



# WebEx Meeting Center™ Pro 6.2

## For collaborative meetings with 2 to 500 participants

**USER GUIDE** Version 1.0. Last revised January 7, 2005

With BT Web Conferencing Powered by WebEx, you can introduce just about any visual medium to your meeting – including PowerPoint presentations, software demonstrations, and web tours. BT Web Conferencing makes it easy to hold web-based meetings with small or large groups at a moment’s notice.

### New features in Meeting Center 6.2 include:

- **Scheduling wizard:** makes scheduling meetings significantly easier and faster
- **iCalendar integration:** schedule and invite attendees easily through any program that supports the iCalendar standards, such as Outlook (Lotus Notes does not support this feature)
- **Right-click document integration:** right-click any document to share the document or its application with the entire meeting

#### CONTENTS

##### Chairperson user guide

How to schedule a meeting . . . . .	2
How to start a scheduled meeting as chairperson . . . . .	5
How to start an instant meeting as chairperson . . . . .	5
How to end a meeting as chairperson . . . . .	5
Interface Overview . . . . .	6
Chairperson tools . . . . .	7
Sharing presentations, document, and applications . . . . .	8
Pause or stop sharing and application, web browser, or desktop . . . . .	8
Other features . . . . .	9
Minimum system requirements . . . . .	9

##### Participant user guide

How to join a scheduled meeting as participant . . . . .	10
Requirements to view a recorded conference . . . . .	10

##### Frequently asked questions . . . . .

Connecting your business in more ways than one . . . . .	12
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### BT Web Conferencing is ideal for:

- Client presentations
- Product demonstrations
- Internal training sessions
- New employee orientations
- Sales presentations
- Collaborative creative sessions

This guide takes you through the services and features of BT Web Conferencing. You do not need any special equipment to use the service – only a telephone and PC with a web browser.

You may also participate in one of our complimentary webinars. Call **1.800.280.1520** to speak to a BT Web Conferencing Coordinator about attending a webinar.

## How to schedule a meeting

1. Go to <http://btconferencing.webex.com>.
2. Click **Host a Meeting**, and then **Schedule a Meeting**.
3. Enter your user name and password. This information can be found in your welcome email or on your wallet card.
4. Click **Log In**
5. A series of **Meeting Wizards** will guide you through the scheduling process, including:
  - a. **Required information**

Enter a descriptive meeting topic.

**1. Required Information** To begin the meeting now, click **START** ?

\* Required field

Meeting topic: demo65's meeting

Delete from My Meetings when completed

Meeting password: \_\_\_\_\_

Confirm password: \_\_\_\_\_

Cancel Back Next **2** **START**

1 Required Information  
2 Date & Time  
3 Teleconference  
4 Invite Attendees  
5 Registration  
6 Agenda & Welcome  
7 Meeting Options  
8 Attendee Privileges  
9 Review

Create a meeting password (optional). If you choose to create a password, it will be required for all meeting attendees.

Click **START** to launch an Instant Meeting.

Please note that the terms “attendee” and “participant” are used interchangeably in the WebEx interface.

- b. Date and time.** Enter your date and time details and set your preferences.

Allow attendees to join the meeting before the host (optional).

**2. Date & Time** ?

Meeting date: December 31 2004

Meeting time: 2:15 pm Eastern ST

Attendees can join 5 minutes before the start time

Estimated duration: 1 hr 0 mins

Email reminder: 15 minutes before meeting starts

Recurrence:  None  Daily  Weekly  Monthly  Yearly

1 Required Information  
 2 **Date & Time**  
 3 Teleconference  
 4 Invite Attendees  
 5 Registration  
 6 Agenda & Welcome  
 7 Meeting Options  
 8 Attendee Privileges  
 9 Review

Cancel 1 Back Next 3 **SCHEDULE**

Set a recurrence pattern for regular meetings.

Click to bypass your other scheduling options and schedule your meeting now. Choose this option at any step in the scheduling wizard.

- c. Enter your BT MeetMe reservationless audio conference details.**

Keep this box checked on No.  
(BT Conferencing does not support the Internet phone option at this time.)

**3. Teleconference Settings** ?

Internet phone:  No

Teleconference:  None

Instructions:  Teleconference Details

Toll Free: [dropdown]  
 International: [dropdown]  
 Participant Passcode: [dropdown]

1 Required Information  
 2 Date & Time  
 3 **Teleconference**  
 4 Invite Attendees  
 5 Registration  
 6 Agenda & Welcome  
 7 Meeting Options  
 8 Attendee Privileges  
 9 Review

Cancel 2 Back Next 4 **SCHEDULE**

Enter your BT MeetMe dial-in numbers and participant passcode.

**d. Invite attendees.** Type in attendee addresses or select from your address book.

Type in your attendees' email addresses.

Or, select attendees from your address book. You may also choose to make one of your attendees an alternate host.

This option asks attendees to verify that they have a Flash and Windows Media Player installed (optional).

This option gives an added layer of security. A password must be set for this option to be applicable.

This option requires that attendees have their own WebEx user name and password to attend the meeting.

**e. Registration.** Provides an added layer of security. Registration will always default to none, and attendees will not need to register for the meeting.

If you choose this option, attendees will not be allowed into the meeting until the host has accepted the registration.

#### f. Agenda and customizable welcome.

Here you can list your agenda.  
Your agenda will be included in your attendees' invitations.

This option cannot be changed.

This option is only applicable if you chose to allow your attendees into the meeting before your arrival ([see screen 2, date and time](#)).

Start automatically will automatically advance the slides that have been uploaded for early attendee joiners.

**g. Meeting Options.** Select the options you want your attendees to have.

**h. Attendee Privileges.** Select the privileges you want your attendees to have.

**i. Review.** Review your meeting details.

First-time users will need to allow 3-5 minutes to download a plug-in before the meeting.

## How to start a scheduled meeting as chairperson

1. Go to <http://btconferencing.webex.com>.
2. After logging in, click **My Meetings**.
3. Click on the **Topic** of the meeting you want to start.
4. Click **Start Now** to begin your meeting.

## How to start an instant meeting as chairperson

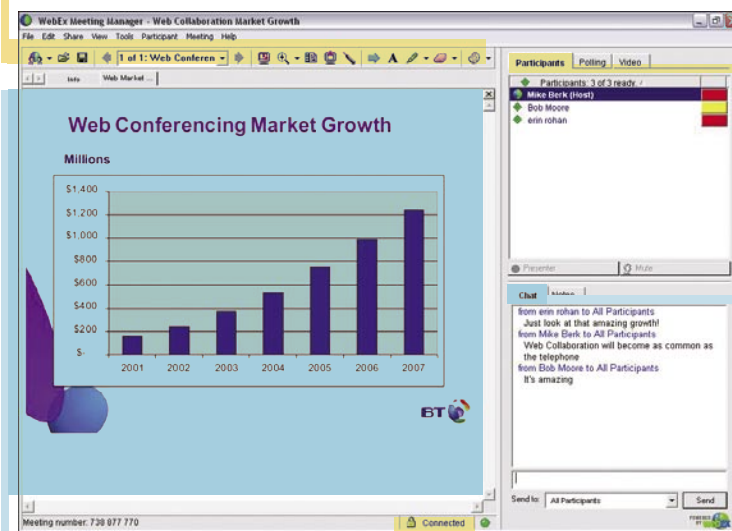
1. Go to <http://btconferencing.webex.com>.
2. After logging in, click **Instant Meeting**
3. Select a **Topic**.
4. Click **Start** to begin your meeting

## How to end a meeting as chairperson

1. In your meeting window, go to **File**, then **End Meeting**.
2. Your meeting has ended and charges stopped.

Chairperson Tools (see page 7 for more information.)

Clicking here will NOT end your meeting. To end your meeting and all changes, go to **File**, then **End Meeting**.



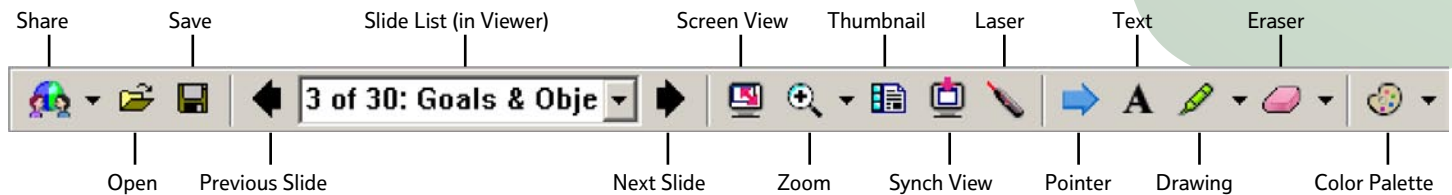
Participant list view shows all participants and their status.

Chat window displays all chat. You may send chat to one participant or to all.

Meeting view window displays all shared documents.

This box displays your connection status.

## Chairperson tools



**Share** Share documents, applications, web browser, web content, desktop, or whiteboard.

**Open** Open a PowerPoint file or a file previously saved as UCF (Universal Communication Format).

**Save** Save the selected file in the Content Viewer as a UCF file. PPT files and whiteboards can be saved as UCF format for faster loading.

**Previous/Next Slide** Move back and forth through a presentation. If presentation has builds or transitions, arrows will advance each transition or build. You can also use the arrow keys on your keyboard or the spacebar to advance slides in the Content Viewer.

**Slide List** Shows which slide is currently being viewed and total number of slides. Drop-down arrow allows you to jump to a particular slide.

**Screen View** Toggle back and forth between Full Screen View and Meeting Room View. In Full Screen View, the presentation fills the entire screen. Meeting Room View displays Polling, Q&A, and participant tabs. **Note: Participants can switch between Meeting Room and Full Screen views. If the presenter changes the screen view, the participants' view changes too.**

**Zoom** Zoom in and out in the Content Viewer.

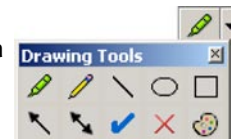
**Thumbnail** View thumbnails of slide presentation on the left-hand side of the Content Viewer. Thumbnails are only available in the Meeting Room View. Click again to leave Thumbnail View.

**Laser** Red circle pointer used to draw attention to specific areas of the screen. Follows cursor in Content Viewer. Click again to turn laser.

**Pointer (Arrow) Tool** Used to draw attention to specific points on screen. Appears when left mouse button is clicked. Color of the arrow is the color assigned when joining the event. Click again to turn pointer off.

**Text Tool** Enter text in the Content Viewer (on slides or whiteboard). Color of text is the same as color assigned when joining the event. Change the text color by selecting from the color palette (last icon at the right of the toolbar). Click again to turn text tool off.

**Drawing Tool** Draw annotations in the Content Viewer. Click again to turn off drawing tool. Default tool is the highlighter pen. Click the drop-down arrow to choose from pencil, line, ellipse, square, arrows, check mark, or X. Color of annotations is same as color assigned when joining event. Select from different colors by using annotation color palette.



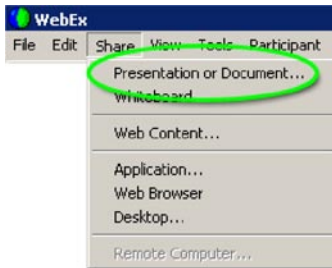
**Eraser** Erase individual annotations in the Content Viewer. Cursor changes to a crosshair. Click on an annotation to erase. Click the drop-down arrow next to the eraser tool and select Clear All Annotations to erase all annotations. Select Clear My Pointer or Clear All Pointers to erase pointers.

**Annotation Color Palette** Click the drop-down arrow to open the Annotation Color Palette. Select a color from the palette for text annotations and drawing annotations. Click the X to close the color palette.



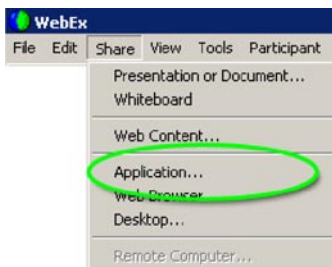
## Chairperson tools

### Sharing presentations, documents, and applications



**Presentation or document** To share a presentation or document, select **Share > Presentation or Document** from the menu bar or click the **Share** button on the toolbar and select **Presentation or document**. Browse to the desired presentation or document. Click **Open**.

When you share a presentation or document, the presentation or document appears in the Content Viewer.



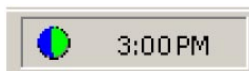
**Application** To share an application, select **Share > Application** from the menu bar or click the **Share** button on the toolbar and select **Application**. The Share Application dialog box will display all of the application currently running. Select the application you wish to share from the Share Application dialog box. Click **Share**. If the application is not currently running, click the radio button labeled **List all applications**. Select the application you wish to share from the Share Application dialog box. Click **Share**.

When you share an application, the application opens a new window on the presenter's and the participants' computers.

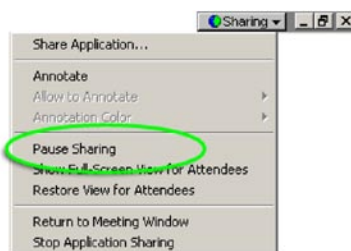
### Pause or stop sharing an application, web browser, or desktop



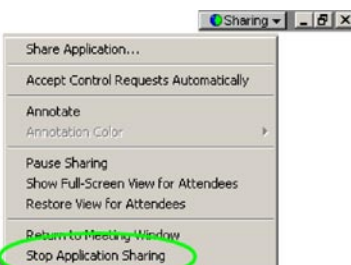
To Pause Sharing or Stop Sharing an Application, a Web Browser, or Desktop, first locate the Sharing icon. The Sharing icon will likely be located in the upper right-hand corner of the screen.



You can also use the Shared Application icon from the System Tray on your Taskbar, located in the lower right-hand corner near the system clock.



**Pause Sharing** Use Pause Sharing to freeze the participants' view of the shared application. Use Pause Sharing, for example, if you want to open a file, but do not want participants to view your files and folders. To pause the shared application, click the Sharing icon and select **Pause Sharing**. To resume sharing, click the Sharing icon and select **Resume Sharing**.



**Stop Sharing** Use Stop Sharing when you are finished sharing an application, a web browser, or desktop to ensure all participants return to the Meeting Room and see a waffle-screen display. To stop sharing the application, click on the Sharing icon and select **Stop Sharing**.

## Other features

**Application share control** Allows the chairperson to share control of any software application with participants.

**Desktop sharing** Permits the chairperson the opportunity to share anything on their PC system, including any application, for live demos and training that involve more than just one application.

**File transfer** Enables users to conveniently transfer files to and from their participants as desired.

**Meeting transcript** Prepare a Meeting Transcript email addressed to all participants that contains all meeting information, including participant list, notes, chat transcript, and annotated documents from your session.

**Polling** Lets presenters solicit feedback from attendees online during the presentation.

**Record and playback** Lets the chairperson record all interaction in a meeting for later reference, training, or demos. Anyone can playback a recording.

**Right-click document integration** Right click on any document to share that document or it application instantly.

**Security** To protect sensitive data, BT Web Conferencing, Powered by WebEx, works with existing firewall technology, and also offers:

- Unlisted meetings
- Password protection
- 128-bit SSL encryption
- Chairperson control to lock and unlock the conference

This last feature can be toggled on and off by selecting the Meeting menu, then Restrict Access or Restore Access.

**Video integration** Enables a simple desktop video camera to video conference without the need for any special equipment, software or setup. Participants can see live video within the browser, including users that are behind firewalls.

**Web browser sharing** Provides easy sharing of web-based information. Any participant can navigate the web and synchronize the browsers of other participants. Co-browsing is fully interactive and control can be passed to any participant, thus enabling users to complete web forms together, and to annotate any web pages.

## Minimum system requirements

### Windows 98, NT, 2000, XP:

- Microsoft Internet Explorer 5 or 6
- Netscape Communicator 4.7

### Mac OS X 10.2:

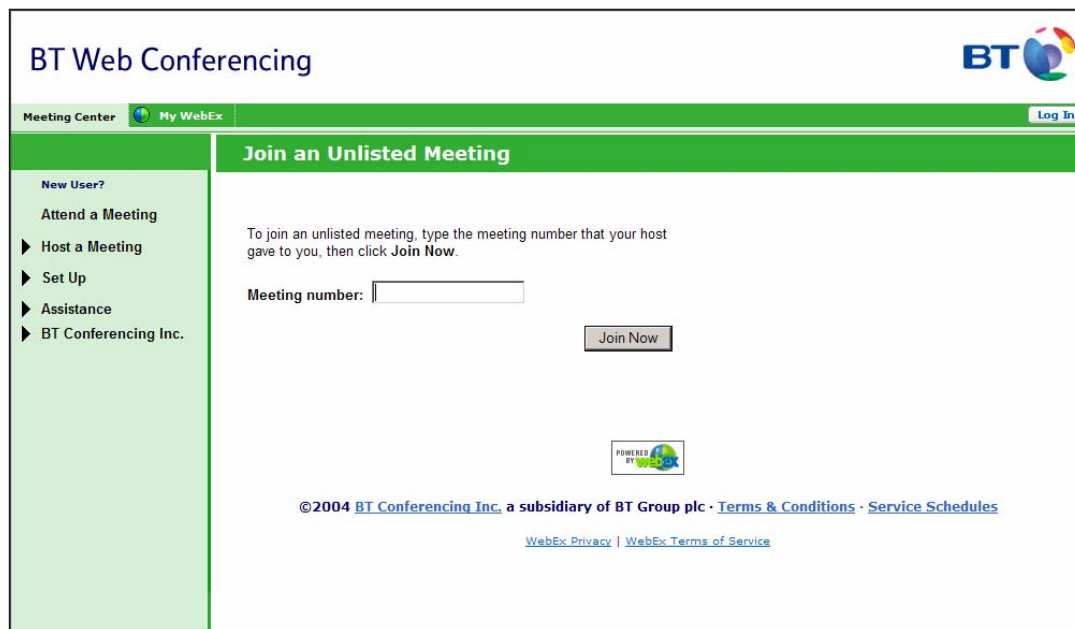
- Microsoft Internet Explorer 5
- Netscape Communicator 7

### Solaris 7, 8, or 9:

- UltraSPARC or SPARC processor
- Netscape Communicator 4.7 or 7
- CDE or Gnome

## How to join a meeting as a participant

1. Visit <http://btconferencing.webex.com>.
2. Type the meeting number in the appropriate box.
3. Click **Join Now**.



## Requirements to view a recorded conference

To view a recorded conference, your computer must meet the following minimum system requirements:

### Computer

- Windows 95 or later
- Pentium 166 or faster processor
- 128 MB RAM

### Internet Connection Speed

- 56K modem connection (128K recommended)

## Frequently asked questions

### Do I have to download a plug-in to have a BT Web Conferencing meeting?

Yes, but only the first time you use BT Web Conferencing. It will only take 3–5 minutes for the plug-in to download

### I haven't hosted a BT Web Conference in a while and I'm not sure of the procedure. Is there help available?

Of course there is! Call customer service at **1.800.280.1520** to speak with a trained staff member or to sign up for a free training webinar.

### As the chairperson, what if I receive a message saying that the meeting I am trying to join has not yet started?

In order to begin your conference, click on the **My Meetings** link on the left side of your screen. Click on the **Start Now** link next to your conference and you're all set! You will be automatically entered into the conference.

### What's the difference between Presentation Sharing and Application Sharing?

Presentation sharing allows you to share any document, however you can't edit it. Application sharing allows the chairperson to edit documents in real time as well as show all of the application features such as menus and tools.

### Can I save annotated documents or presentations and view them offline?

Yes! To save any document or presentation in a file on your computer, choose Save on the File menu. To view the saved file offline, simply double-click it. The document or presentation appears in the WebEx Document Viewer, which is part of Meeting Manager.

### Can I change my default homepage?

Yes! Simply log in, then click on **Set Up**, then **Preferences**. Depending on what you do most frequently, select:

- Join an Unlisted Meeting
- My Scheduled Meeting
- Start and Instant Meeting

## Connecting your business in more ways than one

As the demand to stay connected in global business grows stronger, the need for innovative conferencing solutions also grows. In addition to BT Web Conferencing, we offer a complete portfolio of services to meet the demands of your business. Our customers receive best-in-class service backed by assistance 24 x 7x 365. Excellent customer service coupled with our leading edge technology makes BT Conferencing the ideal partner to meet all of your remote meeting needs, whatever, whenever, and wherever they might be.

### **BT MeetMe** When you have day-to-day business to conduct

BT MeetMe reservationless audio conferencing enhanced with online tools allows you to meet spontaneously with the people you need to reach from around the globe. This service is perfect for status meetings, training sessions, small ad hoc meetings, and employee orientations. BT MeetMe includes both audio and online options, and there is no set-up required, no need for special equipment and no need to book the conference in advance.

### **BT Event Call** When you have to present to a large audience

BT Event Call is our best-in-class audio conferencing solution that lets you leverage our complete portfolio of services and the expertise of our professional staff. This service is recommended when you prefer to schedule your conferences through an operator or you have high-profile meetings or critical announcements to make. A complete range of features is available to ensure the success of your conference call. BT Conferencing offers Automated, Operator Assisted, and Premium Services to suit your exact meeting needs.

### **BT Video Conferencing** When eye contact is critical

Video Conferencing allows you to hold face-to-face meetings with clients or suppliers, without incurring huge travel costs. Every call has a conference call coordinator present, who ensures that the video conference goes smoothly. It is a perfect solution when you need to exchange data, graphics, and visual ideas instantly... or when eye contact with your audience is critical.