



## PRIMUS Web Conferencing

### Hosting A Web Conference

1. Go to the PRIMUS home page at [www.primustel.ca/webconferences](http://www.primustel.ca/webconferences). If you have not already done so, please perform a system check using the "Click here for system check" tab.
2. You will see the header "Meeting Role", to enter the web conference:
  - a. Check the appropriate box: Participant or Moderator. Please use the same email address each time you log in. (**NOTE:** It is always recommended that the Moderator be the first person to log into the presentation, Participants will be informed that the meeting is not yet in progress until the Moderator logs in.)
3. There are two easy steps for the Moderator to upload a presentation after they have logged in:
  - a. Click the "Publish" button, use browse to select the file to be viewed and then click the "Publish Document" button.
  - b. The window will then disappear and the Moderator can click the "Start" button to begin the web conference.
4. The Moderator **MUST** start the web conference by clicking on the "Start" button. **NOTE:** Participants will not be able to see the presentation until the "Start" button has been clicked.
5. If the Moderator is logged on and the meeting is being rescheduled, simply click the "Logoff" button. On the rescheduled date, please start at Step 1.

### Functionality

**Application Sharing:** Moderator can share applications or their entire desktop, enabling Participants to view changes as they are made and/or to see applications that are unique to the Moderators desktop.

**Hand Raising:** Participants can raise a virtual hand to capture the attention of the Moderator or in response to a question.

**Marker:** Choosing this tool allows a Moderator to make annotations to documents or presentations in real-time.

**Pointer:** The Moderator may highlight or bring attention to the content of their presentation.

**File Transfer:** Allows the Moderator to transfer any file to one or all Participants.

**Remote Control:** Share applications on a Participants computer, where both the Moderator and a Participant have the ability to control documents.

**Chat:** Participants and the Moderator can communicate directly by text in a separate window.

**NOTE:** The "Click here for Help" button has a complete on-line guide for all features and functions.

### System Check

All Moderators and Participants should perform a system check before initiating their first Web Conference. This system check will ensure that each person's computer is compatible for application sharing. The system check will tell you if the application-sharing applet has to be downloaded in order for this component to perform properly. Both the check and the application sharing download take seconds to perform and will not interfere with your computers operating system functionality.

To perform a system check, please go to the following site: [www.primustel.ca/webconferences](http://www.primustel.ca/webconferences)

General System Requirements (these are standard with most operating systems)

- Windows, Unix, Linux OS, IE 5.0+, Netscape 7.0+, Mozilla 1.0+, Macintosh OS with Netscape 7.1, Macintosh Safari
- Minimum CPU of 300Mhz
- Active Scripting or Java Script cookies **MUST** be enabled
- 56 Kbps+ internet connection, faster connection needed for application sharing or large documents
- Browser with an enabled Java Virtual Machine is required for viewing shared applications