

This guide provides the basic information necessary to join a Point Click Web conference as a participant. Call (800) 839-9976 if we can be of any assistance.

Getting Connected

1. Go to www.pcconf.com and click on “Join or Start Web Meeting”. A new window will open so please be sure pop ups are not blocked.



2. Fill out the “Join” login page. The host of the conference will provide you with the Conference ID. What you enter in “Name” will be displayed on the participant roster for the host. Click Login. A new window will open for the web conference.

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

Host

Enter your account credentials and click the LOG IN button.

*Host ID:

*Passcode:


*Name:


Company:

E-Mail:

Remember info for next time

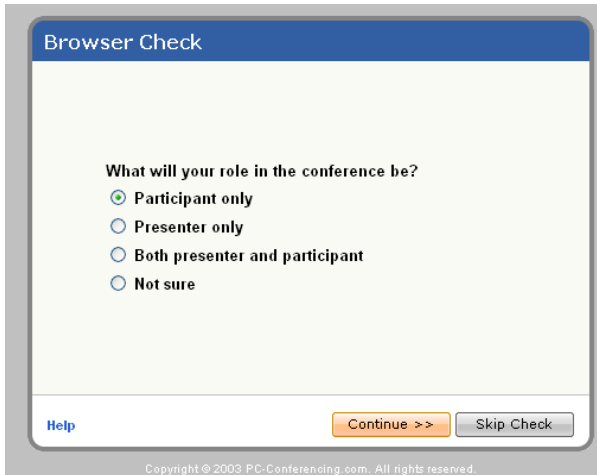
[System Check](#)

 [Installation Kit](#)

 [Add-ons Installation Kit](#)

System Check

If this is your first time connecting to a Point Click Web meeting, you should do the System Check (link located under the “Join” login window on the login page). Click on the System Check link & select what your role will be in the meeting and click “Continue”. If you select “Presenter” or “Both Participant and Presenter”, you will be pushed the host application plug-in. When the check is complete, you will see the results of the test. If any conflicts arise, please contact your IT support to address the problem. Click “Continue” and you will be routed to the login screen.



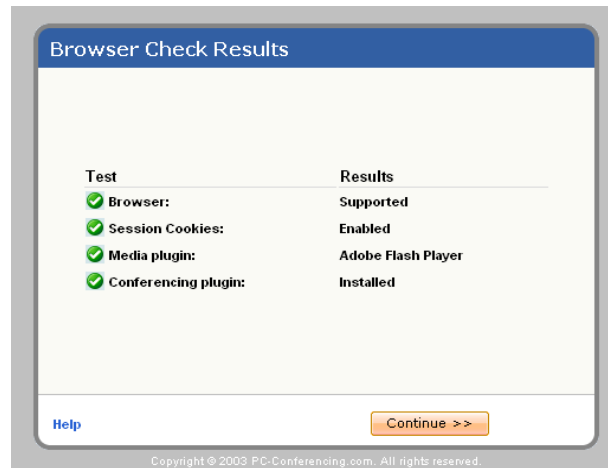
Browser Check

What will your role in the conference be?

- Participant only
- Presenter only
- Both presenter and participant
- Not sure

Help Continue >> Skip Check

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Browser Check Results

Test	Results
<input checked="" type="checkbox"/> Browser:	Supported
<input checked="" type="checkbox"/> Session Cookies:	Enabled
<input checked="" type="checkbox"/> Media plugin:	Adobe Flash Player
<input checked="" type="checkbox"/> Conferencing plugin:	Installed

Help Continue >>

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Participant Meeting Functions

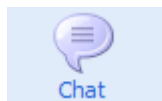
Hand Raising



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, click 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 hand.

Chat



Chat enables you to send and receive messages with the Presenter. To send a chat click on the **CHAT** icon, type your message and hit send for your message to be received by the presenter.

Full screen view of presentation window

To remove the chat column and see a full screen view of the presentation window, click on the arrow in the middle of the left margin of the chat column. To return the chat column, click again on the arrow that is now in the middle of the far right margin of the presentation window.

Logging Out

Once you are ready to log out click the **LOG OUT** icon and exit.

System Requirements

Host and Participant systems must meet the following minimum requirements:

- Network connection to the Slides Plus system through HTTP and HTTPS
- Connection speed of 128 kbps or higher is recommended
- Microsoft Windows 2000/XP/Vista or Server2003
- Internet Explorer 6+, 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
- Cookies and Scripting Enabled

Application Sharing and Desktop Sharing are supported on Windows platforms with Internet Explorer or Firefox browsers. When Sharing is initiated, a browser plug-in component is installed if it is not already present. If your system security settings prevent you from installing browser plugins you can install the necessary components via the Options Kit.

Application Viewing on participant systems requires the browser conferencing plugin for Windows or a Java Virtual Machine (JVM) on any Java supported platform. The Microsoft VM is not supported.