Attendee tasks

Logging In

Participants are often called attendees.

1. In your conference invitation, click the Avaya Web Conferencing link.
2. In the **Join Conference** panel, enter your name, telephone number, and conference reference number, if necessary. Do not use the percentage symbol (%) in the **Name** field.
3. In the **Security Code** field, enter the participant passcode and click **Enter Conference**.

Participant icons

In the **Participants** panel, you can see a list of participants who are currently present.

- The **Arrow** icon represents presenters.
- The **Circle** icon represents conferees.

Sending messages

You can send a message to the entire conference or to a single individual.

1. From the **To** drop-down menu, select the recipient.
2. In the **Say** field, enter the message text and press Enter.

Working with video

You must have a Windows-compatible camera.

- To view any video that is currently being broadcast, click the **Turn On** button in the **Video** panel.
- To broadcast your own video to the conference, click the **Turn On** button and then the **Send Video** button.
- To stop sending video, click the **Stop Sending Video** button.

Downloading files

You can download files that the presenter shares. You cannot download the files once the meeting ends. To download a file that the presenter makes available, click **Open** or **Save** on the **File Download** dialog. If the presenter unshares the file before you download it, Avaya Web Conferencing displays an error message.

Replaying a conference

1. On the **Log in** screen, click **View Recordings**.
2. Enter a conference reference number and your participant passcode in the **Security Code** field and click **View Recordings**.
3. If there is a recording available:
   - Click **Play Workspace** to view the data and listen to the audio.
   - Click **View Discussion** to view any chat messages from the conference.

Resizing shared applications

When a presenter shares an application during an AWC meeting, you can change the size of the shared application in your workspace.

1. Navigate to **View** ➢ **Resize Shared Applications**.
2. Select one of four available options.

Presenter tasks

Distributing the Avaya Web Conferencing link

- If you book a conference using Web Portal or the Avaya plug-ins for Microsoft Outlook or IBM Lotus Notes, the conference invitation contains the Avaya Web Conferencing link.
- If you do not have access to Web Portal or the Avaya plug-ins, you must ensure that you include the Avaya Web Conferencing link in your conference invitation e-mail. You can obtain this link from your on-demand conference notification e-mail or from an Operator.
- From the Avaya Web Conferencing display, during a live conference, you can navigate to **Conference** ➢ **Invite** to launch an invitation e-mail.

Note:
This feature is not supported in Russian, Japanese, Korean, and Chinese. For the Asian languages, the English e-mail is used.

Sharing applications

1. From the **Share** menu, select **Application**. You can share any application that is currently open on your computer.
2. In the **Running Applications** dialog, select an application and click **OK**.
   On your screen, the Avaya Web Conferencing window minimizes. The application you shared maximizes. On the screens of all attendees and other presenters, the Avaya Web Conferencing window displays the application you shared.
3. From the **Share** menu, select **Unshare** and the application name to stop sharing. If you wish to share your desktop, you must first unshare the application and then share the desktop.

Sharing your desktop

- From the **Share** menu, select **Whole Desktop**.
  On your screen, the Avaya Web Conferencing window displays a slide containing the text **Avaya Web Conferencing/Sharing desktop**. At this point, you can access any other application and it will be visible to the conference.

  On the screens of all attendees and other presenters, the Avaya Web Conferencing window displays your desktop.
- From the **Share** menu, select **Unshare** ➢ **Shared Desktop** to stop sharing. If you wish to share an application, you must first unshare the desktop and then share the application.

Sharing files

You can share a file with attendees by uploading it to the AWC server. Attendees can open it or save it directly to their computer. When the meeting ends, the AWC server deletes the file from the server. You can share multiple files. AWC generates an automatic information message in the **Discussion** panel to indicate the availability of a file. When you share multiple files, AWC displays them in a list for the attendees.

1. Navigate to **Conference** ➢ **Share a file...**.
2. Select a file to make it available to attendees.
3. If you want to withhold the file, navigate to **Conference** ➢ **Unshare a file...**.

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Avaya™ Web Conferencing Quick Reference Guide

Customizing the attendees' AWC experience

You can customize the attendees' AWC interface. For example, you can hide the **Discussion**, **Participant List**, and **Video/audio** panels. You can also force attendees to view their workspace in full screen mode. Lastly, you can override attendee settings in relation to the size of shared slides and applications.

- To hide aspects of the attendees' AWC interface, select **View** and choose one or several of the following, according to your preferences: **Remove attendee audio/video**, **Remove attendee discussion area**, and **Remove attendee participants list**.
- To ensure that attendees view their AWC workspace in full screen mode, navigate to **View ➢ Maximize attendee workspace**.
- To override the size of the attendees' shared slides or applications, navigate to **View ➢ Synchronize attendee resizing**.

Voting

- To initiate voting, select **Slide ➢ New Voting Slide** and insert your questions and answers.
  - The **Avaya Web Conferencing** window displays the question and options.
  - On their screens, attendees can select from the available options.
  - On your screen, you can see the result.
- To display the voting result to the conference, select **Slide ➢ Results Visible To All**. This is a toggle option.

Working with recordings

Working with recordings consists of two tasks. First, you must record the conference. Second, you must make it available by publishing it. Your deployment of Avaya Web Conferencing may not support recording.

1. Record the conference.
   - To record the data and audio content, select **Record ➢ Start Recording**.
   - To stop recording, select **Record ➢ Stop Recording**.
   - To play back the recording and to access all other recordings, select**Record ➢ View Recordings**. You can also access recordings from the **Log in** screen.
2. Publish the recording.
   a) On the **Recordings** screen, click **Manager**.
   b) Enter a title, a description, and an attendee or presenter passcode in the **Security Code** field. Click **OK**.

Working with slides

If you are recording a conference with a slide presentation, ensure that you leave a minimum of three seconds between each slide.

- To upload a set of slides, select **Slide ➢ Upload PowerPoint Presentation**.

  As soon as you upload the slides, they are visible to the entire conference.
- To navigate through the slides, click the **Next Slide** and **Previous Slide** buttons on the **Slide Show** tab.
- To make a slide from the current display, select **Slide ➢ Make into Slide**.

Telephone keypad commands

Telephone keypad commands for attendees

Press...	To...
***0**	Request help.
***6**	Mute or unmute the telephone line.
***8**	Play the number of conference participants, followed by a roll call of conference participants.
***93**	Start a subconference or join a subconference.
***1**	Enter a Q&A queue.
1	Leave a Q&A queue.

Telephone keypad commands for presenters

As for attendees with the exception of ***1**, which produces a different result for presenters. In addition, presenters can access these additional features:

Press...	To...
***1**	Initiate a dialout. When you dial out: • ***2**: Returns both moderator and called party to the conference. • ***3**: Returns moderator to the conference and hangs up the called party.
***2**	Enter the conference recording menu.
***3**	Enter a playback menu, which enables the moderator to play a conference recording to the entire conference.
***5**	Turn lecture on or off.
***96**	Turn Mute All on or off.
***7**	Turn conference security on or off.
##	End the conference.
***91**	Enter a billing code.
***92**	Trigger an unattended, automatic Blast Dial, or reblast.
***94**	Replay the last or current conference recording file number.
***95**	Associate a Web conference with the audio conference.
***98**	End the conference.
#2	Record a personal greeting for the conference.