password: Yes, specify password:
 No

Approval required: Yes No [Set up approval rules](#)

Create Attendee Invitation List

You can select contacts from an existing address book, import a Comma or Tab Delimited file (file contains non-ASCII characters, use a Unicode file delimited either by commas or tabs) or add new contacts. Note that the number of invitation emails cannot exceed 10000.

Name	Email address	Phone number	Language	Time Zone	Locale
No contacts selected.					

New Attendee

Full name: (required)

Email address: (required)

Phone number: Country/Region: Number (with area/city codes)

Time Zone:

Language:

Locale:

Add new attendee in my address book

Customize Registration Questions

You can select the questions you want to appear on the registration form. You can also create your own questions and add them to the form.

[Check All](#) | [Uncheck All](#)

Include on Form

Required

Standard Questions

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	First name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Address 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Last name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Address 2
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Email address	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Phone number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	State/province
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Company	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ZIP/postal code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Country/region
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of employees			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Would you like to receive information about future seminars?			

My Custom Questions

To add custom questions to the registration form, click the following buttons below.

[Text Box](#) [Check Boxes](#) [Option Buttons](#) [Drop-Down List](#) [My Registration Questions](#)

[Save](#)

[Cancel](#)

Presenters & Panelists

- To create an invitation list and invite panelists to your event click **Create invitation list**.
 - In the window that appears, add any of the following:
 - New attendees who are not already contacts in one of your address books.
 - Contacts and contact groups already in your address books on the Event Center Web site.
 - Distribution list in the CSV format.

Presenters & Panelists:

Panelists: [Create invitation list](#)

Panelists info: [?](#)

Allow panelists to upload documents associated with the event.

Panelist password: (recommended)

Confirm password:

Email Messages

When scheduling an event, you can choose from various types of participant email messages, such as registration status, reminders, and follow-ups, in the **Email Messages** section. The WebEx automated email system will send selected email messages at times you specify. In addition, you can customize the templates by editing, rearranging, or deleting the content and variables—code text that Event Center uses to substitute for your specific event information.

How to access this section

- Click **Email Messages**.
 - To customize an email message template, click the link for that email message. For example, click the **Attendees** link to customize the invitation email message to attendees.
 - To select a type of email message to participants, select the appropriate check box. For example, select the **Thank You for Attending** check box to send a follow-up email message after the event ends.

Email Messages:

Email format: Plain Text HTML Include iCalendar Attachments

Invitation emails: [Attendees](#) | [Panelists](#)

Registration emails: Pending Approved Rejected | [Event In Progress](#)

Event updated emails: [All Approved Registrants](#) | [All Attendees](#) | [All Panelists](#)

Reminder emails: 1st Reminder 2nd Reminder

Follow-up emails: Thank You for Attending Absentee Follow-Up Email

August 5 2015 1 30 am pm
 August 5 2015 1 30 am pm
 August 5 2015 2 30 am pm
 August 5 2015 2 30 am pm

Schedule this Event

When you finish specifying options on the Schedule an Event page, click **Schedule This Event**.
 On the Send Event Emails page, select the recipients and then click **Send Now**.

Send Event Emails

You have successfully scheduled your event.

Send invitation emails to:

- Host
- Panelists
- Attendees
- Vendors

Start the Event

Go to your Event Center site. Under Host an Event click **Site Events**
 Find your event and Click **Start**

All Scheduled Events on Site

There are a total of 1 event(s) on this site.

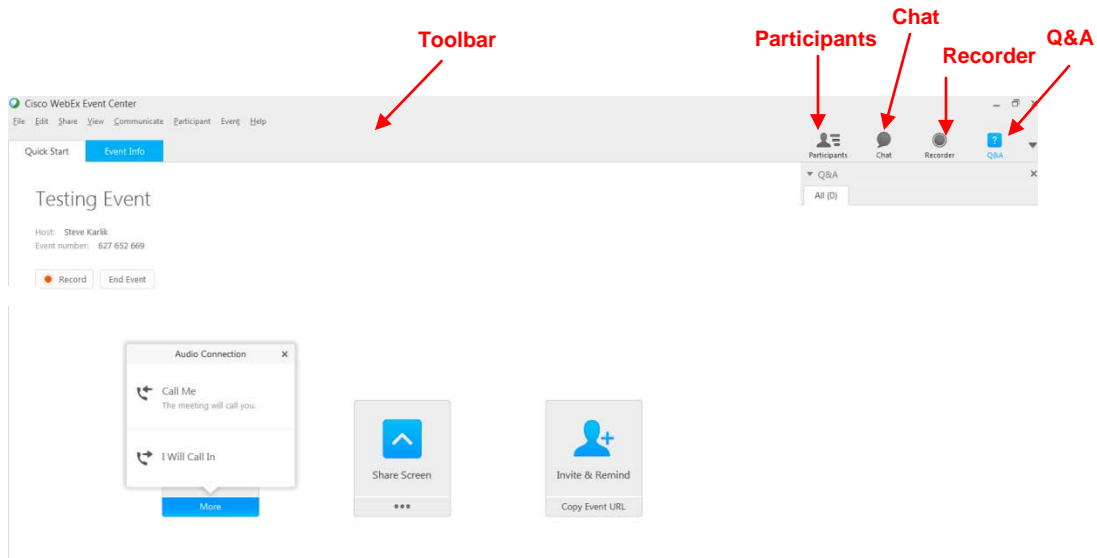
[English](#) | [New York Time](#)

Show past events Show only events that require registration

Date & Time	Topic	Host	
▼ August 2015			
Aug 5, 2015 8:30 pm	@Test	Steve Karlik	Start

The Event Center Leader Console

The leader console is a clear and easy interface that uses the familiar Microsoft® Windows® menus to make controlling a meeting very intuitive. Leaders can select to have only those windows that are most important to them open during the meeting, showing them participants, chat, notes, or video. Simple tabs make it easy to flip from presentation to presentation.



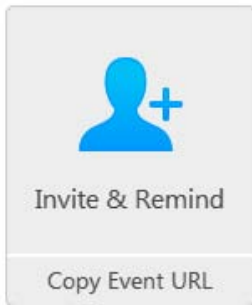
Quick Start

Quick Start is displayed when presenters join a net conference giving them fast access to the functions they perform most. It is even easier to share documents, applications, or your own desktop with participants. You may also send out a last minute invitation. Quick Start provides an easy to use graphical user interface to quickly share content with your audience. You may also use these features from the Share drop down menu. Invite or remind participants by email, IM or by Phone.

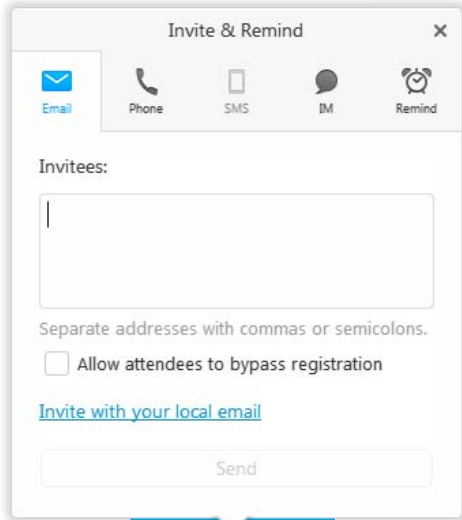
Invite and Remind

After you start your meeting, you may find that you forgot to invite a stakeholder or someone else who should be in the meeting.

- Select **Invite & Remind** on the Quick Start page.

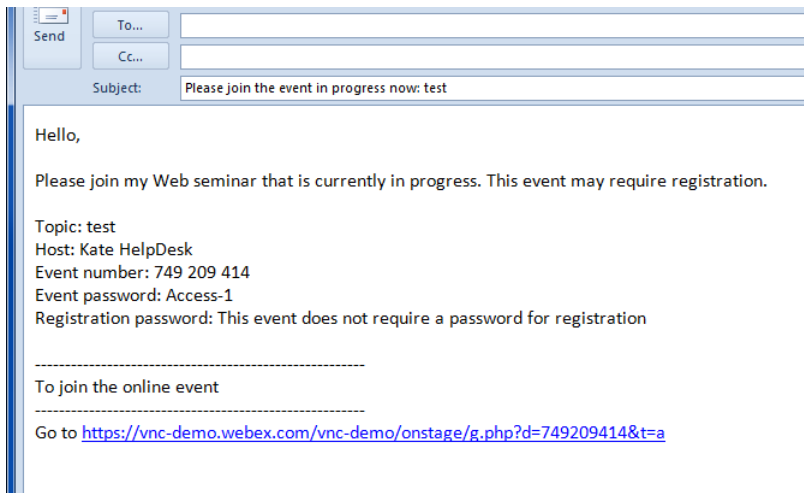


- The Invite and Remind dialog box appears. You can invite someone to the meeting by:
 - **Email:** invite by WebEx or your own email.
 - **Phone:** Enter the invitee name and phone number and select **Call**.
 - **Text message (SMS):** Enter the invitee mobile number and select **Send**.
 - **IM:** Invite by WebEx or your own IM.



Invite Participants

- You may invite additional people to the Event at the last minute from the WebEx console via Quick Start.
- Click **Invite by email** from the Quick Start panel.
- Select the participants to receive the Event Center meeting details



- Participants will receive an invitation to register for the event and will then be invited to join the meeting.

Hello,

Please join my Web seminar that is currently in progress. This event may require registration.

Topic: test
 Host: Kate HelpDesk
 Event number: 749 209 414
 Event password: Access-1
 Registration password: This event does not require a password for registration

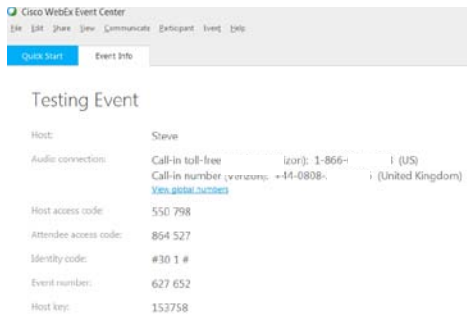
 To join the online event

 Click [here](https://vnc-demo.webex.com/vnc-demo/onstage/g.php?MTID=e6f1ebc356e95fddda50d38c518191cec) to join the online event.
 Or copy and paste the following link to a browser:
<https://vnc-demo.webex.com/vnc-demo/onstage/g.php?MTID=e6f1ebc356e95fddda50d38c518191cec>

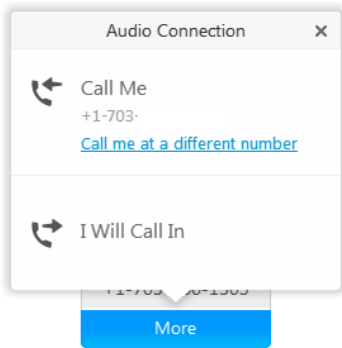
Join Teleconference

Leaders and Participants may join the audio portion of the meeting multiple ways. They may call into the audio bridge – the Instant Meeting audio conference information will display for participants to call into the meeting. Or leaders and participants may enter their phone number to receive a call back.

- **Call into the meeting** - When participants enter the meeting console the dial-in numbers will display on the Info tab and in the Meeting Information section. In addition to toll and toll free, global numbers are available as well.



- **Dial Back** - Leaders and participants may enter their number to receive a call from the conference service. This synchronizes the audio and net sessions so that each user is identified by name in the participants panel. This also enables the active speaker functionality. (see **Telephone: Identify Active Speaker** section.)



Press 1 to Join Audio:

If the Site Administrator has the Press *1 feature turned on for your site, participants will be asked to enter a *1 to join the audio portion of the conference if they are joining the audio by having the audio bridge dial out to them. This will prevent voicemail boxes from being added into the audio conference by mistake.

The pop up window for the Join Teleconference will indicate press 1 however the audio command will tell participant to Press *1.

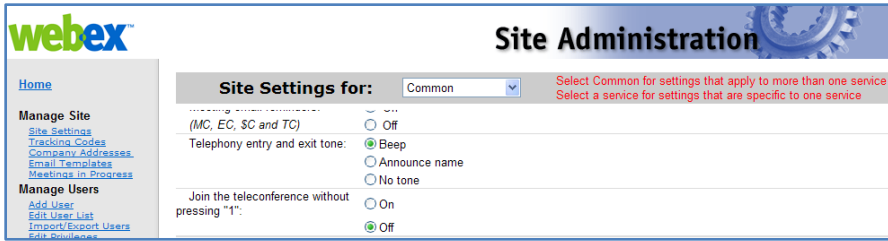
Please follow the audio instruction to Press *1 and disregard the Press 1 instruction in the pop up window within the WebEx console.

A future release of WebEx will allow the text within the Join Teleconference window to be customized.

Note: The Host/Leader will not be prompted to press *1. If the Leader has selected the option to allow the first participant to become the presenter, they will also not be required to Press *1 to enter the audio portion of the call.

Site Admin setting:

When the Site Administrator selects Off for the Press 1 feature, participants must enter *1 to join the audio portion of the call when the audio bridge dials out to them.

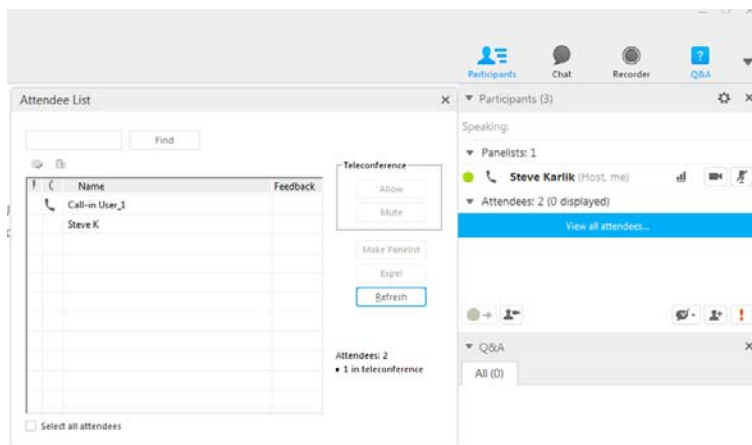


User Experience:

When the Press *1 feature is enabled, participants will be prompted via the audio bridge to Press *1 to enter the audio portion of the call when using the dial back feature.

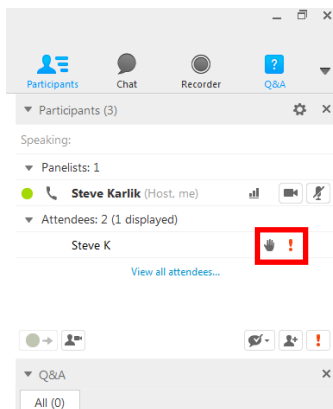
Participants Panel

Once the participants join the session they will be displayed in the Attendee List window.



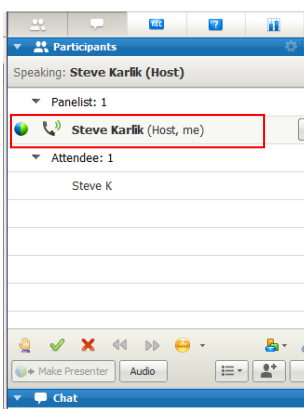
Attention Indicator

The Host will see the Attention Indicator next to each participant that opens another application indicating their full attention is not on the session.



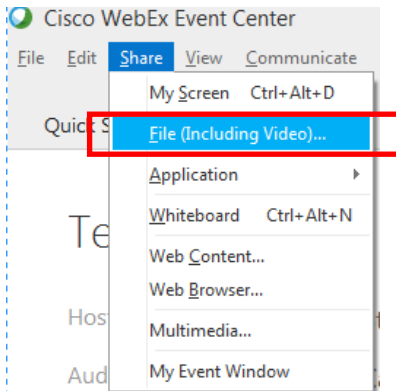
Telephony: Identify Active Speaker

The active speaker reacts to sounds during a live call, informing leader's who is currently speaking even allowing them to mute callers who may have background noises that could be interrupting the flow of the call. This feature also lets leaders identify the party speaking, allowing them to address parties by name, even help take more detailed notes.



Content Share

A best practice for presenting content in a WebEx Event Center session is to use File Share.



File sharing is ideal for presenting information that you do not need to edit during the event, such as a video or slide presentation. Participants can view shared files in their content viewers without the need for the application with which it was created. They may view a media file, such as a video, without the need for special software or hardware. They can also view any animation and transition effects on shared Microsoft PowerPoint slides. After an event starts, you can open a presentation or document to share. You do not need to select it or load it before the event. However a best practice is to arrive to the call about 15 minutes before the call to do the File Share for any documents you intend to share during the call. They will be arranged in folder across the top of your meeting for easy selection during the call.

While sharing a file, you can:

- Draw on the screen
- Use a pointer to emphasize text or graphics
- Print it
- Display it at various magnifications, in miniature (thumbnails), and in a full-screen view
- Synchronize all participants' displays with the display in your content viewer
- Save it to a file

At any time during a meeting, you can grant participants privileges that allow them to annotate, save, print, and display different views of shared content.

Sharing a file

You can share a file, such as a document, presentation, or video that resides on your computer. Participants view the shared file in their content viewers.

To share a document or presentation:

- On the **Share** menu, choose **File (Including video)**. The Share File dialog box appears.
- Select the file that you want to share.
- Click **Open**.

The shared file appears in the content viewer.

Tips for sharing files:

These tips can help you share files more effectively.

To import slide presentations quickly:

- Limit the number of animations and slide transitions.
- Minimize the number of screen shots that you add to slides, especially bitmap graphics. Bitmaps do not compress well.
- To improve the speed at which shared pages or slides appear in participant content viewers, save the document or presentation as a **.ucf** (Universal Communications Format) file before the event starts. Then share the **.ucf** file instead of the document or presentation itself.
- You can annotate shared presentations or documents in the content viewer; however, you cannot edit them. If you want to edit shared information, you can use application sharing instead.

To save time during an event, begin sharing the document or presentation before the event's starting time. That way, after participants join the event, they can begin viewing your presentation.

Choosing an import mode for presentation sharing:

For Windows users only

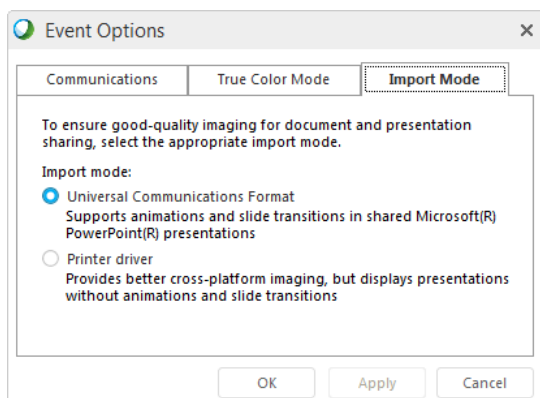
Before you share a presentation, you can choose one of the following import modes:

- **Universal Communications Format (UCF)**-The default mode. Lets you display animations and slide transitions in Microsoft PowerPoint presentations. In the UCF mode, Event Manager imports presentations more quickly than it does in the printer driver mode. However, pages or slides may not appear consistently in Event Manager across platforms.
- **Printer driver**-Displays shared presentations as they appear when you print them, providing a consistent appearance of pages and slides in Event Manager across platforms. However, this mode does not support animations or slide transitions. In this mode, the first page or slide may appear quickly, but the total import time for all pages or slides is usually longer than it is in the UCF mode.

Note: Changing the import mode does not affect any presentations that you are currently sharing. To apply a new import mode to a shared presentation, you must close it first, and then share it again.

To choose an import mode for shared presentations:

- In the Event window, on the **Event** menu, choose **Options**. The Event Options dialog box appears, with the **Options** tab selected by default.
- Click the **Import Mode** tab.
- Select *either* **Universal Communications Format** or **Printer driver**.



Closing shared files:

You can close any files that you are sharing in your content viewer.

To close a shared file:

- In the content viewer, select the tab for the file that you want to close.

- On the **File** menu, choose **Close**.

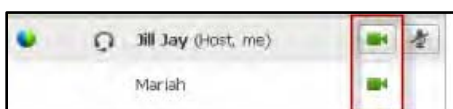
If you have not yet saved any annotations that you made on the document or presentation, a message appears, allowing you to save it.

Sending and Receiving Video

If a video camera is installed on your computer, you can send video. Other participants can see you, or whatever you focus your webcam on. To see video, participants do not need to have a webcam installed on their computers.

WebEx Meeting Center and Training Center support high-definition (HD) video with up to 720p resolution. Other WebEx services, such as Event Center and Support Center, support high-quality video with up to 360p resolution. The Cisco technology automatically adjusts video to the highest quality for each participant according to the computer capabilities and network bandwidth.

Your administrator can set video options at the site level. A meeting host can set video options on the scheduler as well as in the meeting. If your site or meeting is not set up to use HD or high-quality video, standard video is used.



To start or stop sending video, select the video icon beside your name. The icon turns green when you are sending video.

After you start sending video, you can perform the following tasks depending on your role.

Role	Tasks
Host	What you can do: <ul style="list-style-type: none"> ▪ Start or stop sending video at will. ▪ Lock focus on one participant. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options.
Participant	What you can do: <ul style="list-style-type: none"> ▪ Start or stop sending video at will. ▪ View everyone who is sending video on one big screen. ▪ List participants or show thumbnails. ▪ Set webcam options

Minimum system requirements

To send or receive video with a resolution of 360p, ensure that your system meets the following minimum requirements:

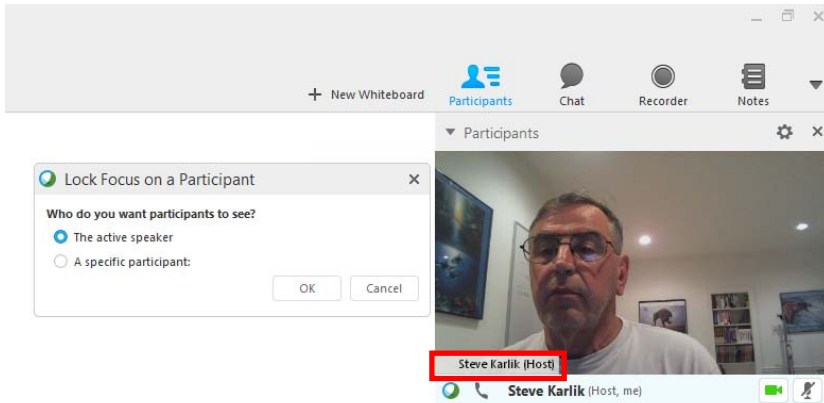
Action	What you need
Send	<ul style="list-style-type: none"> ▪ A webcam capable of producing high-quality video. WebEx supports most webcams of this type ▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection
Receive	<ul style="list-style-type: none"> ▪ A computer with at least 1 GB of RAM and a dual-core processor ▪ A fast network connection

Desktop Video Options

- Multipoint video is the default setting and up to 6 video windows may be displayed at one time.
- The Presenter can lock the video and participants may pause their own video.
- Each participant may select their Session Options and Personal Options to adjust their bandwidth settings and resolution.
- Each webcam is different and you should follow the manufacturer's instruction for use however, in general, make sure it is plugged in and turned on before the net conference session begins.

Setting the video for the main display:

Select the name tag on the main display.

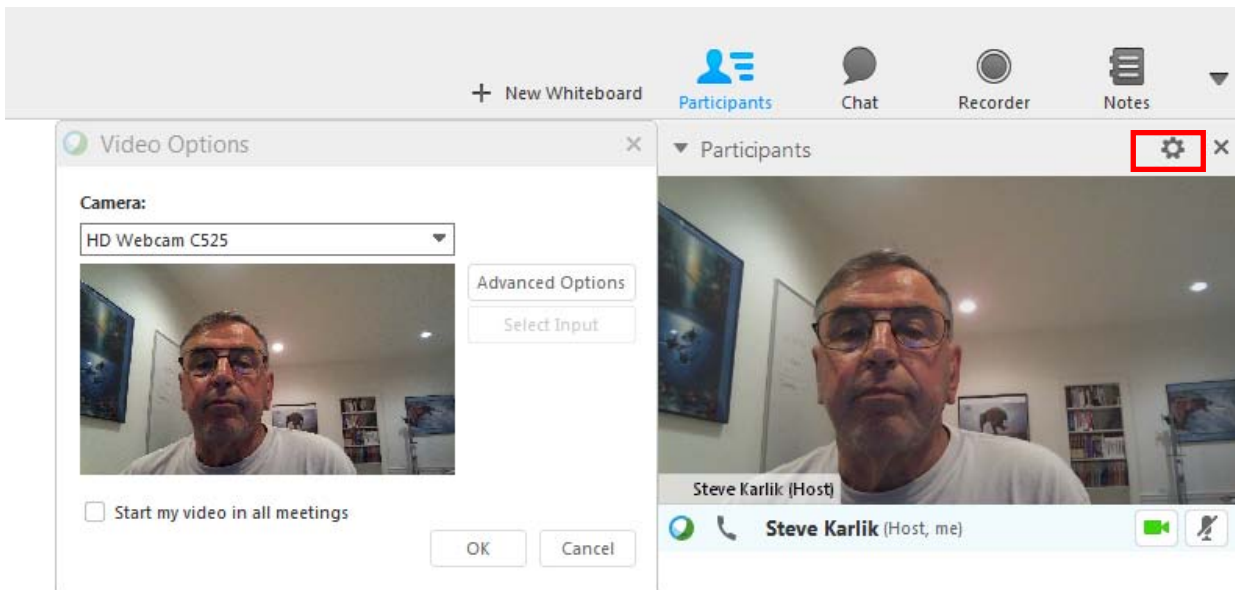


In the Lock Focus on a Participant dialog box, select one of the following:

- **The active speaker.** This is the default. The display focuses on the current speaker and changes as the speaker changes.
- **A specific participant.** The display focuses on only the specific participant that you select.

Setting webcam options:

Usually, you can set options for general settings, such as contrast, sharpness, and brightness, but options can vary depending on your web camera.



Video Full Screen Mode (Active Talker)

- Click the Full Screen Icon.



- The active speaker (or a specific participant) is shown in the main display with all other participant videos arranged in a row beneath.

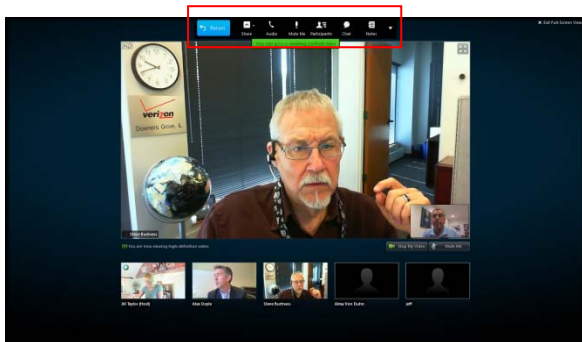


- To return to the view where you see everyone who is sending video, select this icon in the upper-right corner of your screen



Floating Icon Tray in Video Full Screen Mode

Meeting participants have access the Floating Icon Tray in full video mode making it easy to use the all the common WebEx functions. The Floating Icon Tray automatically displays at the top of the video screen.



Note: There are additional video instructions in the Cisco WebEx Meeting Center Guide.

Controlling your self-view

During sharing, your self-view appears in the lower-right portion of the floating panel. You can manage your self-view in several ways.

- **To minimize self-view:**
 - Select the upward pointing arrow bottom portion of video screen.
- **To restore self-view:**
 - Select downward point arrow in the bottom portion of the participant list.
- **To stop video:**
 - Select the video icon at across from your participant name.

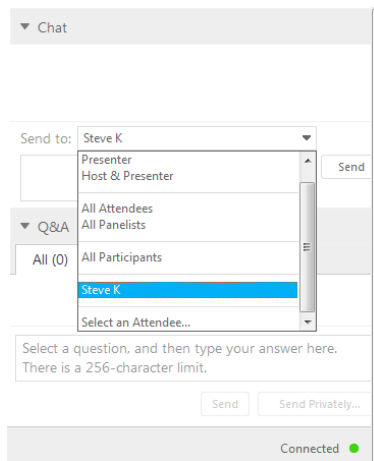
Controlling video display

During sharing, you see the active speaker's video or a specific participant's video, if the host chose to lock on the participant, in a floating panel. You can manage this video display in several ways.

- **To minimize:**
 - Select the downward arrow in the upper-left corner.
- **To resize:**
 - Select the bottom right-corner and drag the edge.
- **To move:**
 - Select and drag the display to another location on your screen.
- **To lock another participant's video:**
 - Select the name and then select the participant in the dialog box.
- **To switch to view everyone:**
 - Select the icon in the upper-right corner of the display.

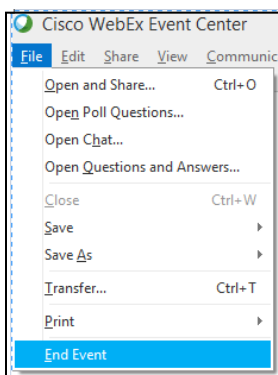
Q&A

Participants may send a private chat to All Panelists, the Host or Presenter or the Host & Presenter. The Host may answer the question verbally or respond via chat back to the Participant.



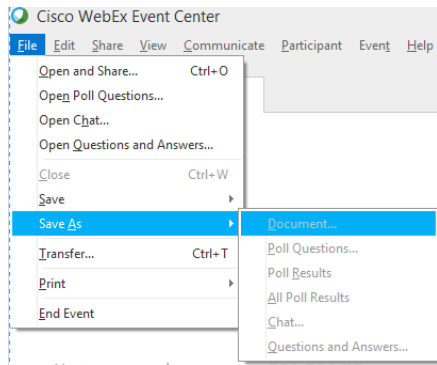
Ending the Event

The Host will end the Event.



Save Event Files

- The Host may save the files shared during the Event.



Quick Tips for Presenting

- Upload the slides in advance
- Rehearse the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at:
<https://www.mymeetings.com/custom/res/content/resNumbers.php>.

Our e-mail address is nettech@verizon.com.