

# MeetingCentre™

## Quick Start Guide



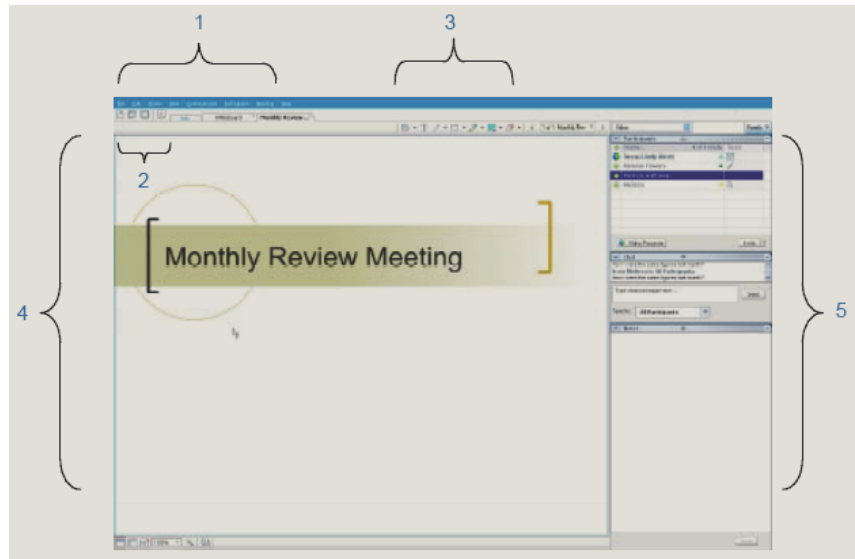
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## MeetingCentre As Shown Through Your Browser:



### 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 MeetingCentre Functions

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### 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 MeetingCentre Service Benefits

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- + 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.