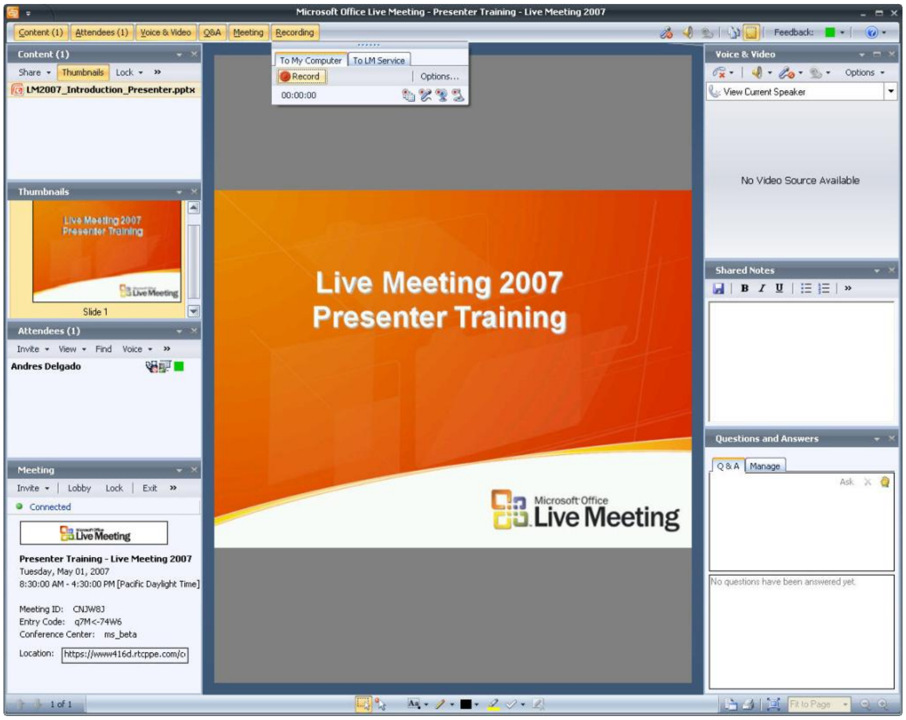
The Live Meeting console is made up of multiple components:



The Content pane displays the list of resources (including documents, slides, and shared resources) currently available for the meeting. Use this pane to add, access or manage meeting content or handouts.

The following options are available in this pane:
The Attendees pane displays a list of all active participants and ways in which you can interact with each participant.

The following options are available in this pane:

Breakout rooms allow the presenter to separate the meeting participants into groups and place each group in their own virtual room.

Use this pane to view or manage meeting voice and video.

The following options are available in this pane:
The Q&A pane displays questions asked by meeting participants, so that presenters can respond. Use this pane to ask, answer or manage questions and raised hands.

The following tabs are available in this pane:
Displays console branding and meeting information. Use this pane to display detailed information about the current meeting.
Use this pane to create and manage recordings for the current event.

The following options are available in this pane:

Each participant can show or hide each pane in his or her console. As a pane is selected a list of menu options is available. The pane can be detached from the top bar, and display as a separate window or be docked into the meeting console. Each pane that is displayed and docked will shrink the content of the presentation to be displayed.

As the organizer of a meeting, you can control which console panes are available to participants. You can control these settings in two ways:

The following steps can be used to manipulate the panes. You follow these steps with the activity below.

To dock a pane:

1. Select the pane to open from the panes or command bar.
2. Select the pane option to view.
3. Position the cursor over the top of the pane, until the move cursor displays, and the message Drag to make this panel float message appears.
4. Left click, and drag the pane to the desired location. As you drag the pane around the console, different areas will be highlight to display a location the pane can be docked.

To minimize a pane once it is docked, click the Minimize button on the pane's title bar. You can redisplay the pane at its full size by clicking the button a second time.

To close a pane, click the Close button on the pane's title bar. You can redisplay the pane by opening the pane from the pane menu.

To Move a Docked pane:

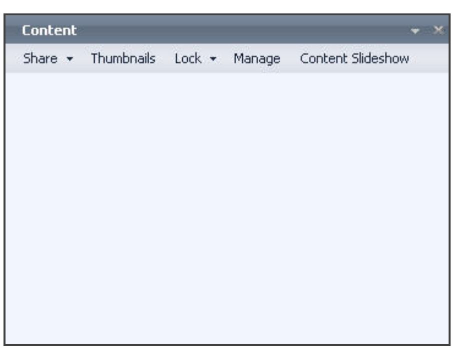
In addition to managing panes, you and other participants can by changing the console to Full Screen mode.

There are multiple methods of sharing. You can share information any of the following ways:

Add File to Meeting will upload a file, located on the presenter's computer, to the meeting. To share the file, perform following tasks

Add File to Meeting will either upload the file from the presenters' computer to the Live Meeting server, or open the file on the presenters' computer and display the file to all the participants in real time. To share the file, perform following tasks:

1. Click Content to display the Content pane



2 Click Share and select Add File to Meeting, and click one of the following options:

Select this option to display a copy of the file. Other participants will be unable to edit this file.

Choosing this selection simply uploads the file from the presenters' computer to the Live Meeting servers. The file will then be displayed on all the meeting participants' computers.

Edit
Select this option display an editable copy of the file. All participants will be able to edit this file.

This selection opens the chosen file in its designated program to be displayed to all attendees.

3 In the Choose a document to share window, select a document and click Open.

4 Depending on the choice you made in step 2, the following actions will occur:

In the Sharing Command bar, Click the End sharing and return to Meeting Console blue arrow.
Share an Open Program will display an application that is currently opened on the presenter's computer. The following steps can be used to Share the application.

1 On the Content pane, click Share.

2 Select Share an Open Program, and then click the program to be shared. Live Meeting enters Sharing mode (in your console only), and the program and its content will be visible to all participants.

3 In the Sharing Command bar, click the blue arrow to end sharing and return to meeting console.
Sharing the desktop is a method, for sharing all programs currently open on the presenter's desktop. Any content that is viewable on the presenter's computer will be viewable by all participants in the meeting. To share the desktop, perform following tasks:

1 On the Content pane, click Share.

2 Select Share the Desktop, and click one of the following options:

3 In the Sharing Command bar, click the blue arrow to End sharing and return to meeting console.

Live Meeting enters Sharing mode (in your console only), and the desktop is visible to all participants.
Once resources are added to Live Meeting, they appear in the Content pane of the console, where you can reorder or rename them as needed. If a resource contains multiple parts (for example, a PowerPoint file made up of several slides), each part is displayed in a secondary panel, called the Thumbnails pane, when you click the resource in the console.

The following steps are used to display content that has been imported.

1 In the console, click Content.

2 In the Content pane, click the content to be displayed.

1 In the console, Click Content.

2. In the Content pane, click the multimedia content to be displayed.
   When the content is loaded in the console, the playback buttons will be available.

3. Click the play button to start the multimedia content.

After the multimedia content has loaded on the attendee's local system, they will be able to control playback on their own system using the controls located at the bottom of the console.

The Presenter has the ability to lock and control playback of the content, by clicking lock.

The current presentation can be locked, so only the selected presenter is able to manage the current presentation. This prevents other presenters from accidentally taking control of the meeting.

Perform the following steps, to lock the content to a specific presenter:

1. On the Content pane, click Lock.

2. Select the presenter to manage the presentation.

The presenter has the option to have the slides rotate automatically using a set timing between slides.

To setup rotating slides:

1. Select the content to be displayed.

2. On the Content pane, click >> and select Content Slideshow.

3. In the Content Slideshow window, select the seconds between page changes, and click Start.

The pages will now display for the set per number of seconds, and then automatically display the next slide.

To stop the rotating slides:

1. On the Content pane, click Content Slideshow.

2. In the Content Slideshow window, click Stop.

The key to a successful presentation is making it easy for attendees to follow along. Using annotations is an effective way to guide attendees through a presentation, emphasize or illustrate key ideas during the event. With the annotation tools in Live Meeting, you can add text, draw lines and shapes, and add stamps to any imported resource, or to any Whiteboard or Snapshot slides. You can also highlight areas of importance by using the pointer or highlighter tools. After adding annotations, you can move them, copy and paste them, delete them, or clear all annotations at once. You can also use the Edit menu commands to copy, paste and delete annotations.

Select Annotation
Use the Select Annotations tool to select an annotation that you added. To move an annotation, delete it, or use it with Edit commands such as Copy, you must first select the annotation by using this tool.
Pointer
Use the Pointer tool to point to information on the slide, similar to how a laser pointer works.
Draw Text
Use the Draw Text tool to add notes or a comment to a slide.
Draw Freehand

Use the Draw Freehand tool to draw lines, arrows, and shapes.
Color Picker
Pick the color of the text or lines to draw.
Highlighter
Use the Highlighter tool to highlight an area, similar to how you would use a yellow marker to underline a passage in text.
Check Stamp
Use the Stamp tool to add an arrow, check mark, or X to the slide.
Clear Annotations
Use the Clear Annotations tool to remove all annotations from a slide.

To allow the attendees to use annotations during a meeting, follow these steps.

1. Click Attendees in the command menu.
2. In the Attendees pane, click Permissions.
3. Select Annotate current content in the Attendee Permissions window to grant an attendee the permission to use annotations.
4. Click Close to close the window.

The content in the presentation can be set to full screen to maximize the viewing area.
Click full screen icon in the Command Bar, which is located on the lower right-hand side of the console.

Content can be reviewed by other presenters without the possibility of them taking control of the meeting.

Click the Review Content, in the Command bar.

The key to a successful presentation is making it easy for attendees to follow along. Using handouts is an effective method to allow attendees to receive additional content that can be referenced after the event. Handouts are available to all attendees.

1. On the Command Bar in the upper right of the console, click Handouts.
2. Click Upload in the Handouts pane.
3. Use the Open window to select a file, click Open to upload the file.
4. The file upload process will finish and the file will be available in the Handouts window.
5. Close the Handouts window.

1. On the Command Bar in the upper right of the console, click Handouts.
2. Select the file to download in the Handouts window, and click Download.
3. In the Browse For Folder window, select a destination to save the file, and click OK.
4. The file is downloaded to the destination.

5 Close the Handouts window.

1 On the Command Bar in the upper right of the console, click Handouts.

2 Select the file to delete in the Handouts window, and click Delete.

3 Click Yes to Confirm Deletion.

4 Close the Handouts window.

Attendees can be invited to a Live Meeting or the conference call from the Live Meeting console using the following panes:

If the presenter sends an invitation to the Live Meeting, the presenters e-mail client is used. If the presenter would like to have someone join the conference call, the conference call must be started first.

Attendees can be invited to the current Live Meeting from the Attendee or Meeting pane.

In order to request attendees join the current Live Meeting using the Attendee or Meeting pane in the console, the following steps must be performed:

1 Click Attendees or Meeting from the Command bar.

2 In the Attendees or Meeting pane, click Invite.

3 Click By E-mail.

4 A meeting invite e-mail will be opened using the presenters e-mail client, with join information for the current meeting.

5 Add the attendees e-mail address to the To field, and click Send.

6 When the users receive the e-mail, they will be able to click a Join Meeting link to join the meeting.

Attendees can be invited to the current conference call from the Attendee or Meeting pane when you use your Reservationless-Plus account.

To request attendees join the current conference call using the Attendee or Meeting pane in the console, the following steps must be performed:

1 Schedule a meeting using “Telephone Conferencing Service” as the audio setting.

2 Presenter must join the conference call using one of the following two options.

This feature will direct the conference call to call you at the phone number you provide.

3 Click Attendees or Meeting from the Command bar.

4 In the Attendees or Meeting or pane, click Invite.

5 Click Call Someone.

6 A “Call someone on the phone” will open. In the window, complete the requested fields.

Name
Enter the attendee’s name.
Country Region
Choose the country or region the attendee is in.
City/Area code
Enter the attendees City or Area code.
Local number
Enter the attendees direct phone number.

7. Click Call Now.
8. The attendee will be called at the number you provided.

Presenters may need to sort Attendees displayed in the Attendees pane, or locate a specific participant during an event. Attendees can be arranged using the following options:

Audio
Sort Attendees by current audio status.
Name
Sort Attendees alphabetically by name. Names can be sorted using the following options.
Feedback
Sort the Attendees by mood.
Role
Sort the Attendees their role in the meeting.

Attendees can be viewed using the following formats:

List
Attendees are listed and arranged per the arranged by options above.
Seating Chart
Seating chart option displays users based on their mood, in a seating chart format. The Arrange by option is not available displaying users in this format.
Role
Sort the Attendees their role in the meeting.
To sort attendees:

1. Click Attendees from the Command bar.
2. In the Attendees pane, click View.
3. In the View menu, select Arrange by, and then click the desired view.

Attendees will now be displayed using the selected view.
If the Attendee list is long, it might become difficult to locate a specific meeting participant. The participant can be located using Find in the Attendee Pane.

To find a specific attendee:

1. Click Attendees from the Command bar.
2. In the Attendees pane, click Find.
3. Type the name of the Attendee to locate.

As more letters are typed the Attendees displayed will narrow until only the specific match is displayed.

The presenter is able to mute the attendees' phone or microphone.

To mute Individual attendees, follow the steps listed below:

1. On the Attendees tab, right click the attendee's row that you wish to mute.

2. To mute the attendee's line, select Mute.

Note: You will not be able to unmute a participant's line once it is muted. You should instruct attendees to right click their own names to unmute the lines..

To mute the entire group except yourself, follow the steps listed below:

1. On the Attendees panel, click Voice.
2. To mute the entire group, select Mute All Except Me.

Note: You will not be able to unmute the group once the lines are muted. You should instruct attendees to right click their own names to unmute the lines.

Following these steps to manage audio for attendees:

1. Click Attendees from the Command bar.

2. In the Attendees pane, click Voice.

3. Select the appropriate option in the Voice pane.

Breakout rooms allow the presenter to create workgroups that can be used during the event. Participants are sent to the separate workspaces and are able to communicate using our Reservationless-Plus audio or computer audio*. They can then be brought back to the main room to discuss the topics from the Breakout rooms.

Note: Our Reservationless-Plus audio integration allows you to automatically move participants into separate audio subconferences. Note that when this is initiated, your Reservationless-Plus account will be locked from others trying to dial into the conference.

To access the Breakout Room controls:

1. Click Attendee on the Command menu and then click Rooms in the Attendee panel.

2. In the Breakout Room Setup window, select the desired options, and then click OK.

Specify the number of rooms
Allows the presenter to specify the number of Breakout rooms available.
Specify the number of people in each room
Allows the presenter to specify the maximum number of people allowed in a Breakout room.
Automatically assign participants
Automically assigns participants to the Breakout rooms.
Note: The presenter may change the Breakout room for the participant before starting Breakout rooms.
Manually assign participants
Allows the presenter to direct each attendee to a specific Breakout room.

3. After the Breakout rooms have been started, the presenter will receive the following menu items in the Attendee panel:

Start/Stop
This toggle button allows the presenter to start and stop all Breakout rooms.
Go to
Allows the presenter to go to all the breakout room available and return to the main meeting room.
Note: Go to will become available once the Breakout rooms have been started.
Options
Add Breakout room
Delete contents of all Breakout rooms.
Note: This can only be done after the breakout rooms have been stopped

Delete all Breakout rooms.
Note: This can only be done after the breakout rooms have been stopped.

4. Depending on your selections in step 2, verify the attendees are listed in the correct Breakout room.

5. Click Start to start the Breakout rooms. Each attendee will be directed to their specified room.

6. As a presenter, you may jump from room to room by clicking Go to and selecting the desired room.

7. Click Stop to stop the Breakout rooms and direct all participants back to the main meeting room.

During a scheduled meeting, attendees' access to meeting functions can be controlled by adjusting their permissions. Presenters manage attendee permissions by using the Attendee Permissions window.

To display this window, perform the following:

1. Click on Attendees from the Command bar.
2. In the Attendees pane, click Permissions.
3. Select the appropriate permissions in the Attendee Permissions window to grant an attendee the permission.
4. Click Close to close the window.

By using the Attendee Permissions window, you can allow attendees to do the following:

Print to PDF
Attendees are able to print the currently listed presentation to a PDF file.
Review current content
Enables the Review Content icon for Attendees. Attendees can privately scan all thumbnails in the currently presented resource, without affecting the presentation, by choosing Review Resource on the Tools menu of the console.
Ask Questions
Attendees can ask questions, raise hands and receive presenters' responses by using the Q&A pane.
Note: Affects all participants.
Annotate current content
Attendees can add annotations, visible to all participants, to the currently displayed page or slide in the presentation area.
Create personal recording
Attendee can create a local record of the meeting, for personal use.

Interact
View Attendee list
Attendees can view information about other participants
View seating chart
Attendees can view the seating chart form the Attendee pane.
Note: Affects all participants.
Chat
Attendees can conduct one-on-one chats during a meeting.
Use Content Tools
View thumbnails and navigate current content.
Attendees can view the Thumbnails pane in their consoles, and choose any of the thumbnails within the resource that is currently displayed in the presentation area to display a page or slide.
Create new pages in current content.
Attendees can add slides to the current resource, including Sharing slides, with which they can share the use of their computers.
Use the content pane to select and add content.
Attendees can use the Resources pane to import presentations and other resources, and choose among the presentations already listed.
Handouts
Download only
Attendees are only able to download handouts
Upload and download
Attendees are able to add and download handouts
Not available
Handouts are not available to attendees
Shared Notes
View, save
Attendees can view and save Shared Notes.
View, save, edit
Attendees can view and save Shared Notes.
Not available
Shared Notes are not available.

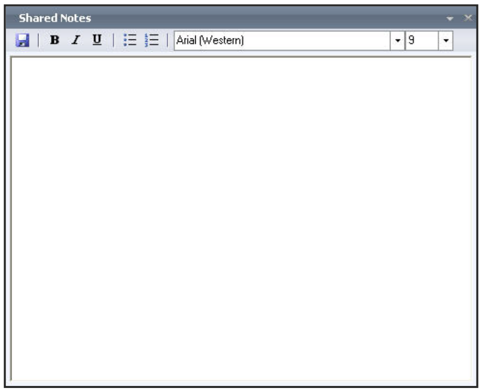
Occasionally you might need to promote an attendee to presenter status during a Live Meeting session. Only presenters can promote attendees.

To promote an attendee, follow these steps:

The attendee will now have the permissions of a presenter.
Occasionally you might need to remove an attendee from a Live Meeting session if his or her attendance is inappropriate. Only presenters can remove attendees.

To remove an attendee, follow these steps:

Using shared notes is an effective way to allow notes to be created during the event that are available for all attendees to download. Basic formatting is available in the Shared Notes pane and the notes can be saved locally by each participant of the meeting.



To make it possible for attendees to use shared notes during a meeting, follow these steps.

1. Click on Attendees from the Command menu.

2. In the Attendees pane, click Permissions.

3. Under Shared Notes, select “View, save” or” View, save, edit” in the Attendee Permissions window to grant an attendee the permission to use shared notes.

4. Click Close to close the window.

Before the event is over, each individual participant can save the content locally.

1. In the Notes pane, click Save.

2. In the Save As window, chose the location to save the meeting notes.

3. Enter the file name you would like to save your notes as.

4. Click Save.

Presenters are able to interact with the attendees by answering their questions during the event by using Questions and Answers panel.

To make it possible for attendees to ask questions during a meeting, the presenter must enable the Question and Answer panel.

1. Click on Attendees in the Command menu.

2. In the Attendees pane, click Permissions.

3. Select Ask questions (affects all participants) in the Attendee Permissions window to grant all attendees the permission to ask questions.

4. Click Close to close the window.

In order to respond to questions submitted by the attendee, the presenter must open the question manager.

1. Click Q&A.

2. In the Questions and Answers pane, click Manage.

3. The Question Manager appears, listing all questions received from participants.

To sort the list of questions, click the appropriate column heading in the Questions and Answers pane, such as:

Answered status
Sorts by whether the question is marked for an action.
Selected status
Sorts by whether the question is currently selected.
Who is currently answering
Sorts by the person answering the question.
Question Type
Sorts by whether the person asking the question is currently able to type messages that appear in all participants' consoles.
Name
Sorts alphabetically by the screen name of the person asking the question.
Question
Sorts alphabetically by the text of the question.
Time Posted
Sorts by the time the question was posted.

4 To switch between ascending and descending sort order, click the column heading again. The Questions and Answers pane appears in all participants' consoles.

1 Click Q&A in the Command menu.

2 Click the section in the Questions and Answers pane.

3 Type the question, and click Ask.

The question will be displayed in the Question Manager.
In order for a presenter to respond to a question from a participant, the presenter must be in the Question Manager tab and have access to the following:

Chat
To chat one-on-one with the questioner, click Chat
Give the Floor
To allow the questioner to type messages that will appear in the Questions and Answers pane of all participants' consoles, click Give the Floor
Dismiss this question (icon)
Delete the question from the Questions and Answers pane
View the QA Log
Views the Question Answer Log
Clear the QA Log
Clears all information listed in the Question and Answer log.
Reply to All
To publicly answer the question, in the Your Answer box, enter your response, and then click Reply to All.
Note: When you choose the Reply to All option, the question appears anonymously in the Questions And Answers pane to all participants
Reply Privately
To answer the question privately, in the Your Answer box, enter your response, and then click Reply Privately.

In the Question Manager, click the View the QA Log icon.
All of the question and answer activity from your meeting is displayed in a separate browser window.

To save the Question and Answer Log, use your browser to save the HTML page containing the log, or open a text editor, paste the contents of the log to a new file, and then save the file

During a meeting a participant is able to configure voice and video settings in the console, so they are connected to the audio portion of the meeting, and video of webcams can be displayed on their computer. After the voice and video have been configured, they can be included in the recording of the presentation to give the viewer the feeling they are in the live presentation.

Depending on the type of audio used in the meeting, take the appropriate action below.

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. Do one of the following:

3. If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
4. In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

To connect to telephone conferencing by dialing into the service

1. Click **Voice & Video** to open the **Voice & Video** pane.
2. Click the down arrow next to **Join Audio**.
3. Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

To connect to computer audio*

1. Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
2. Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

Use the Audio/Video Tuning Wizard to configure your Speakers, Microphone and Webcam.

1. Click Voice & Video from the Command menu.

2. In the Voice and Video pane, click Options and then select Audio/Video Tuning Wizard.

3. Click Yes in the window, if necessary.

4. Click Next in the Audio Video Device Setup window.

5. Select the speakers or headset to use from the drop-down list in the Speaker/Microphone or Speakerphone Setup window.

6. Click Test, and adjust the speaker volume.

7. Click Stop when you have properly adjusted your speaker volume.

8. Select the microphone to use from the drop-down list in the Speaker/Microphone or Speakerphone window.

9. Adjust Microphone Volume.

10. When you have properly adjusted your microphone volume, click Next.

11. Select the webcam from the drop-down list in the Webcam setup window.

12 Click Webcam Settings, to modify the display of the picture.

13 When finished modifying options, click OK.

14 Click Finish to finish and close the Audio Video Device Setup Wizard.

By using the Voice & Video pane, you can perform the following tasks:

Join Audio / Hang Up
This button is context sensitive. If you are currently using audio, the button will display Hang up. Hang up will disconnect the user from audio. If you are not currently connected to audio, Join Audio will be displayed. Join audio will connect you to audio.
Mute / Unmute speakers
Mute or unmute the speakers on your system.
Speaker Volume
Slider to adjust speaker volume. Colored bars will display in the slider to verify sound is being received.
Mute / Unmute Microphone
Mute or unmute the microphone on your system.
Microphone Volume
Slider to adjust microphone volume. Colored bars will display in the slider to verify sound is being received.
Not showing my video, click to show / Showing my video, click to stop.
Start and stop video from your webcam to other participants.
Options
Connect telephone and computer audio
Join computer audio with telephone conferencing for this meeting. Ensure the dialing sequence is entered into the Dialing Keys field, and then click Connect.
Audio/Video Tuning Wizard
Initiate the Audio Video Device Setup Wizard.
Options
View Current Speaker
View the current speaker in the Voice & Video pane.
<Name of speakers displaying video>
View a specific speaker in the Voice & Video pane.
No Video
Display no video in the Voice & Video pane.

A recording can be saved on a Live Meeting server by the presenter, or on the presenter's or attendees' local computer. However, before a recording can be performed it must be configured to record the audio.

To record a meeting to the Live Meeting server, the console must first join the meeting conference call. Once the console is connected to the call, the presenter will be able to record the meeting.

1 Connect the console to the conference call.

2 In the Live Meeting console, on the Command bar, click Recording.

3 In the recording pane, click To LM Service tab.

4 In the LM Service tab, it may list Audio not configured. Click Options.

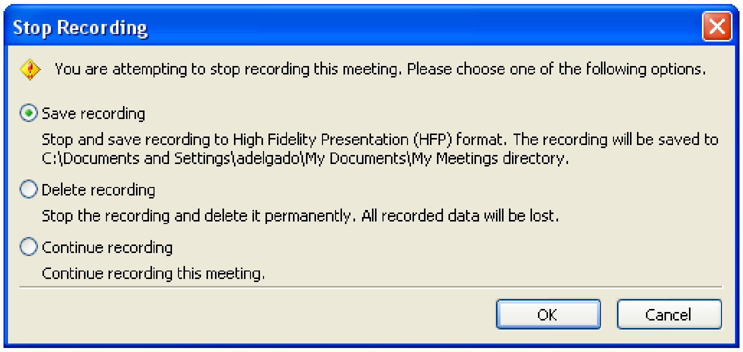
5. In the Shared Recording Options, click Configure Phone next to the Voice Option. This will launch the Telephone Audio Recording Configuration window.
6. In the Telephone Audio Recording Configuration window, verify all the conference number and dialing keys are correct. They should be the same number and keys as listed in the Meeting Options when the meeting was scheduled by the Organizer.
7. Click Configure to have Live Meeting connect to the conference call.
8. Click Done once you have verified Live Meeting is connected to the conference call.
9. Click OK to close the Shared Recording Options window.
10. When you are ready to record the meeting, click Recording on the Command menu.
11. In the recording pane, click To LM Service tab.
12. Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio And Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.

In order to record the meeting to your local computer, Voice over IP (VoIP)* or Internet Audio Broadcasting (IAB)* must be used. In other words, the presenter must use his microphone to deliver audio to the meeting participants.

1. When scheduling a meeting, configure the audio as “Computer audio conferencing” or “Telephone and Computer audio conferencing”
2. In the Live Meeting console, on the Command bar, click Recording.
3. In the recording pane, click To My Computer tab.
4. In the LM Service tab, it may list Audio not configured. Click Options.
5. In the Shared Recording Options, click Configure Voice next to the Voice Option.
6. In the Set Up Audio and Video window, configure the speaker and microphone.
7. Click Finish.
8. When you are ready to record the meeting, click Recording on the Command menu.
9. In the recording pane, click To My Computer tab.
10. Click Record to start recording the meeting.

During the recording, you can monitor the recording status in the recording area of the Audio and Recording Setup dialog box. A running counter indicates how much time has elapsed during the recording.
Once you have finished recording the meeting, you can save or delete the recording.



1. When you are ready to stop recording, click Stop Recording. The Stop Recording dialog box appears.
2. Choose one of the following:

Save Recording
Stop and Save the recording
Delete Recording
Stop the recording but do not save it.
Continue recording
If you mistakenly click Stop Recording, click the Continue Recording button to resume recording.