

Welcome to Instant Net Conferencing

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Overview

Welcome to Instant Net Conference (powered by WebEx) from Verizon Conferencing! Offering convenience, easy access, and reservation-less capabilities, Instant Net Conference is an ideal alternative to meeting in person. Designed for small, task-oriented meetings, participants on an Instant Net Conference can deliver presentations, share applications, or collaborate in a highly interactive environment.

How Can I Get Started?

By creating an Instant Net Conference subscription, leaders (hosts) are assigned a permanent meeting number and optional passcode to use for all future Instant Net Conferences. On one simple web interface, presenters can:

- Establish a consistent meeting number and passcode that leaders can communicate to participants at any time.
- Launch an instant e-mail invitation prior to the meeting.
- Host Instant Net Conferences without making reservations in advance.

To set up an Instant Net Subscription today, go to www.e-meetings.verizonbusiness.com and choose "Create Instant Net Conference." Leaders must first obtain a conferencing login name and passcode at the "Manage My Meetings" section of the website. Within the WebEx meeting, a leader is either a host or a presenter. When the meeting starts, the host is the presenter or he/she may select another presenter. A presenter is the one actively controlling the meeting. The host begins and ends the meeting and selects presenters.

System Requirements for Hosting an Instant Net Conference

Hosting an Instant Net Conference is easy. All that you need is:

- A phone line for the audio portion of the call
- Internet access (dial-up or LAN)
- A Java-enabled web browser
- Participants need the same setup (no special software is required)

Tips for a Successful Net Conference

1. Allow a few minutes for participants to connect before beginning the meeting.
2. Use at least a 20-point font size for your presentation.
3. Prior to your meeting, become familiar with the features and functionality.
4. Close all other active applications.

Overview of Menu Bar Commands

Across the top of the Instant Net Conference screen are eight tool-bar commands: File, Edit, Share, View, Communicate, Participant, Meeting, and Help. Descriptions of these important commands are listed below. Go to the Help file for complete instructions.

File. These commands manage documents or files. Four of the most popular commands are highlighted here:

- **Save, Save As, and Save All** allows the presenter to save on-screen documents, polls, poll results, chat, and notes to the desktop. If the presenter has given the participants the privilege to save, they can also save these files to their computer.
- **Transfer** allows the presenter to publish files to a server where participants can download them.
- **Send Transcript** allows the leader to e-mail the notes and shared documents from the meeting.
- **Print** allows on-screen files to be printed. If the presenter has given the participants the privilege to print, they can print the on-screen files.
- **End Meeting** allows the presenter to disconnect all participants from the meeting.

Edit. Choose fonts or sounds:

- **Font** allows participants to change their individual font for annotating.
- **Preferences** allows the presenter to enable a sound indicating when a chat has been sent.

Share. Use these commands to share information:

- **Presentation or Document** allows the presenter to load a PowerPoint® presentation or other document onto the screen. Participants can then view or annotate it.
- **Application** allows the presenter to bring up an application (and through it a file) that can be edited by participants. A window appears allowing the presenter to select the application he or she would like to share. Currently running applications are shown in the window. If the file to be shared is not already open, click on "List all applications" and select the application. At that point, the presenter can open a specific file from within the application or begin using the application. Once the application is opened, a small, gray "Sharing" button appears in the top right corner of the screen. When the presenter clicks the "Sharing" button, he or she can select a participant to edit the file or choose to automatically accept requests from participants. Participants can request control of the file by clicking the "Sharing" button, which usually is located in the bottom left corner of their screen.
- **Desktop** allows the presenter to pass control of the desktop to a participant. The presenter can view the actions of the participant and take back control at any time by pressing the escape key.
- **Whiteboard** creates an electronic screen on which the presenter and the participants can annotate. In order to annotate, the ability must be enabled under "Privileges."
- **Web Content** allows the presenter to display multimedia content on websites, such as streaming and flash animation.
- **Web Browser** allows the presenter to show a website to the participants. The "Sharing" button appears in the top right corner. The presenter can annotate the screen or pass control of the website on the computer to a participant.

View. Synchronize for All enables presenters to match all participants' views to theirs even if the participants had been using Full Screen, Thumbnail, or Zoom.

Participant

- **Invite by Email** allows you to send an invitation to participants.
- **Attendee Privileges** allows the presenter to select which features the participants can control. The presenter may give the privileges to all participants or select some of the participants to receive the privileges.
- **Make Presenter** allows the host to choose a participant to become the presenter or the host. Presenters can initiate any of the Share functions. Hosts choose the presenter and can end the call.

Meeting

- **Information** provides call details for the meeting in progress.
- **Recording Options (Net Replay)** presenters can record the Net Conference. Check the "Help" button on screen for further details.
- **Welcome Message** allows the presenter to create a customized greeting screen for meeting participants.
- **Options** allows the presenter to enable features for the entire meeting. Features that are disabled here may not be selected in the Attendee Privileges.
- **Restrict/Restore Access** locks and unlocks the meeting. When the meeting is locked, no additional participants can join the active Net Conference.

Help. Help provides detailed instructions on all features. Click WebEx Meeting Manager Help to search by topic.

Value-Added Functionality and Features

Meeting Number

The Instant Net Conference meeting number may be used at anytime. To change the meeting number, simply delete the Instant Net Conference subscription and create a new one.

Host Key

Make note of the Host Key number, which can be found on the Information tab. The Key allows hosts to reclaim the host role if a new one was chosen (under Participants) or if the host lost his or her Internet connection.

Additional Screen Tools

Across the top of the screen are several presentation tools. The first set of tools allows presenters or participants to change the screen view, as described above. The second set—Pointer, Text, Drawing, and Clear—are annotation tools that allow participants to mark on a file or document displayed on screen.

On the right side of the screen are three tabs; Participants, Polling, and Video. Further down on the right side, under the Participants tab, is the Chat feature.

- **Participants** displays all participants. A green circle denotes the presenter/leader. Presenters can upload applications, share websites, or choose privileges for participants. To choose another presenter/leader, highlight the participant's name on the Participants list and click on the "Presenter" button.
- **Polling** allows the presenter to ask questions online during the meeting. To type in a question, click on the "Question" button under the Polling window. To type in each answer, click on the "Answer" button first. Do not move the cursor or click on the mouse, or the polling session will end. To allow the participants to vote, click on the "Open Poll" button at the bottom of the screen. To share results, click on the "Close Poll" button, then on "Share Results." In order to vote, participants select their choice and then click on the "Submit" button. Polls must be closed before moving on to the next activity.
- **Video** allows the presenter to show a video stream if he or she has a video camera on his or her desktop. Up to four video streams can be shown simultaneously. For more information, go to the "Help" button onscreen.
- **Chat** allows participants to chat back and forth. Participants can type comments in the Chat box and select which participants should receive the message. Chat is only available if a participant's screen is selected.
- **Notes** opens a panel that allows a participant to take choose from our three groups of features:

Contact Us

For more information, please contact your Verizon Business account manager or call a conferencing specialist in:

- France 0800-2001361
- Germany 0800-8001361
- Italy 800-782-530
- Netherlands 0800-023-0681
- Spain 900-93-1821
- U.K. and Rest of Europe +44-20-7950-9950
- Hong Kong +852-2802-5100
- Japan +81-3-5539-5100
- Australia 1800-505-020
- Singapore +65-6883-9144
- U.S.A and Canada 1-800-480-3600

Thank you for using Verizon Net Conferencing. For more information on our products and services, visit www.e-meetings.verizonbusiness.com.

