



ENTERCONFERENCE® WEB PRO

Starting a Meeting: Moderator

Starting a Phone Conference

- 1 Dial the toll-free number provided on your moderator card
- 2 Enter your conference ID, (ie..1234567), and press #
- 3 Press *, enter your PIN,(ie...1234) , then press #

What Information Do I Give My Meeting Participants?

- For phone conferencing, provide the toll-free number and your seven-digit conference ID
- For web conferencing, provide participants with the URL <http://webpro.enterconference.com> and either the event name or number or your conference ID with your company's designated prefix. (ie...X 1234567) You may also obtain an invitation template for your representative at EnterConference® that can be used over and over again for different events you may hold.

Starting a Web Conference

- 1 Go to <http://webpro.enterconference.com>.
- 2 Click 'Moderator Login', enter your conference ID and PIN, then click 'Continue'
- 3 Click 'Start' to begin your conference. Give Participants the Event Number* the system issues for your event, or have them Use the X Prefix.
- 4 Select your presentation or click 'Continue'

Joining a Meeting: Participant

- 1 Go to <http://webpro.enterconference.com>. Click on "Start EnterConference® Now"
- 2 Click 'Attend a Private Event'
- 3 Enter the event name or number*, your name and company name, then click 'continue'. *The event name or number can be a unique event number or the moderator's conference ID with the designated prefix (X).
- 4 To join on the phone, use the toll-free number and seven-digit conference ID provided by the moderator.

Moderator Controls During the Meeting

PHONE COMMANDS

Moderator Phone Commands

- ** Main menu
- *0 Private operator assistance
- 00 Conference-wide operator assistance
- *1 Dial a new participant
 - *1 Join participant
 - *3 Cancel dial-out
- *2 Start phone recording
 - *2 Stop phone recording
- *4 Lock conference
- *5 Unlock conference
- *6 Mute your line
- *7 Unmute your line
- *8 Conference continuation
- *# Participant count
- ## Mute all lines except moderator
- 99 Unmute all lines

Participant Phone Commands

- 00 Operator request
- *6 Mute your line
- *7 Unmute your line

Promoting a Participant to Co-Moderator

At any time during an event, the moderator can promote a participant to co-moderator.

- 1 In the participants region on the main moderator window, highlight the participant you would like to promote, and then click 'Make Co-Moderator'. The system prompts any promoted participant to install ActiveX controls (for Microsoft Internet Explorer) or plug-ins (Netscape Navigator) if they are not currently available on the participant's computer
- 2 To demote a co-moderator to participant status, highlight the co-moderator (indicated by a 'C' in the Status field), then click 'Make Participant'

Application Sharing

Share all or part of the moderator desktop, including applications and files, with participants.

- 1 Log in to the application (for example, Microsoft Excel) and open the file that you want to share with participants
- 2 Click the 'Appshare' button on the main moderator window
- 3 Move and resize the red frame over the application you want to share then click 'OK' to begin. To show your entire desktop, click 'OK' to sharing region and then the enlarge box. Once you see the red bar across the top of your screen, you are sharing the entire desktop below it. Open your application and all will see it.

Web Touring

- 1 Lead meeting participants on a tour of various web sites. From the main moderator window, click 'Web Tour'
- 2 On the control panel at the bottom of your screen, type a URL in the open text box or select a stored URL from the drop-down list
- 3 Click 'Go' and enter new URLs to navigate to other web sites

Flipping, Previewing, and Annotating Slides

Conduct a presentation, including live annotation, using a Microsoft PowerPoint presentation.

- 1 From the main moderator window, click 'Slides' or select a new presentation from the 'File' menu
- 2 Click 'Forward' and 'Back' to move sequentially through the presentation or select an individual slide from the slide index to jump to that slide
- 3 Use the annotation tools (pointer, rectangle, oval or color) to highlight areas on slides
- 4 Click 'Preview' to view additional slides without altering your participant's view. Click 'revert' to go back to the former slide or click 'present' to take all participants to the new slide.

Whiteboarding

Use electronic whiteboarding to illustrate concepts or to brainstorm designs.

- 1 From the main moderator window, click 'Whiteboard'
- 2 Use the draw mode and color controls to control shapes, line thickness, and colors
- 3 Click 'Undo' to remove entries one by one (most recent first) and click 'Clear' to clear the whiteboard

Chatting

After enabling chat functions, the moderator controls real-time text chat during the event.

- 1 From the text communication region of the main moderator window, click the 'Chat' tab
- 2 Select the group to which you want to send chat messages (all participants, selected participants, moderator and co-moderators)
- 3 Enter the chat message, then click 'Send'

Real-Time Polling

Conduct real-time question and response sessions during the event.

- 1 From the main moderator window, click the 'Polling' tab
- 2 Type the question
- 3 Select the response type (freeform or predefined), then click 'Poll'

Post-Event Reports

Create and examine post-event reports after the meeting.

- 1 Go to <http://www.enterconference.com>. Click on **“Start EnterConference® Now”** Select Meeting Format: **“EnterConference® Web Pro”**.
- 2 Click 'Moderator Login', enter your conference ID and PIN, then click 'Continue'
- 3 Click 'Reports'
- 4 Pick your reporting option (month to date, year to date or specify a date range), then click 'Search'

From the 'View Reports' screen:

- Click the 'Report' icon. To extract results for chat and polling, click 'Save'. You can open the resulting file or save it to disk. Click 'Cancel' to return to the View Reports screen
- Click an event number to view the event overview report. To view summarized event details, pick the detail you want to summarize from the drop-down list and then click 'Update'