

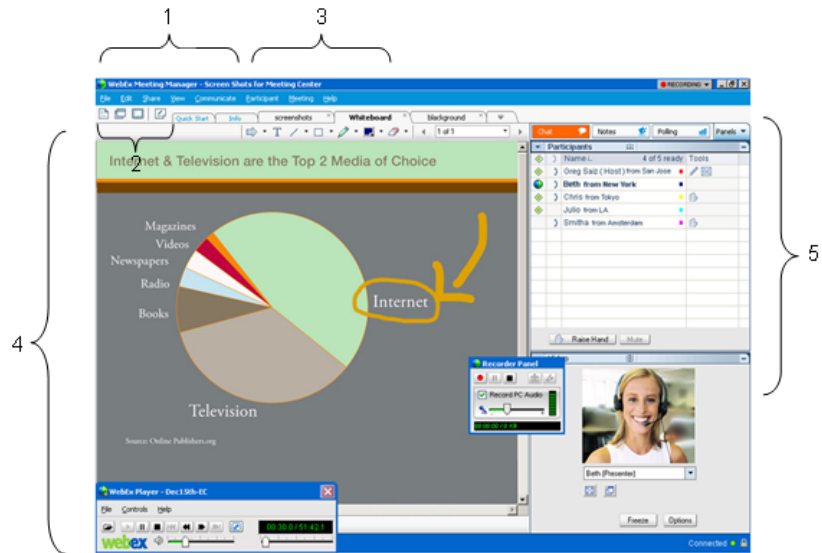
Cisco WebEx™ Meeting Center

Quick Start Guide

Meeting Center As Shown Through Your Browser



www.intercalleurope.com



1 Menu Bar

- **File** – Open, Close, Save, Save As, Save All, Transfer, Print, Send Transcript, End Meeting
- **Edit** – Undo, Redo, Add Page, Copy Page, Past as New Page, Annotate On, Clear, Font, Sound Preferences
- **Share** – Presentation or Document, Application, Whiteboard, Web Content, Web Browser, Remote Computer (available upon request on branded MeetingCenter sites), My Meeting Manager.
- **View** – Full Screen, Thumbnails, Zoom In, Zoom Out, Zoom By, Fit in Viewer, Fit to Width, Synchronize for All, Open QuickStart, Show QuickStart to All Attendees, Panels
- **Communicate** - Join Teleconference, Audio Setup Wizard
- **Participant** – Mute, Unmute, Mute All, Unmute All, Mute on Entry, Invite, Assign Privileges, Change Role To, Find Participant, Reclaim Host Role, Expel
- **Meeting** – Information, Start Recording, Recorder Settings, Welcome Message, Options, Restrict Access
- **Help** – Meeting Manager Help, About Meeting Manager, Verify Rich Media Player

2 Sharing Toolbar

- Provides shortcuts for sharing a presentation or document, an application, your desktop or a whiteboard.

3 Annotation Toolbar

- Provides various tools for annotating and viewing documents. The tools are dimmed on the attendees' screens when the Presenter has not checked the corresponding participant privileges.

4 Content Viewer

- Documents, whiteboard, and presentations appear in this window.



5 **PowerPanels™**

- Open and use only those panels you need during your meeting. Customize your viewing area by collapsing, minimizing or resizing the panels.
- Participant Panel: See who is in the meeting and who the Presenter is.
- Chat Panel: Type your chat comments here.
- Notes: Take and save meeting notes here
- Polling: Set up questions and select answers
- Video: Click to view up to four video displays

Basic Meeting Center Functions

SCHEDULE A MEETING

- 1 Click Host a Meeting then click Schedule a Meeting.
- 2 Enter your user name and password and click Log In.
- 3 Enter the Topic, Meeting password and select any optional features.
- 4 Under the Teleconference step, select from one of the teleconferencing options: None, Reservationless-Plus from InterCall or Other Teleconference Service.
- 5 Click Schedule to finish.

START A SCHEDULED MEETING

- 1 Click MyWebEx
- 2 Enter your user name and password and click Log In.
- 3 Select your meeting from the My Meetings list and click Start Now.
- 4 Once you have entered the web conference, follow the instructions on the Join Teleconference dialog box to join the teleconference.

JOIN A MEETING

- 1 Click the link for the meeting that you want to join.
- 2 Enter your name, email address and password (if required).
- 3 Click OK to enter the meeting.
- 4 Once you have entered the web conference, follow the instructions on the Join Teleconference dialog box to join the teleconference.

Other Meeting Center Service Benefits

- + MyWebEx – Facilitates Host's ability to better manage their online meetings.
- + One Click Meetings – Simplifies meeting setup and enables Host to start meetings with one click.
- + Microsoft Office Integration – Enables users to instantly launch a meeting and share documents with a single click.
- + Microsoft Outlook Integration – Allows Host to seamlessly schedule and start meetings from their calendar.