



## Premier Web Conferencing

### Quick Start Guide

This guide provides the basic information necessary to start a Matrix WebConnect Web Conference. Please review the system requirements to ensure you have everything you need to get started. If you need additional assistance getting started or if you do not yet have an account, contact Matrix WebConnect support at **1.888.411.0111** or [customerservice@matrixbt.com](mailto:customerservice@matrixbt.com).

### System Requirements

Systems must meet the following requirements when using the Matrix WebConnect service:

- Internet connection with HTTP and HTTPS access to the Matrix WebConnect service
- Internet connection speed of 128 Kbps or higher - *see bandwidth considerations below*
- Microsoft Windows 2000/XP/Vista/Server2003
- Internet Explorer 6.0, Netscape 7.0, Firefox 1.0+ browser
- Mac OS X with Firefox or Apple Safari 1.1
- Linux, Unix, or Solaris with Netscape 7.0+ or Mozilla 1.0+
- Macromedia Flash 8.0 or higher (*required only when using Audiocasting or Recording -- see bandwidth considerations below*)
- Cookies and Scripting enabled in browser

### Average Bandwidth Usage

#### Average Network Bandwidth Utilization

Audiocasting	136 Kbps
Application Sharing	240 Kbps ( <i>Note: Using Auto setting with typical UI update rates</i> )
Published Documents	Download rate of slide presentation content is proportional to the available bandwidth. The basic 128 Kbps requirement will provide reasonable performance.

### Host a Meeting: Feature Requirements

#### Application Sharing

In addition to the above general system requirements, a conferencing plug-in is required to share applications. Application and Desktop Sharing are only supported on Windows platforms with the Internet Explorer or Firefox browsers. If the Sharing plug-in is not already on your system prior to starting Application Sharing you will be prompted to download. If your system security settings prevent you from downloading the plug-in, it can be installed manually with the Options Kit.

For viewing shared desktops or applications you must either have the Sharing plug-in or a Java Virtual Machine (JVM). Please note that the Microsoft VM is not supported

## Audiocasting and Recording

When using the Audiocasting and Recording features, computer speakers or headphones are needed to hear the audio.

## Participate in a meeting: Feature Requirements

### Audiocasting

When using the Audiocasting feature, computer speakers or headphones are needed to hear the audio.

## Logging In

Begin using your Matrix Matrix WebConnect account by opening the Conference Entry page (Figure A) at <http://www.webconnect.com>. When you open this page, you are presented with login forms for joining and hosting conferences. To host a conference, select “**Leader**” and complete the “**Meeting Login**” form using the Leader PIN you received at registration. To join as a Participant, select “**Participant**” and complete the “**Meeting Login**” form using the Conference Code provided by the host of the web conference you are joining. (Note: The Meeting login Form is set to “Participant” as default.)

The screenshot shows a web browser window displaying the Matrix WebConnect website. The browser's address bar shows the URL <http://www.webconnect.com>. The website's header includes the Matrix Business Technologies logo and the tagline "Accelerate Your Business." The main content area is titled "Host/Join a Meeting:" and contains a "Begin System Check" section. Below this, there is a "Meeting Login" form with two radio buttons: "Participant" (selected) and "Leader". The form includes input fields for "Conference Code", "Name", "Email", and "Company", along with "Log In" and "Reset" buttons. A sidebar on the left provides navigation links and contact information, including a "Contact Sales" button with a phone number "1-866-726-7490".

Figure A. Host Meeting Login

## Adding Audio Conferencing (MatrixSmartConnect)

Matrix SmartConnect allows you the ability to include audio conferencing to all your web meetings. You may dial in at any time before or after logging into your web conference by following these easy steps:

1. Dial your Matrix SmartConnect toll-free access number you received at registration. If you have misplaced your toll-free access number, please call **Customer Support at: 1-888-411-0111**. (If dialing from outside the U.S. or Canada, [click here](#) for International dialing instructions.)
2. Enter your Conference Code, followed by (#).
3. If you are the Conference Leader, enter your Leader PIN.

## Host (Presenter) Controls

After you have successfully logged in, you are presented with a conference window. At the top of the conference window is a toolbar (Figure C) containing buttons used to conduct and manage Web conferences.

### Starting a Web Conference



Since Matrix WebConnect Web Conferencing does not require pre-planning or scheduling, once you have logged into your account, you can immediately start a conference.

#### To start a conference:

1. Click the **START** button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.



*Figure C. Toolbar (Host controls) prior to starting conference*



*Figure D. Toolbar (Host controls) after conference has been started*

2. Instruct participants to visit the Conference Entry page (<http://www.webconnect.com>) and to complete the "Meeting Login" form using the Conference ID that you provide them with from the start dialog window.
3. As each user logs in to the conference, the user's name appears in the Roster.

**\*Note:** Participants will be unable to join a conference until the Host has started the conference.

## Publishing a Document



Once you have logged in to your Matrix WebConnect account you can either start a Web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents.

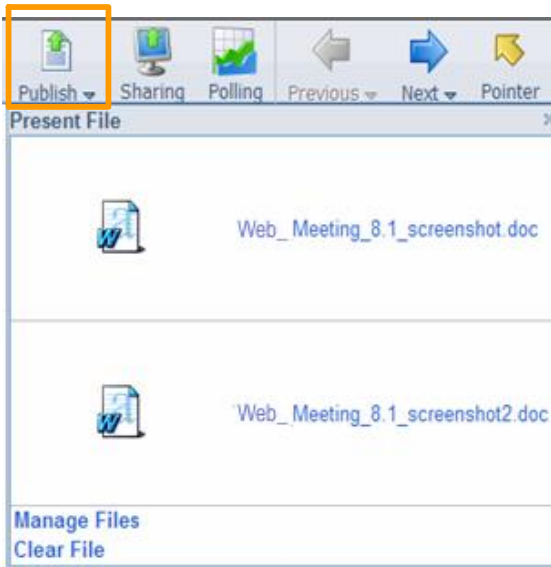


Figure E. Document Publishing Sub-menu



Figure F. Document Publishing "Publish a File" Window

### Publishing documents:

1. Click the **PUBLISH** button on the presenter toolbar
2. Click **BROWSE** from the "Publish a File" dialog window
3. Select a document file path using the file explorer window
4. Click the **PUBLISH FILE** button in the Publish a File dialog window

After you complete these steps, your document is automatically copied and converted into a Matrix WebConnect presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.

### Presenting previously published documents:

1. Click on the **PUBLISH** button on the presenter toolbar
2. The Publish a file window will appear, click the radio button next to the file you wish to present from the titles in "Your file list"
3. Click the **PRESENT** button

Or



1. Click the Document Publishing **sub-menu** located on the **PUBLISH** button on the presenter toolbar. A Drop Down menu will appear. (Figure E.)
2. Click the Thumbnail of the file you wish to present
3. The first slide of presentation will appear on the presenter and participant windows

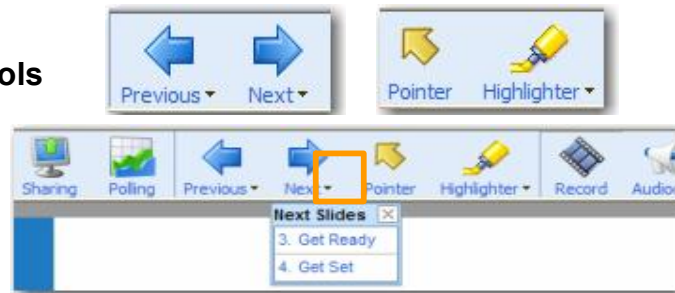
## Deleting a Presentation

You may choose to delete a presentation anytime in the future using the **PUBLISH** feature.

### To delete a published document:

1. Click the **PUBLISH** button on the toolbar
2. Select the presentation in the Published Documents list
3. Click the **DELETE** button

## Using Presentation Tools



### To Use Navigation Tools:

Use the **PREVIOUS** and **NEXT** buttons on the toolbar to index slide by slide through a presentation, document sections or worksheets.

- Use the “Next Slide” and “Previous Slide” submenu(s) to jump directly to a specific slide.

### To Use Annotation Tools:

Use the **POINTER** button to toggle the Pointer tool on and off when you want to highlight the content of your presentation.

- To turn off the pointer, click the **POINTER** button again.
- Pointers can be “stamped” on slides by clicking the pointer on the slide.
- To clear stamped pointers, advance to the next slide.

Use the **HIGHLIGHTER** button when you want to annotate the content of your presentation in real time.

- Choose from 15 marker colors by clicking on the down arrow on the **HIGHLIGHTER** button.
- To turn off the Marker, click on the **HIGHLIGHTER** button again.
- To clear the highlighted annotation, advance to the next slide.

## Application Sharing



The **SHARE** button allows you to snare specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see applications unique to your desktop. Once you click the **SHARE** button you will receive a dialog box that shows a list of your currently running applications (Figure H).

**Note:** The Application Sharing feature requires the host to receive a conferencing plug-in component. If this is your first time using Application Sharing, please read the System requirements section of this Quick Start guide.



*G. Application Sharing Window the host may choose to share the entire desktop or specific applications*

### To share an individual application:

1. Select one or more applications from the list by selecting the box next to the active application(s)
2. Select the “Choose the applications to share” button
3. Click **SHARE SELECTED**

### To share all applications:

1. Click the “Share the entire desktop” button
2. Click **SHARE SELECTED**

### To stop sharing:

1. Open/restore the Matrix WebConnect application window
  2. Click the **CANCEL** button
- Or
1. Double click the icon for Application Sharing in the system tray
  2. Select **STOP SHARING**
- Or
1. Click the orange **SHARED** button on the title bar of the window that is being shared

## Allowing Control of your desktop

If you would like to allow a participant to make changes to your shared application, you must give control to that participant.

### To transfer control to a participant:

1. Click the Participant’s name in the Roster
2. Select **GIVE CONTROL**

### To regain control of the application:

1. Click the Participant’s name in the Roster and choose **DISABLE CONTROL**

**\*NOTE:** The **Performance Setting** option allows you to optimize application sharing performance and quality. The options are as follows:

- Auto (Recommended) - Auto adjust setting from low to high depending upon bandwidth responsiveness.
- High Quality – This setting has true color, the best appearance, and requires the most bandwidth. May cause delays on slower connections.
- Best Speed - Fastest transfer speed but 16 colors and some reduction in image quality. This setting is ideal for slower connections such as dial-up.

## Scheduling a Conference with Outlook

Matrix WebConnect Microsoft Outlook™ Integration allows a Host to schedule web conferences using Microsoft Outlook. Adding web conferencing to an Outlook meeting is as simple as clicking the **MATRIX WEBCONNECT** button in a Microsoft Outlook Calendar Appointment or Meeting Request.

## To schedule a conference using Outlook:

1. Install the Outlook Add-On by downloading and installing the Matrix WebConnect Meeting Options Kit and selecting the "Outlook Add-On" option during installation. **\*Note:** You must temporarily close Outlook while installing this feature.
2. Access the scheduling feature of Outlook. From the calendar feature in Microsoft Outlook, open a calendar appointment or Meeting Request. You may do so by selecting the **FILE** menu, next select **NEW**, and then **APPOINTMENT** or **MEETING REQUEST**. You may also create a new appointment by double clicking on a specific date and time on your calendar. An Outlook Appointment or Meeting Request dialog window will open.
3. Click the **INVITE ATTENDEES** button on the toolbar. Insert e-mail addresses and meeting details just as you would through the Meeting feature of Outlook.
4. Set a Reminder for your web conference so you will be able to login before the conference is scheduled to begin.
5. Click the **MATRIX WEBCONNECT MEETING** button at the upper left-hand corner of the Outlook appointment window. This will open a Web Conference Details window, A dialog window will open with a tab for web and audio conference details.
6. Ensure that your Web conference account information is correct in the fields provided. You may also assign one or two memos if you require them for post conference reporting, and audio bridge dial in information if needed.
7. Click the **OK** button, which will insert the meeting link and dial-in information into the body of your meeting request. **Note:** Participants invited through Outlook do not require an access code as they are invited to the conference individually.
8. At meeting time, the Host then clicks the embedded link, which opens the log in page for the conference. To login, the Host inserts his or her credentials. **Note:** In order to allow participants to join, the Host must login before the meeting is scheduled to begin.

## Ending a Conference



## When you are finished with your meeting:

1. Click the **STOP** button on the toolbar to conclude the conference and disconnect all participants. At this point, you are still logged in and can start a new conference.
2. If you are finished, you can log out of your account using the **SIGN OUT** button on the toolbar. For additional help, access the online help through **HELP** button on your Matrix WebConnect toolbar.