

ITS Conference Time User Reference Guide



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ITS Conference Hub

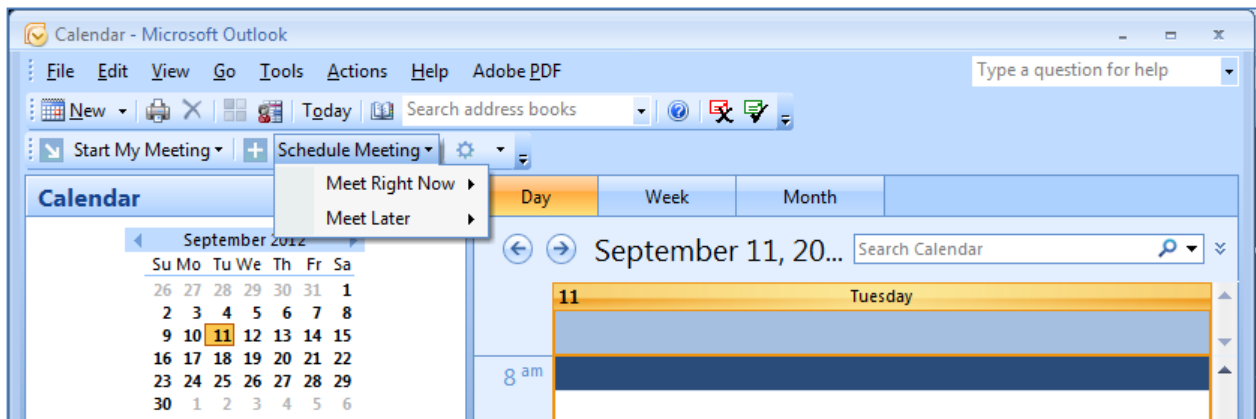
This is the “Back Office” of the ITS Conference Tool. All users have access to the hub. There are custom views for each user level (i.e. admin, moderator, etc.)

Administrator View

Moderator View

How to Use ITS Conference Time

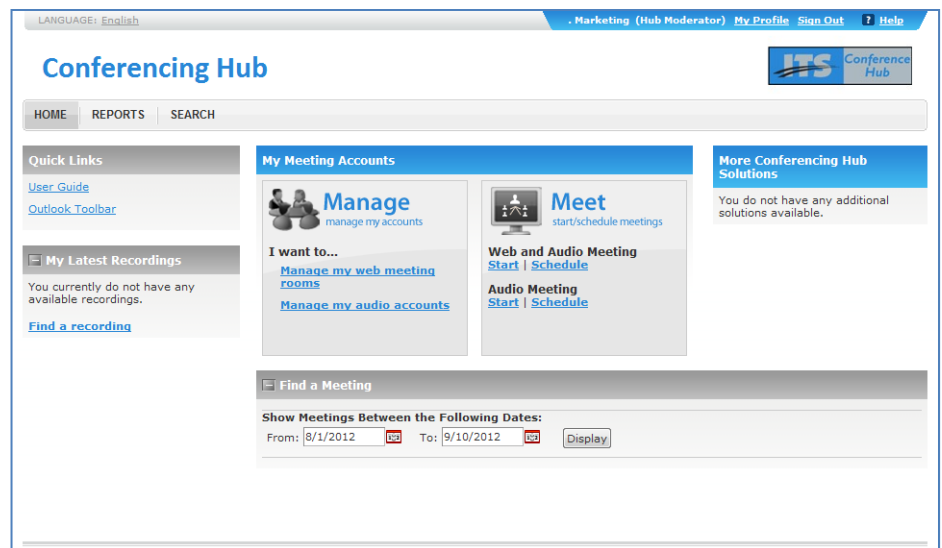
ITS Conference Time is EASY to use. With our Outlook Toolbar integration, meetings can be scheduled directly through your mail box. You are able to send pre-generated emails to possible attendee's with all relevant login information.



Manage Your Meetings

Once logged into the Hub you are able to:

- Schedule Meetings
- Manage Meetings
- Locate Recordings
- Access User Guide
- Access Report

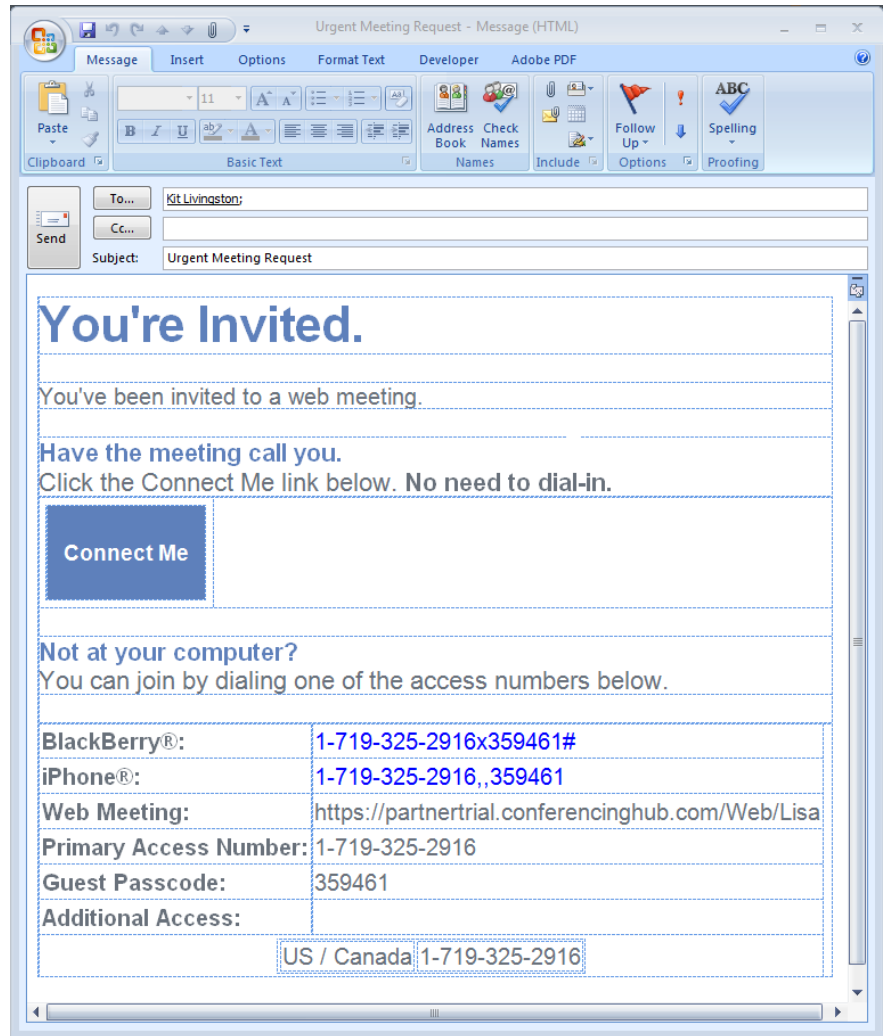


Starting a Meeting

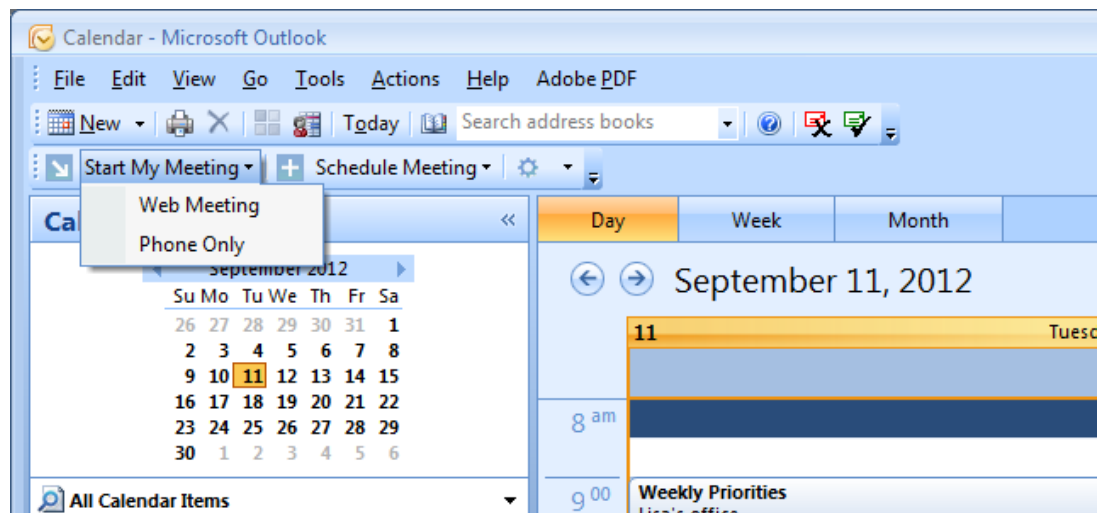
Microsoft Outlook can be used to begin/schedule meetings with. An email we be generated, with all relevant meeting information, that be emailed to all of your possible attendees.

- When the meeting is about to begin, the attendee clicks “Connect Me” to enter the meeting.

Mobile Friendly: If the attendee is on the road accessing his email from his is mobile device; there are links available to connect via a telephone instead of a desktop.

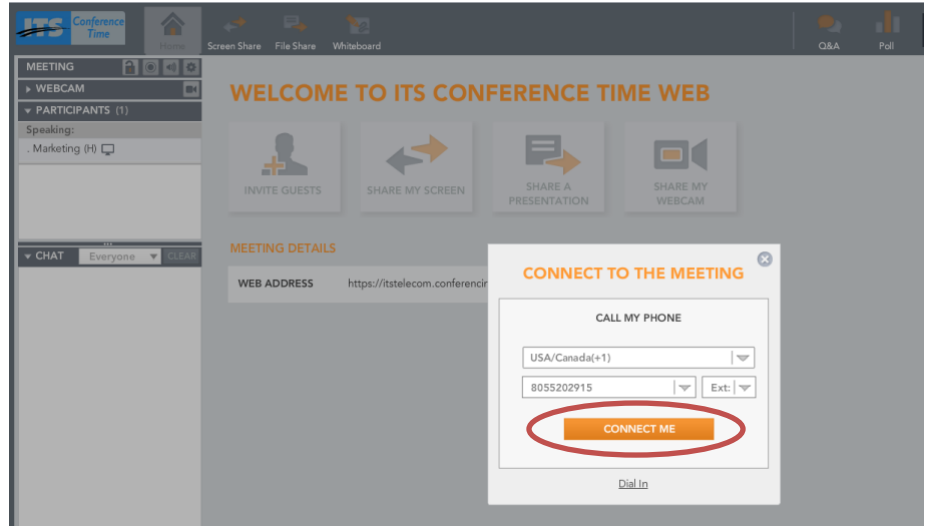


Host starts the meeting from Outlook by clicking “Start My Meeting” and selecting the meeting type.



Connect to Meeting

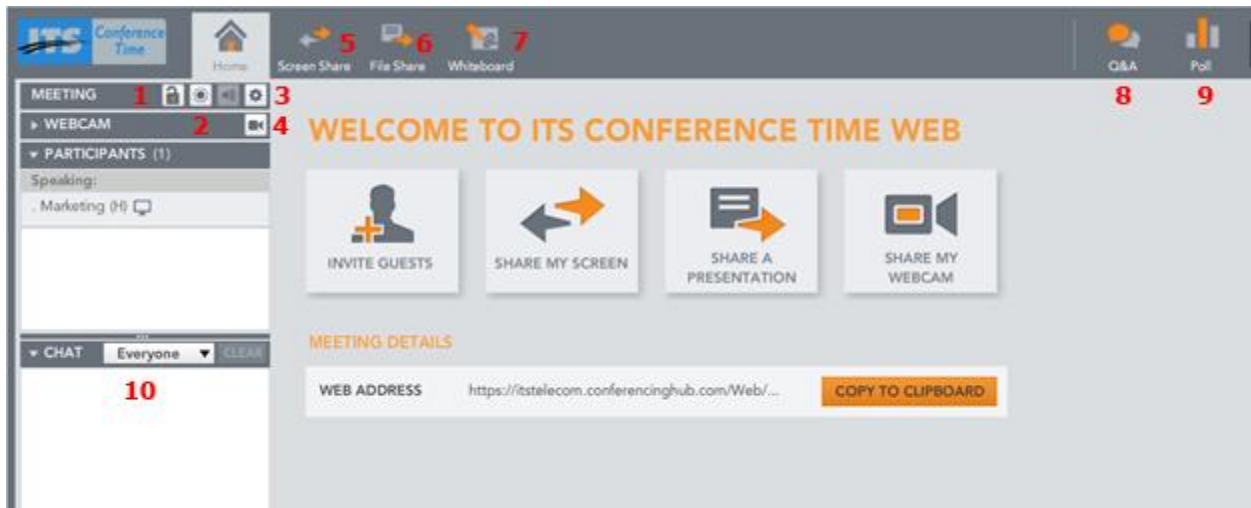
Once you start your web meeting, simply enter your telephone number and click “Connect Me” for the tool to dial you.



Meeting Room

The ITS Conference Time meeting room is simple to navigate.

- | | |
|--------------------------------------|--------------------------------|
| 1. Lock/Unlock participants entering | 6. File Share |
| 2. Record | 7. Whiteboard |
| 3. Settings | 8. Question and Answer Section |
| 4. Webcam | 9. Poll a Question |
| 5. Screen Share | 10. Chat |



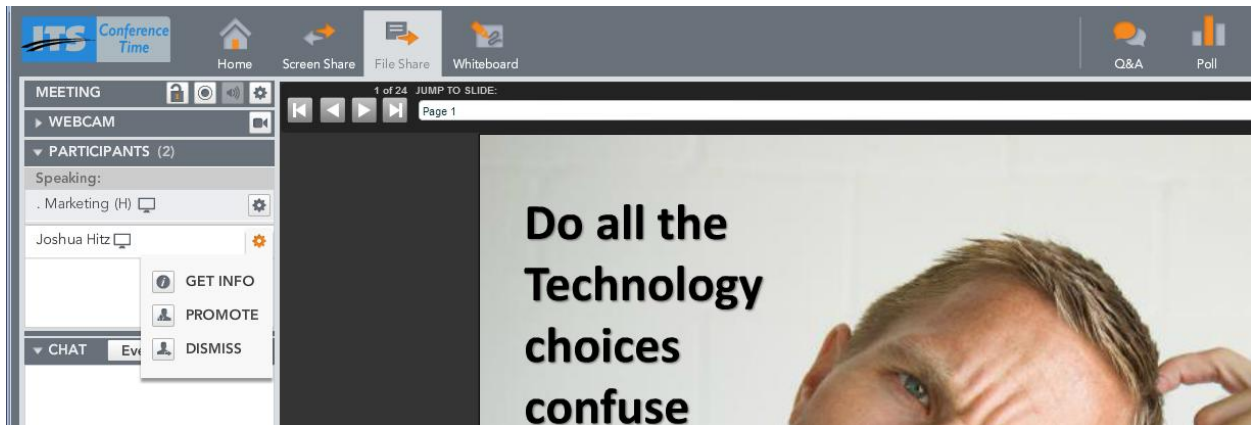
Meeting with a Webcam

Audio and video are synchronized when a web cam is enabled. This means that the individual on the screen is the individual who is also speaking. In a single meeting, up to 125 webcams can be active.



Promoting a Participant

Click the **orange wheel** next to the participant’s name. Select Promote. Now that participant has access to guide the meeting. **Note:** Participant cannot dismiss attendees off of the meeting.



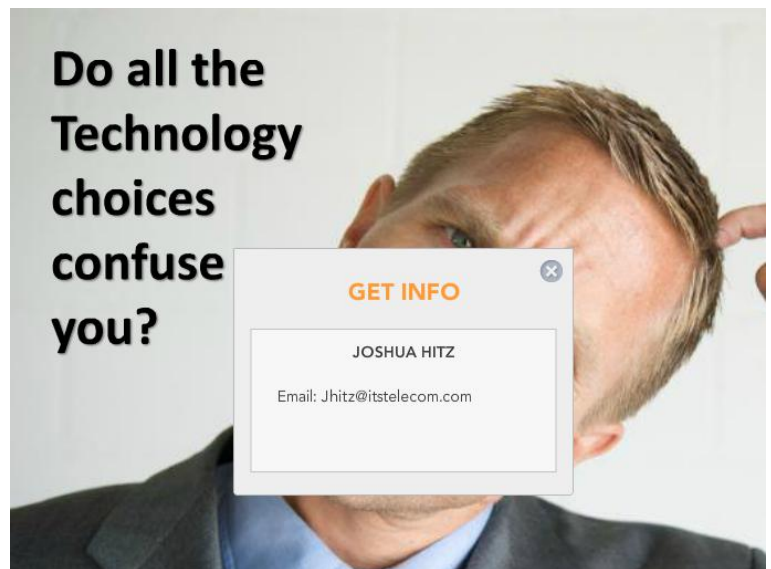
Dismissing a Participant

Click the **orange wheel** next to the participant's name. Select Dismiss. The participant will now be removed from the meeting.



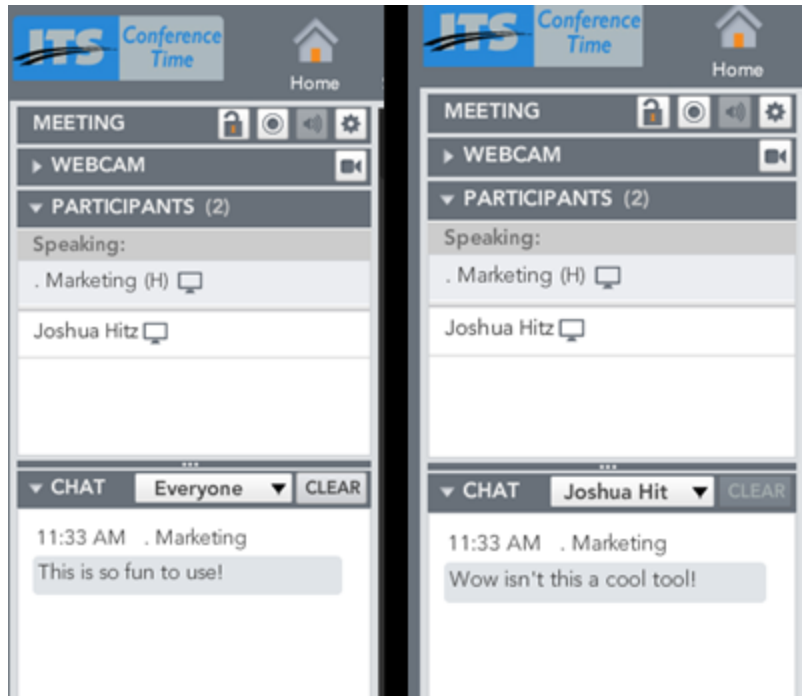
Retrieve Information about Participant

Click on the **orange wheel** next to the participant's name. Select Get Info. A box will appear with the name and address of the participant. **Note:** To keep anonymity, a participant may or may not put in a real name or real e-mail.



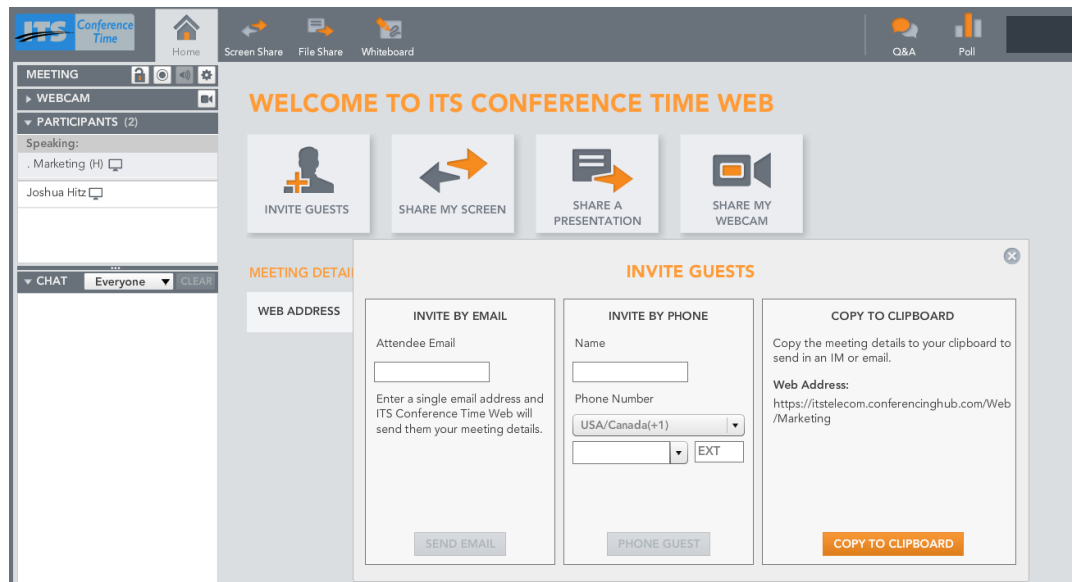
Chat with Participants

You have ability to chat with everyone as a whole or individually.



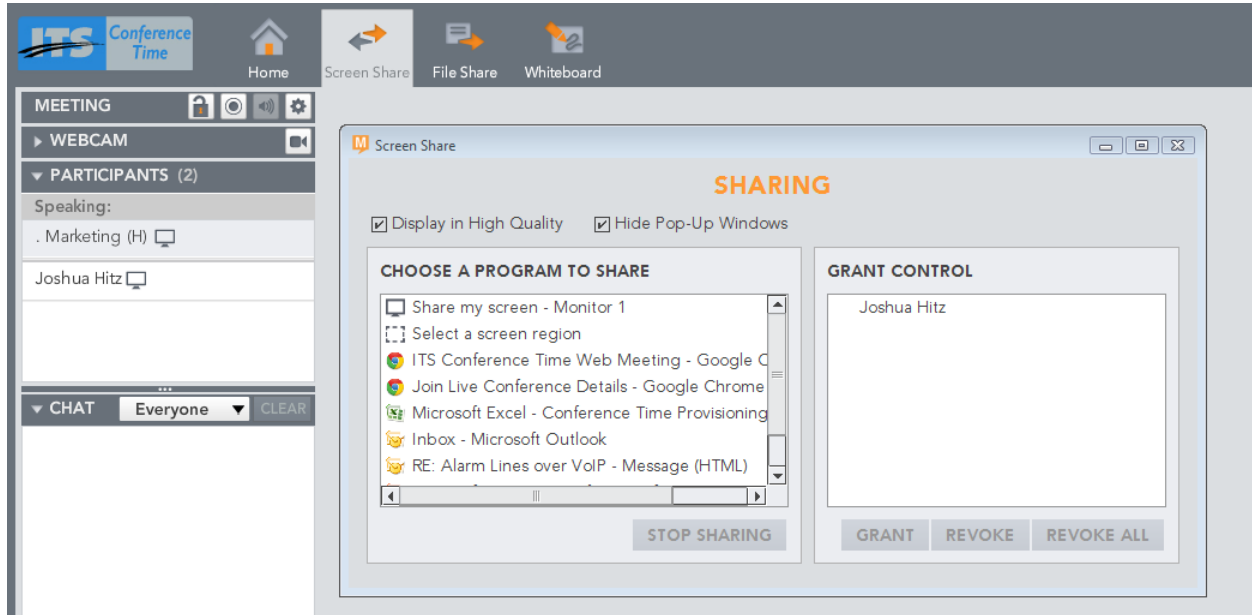
Invite a Guest

While in a meeting you can invite additional participants that have not been previously invited. Click **invite guests** button and fill out the information to invite.



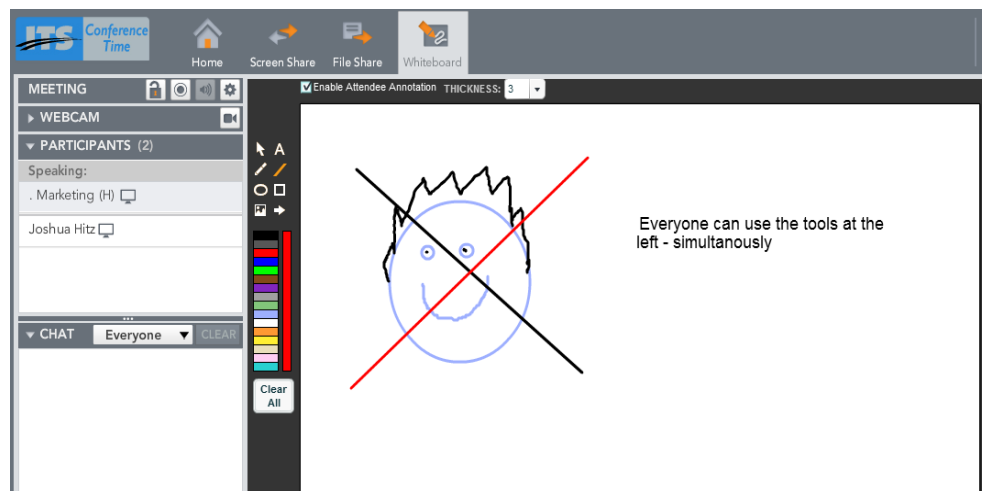
Sharing your Screen

Click **Screen Share**. Choose what you would like to share.



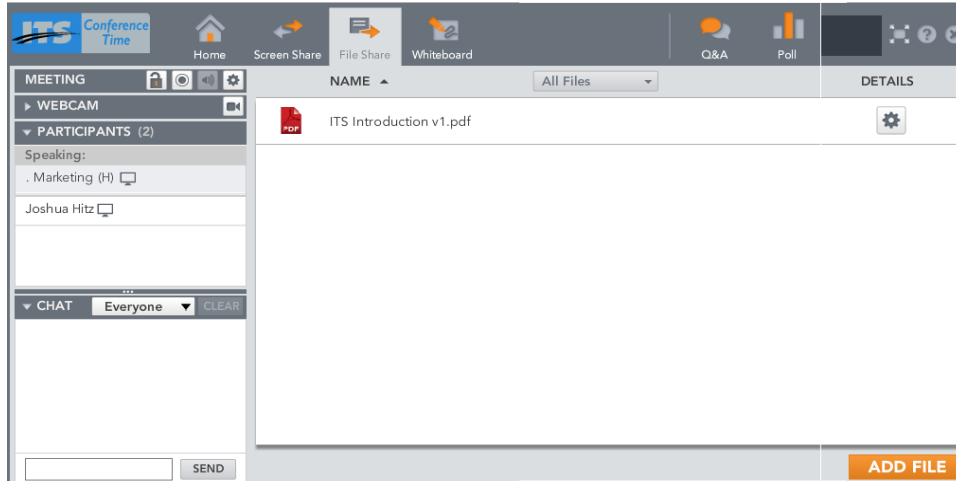
Collaborating with your Participants

Everyone has the ability to share ideas and collaborate with each other using the Whiteboard feature. Simply click **Whiteboard** to use.



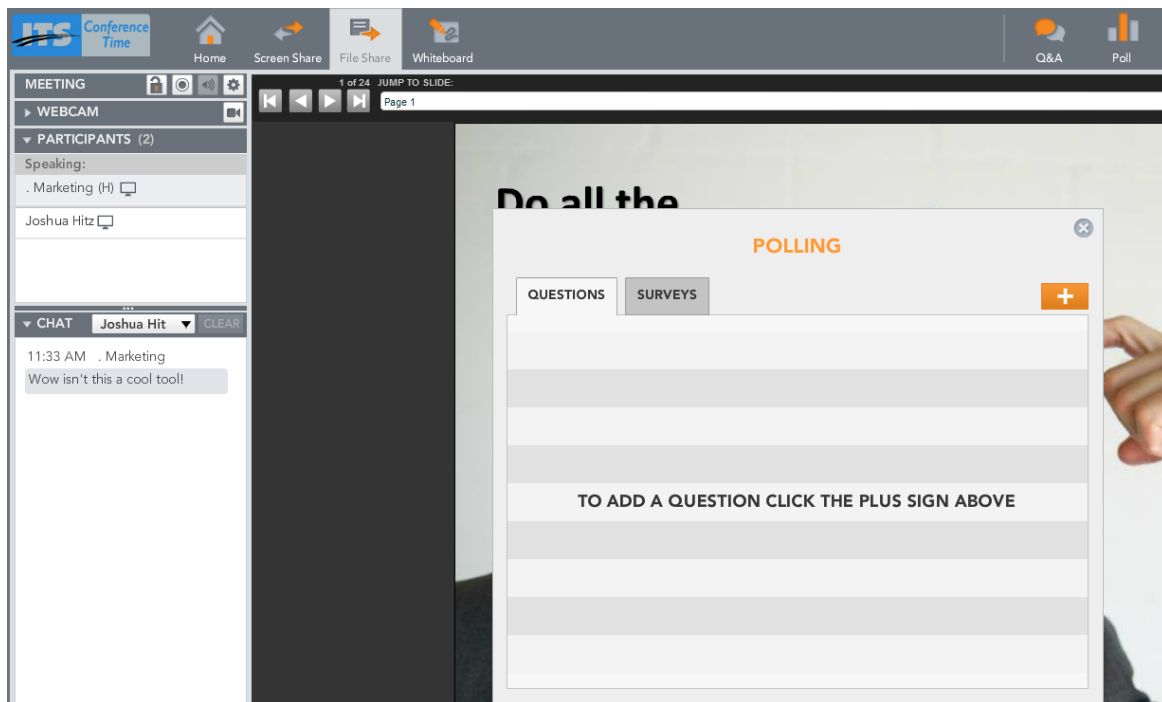
Share a Presentation

Clicking **Share Presentation** allows you to select a presentation you have stored within the tool (i.e. uploaded) to share with everyone.



Polling your Participants

Click **Poll** to create polling questions for your participants.



Setting up Questions

Simply enter your question into the appropriate field, select the type of question to be asked and fill in your available answers. Then click save.

POLLING

QUESTIONS | **SURVEYS**

QUESTION: Are you excited about this new product?

TYPE: Multiple Choice, Multiple Answer

ANSWERS:

- Absolutely!!
- YES!!
- OMG Can't wait to sell it!
- I've been waiting for this product FOREVER!
- WOW, I mean really WOW!

SAVE **CANCEL**

Post the Poll

Select the **Question** and the **Post** it into the meeting.

POLLING

QUESTIONS | **SURVEYS**

Is the speed of this presentation...

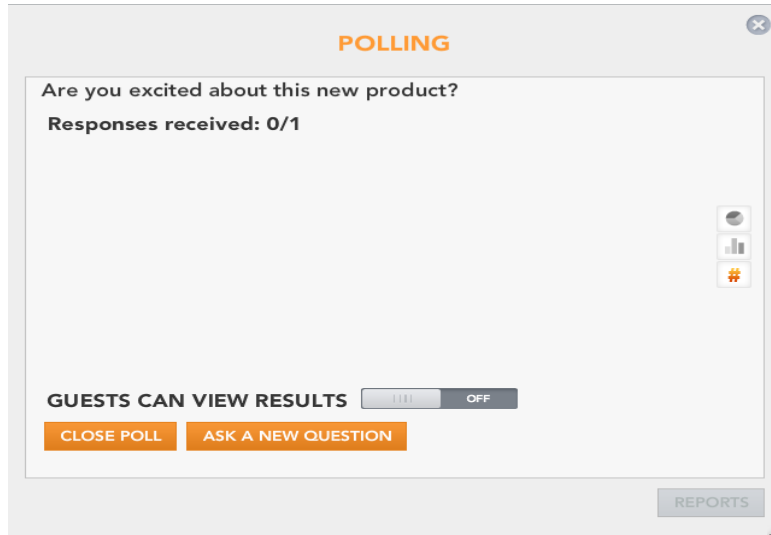
Are you excited about this new product?

Post

REPORTS

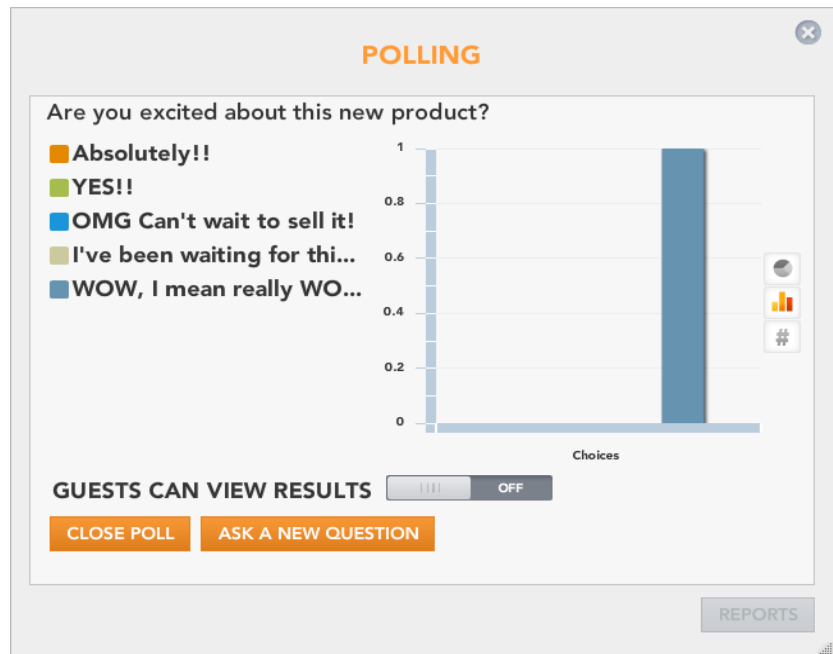
Closing the Poll

After a specific amount of time (i.e. to let your participants answer) you may close the poll or ask another question. Click **Close Poll** or **Ask a New Question**.



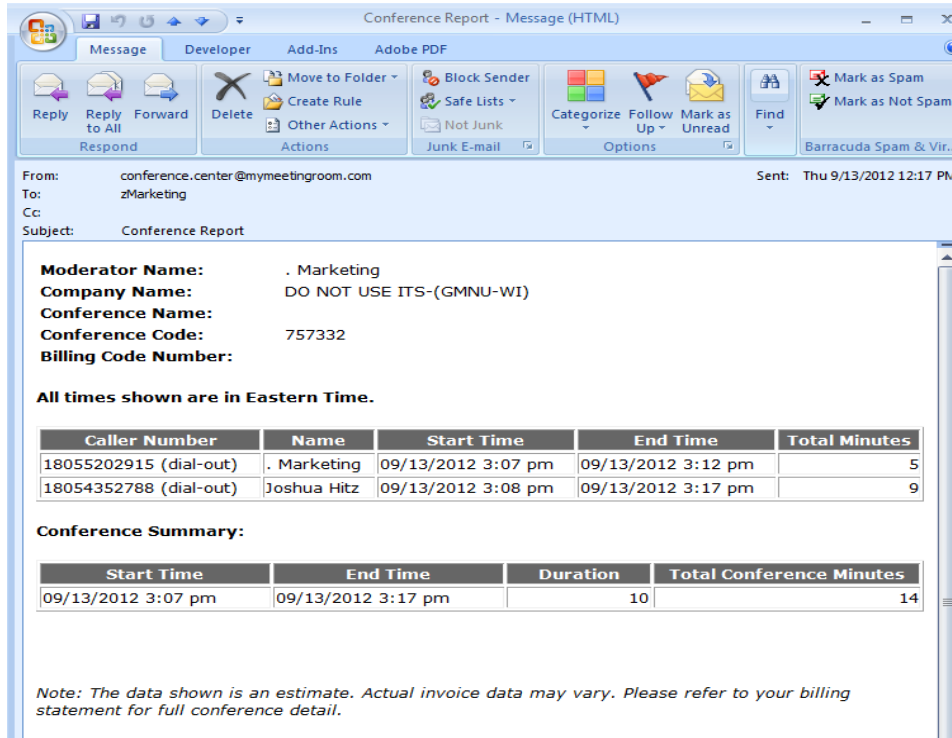
View / Share Results

Once the poll is closed, you have the option to share the results with your participants or not. You can also choose a specific chart style (i.e. pie, bar, etc.) to share the results in.



Conference Report

Once the conference has ended, specific conference information is emailed to the moderator. Such information includes; telephone number of participant, name of participant, time spent in meeting, and date of which the meeting started/ended.



From: conference.center@mymeetingroom.com
 To: zMarketing
 Subject: Conference Report
 Sent: Thu 9/13/2012 12:17 PM

Moderator Name: . Marketing
Company Name: DO NOT USE ITS-(GMNU-WI)
Conference Name:
Conference Code: 757332
Billing Code Number:

All times shown are in Eastern Time.

Caller Number	Name	Start Time	End Time	Total Minutes
18055202915 (dial-out)	. Marketing	09/13/2012 3:07 pm	09/13/2012 3:12 pm	5
18054352788 (dial-out)	Joshua Hitz	09/13/2012 3:08 pm	09/13/2012 3:17 pm	9

Conference Summary:

Start Time	End Time	Duration	Total Conference Minutes
09/13/2012 3:07 pm	09/13/2012 3:17 pm	10	14

Note: The data shown is an estimate. Actual invoice data may vary. Please refer to your billing statement for full conference detail.

Moderator Assistance

Participants have the ability to press *0 to receive assistance during a meeting. A Moderator has the ability to receive assistance by pressing *0 as well.

Note: A message will play to all participants when the moderator has asked for assistance.

“Host has left the meeting to speak with technical support – please standby.”