

This guide provides the basic information necessary to start and host a Point Click Web conference. Call (800) 839-9976 if we can be of any assistance. Thank you for your business!

### To access your Point Click Web account

1. Go to <http://www.pcconf.com> and click on “Join or Start Web Meeting”



**Communicate. Collaborate. Accelerate.**

Change the pace of your business. Meet smarter. Communicate more effectively. Travel less for routine meetings. PC Conferencing offers easy-to-use, affordable audio and web meetings that connect people across the street or across the globe.

2. A new window will open up with the Point Click Audio login screen. To start a web conference as a host, complete the **“Host”** login using the Host ID, the Passcode (same as audio conferencing moderator PIN) you received in your confirmation, and your name.

**Join**

Enter the Conference ID provided by your host and click the LOG IN button.

\*Conference ID:

\*Name:

Company:

E-Mail:

Remember info for next time

[System Check](#)

**Host**

Enter your account credentials and click the LOG IN button.

\*Host ID:

\*Passcode:

\*Name:

Company:

E-Mail:

Remember info for next time

If this is your first time Hosting a Point Click Web conference, click on the installation kit icon below the Host login. This link will install the host plug-in so you can use the full functionality of Point Click Web. The “Add-ons Installation Kit” will install the Outlook plug-in that will simplify inviting participants to your scheduled web meetings. The System Check link will do a quick series of tests to ensure your computer meets the basic system requirements. You may want to direct first time participants to do the system check.

### Using Point Click Web

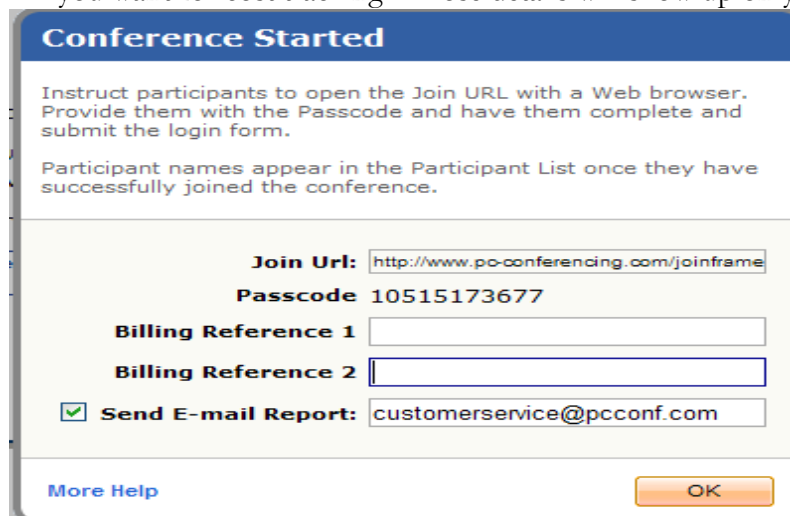
## Starting a Web Conference

**IMPORTANT NOTE:** Participants will be unable to join a conference until the Host has started the conference.

**To start a conference:**



1. Click the **START** button on the toolbar.
2. Check the box next to Send E-mail Report and enter your email address to receive the roster and polling results. On the Billing Reference line, enter any details that you want for cost tracking. Those details will show up on your post call report.

A dialog box titled "Conference Started" with a blue header. It contains instructions for participants and a form for the host to enter details. The form includes fields for Join Url, Passcode, Billing Reference 1, Billing Reference 2, and a checked checkbox for Send E-mail Report with an email address field. There are "More Help" and "OK" buttons at the bottom.

**Conference Started**

Instruct participants to open the Join URL with a Web browser. Provide them with the Passcode and have them complete and submit the login form.

Participant names appear in the Participant List once they have successfully joined the conference.

**Join Url:**

**Passcode:**

**Billing Reference 1**

**Billing Reference 2**

**Send E-mail Report:**

[More Help](#)

3. Once your meeting is started, Instruct participants to visit the PC Conferencing home page at [www.pcconf.com](http://www.pcconf.com) . Participants will click on the “Join or Start Web Meeting” tab and then complete the “JOIN” login. You will need to provide all participants with the Conference ID. The Conference ID can be found on your confirmation and is typically the same PIN as your Point Click Audio conference call Participant PIN.
4. As each participant logs in their name appears on the roster.
5. A generic “holding” page image is displayed in the presentation window until the Host selects an uploaded document to present, a poll or starts application sharing.

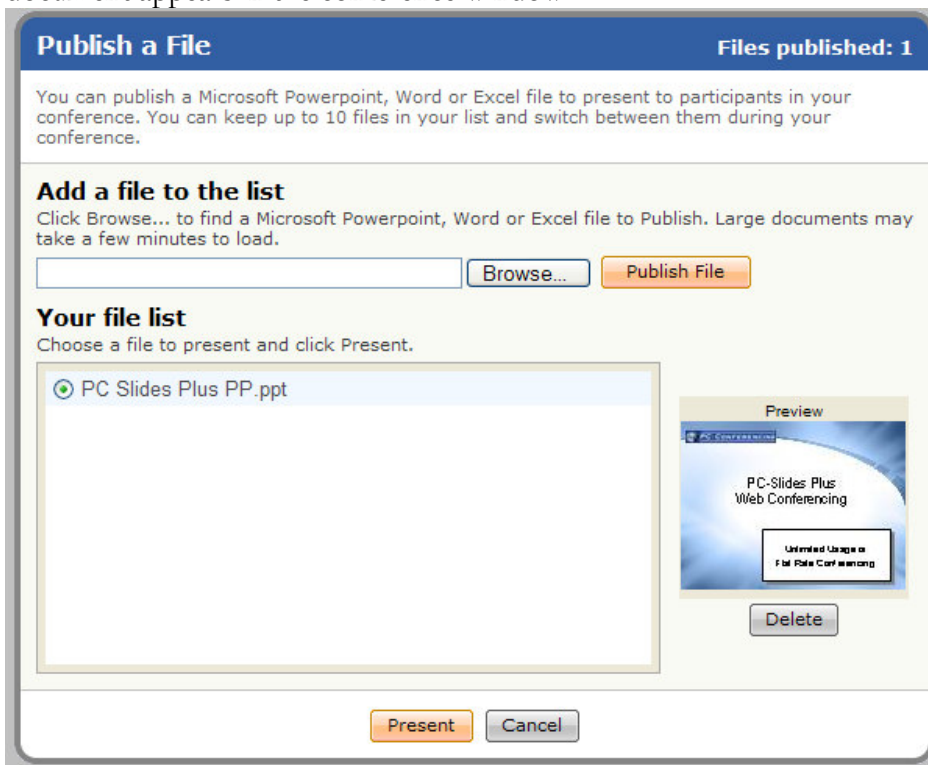
**To Publish (Up-load) a PowerPoint, Word or Excel file for immediate or future presentation:**

Once you have logged in to your Point Click Web account, you can prepare for an immediate or upcoming conference by publishing (up-loading) Microsoft® PowerPoint®, Word, or Excel documents.



1. Click the **PUBLISH** button on the presenter toolbar
2. Click **BROWSE** from the Publish a File Window (Figure D)
3. Select a document file path using the file explorer window
4. Click the **PUBLISH FILE** button in the Publish a File Window

After you complete these steps, your file is automatically converted into a .JPG format and saved into the presentation library. PowerPoint animations are not supported. A status bar indicates the publishing progress. Once publishing is complete, the first page of your document appears in the conference window.

**Presenting previously published documents:**

1. Click on the **PUBLISH** button on the presenter toolbar
2. The Publish a File Window will appear, click the button next to the file you wish to present from the titles in “Your file list” (Figure D)
3. Click the **PRESENT** button

Or...



Click the Document Publishing **sub-menu** located on the **PUBLISH** button on the presenter toolbar. A Drop Down menu will appear.

1. Click the Thumbnail of the file you wish to present
2. The first slide of presentation will appear on the presenter and participant windows

### To delete a previously published document:

1. Click the **PUBLISH** button on the toolbar
2. Select the presentation in the Published Documents list
3. Click the **DELETE** button

### Using Presentation Tools

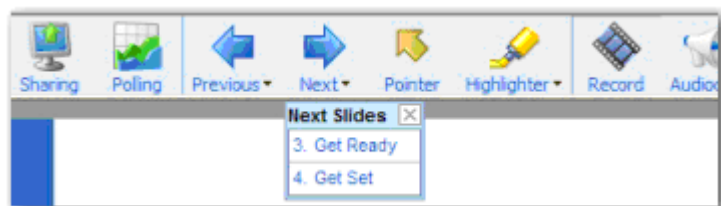
After you have successfully logged in, you are presented with a conference window. At the top of the conference window is a toolbar containing buttons used to conduct and manage Web conferences.



### To Use Navigation Tools:

Use the **PREVIOUS** and **NEXT** buttons on the toolbar to navigate slide by slide through a presentation.

- Use the “Next Slide” and “Previous Slide” submenu (designated by a down arrow) to jump directly to a specific slide.



### To Use Annotation Tools



Use the **POINTER** button to toggle the Pointer tool on and off when you want to emphasize the content of your presentation.

- A left-mouse-click will drop a pointer at that spot
- To clear the annotation, advance to the next slide.

Use the **HIGHLIGHTER** button when you want to annotate the content of your presentation in real time.

- Choose from 15 Highlighter colors by clicking on the down arrow on the **HIGHLIGHTER** button.
- To turn off the Highlighter, click on the **HIGHLIGHTER** button again.
- To clear the annotation, advance to the next slide.

### Application Sharing



The **SHARE** button allows you to share specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see any open application on your desktop. Once you click the **SHARE** button you will receive a dialog box that shows a list of your currently running applications.

**Note:** The Application Sharing feature requires the host to receive an ActiveX control. If this is your first time using Application Sharing, please read the System Requirements section of this user guide.



**To share an individual application:**

1. Select the “Choose the applications to share” button
2. Select one or more applications from the list by selecting the box next to the active application(s)
3. Click **Share Selected**

**To share all applications:**

1. Click the “Share the entire desktop” button
2. Click Share Selected

**To use mark-up tools during application sharing**

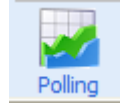
1. Place your mouse at the top-middle of your open application and a drop down menu will appear. Select either the pointer or highlighter icons.
2. Selecting either mark-up tool will freeze your application so you can place mark-ups on top of the application
3. To remove mark-ups and return to active application sharing, double click on the eraser icon.

**To stop sharing:**

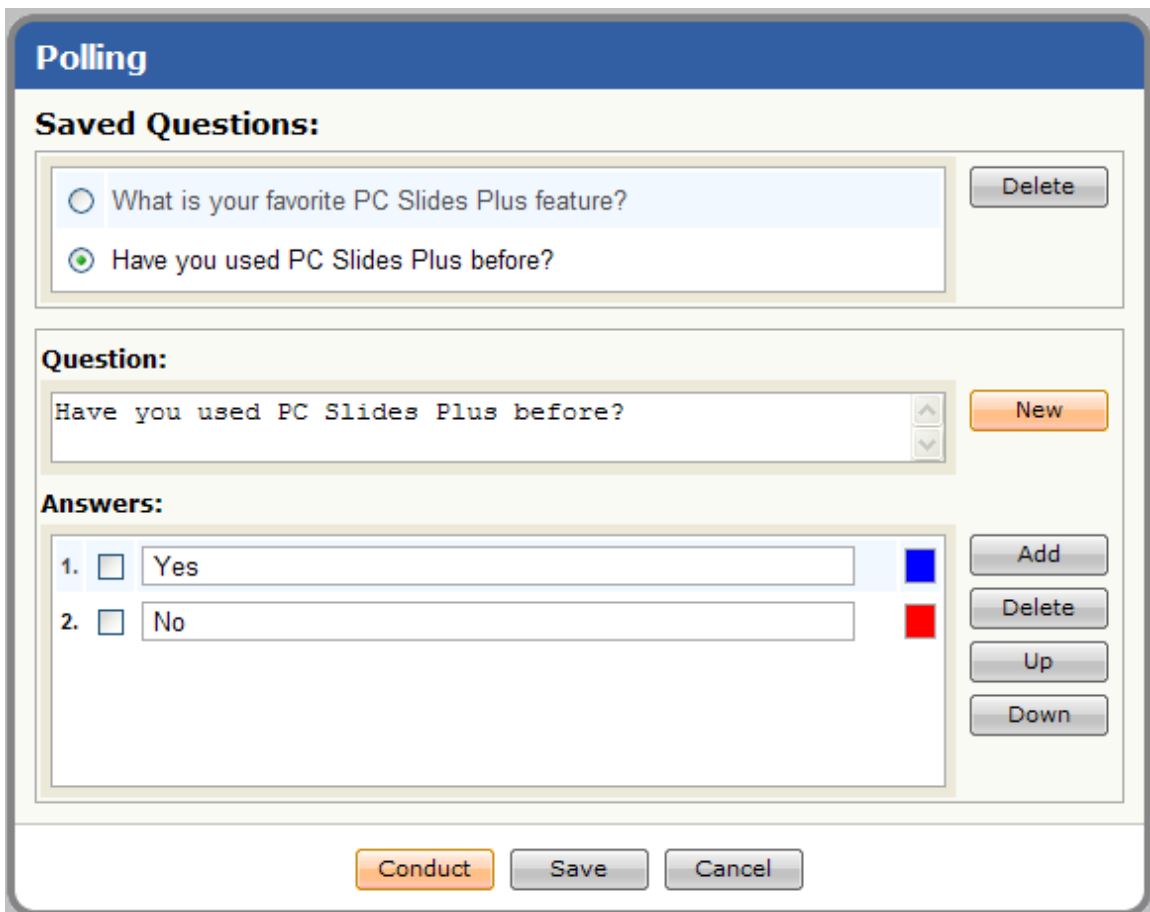
1. Place your mouse at the top-middle of your open application and select “stop sharing” from the drop down menu



2. Or, return to the Point Click Web Presenter dashboard & click on publish or polling to end sharing & move into a showing a published file or polling question.

**Polling:**

1. Click the **Polling** button on the toolbar. The Polling Window will be displayed.
2. Type your desired question in the Question dialog box.
3. In the Answers dialog box you will be given Yes and No as default answers. To remove an answer, check the box on the left side of the answer and click **Delete** located on the right. To add an answer click **Add** then type your new answer in the blank dialog box. Questions can be yes/no or multiple choice.
4. Click **Save** to save your question and the coordinating answers.
5. When you are ready to conduct your poll, select the question from the Saved Questions list and click the **Conduct** button. Your participants will now be given the opportunity to respond to your polling question and you will see the results as they vote. When you are finished receiving results select either **End Poll & Share Results** or **End Poll**.
6. To add a new polling question, click **New** on the right side of the Question dialog box. Next click **Save** to add it to the Saved Questions List. You can have several questions with corresponding answers in your Saved Questions.



The screenshot shows the 'Polling' window with a blue header. It is divided into three main sections: 'Saved Questions:', 'Question:', and 'Answers:'.  
- **Saved Questions:** A list of two questions. The first is 'What is your favorite PC Slides Plus feature?' with an unselected radio button. The second is 'Have you used PC Slides Plus before?' with a selected radio button. A 'Delete' button is to the right.  
- **Question:** A text box containing 'Have you used PC Slides Plus before?' with up and down arrow icons on the right. A 'New' button is to the right.  
- **Answers:** A list of two answers. The first is '1. Yes' with an unselected checkbox and a blue color swatch. The second is '2. No' with an unselected checkbox and a red color swatch. To the right are buttons for 'Add', 'Delete', 'Up', and 'Down'.  
At the bottom of the window are three buttons: 'Conduct', 'Save', and 'Cancel'.

### Make a Participant a Presenter


If you would like to allow a participant to become the presenter, you must give control to that participant. The Host can transfer control to a participant and can regain control at any time.

#### To transfer control to a participant:

1. Click the Participant's name in the Roster
2. Choose **Make Presenter**

#### To regain control of the application:

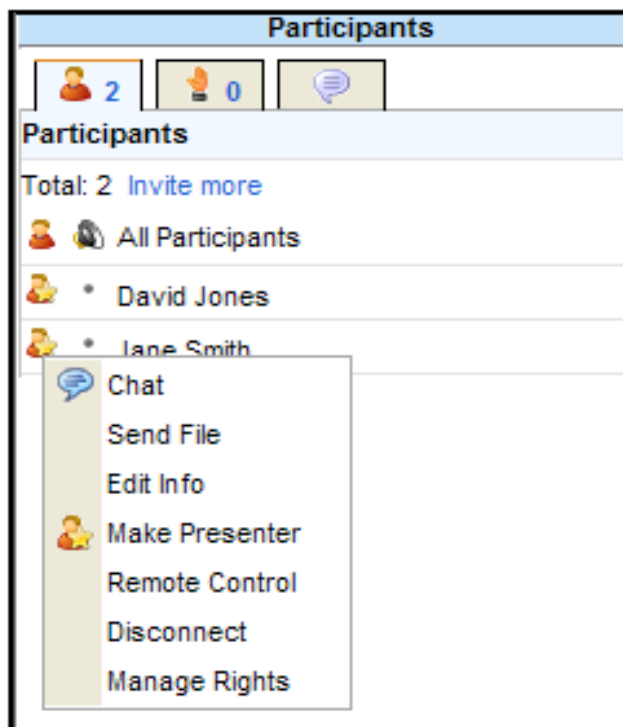


1. Click the Become a Presenter icon  on your Participant toolbar, you will once again regain control of the presentation and have access to the Presenter toolbar.

### Remote Control

Remote Control allows a participant to control the application opened and shared with the audience by the Presenter

1. The Host clicks the Sharing icon to begin Application Sharing. Select to share entire desktop or a specific application. We recommend choosing a specific application to share.
2. Click the Participant's name on the roster
3. Choose **Remote Control**. The selected participant will now be able to control the application(s) selected.



The selected participant will now be able to control the application(s) selected. The Host should not use their mouse at this time. The Participant will control the application using their mouse, which moves the host's mouse and engages the shared application.

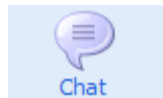
4. To end Remote Control, return to the web conference control panel, click the Participant's name on the roster and select **Disable Control**.



The **HAND RAISING** button enables participants to raise a virtual hand either to capture the attention of the Presenter or in response to a question asked by the Presenter.

To raise a hand, the participant simply clicks on the HAND button on the toolbar once to raise the hand and again to lower the hand. A hand will appear in the roster on the Presenter's screen next to each participant that has raised his or her hand. The presenter will also see a tally of raised hands at the top of the Roster.

## Chat



Chat enables you to send and receive messages with the Participants. To send a chat, select the chat feature under a participants' name or **ALL PARTICIPANTS** to send to the entire audience. Type your message and hit send for your message to be received by the selected participant(s).

## Send file

The **SEND FILE** tool is accessed through the Roster and allows Presenters to transfer any document to one or all of the participants.

### Presenter to One Participant

To send a file to one participant, right click on a participant's name in the Roster and choose **SEND FILE** from the Roster Options Menu. A dialog box will appear on the Presenter's screen. Select the file to be sent to the participant and click on the **SEND FILE** icon in the dialog box.

The participant will receive a chat message with a link to click to download the file. The participant clicks the link, which opens the file in a browser window and the participant then has the option to save the file to a designated location.

### Presenter to All Participants

To send a file to all participants, right click on the "All Attendees" item in the Roster, which opens the Roster Options Menu and select the **SEND FILE** option.

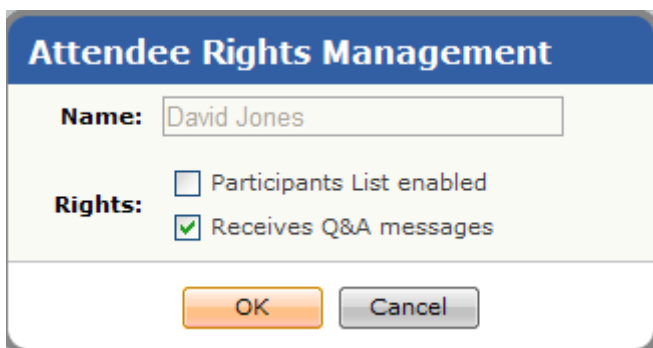
A dialog box will appear on the Presenter's screen, select the file to be sent to the participants and clicks on the **SEND FILE** icon in the dialog box.

The participants will receive a chat message with a link to click to download the file. The participants click the link, which opens the file in a browser window and the participants then have the option to save the file to a designated location.

## Manage Rights

When using the Manage Rights feature, as a Host, you can include participant(s) in the sending and receiving of chat messages from the audience. To add a participant to the message group click on Manage Rights under the participant(s) name. Select “Receives Q&A messages”.

The Host may also allow or disallow all participants or selected participants to see the list of participants on the meeting. Select “participants list enabled” to enable those selected to see who else is on the meeting. De-select this to hide that information from the selected participants.




## Videocasting (Web Cam Video)


Presenters with a webcam connected can broadcast live video to all Participants in a conference. Participants can view the video stream in the Video pane and click "Watch Video" to turn the video on or off.



The Presenter should install any webcam software and test the camera before logging in to the conference. The conference must be started before you can videocast.

### To start a Videocast:

1. Click the Start Video button [  ].
2. The live video stream displays in the Video pane for the Presenter and all Participants.

### To stop a Videocast:

1. In the Video pane, click the Stop Video button [  ].
2. Click Yes to stop the video for all Participants.  
The broadcast ends and Participants receive notification that the video has stopped.  
The conference can continue after the Videocast has stopped.

If you are not using the Video pane, you can click  to minimize the pane. Minimizing the Video pane provides more space for viewing the Roster. Click  to restore the pane.

## Ending a Conference



### When you are finished with your presentation:

1. Click the **STOP** button on the toolbar to conclude the conference and disconnect all participants. At this point, you are still logged in and can start a new conference.
2. If you are finished, you can log out of your account using the **SIGN OUT** button on the toolbar. For additional help, access the online help through **HELP** button on your Point Click Web toolbar.

## System & Network Requirements

Systems must meet the following requirements when using the Point Click Web service:

- Internet connection with HTTP and HTTPS access to the Unyte Meeting service
- Internet connection speed of 128 Kbps or higher - see bandwidth considerations below
- Microsoft Windows 2000/XP/Vista/Server2003
- Internet Explorer 6.0, Netscape 7.0, Firefox 1.0+ browser
- Mac OS X with Firefox or Apple Safari 1.1
- Linux, Unix, or Solaris with Netscape 7.0+ or Mozilla 1.0+
- Macromedia Flash 8.0 or higher (required only when using Audiocasting or Recording -- see bandwidth considerations below)
- Cookies and Scripting enabled in browser

### Host Videocasting Requirements:

- Web Camera
- Microsoft Windows, Microsoft IE, and Unyte Conference Plug-In for Microsoft Windows
- Microsoft Windows, Firefox, and Unyte Conference Plug-In for Microsoft Windows
- Apple Mac OS, Apple Safari, and Java™ 1.5+

### Participant Videocasting Requirements:

- Microsoft Windows, Microsoft IE, and Unyte Conference Plug-In for Microsoft Windows

- Microsoft Windows, Firefox, and Unyte Conference Plug-In for Microsoft Windows
- Linux, Firefox, and Java 1.5+
- Linux, Firefox, and Flash 8.0+
- Apple Mac OS, Apple Safari, and Java 1.5+
- Apple Mac OS, Apple Safari, Flash 8.0+

### ***Network Bandwidth Requirements***

#### **Network Bandwidth Requirements Guidelines**

Application Sharing	240 Kbps ( <i>Note: Using Auto setting with typical UI update rates</i> )
Published Documents	Download rate of slide presentation content is proportional to the available bandwidth. The basic 128 Kbps requirement will provide reasonable performance.
Videocasting	50 to 300Kbps (ideal)