



MeetingCentre

Quick Start Guide



For more information:
www.intercallapac.com

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New Zealand

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Singapore

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You're set to meet with anyone, anywhere in real time over the web. Make presentations. Review documents. Demonstrate any application. Share anything on your desktop. Or pass control and let someone else be the presenter.

You'll be able to work together like you do in person—and accomplish more in less time than ever before.

SCHEDULE OR SET UP YOUR MEETING

Basic Steps

On your MeetingCentre™ home page click on **Schedule a Meeting** under **Host a Meeting** in the left navigation.

Specify the meeting topic.

Set meeting date, time and duration.
Select **Audio options**.

Invite attendees.

Specify meeting details.

Step Details

+ Use Advanced Scheduler to enter detailed information or select Quick Scheduler to start a meeting right away.

+ Choose calendar listing or private.
+ Set and confirm the meeting password.

+ Specify recurrence of the meeting.
+ Choose integrated InterCall teleconferencing or other. Attendees can dial in or receive call back.

+ Add from the address book or type in addresses.

+ Registration, meeting options, attendee privileges.

START YOUR MEETING

Basic Steps

Go to MyWebEx™ button
Locate your meeting in the **Scheduled** tab.
Click **Start** in the Status column.

Step Details

+ Depending on the audio option that you selected during meeting setup, you may be prompted to dial in or enter your phone number for a call back.

+ If you chose the teleconference option, follow instructions in the Join Teleconference dialog box.

+ Your meeting is now live.



AAP/EOE

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SHARE A PRESENTATION, DOCUMENT OR DESKTOP

Basic Steps

Select **Present a Document** option in the QuickStart window.

Change the sharing option to **Share Application**.

Use your floating icon tray to keep track of the meeting logistics. Select **Share Your Desktop**.

Step Details

- + Make annotations, use a pointer to emphasise text or graphics, save it to a file, print it, display it in different views or synchronise all participants' displays with the display in your content viewer.
- + At any time, you can grant attendee privileges that allow them to annotate, save, print and display different views of shared presentations or documents.
- + Control attendees' view, annotate the application, let an attendee control or annotate the application remotely.
- + Give all attendees complete view of your desktop including any applications, windows, and file directories that are currently open.

LEARN TO USE WEBEX LIKE A PRO

Go to www.intercallmeetingcentresap.com/training.htm

Our Support site provides you with WebEx knowledge base, lets you review FAQs and gives you access to downloads. You can even submit a support ticket.

You'll find an extensive catalog of MeetingCentre courses. Take as many classes as you like, as often as you like.

And, be sure to ask us about private training!

NEED HELP?

Don't worry. World class technical support is included with your InterCall WebEx solution.

Get fast resolution to technical issues at:

Australia - 1800 766770
Singapore - 800 616 3051
Hong Kong - 800 964 1800
International - +61 2 8295 9015

or email us at profservices@intercallapac.com