

The Interwise Participant application enables Participants at remote locations to connect by means of their personal computers to live, interactive Events. This Quick Start Card introduces the main features of the Participant application.

Click to access further details about each feature.

Toolbar

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

Drawing Toolbox

When granted permission to speak (or in a Voice Activated iMeeting), these tools enable you to annotate items displayed on the Whiteboard.

Status Panel

Displays the current Event status, including whether or not the Event Moderator is connected, is currently speaking or has granted you permission to speak.

Sound Settings

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

Participant List

Displays the list of Participants in the Event.

- Your icon (boxed)
- Moderator
- You have Presenting Rights
- 'Stepped out'
- Telephone only Participant
- Audio-via-phone Participant

Only displayed during iMeetings, this pane lets you insert files to the Event Materials, share an application, initiate polls and conduct a Web Safari.

Event Materials Status Indicator

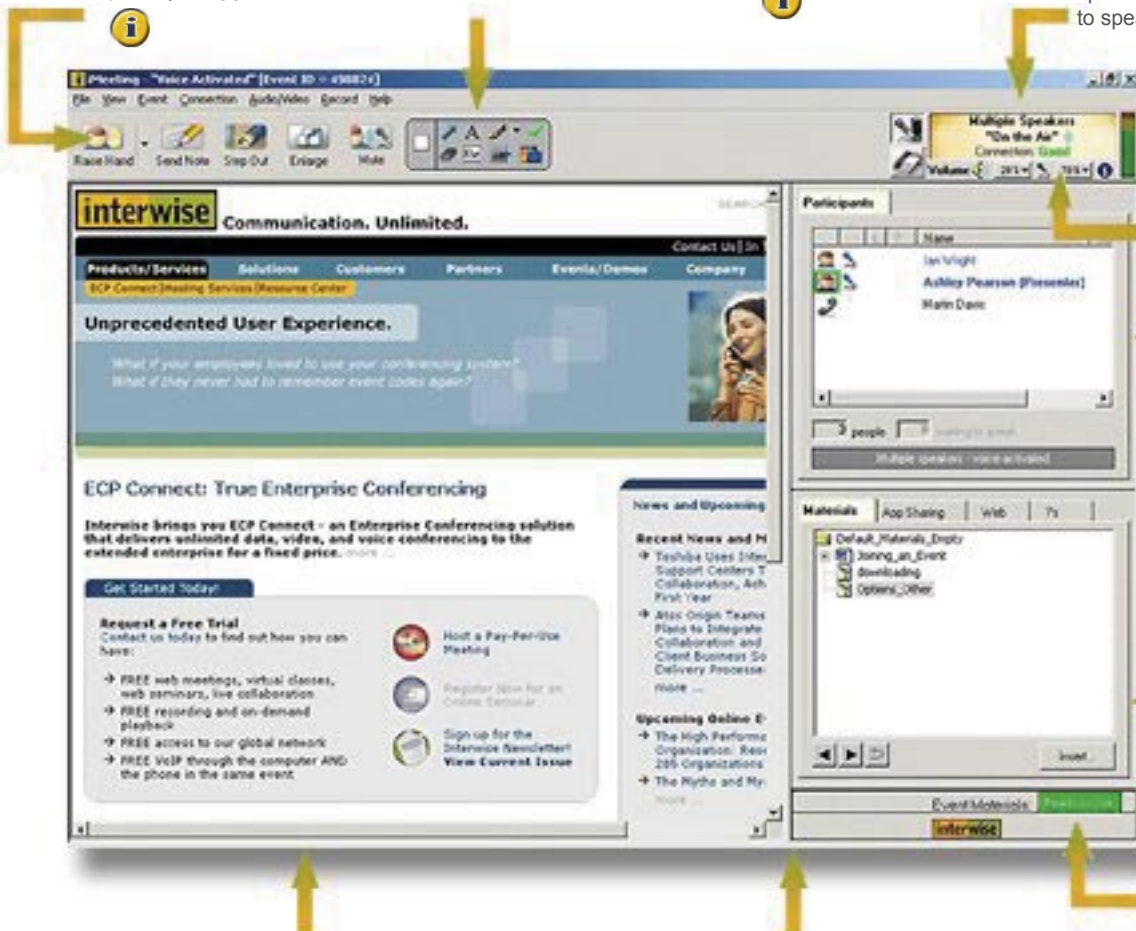
Indicates the status of the Event Materials, such as whether they are still being downloaded.

Whiteboard

Enables you to view the contents of any material loaded by the Moderator/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.



Note: This Quick Start Card is relevant for all Interwise Event types, though the above image displays the additional pane that includes the **Materials, App Sharing, Web** and **?** tabs, which is only displayed during iMeeting Events (in Breakout sessions, this pane is also displayed but without the **App Sharing** tab). For more specific information regarding iMeetings, please refer to the iMeeting Quick Start Card.

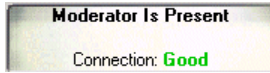
Interwise Participant Application

Status Panel

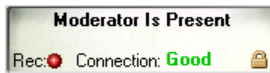
The Status Panel displays various indicators that indicate to you the status of the Event/application.





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,  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 . If someone is speaking, their name is displayed in the middle line.

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

 The selected emoticon replaces your regular icon in the Participant List. As a result, all Event attendees can see the emoticon you select.



Using Notes

Click  and in the displayed dialog box, select the relevant Participant or Moderator from the 'Send to' dropdown list, type the note and click **Send** to send the note. You can also right-click on any Participant icon in the Participant List and send a note.


Stepping Out

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

Enlarging the Window

Click  to enlarge the window to fill your computer screen. To return the window to its default mode, click .

Speaking

When granted permission by your Moderator/Presenter, click , or press CTRL, and speak into your microphone (or if the iMeeting 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).

Event Materials Status Indicator

This provides an immediate indication of any problems regarding Event Materials, and assists you in determining their cause and even resolving them. Click on the icon to display a window that informs you of their current status (**Downloading...**, **Preparing...**, **Ready to Use**, or **Error**), with links to More Info (troubleshooting) if required.

Drawing Toolbox

This toolbox is displayed when you have permission to speak; it contains several icons that enable you to annotate the screen.



Clears the Whiteboard of its current contents.



Enables other Participants to see your pointer when you click the mouse on the Whiteboard.



Enables you to type text on the Whiteboard.



Enables you to select the type of line or shape to draw on the Whiteboard




Enables you to draw checkmarks on the Whiteboard.




Enables you to erase parts of the Whiteboard.



Enables you to define the type of text used when using the  Whiteboard tool.



Enables you to define the thickness of the lines drawn when using the  Whiteboard tool.



Enables you to define the color used when using any of the above-mentioned tools.

Event Info Page

The window first displayed when you enter the Event has an Event Info page displayed on the Whiteboard that provides tips and tricks for working in the Event according to the Event type. For example, conference call Events will display the relevant call-in numbers and access codes required to join the Event.



You will not see the Event Info page when joining the Event if any Participant has already activated the Whiteboard (such as using the Drawing toolbox).