



WorldSmart Web Conferencing

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Introduction

WorldSmart Web Conferencing makes it convenient for users of WorldSmart to organize and schedule conferences with just a click. It provides you the ability to attend or give presentations by simply being at your desktop. Web Conferencing can be used for training, sales demonstration or new feature release demonstration with partners, clients, prospective clients and users. You can schedule conferences with as many people as you want or if you want to start a conference right away, ad-hoc conferences can be convened instantly too.

System Requirements

Operating system

- Windows XP, Windows 2000, Vista

Minimum Hardware

- A minimum of 50 MB free disk space A minimum bandwidth of 128 kbps

Processor:

- Pentium III or above

Software

- Java Runtime Environment/ Active X Control. (If you are using Firefox, you will need Sun JVM.)

Browsers

- Internet Explorer 5.5, or above, but less than 7.0, OR Mozilla Firefox 1.7(or higher)

Compatibility/Integration








- Microsoft Outlook 2003

Terms

- **Moderator:** In Web Conferencing, a moderator is the one who schedules and conduct conferences. The moderator, as the initiator of a conference, has access to the Web Conferencing presenter toolbar by default.
- **Attendee:** An attendee is anyone who attends a WorldSmart Web Conference.
- **Presenter:** The presenter is the one who takes the stage. The presenter can share their desktop with others, and in general be in charge of the conference.

The Moderator is the presenter by default and has access to the Web Conferencing presenter toolbar. The moderator can make any conference attendee as the presenter. This presenter will then have access to the presenter toolbar.

Icons

Icon	Description
	The WorldSmart Conferencing icon is displayed in your system tray when you have a conference active. You can right click on this icon to close the meeting.
	This icon is on your desktop when you minimize your WorldSmart Conference window.
	The white arrow turns to a pale red if you place the cursor over the Web Conference window when it is minimized.
	This icon indicates that the attendee is the moderator.
	This icon indicates that the attendee is the invitee.
	This icon indicates that the attendee is the presenter.
	This icon indicates that the attendee has the control of the desktop.



Features

- User friendly interface
- Chat online: You can chat online with all the attendees in the conference.
- Share desk: Share your desk with the attendees and make them feel that you are with them right there.
- Drawing tools
- Instant Outlook Integration: Schedule conferences from Outlook.
- Instantly change presenters
- Easy to invite: You can invite people by email--your emails are generated automatically--or you copy and paste the invite link and send it WorldSmart chat, or public IMs like Yahoo, MSN, AOL, Gmail etc.

Starting a Conference

WorldSmart Messenger set up

For Moderator

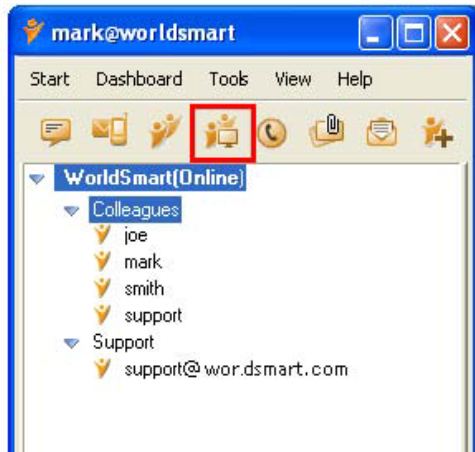
The Web Conferencing application is embedded in the WorldSmart Messenger and runs only from the messenger. Therefore, to initiate a conference you must be a WorldSmart user. You can invite anyone to

a conference by sending out a link by email or chat (using WorldSmart or any public IM systems such as Yahoo™, MSN™ AOL™, Gmail etc.) By clicking this link anybody, including non WorldSmart users, can join your conference. There are two ways of organizing a conference:

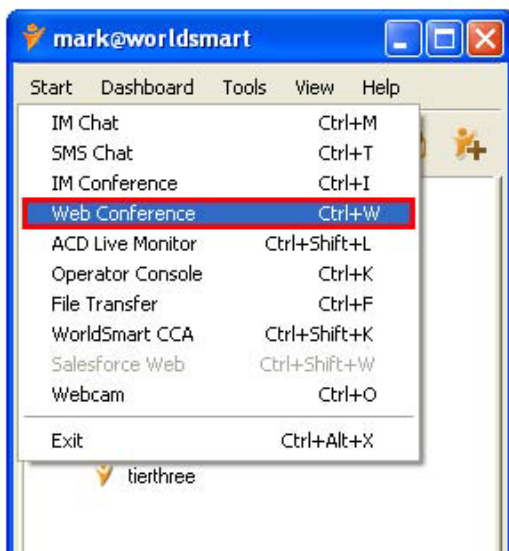
- Instant conference
- Scheduled from Outlook

Starting a Conference Instantly

To start a web conference, click the **Web Conference** icon on the messenger panel as displayed in the following screen:



Alternatively, you can also click on **Start > Web Conference** on your messenger window as shown in the following image:

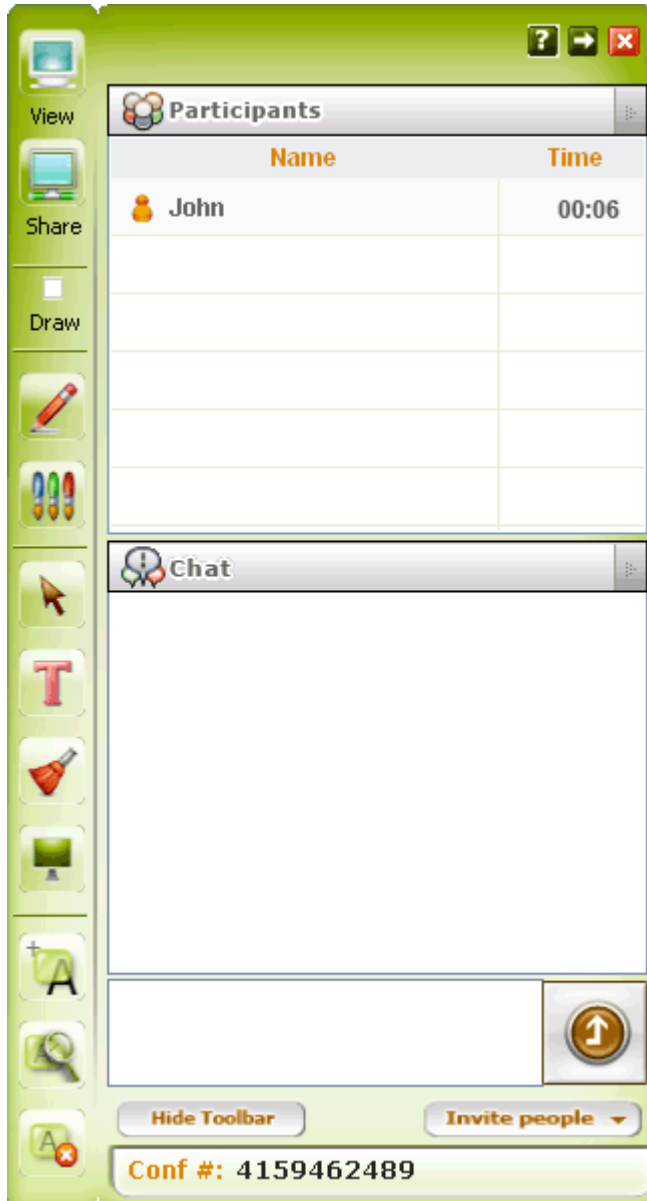


This opens a window as shown below:



- Select **Ad hoc** by checking the radio button against it, and click **Start Conference**.

This launches the Web Conferencing window as shown below:



Your conference has started. The next step is to invite people to join the conference.

Invite People: Click on the arrow next to the button Invite People. This displays two options:

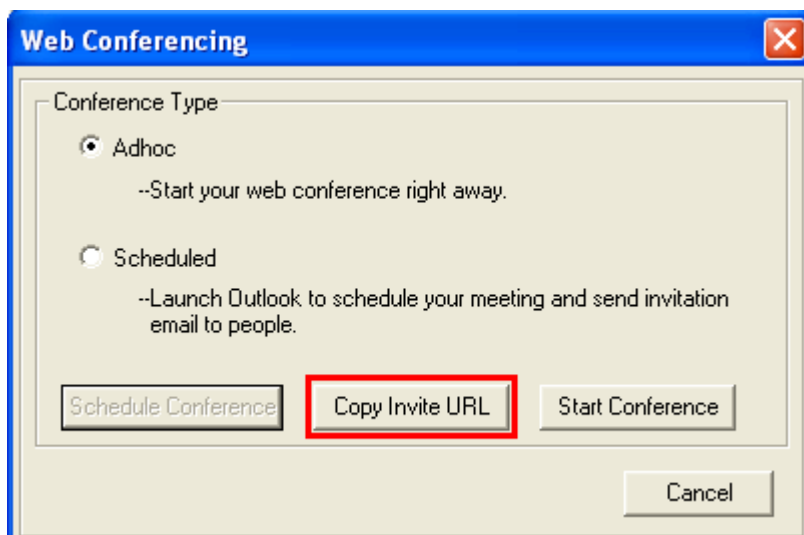
- **Send Email**

Select this option if you want to invite people to your conference by email. This launches Outlook on system automatically. Enter the email address of the people you wish to invite. The link for the meeting is already included in the body of the new mail, along with a brief explanation of what the invitation is for. You can edit this text as necessary, and click **Send**.

- **Copy Conference link**

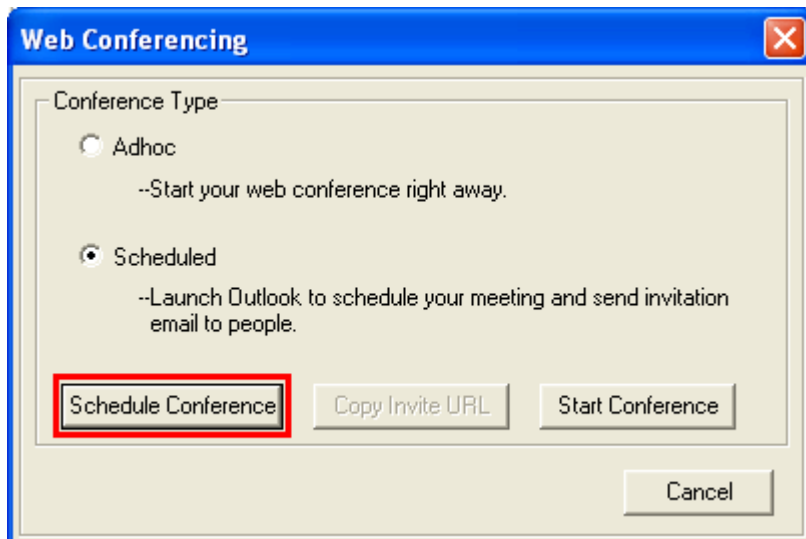
Click this to copy the conference link to your system clipboard. You can now send this link to people you wish to invite via chat systems such as Yahoo, AOL, etc.

The same function can be achieved if you click **Copy Invite URL** in the window for starting a conference. This copies the URL to your system clipboard. You can then paste the link and send it through chat or email to whoever you wish to invite for your conference.

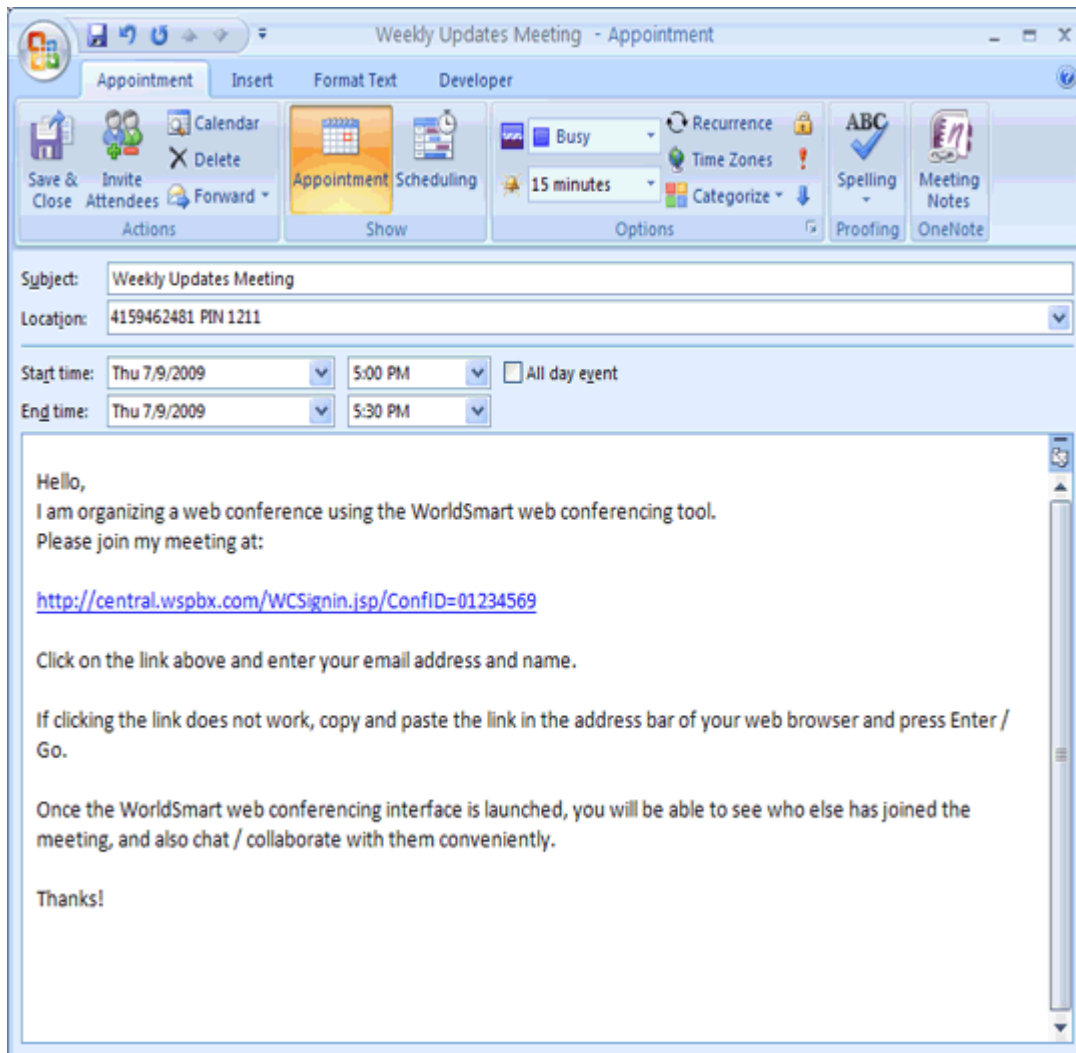


Scheduling a Conference

To schedule a conference select **Scheduled** and click **Start Conference** as shown below:



This launches your Outlook, with the Schedule a conference window open, as shown below:



You can here specify the time, recurrence, etc. just as you normally do in Outlook when scheduling conferences, and send your conference invitation to people by email.

You can also click **Start Conference** to start a conference right away. The web conference interface will load immediately on your system, and other people will be able to join you as soon as they get your email.

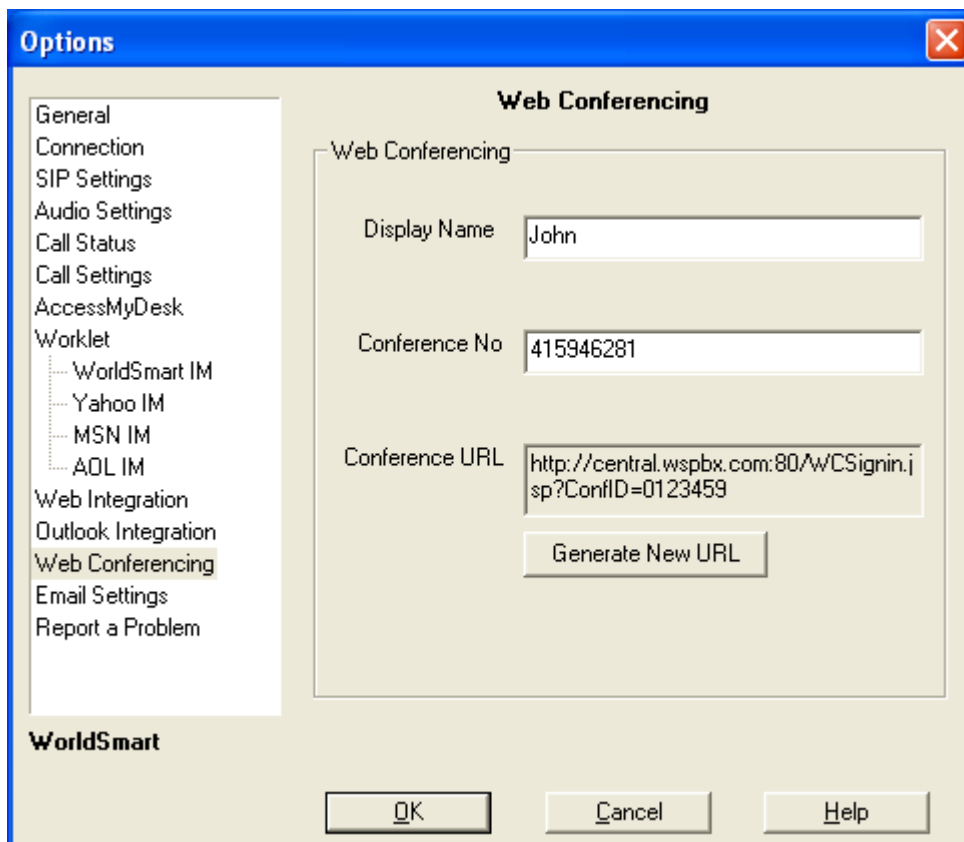
The Web Conferencing Outlook Toolbar

- **Copy Conference Link:** Click the **Copy Conference Link** button highlighted on the top left. The link gets copied in the text pane. Enter the details and click **Send**. The invitees will only have to click on the link to join the conference.
- **Start Conference:** Click the **Start Conference** link highlighted above to start a conference instantly. This launches the Web Conferencing window from where you can copy the conference link and invite people through any public IM system, or by email.

Conference Number for Web Conference

You can specify a WorldSmart conference number for your Web Conferences. Whenever you initiate a conference, this number will be visible to all attendees, who can then dial the number to join the audio conference.

This number needs to be specified in your WorldSmart Messenger preferences, as shown below:



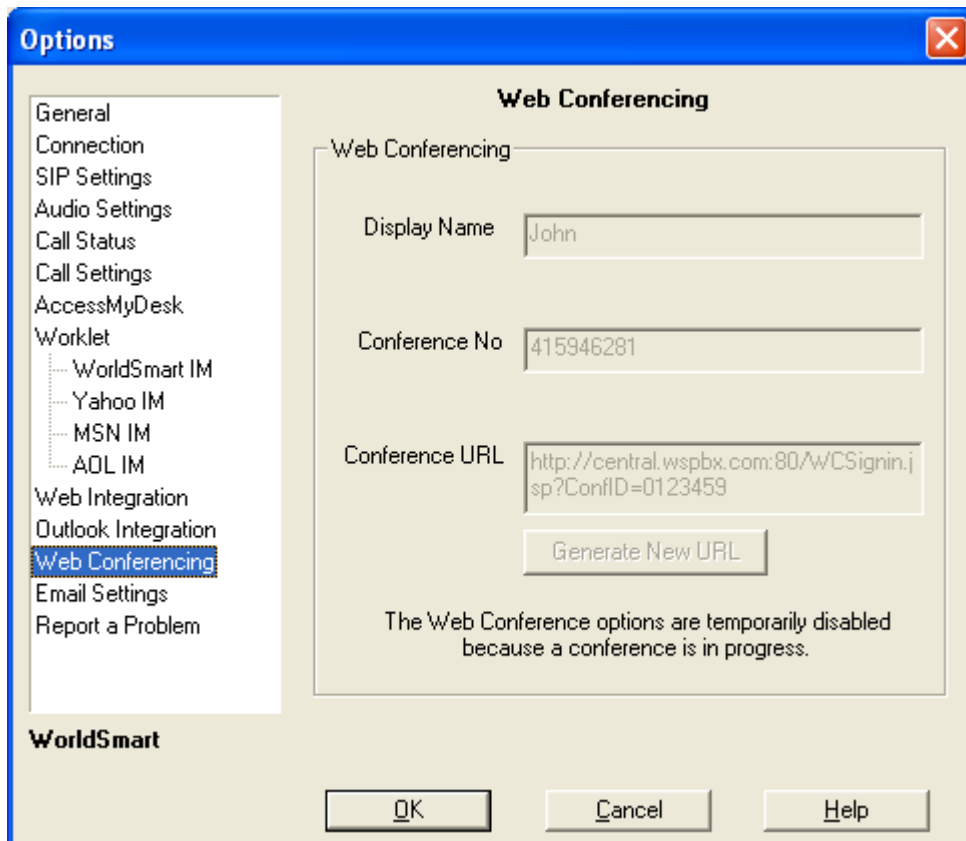
Once you save this information, your display name and the number you save will be visible to all attendees who join your conference.

Note: Be sure to enter a real conference number here. Entering any phone number or WorldSmart DID will not work, as only two people will be able to join in. You may need to ask your Account Administrator to create a new audio conference room for you and then assign it a number.

- You can generate a new conference URL by clicking the **Generate New URL**

Please note: Any conference you have previously scheduled will become invalid once you generate the new URL. Be sure to send out the new URL to the participants as well.

If a web conference is already in progress, you cannot make any changes to the Web Conferencing window. The options in the Web Conferencing window are temporarily disabled during conference as shown in the following image:



Once the conference ends, the options in the window are automatically enabled and you can make the necessary changes if required.

Attending a Conference

You can join a WorldSmart Web Conference regardless of whether you are a WorldSmart user or not. Also, even for non-WorldSmart users, the Web Conferencing presenter toolbar, along with options for share desk etc. is available, even though they do not have WorldSmart.

Joining a Web Conference is simple. You get an invitation to a Web Conference in the form of a link, something like:

<http://central.wspbx.com/WCSigin.jsp?ConfID=01234589>

You can either click on this link (most mail and chat systems support embedded active hyperlinks) or copy and paste the link in your Web browser and click **Go / Enter**. Once the page loads, the following screen is displayed:



Join Conference

Please enter your name and email address to continue.

Screen Name

Email Address

Join Now

Enter your name and Email address in the appropriate fields and click Submit. This is all you need to do. In a few moments the conference will launch on your system.

Note: A security warning (asking if you trust the software) may sometimes be displayed when you click Submit. Click Yes, WorldSmart is perfectly safe.

The WorldSmart Conference will load in the following page. Once the conference is loaded, you will see the following conference interface (the left hand panel in the following screen) on your system:

Web Conference

Please wait while the conference is loading.

If Web Conferencing does not load successfully, please check if:

- Your web browser is compatible.
- You have Java runtime environment installed on your system.

You can contact us by email at support@worldsmartcentral.com

Participants

Name	Time
john	00:04
lydia	00:04

Chat

↑

Hide Toolbar Invite people

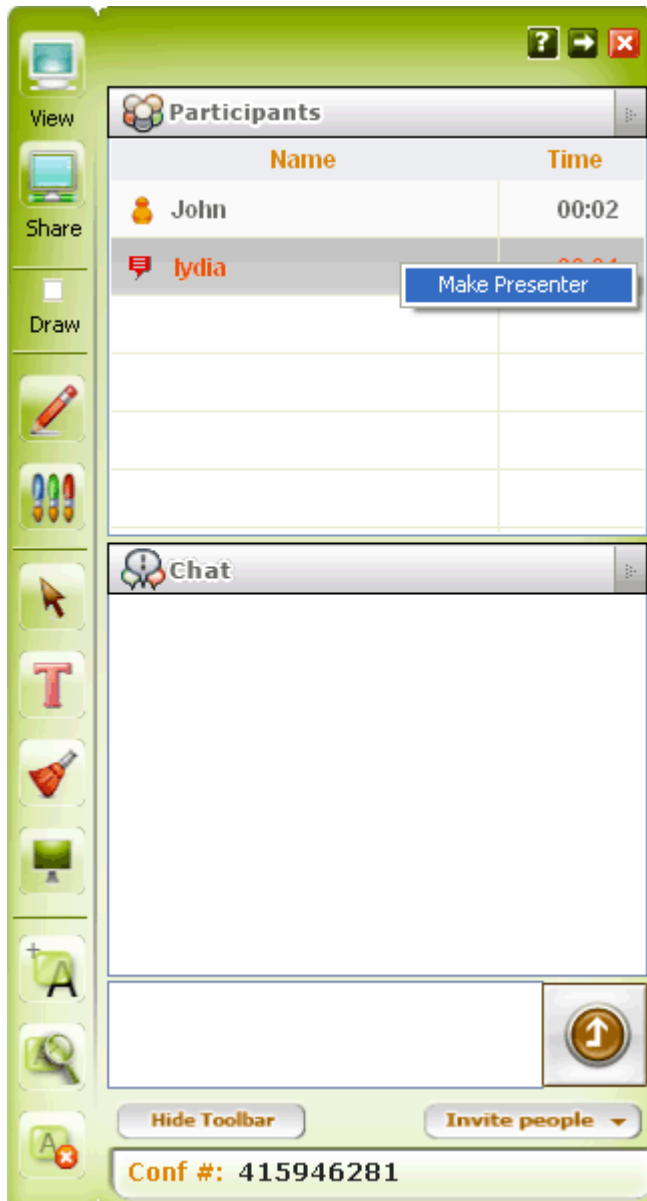
Conf #: 4159462489


Note: The Web Conferencing interface you see is not actually embedded in the browser window. This is an independent window on your screen. You can close the browser window if you wish to; this will not end the Web conference.

Being Presenter

This section outlines the range of features available in WorldSmart Web Conferencing. The toolbar explained below is available to the moderator (the initiator of the conference). Thus, the moderator is the default presenter.

However, the moderator can make one of the attendees the presenter. This can be done by right-clicking the appropriate attendee in the participants' pane and selecting **Make Presenter** as shown in the following image:



Then the attendee temporarily becomes the presenter and can share desktop etc., with access to the Web Conferencing toolbar. Once a participant is made the presenter, the icon against the particular user changes to .

The moderator can always right-click the presenter-attendee and select **Make Viewer** to take charge of the conference again.

Using the Web Conferencing Interface

The WorldSmart Web Conferencing interface has three components:

- The main interface
- The Desktop Viewer
- The Web Conferencing Toolbar

The following is an explanation of the interface and the functions it offers:

The Main Interface

The screenshot shows the main interface of the WorldSmart Web Conferencing tool. It features a 'Participants' list, a 'Chat' pane, a text input area, and a toolbar. Annotations explain various elements:

- Participants List:** A table with columns 'Name' and 'Time'. John is listed with an orange icon and a time of 00:03. Lydia is listed with a red icon and a time of 00:01. An annotation states: "Orange icon indicates moderator, red icon indicates attendee".
- Chat Pane:** Displays a conversation: Lydia: Hi; John: Hi Lydia, thanks for joining in...; John: Let's wait a minute, others will be joining soon.; Lydia: Sure. An annotation points to the text: "Chat Pane Typed text is displayed here".
- Toolbar:** Includes a 'Hide Toolbar' button and an 'Invite people' button. An annotation points to the toolbar area: "Displays/Hides the toolbar".
- Phone Number:** A 'Conf #' field displays 4159462489. An annotation points to it: "Attendees dial this phone number to join the conference".
- Additional Annotations:** A button with a 'T' icon is annotated: "Transfer files, copy conference link, or send conference invitation by email".




The Desktop Viewer

When you as the moderator share your desktop with the attendees, or when the presenter shares their desktop, it is displayed in the DesktopViewer shown below:



The Web Conferencing Toolbar



Click this icon to share your desktop with the attendees.

Click this icon to display or hide the DesktopViewer.

Share

Draw

Enable this checkbox to use the drawing / writing tools below.

Selects the width of the lines to draw on your screen.

Selects the color for the lines to draw on your screen.

Click this icon to draw an arrow on your screen.

Type in text on your screen with this tool.

Click this to erase your text or lines.

Click this icon to share a specific application with the attendees

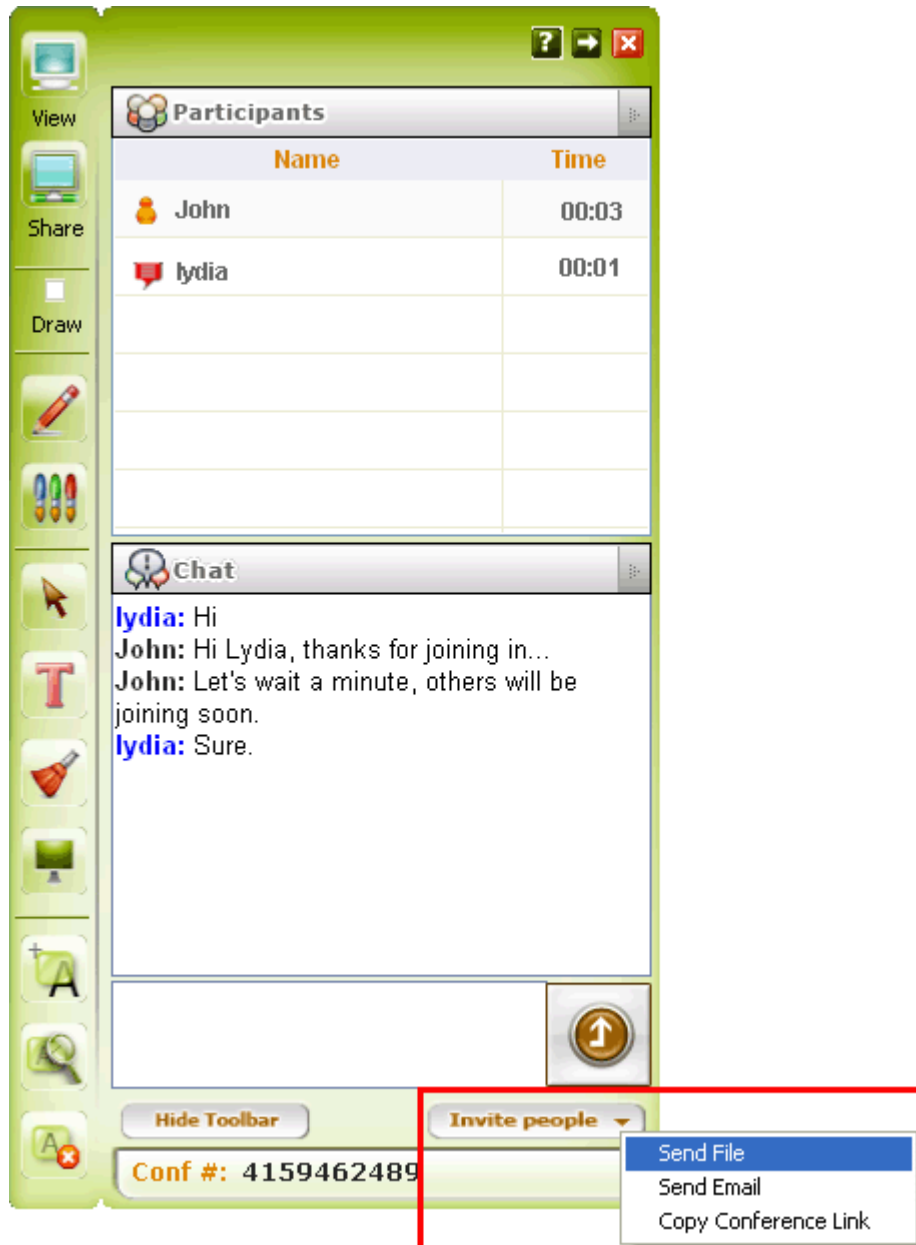
Zoom to a part of your screen when sharing your desktop.

Specify the zoom level in percentage.

Clicks this icon to cancel any active zoom in share desk.

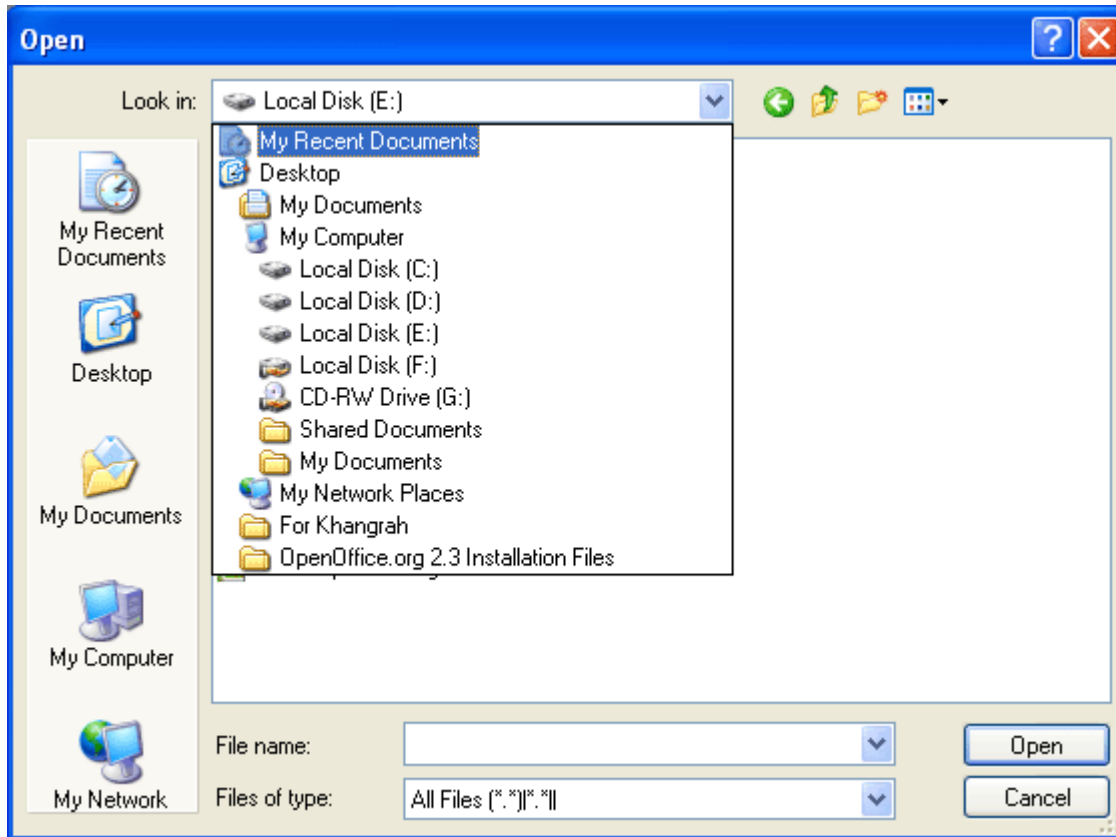
File transfer

File transfer capability is available for web conference in the same format as for IM users. Conference moderator has the option to send files to all the members in the conference. To send file via web conference click on the **Invite People** button at the bottom of the web conference window and select the send file link.



By default, only the moderator of a conference has the capability to transfer files via web conference.

From the pop up page, browse to the location of the file and click on **Open**.



- Clicking on **Open** will transfer the file to all the attendees in the conference.
- The maximum size for file transfer is 10 MB.

Give Control

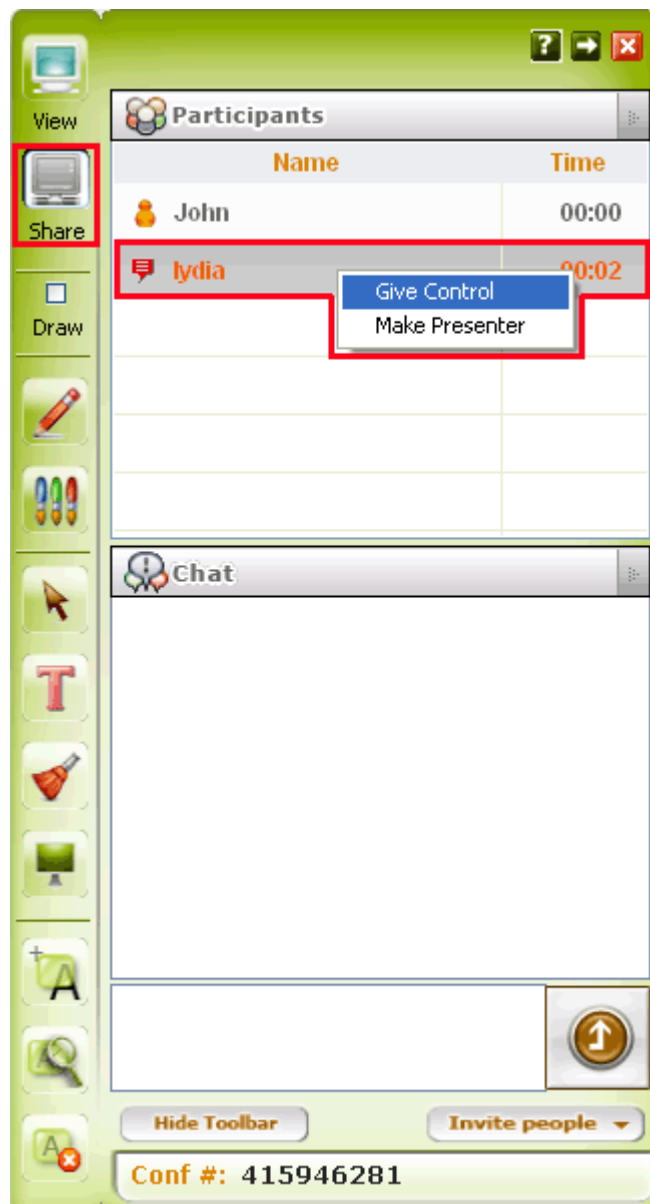
During a conference, moderators can give control of their desktop to another conference participant during their share desktop session.


For instance, if you are the moderator in a conference with participants A and B, you can share your desktop with both of them at the same time by clicking the Share button in the toolbar of the conference window. This will display your desktop to both the users, though the control of your desktop will remain with you.

While your desktop is in share, you can pass control of your desktop to another participant in the conference, but not to multiple participants at a time.

To pass the control of your desktop to another conference participant:

- Click the share button on the toolbar.
- Right-click the appropriate attendee in the participants' pane and select the Give Control option as shown in the following image:



The participant will now have the control of your desktop. Once you have given the control of your desktop to the participant, the icon displayed against the particular user will change to .