

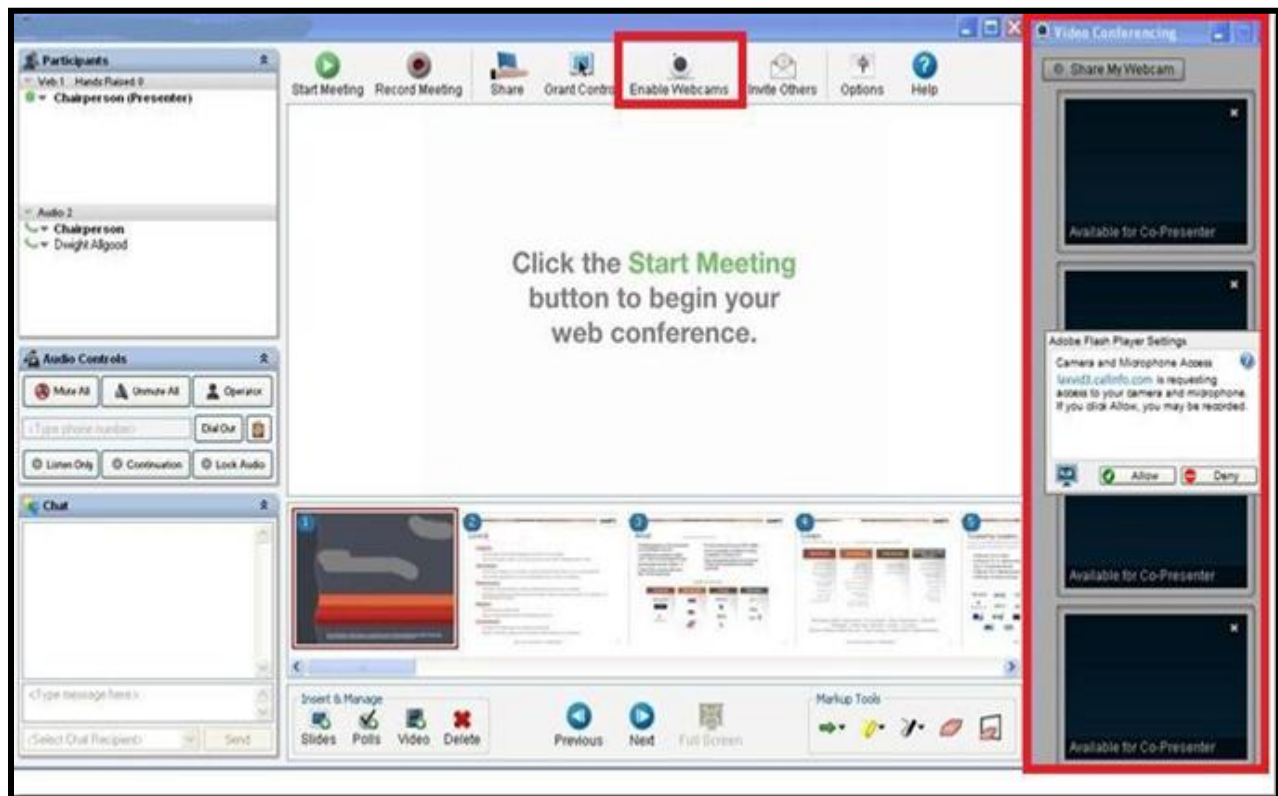
Web Meeting Video Conferencing – Quick Start Guide

Launch Video Conferencing

The video conferencing feature will automatically be downloaded when the Web Meeting chairperson conference controls are launched. You will notice that there is a new button on the controls that will toggle between “**Enable Webcams**” and “**Disable Webcams**”. A web meeting is required to use the video conferencing feature. To make room for the video conferencing buttons we’ve combined the “**Share Desktop**” and “**Share Applications**” buttons into on “**Share**” button.



When the “**Enable Webcams**” button is selected, a new window will open to the right of the conference controls. This window will open and be viewable to all participants.

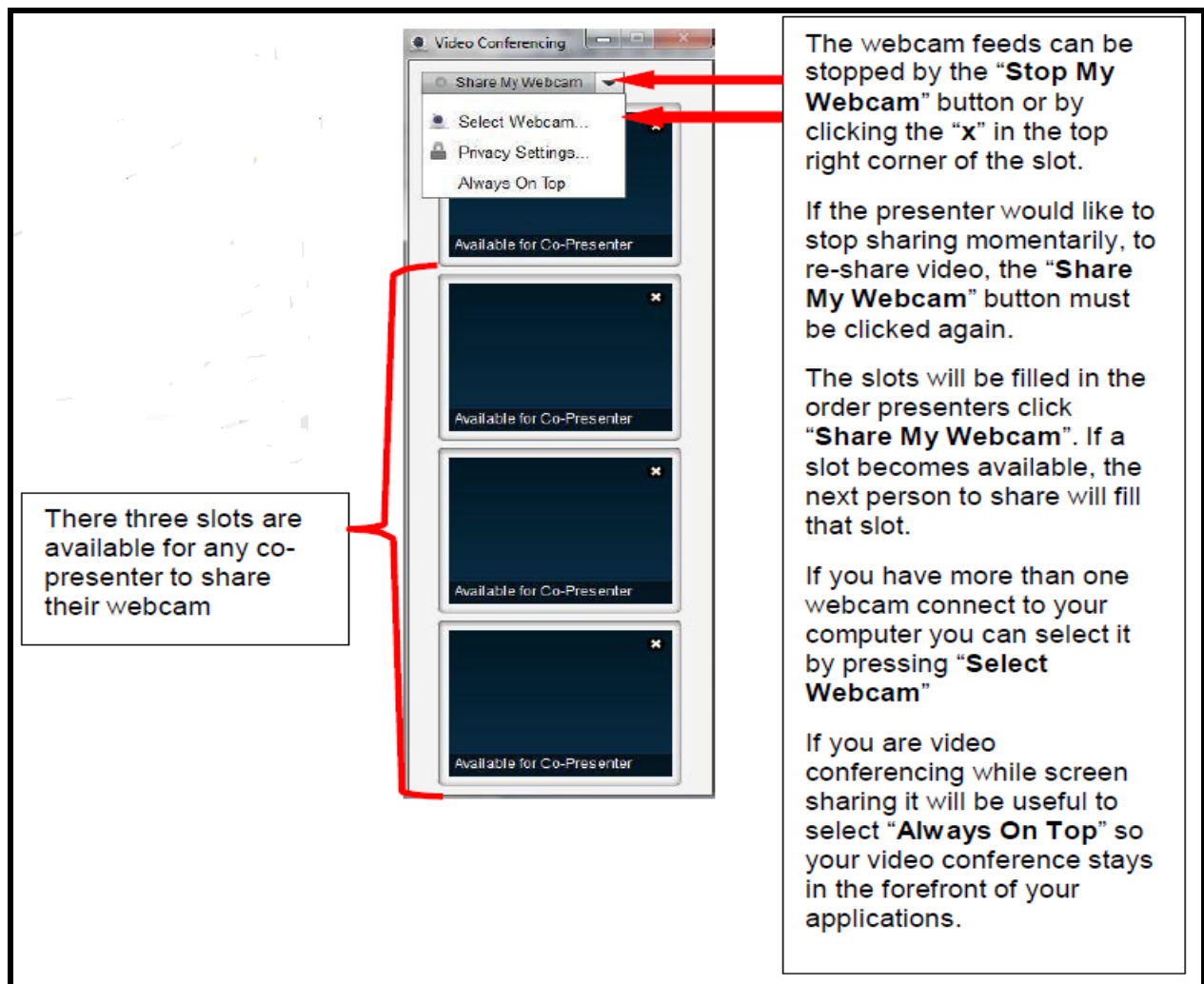


Share My Webcam

To share a live webcam, each presenter must select the **“Share My Webcam”** button and accept the Adobe Privacy settings by selecting **“Allow”**. Optionally you can select **“Remember”** and you will not see this dialogue again.



Up to Four (4) video feeds can be shared at the same time.



The webcam feeds can be stopped by the **“Stop My Webcam”** button or by clicking the **“x”** in the top right corner of the slot.

If the presenter would like to stop sharing momentarily, to re-share video, the **“Share My Webcam”** button must be clicked again.

The slots will be filled in the order presenters click **“Share My Webcam”**. If a slot becomes available, the next person to share will fill that slot.

If you have more than one webcam connect to your computer you can select it by pressing **“Select Webcam”**

If you are video conferencing while screen sharing it will be useful to select **“Always On Top”** so your video conference stays in the forefront of your applications.

There three slots are available for any co-presenter to share their webcam

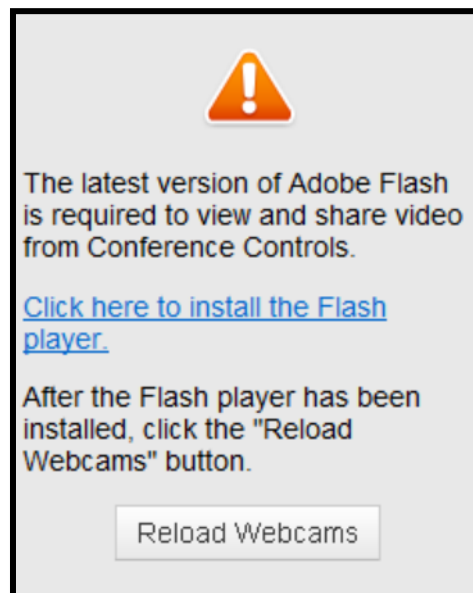
Please Note: The Chairperson must “**Promote to Co-Presenter**” those they wish to share video.

Promote to Co-Presenter makes the participant a co-presenter. A meeting can have multiple co-presenters. Co-presenters have access to all the same meeting controls as the chairperson and can do everything the chairperson can do except appoint other co-presenters, disconnect the chairperson or other co-presenters, or manage the audio conference controls.

Note: All co-presenters and the chairperson can change slides and polls, share applications, and grant control at the same time, so it is important to coordinate with one another to avoid performing conflicting actions during the meeting.

When a participant is promoted to co-presenter, this menu option changes to **Demote to Participant** for that co-presenter. The chairperson can demote a co-presenter back to a regular participant by selecting the **Demote to Participant** option from the menu.

Please Note: you must have Adobe Flash 10.3 or higher installed to participate in the video conference.



Close Video Conferencing

To close the separate video conferencing panel, simply click the “**Disable Webcams**” button in the conference controls. This will close the video conferencing panel for the chairperson and all co-presenters.

Please Note: The web and audio conference will not be stopped when disable webcams is pushed.