

## Introduction and Overview

Everything you need to know to begin using WebInterpoint, our web conferencing service, is contained in this short guide. Getting started is as easy as 1-2-3:

1. Log in to WebInterpoint by entering the 'Host' information at [www.meetingbridge.com/web](http://www.meetingbridge.com/web) and clicking the 'Host' button.
2. Use the WebInterpoint toolbar to publish your presentation and start your conference.
3. Your guests join the conference by entering the 'Join' information at [www.meetingbridge.com/web](http://www.meetingbridge.com/web)

When your guests join, they will be able to see your presentation. It's that simple!  
Each of the various features is explained in additional detail below.

If you do not have a MeetingBridge account you can register online at [www.meetingbridge.com](http://www.meetingbridge.com). If you need additional assistance, please call Customer Support at **(888) 723-1200**.

## Technical Requirements

The technical requirements for presenting or attending PowerPoint presentations are as follows:

- One of the following operating systems and browser combinations.
  - Windows, Unix/Linux OS with IE 5.0+, Netscape 7.0+, AOL 7.0+, or Mozilla 1.0+
  - Macintosh OS with Netscape 7.0+
- ActiveScripting/JavaScript and Cookies are enabled in the browser
- An internet connection speed of 56Kbps or faster

To use Application Sharing, you must meet the following additional requirements:

- ActiveX is required to use Application Sharing as a presenter. (Currently, only Microsoft browsers running under Microsoft Windows support ActiveX.)
- Java Virtual Machine (JVM) is required to use Application Sharing as a participant.
- A broad band internet connection of 128Kbps or faster is recommended for Application Sharing.

## Logging In

Begin by opening the conference entry page at [www.meetingbridge.com/web](http://www.meetingbridge.com/web) and logging in. The page provides forms for Joining and Hosting conferences. To host a conference, complete the "**Host a Conference**" form using your Chair Code and Participants Code (see below).

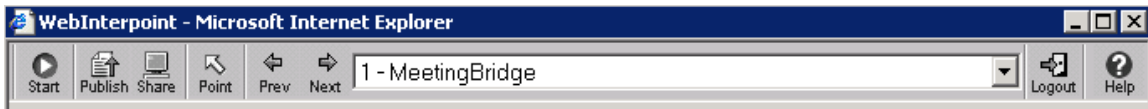
Join a Conference	
To <b>join</b> a conference enter the Participant Code provided by your Chairperson and click the <b>Join</b> button below. Required fields are indicated by asterisks(*).	
*Participant Code:	<input type="text"/>
*Your Name:	<input type="text"/>
Your Company:	<input type="text"/>
Your E-mail:	<input type="text"/>
<input type="button" value="Join"/>	
<a href="#">Open your own MeetingBridge Account</a>	

Host a Conference	
To <b>host</b> a conference complete the form below and click the <b>Host</b> button. Required fields are indicated by asterisks(*).	
*Chairperson Code:	<input type="text"/>
*Participant Code:	<input type="text"/>
*Host Name:	<input type="text"/>
Host Company:	<input type="text"/>
Host E-mail:	<input type="text"/>
<input type="button" value="Host"/>	
<a href="#">Upgrade to WebInterpoint 6.1</a>	

[Click here to check your system compatibility.](#)

## Host (Presenter) Controls

After you have logged in, you are presented with the following toolbar containing the buttons used to conduct a web conference.



## Publishing a PowerPoint Presentation



Use our publishing tool to make your PowerPoint presentation available to your audience in internet-efficient format. To Publish a document, click the PUBLISH button and follow the on line prompts. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.



Use the NEXT, PREV and the Slide List on the toolbar to move between slides.



Use the POINT button to highlight a specific point on your slide.

PUBLISH also works with Word and Excel documents. To delete the Published presentation, click PUBLISH and click [\[Delete Published Document\]](#) .

## Starting a Web Conference



WebInterpoint is always available. Once you log in, you can immediately START a conference following these easy steps:

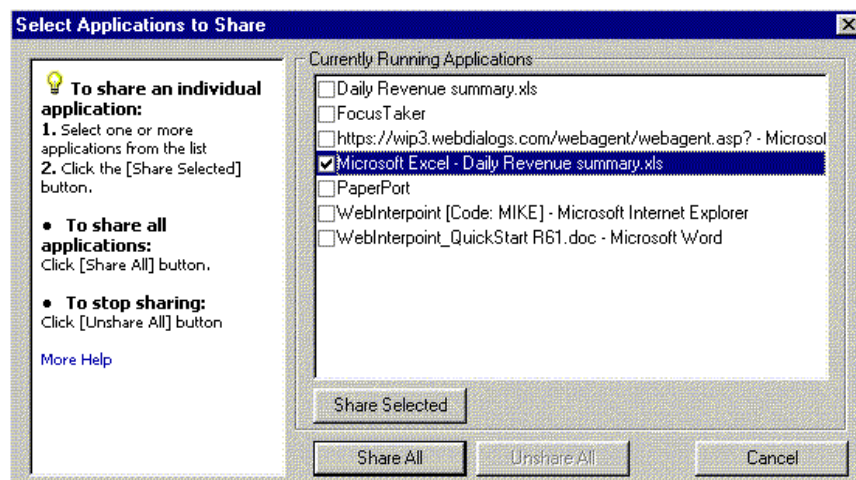
1. Click the START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference. (Per minute charges do not begin until a participant joins your conference)
2. Instruct participants to visit the Conference Entry page ([www.meetingbridge.com/web](http://www.meetingbridge.com/web)) and complete the “**Join a Conference**” form using your Participant’s Code.

You may invite up to 200 participants to join your web conference. As each participant joins the conference, the user’s name appears in your Attendee List.

## Sharing an Application or your Desktop



The SHARE button allows you to share specific applications or to share your entire desktop. Click on the SHARE button on the Toolbar and follow the instructions as shown in the window below:



You are able to show one or more of your open applications by checking the application and then clicking SHARE SELECTED. The audience will see those applications selected when the Host views them. If the Host views an application that is not being shared, then the audience will see a white screen. When you select SHARE ALL the audience will see all applications when the Host views them.

*Additional Requirements:* To use Sharing, the Host or Presenter must have a Windows operating system and MS Internet Explorer 5.0+ with ActiveX. The Participant must have Java Virtual Machine (JVM).

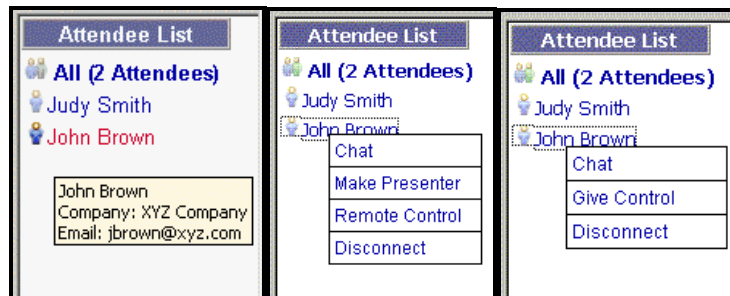
## Ending a Conference



When you are finished with your session, click the STOP button on the toolbar to conclude the web conference and disconnect all participants. (Per minute charges end when you click the STOP button.) At this point, you are still logged in, and can start a new conference or publish a new presentation. If you are finished, you can log out of your account using the LOGOUT button on the toolbar.

## Attendee List

As participants join the conference their names and other data will appear in the Attendee List. You will see additional data as you scroll over each Attendee's name. You have the choice to CHAT, MAKE PRESENTER, REMOTE CONTROL, DISCONNECT or GIVE CONTROL by clicking on an Attendee's name.



You can select a specific Attendee or CHAT with the entire audience by selecting 'All'. You may save the CHAT dialogue to a file.

When you click MAKE [attendee] PRESENTER you pass control over the presentation to an attendee. The Host Toolbar appears in the attendee's conference window (the Host will see the Participants Toolbar). The attendee with the Host Tool bar can navigate the published presentation, SHARE an application and make another attendee a presenter. The Host can regain control at anytime by clicking on 'PRESENT' on the Toolbar.

When you click REMOTE CONTROL the SHARE window opens on the Attendee's computer and the Attendee selects which applications they wish to share. The Host is able to control the applications running on the Attendee's computer. Clicking STOP SHARING returns the audience to the Host's computer.

All Attendees logged into the session appear on the Attendee List. You can DISCONNECT unwanted attendees by selecting a name on the Attendee List and clicking DISCONNECT.

When the Host is SHARING, the Host can GIVE CONTROL over the applications being shared on the Host's computer to an Attendee.