

WEB *conferencing*

user reference guide

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Conference Visuals, powered by Microsoft® Office Live Meeting
Meeting Visuals, powered by WebEx™



Clearly different.

CONFERENCE VISUALS, powered by Microsoft Office Live Meeting
Conference Visuals offers a flexible web conferencing solution that spans multiple applications—from small, collaborative sessions to large-scale online events. Whatever type of conference you need to conduct, Conference Visuals can make your meeting an interactive success.

You have been provided with a Conference Visuals web conferencing account (see detailed login information below). There is no charge associated with this account unless you use the service. Visit www.conferencevisuals.net to learn more.

Conference Visuals URL: www.conferencevisuals.net

Conference Visuals User Login: xxxxxxxx

Conference Visuals Password: xxxxxx

Getting Started

1. Go to the URL above. Select "Start or Schedule a Meeting" from the left-hand navigation.
2. Enter your User Login and Password in the spaces indicated and click "Submit"
3. Follow the simple steps to either "Schedule a New Meeting" or "Meet Now"

Once you've set up the details for your meeting, you can invite participants using Outlook® on Windows or your Internet browser by selecting "Invite Attendees" or "Invite Presenters". Your participants will receive an email message with your conference's time, date and access information. You can customize this invitation and include your audio conference information, an agenda or any other information.

Additional Information

- Control your Reservationless-Plussm audio conference from your Conference Visuals window. Play a roll call, mute and unmute lines or even dial out to participants from this simple to use audio conference interface.
- For instructions on using the Reservationless-Plus Audio Controls, visit: www.conferencevisuals.net/resource/AudioControlsHelp.htm

- To learn more about Conference Visuals, visit the Resource Center at www.conferencevisuals.net/resource.htm
- For specialized Conference Visuals technical support, please call 1.888.478.3328 or 1.706.643.6698 or email: support@teleconferencingcenter.com

MEETING VISUALS, powered by WebEx[®]

Meeting Visuals web conferencing allows you to host virtually any meeting via the Internet—it's easy-to-use, interactive and highly effective. You can present information, collaborate on documents and keep everyone connected without travel.

Meeting Visuals URL: www.meetingvisuals.com

Meeting Visuals User Name: xxxxxxxx

Meeting Visuals Password: xxxxxx

Getting Started

1. Go to the URL above. Select "Host a Meeting" from the left-hand navigation.
2. Enter your User Name and Password listed above then click the grey "Log In" button.
3. From your "My Meetings" page, you can choose to start or schedule a Meeting Visuals meeting.

Additional Information

- Control your Reservationless-Plus audio conference from your Meeting Visuals window. Mute and unmute attendees' lines or even dial out to additional participants right from the web conference interface. For instructions on using the Meeting Visuals Audio Controls, visit www.meetingvisuals.com/resource/AudioControlsHelp.htm.
- To learn more about Meeting Visuals, visit the Resource Center at www.meetingvisuals.com/resource.
- View a Meeting Visuals Flash demo at www.meetingvisuals.com/tourdemo.
- For specialized Meeting Visuals technical support, please call 1.877.812.4501 or 1.706.643.6127.