

Room Owner Start-up Guide

Getting Interwise Connect & Entering Your Meeting Room


1. Upon registering with Veidan you will receive an account e-mail with your *user name* and *password*. In your account confirmation e-mail click the 'My Room' button to enter your room:

My Room

2. After clicking you will automatically be sent to a web page prompting you to enter your first and last name as well as your e-mail address (the one linked to your Veidan account). Next, you will be prompted to enter your *user name* and *password* from your registration e-mail. Please note that password is case sensitive.
3. Interwise Connect will automatically install on your computer and you will enter your room.

If you have a problem with the download you can alternatively get the latest version of the Interwise Connect application by [clicking here](#) or visiting the "Downloads" page on the Veidan website at www.veidan.co.il. If you did not get the application through the registration e-mail please see below on how to enter your room. We recommend that you either enter your room at least once before your first formal meeting.

Launching Interwise Meetings from the 'My Interwise' Shortcut

1. After getting the application (see above) you will see a 'My Interwise' Icon  on your desktop or in the "All Programs" section accessed from the "Start Button" on your computer.

After clicking to enter the My Interwise console, the bar labeled '**Choose an Interwise Communication Center**' should read: **veidan.interwise.com/veidan**.

If it is blank click the "Add/Edit" button, click the "Add" button and enter **veidan.interwise.com/veidan** in the ICC URL bar. Below, enter your user details (user name and password) as they appear in your confirmation e-mail.

2. After selecting or entering this address in the bar you will be prompted to enter your *user name* and *password*. Afterwards, click the 'Enter My Room' button (shown below) to enter your room. Click the 'Invite Others' button (shown below) to invite additional attendees.



Joining a Meeting

1. If you were invited to an Interwise meeting via your e-mail, just click the link in the e-mail at the meeting's start time to join the meeting.
2. You can join an Interwise Connect meeting by entering a meeting or event number in the '**Join Event or Meeting**' bar and clicking 'Enter.'

Participant Application Overview

The Interwise Connect Participant Application enables Participants to connect by means of their personal computers to live, interactive online meetings. Here is a quick overview of the main features of the participant application.

Toolbar

Provides quick access to a number of features, including: **emoticons**, requesting **permission to speak**, sending **notes** to attendees, **enlarging** the Participant window, **muting/activating your microphone**, and indicating to others that you have temporarily **'stepped out'** of the Event.

Drawing Toolbox

These tools enable you to annotate items displayed on the Whiteboard.

Status Panel

Displays the current Event status.

Sound Settings




Adjust your microphone and speaker controls as required during the Event.

Notes Tab

Enables Participants to send and view received notes.

Participant List

Displays to Participants the list of Event attendees, including the following:

-  Participant (your icon is boxed)
-  Telephone Only Participant
-  Audio-via-Phone Participant

Materials Pane

This pane lets you insert files to the Event Materials, share an application, initiate polls and conduct a Web Safari.



Whiteboard

Enables you to view the contents of any material loaded by the Presenter during an Event, including Web sites, PowerPoint slides and video files. While working offline, you can also view recorded Events on the Whiteboard.

Split Bar

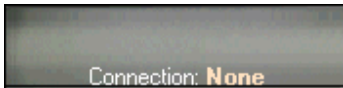
Enables you to resize the Whiteboard as required.

Event Materials

Status Indicator
Indicates the status of the Event Materials as one of the following:
Downloading...
Preparing...
Ready to Use
Error

Status Panel

The Status Panel displays various indicators that indicate to you the status of your meeting.



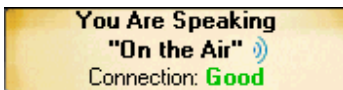
Disconnected. The Connection status is **None**. When connecting to an Event, a 'Connecting to Event' message is flashed.



Connected to the Event. The status message displayed is dynamic, according to the status of the Event. The Connection status can be one of: **Good**, **Fair** or **Poor**.



If the Event is secured (communications are SSL encrypted), a padlock icon is displayed. If you have started to record the Event on your computer, is displayed.



Connected and currently speaking. This mode is activated when you start talking, or after pressing CTRL or clicking:




Toolbar

Emoticons


Click the arrow next to the Raise Hand icon (displayed by default) and select from any of the following:

- | | | | |
|---|------------|---|------------|
|  | Raise Hand |  | Confused |
|  | Laugh |  | Go Faster |
|  | Unhappy |  | Go Slower |
|  | Agree |  | Applaud |
|  | Disagree |  | Can't hear |
|  | Understand | | |


Notes

Click  and in the displayed dialog box, select the relevant Participant from the 'Send to' dropdown list, type the note and click **Send** to send the note. You can also use the **Notes** tab to send notes.

Stepping Out

Click to  show others that you have stepped away from your computer. Your icon appears grayed out in the Participant List/pane. To indicate your re-availability, click the button again.


Enlarging the Window

Click  to enlarge the window to fill your computer screen. You can also select to include/not include the toolbar in the enlarged view. To return to default mode, click:



Speaking

As the Presenter, click  or press CTRL, and speak into your microphone.

As a Participant, click  or press CTRL when granted permission by your Presenter (or if a meeting is set in Voice Activated mode, simply start speaking). When you have the floor a new set of tools appear on the toolbar (see the *Drawing Toolbox* section). When finished speaking, click this button again (or release the CTRL key).












Instant Messaging Notes

The Notes tab is displayed to both Presenters and Participants during the event. You can choose from one of three styles to send and receive your notes: *Chat* (similar to that used in Instant Messenger programs), *Inbox* (displays incoming notes in a similar way to the inbox in an email program) or *Popup* (displays incoming notes in popup windows).

Drawing Toolbox

This toolbox contains several icons that enable you to annotate the Whiteboard.



-  Clears the Whiteboard of its current contents.
-  Enables Participants to see your pointer when you click the mouse on the Whiteboard.
-  Enables you to erase parts of the Whiteboard.
-  Enables you to type text on the Whiteboard.
-  Enables you to define the type of text used when using the  Whiteboard tool.
-  Enables you to select the type of line or shape to draw on the Whiteboard.
- drawn when using the  Whiteboard tool.
-  Enables you to define the thickness of the lines.
-  Enables you to draw checkmarks on the Whiteboard.
-  Enables you to define the color used when using any of the above-mentioned tools.