Quick Start Guide for Presenters

Welcome to Electromeet!

Welcome to Electromeet! Electromeet is a tool that allows you to participate in learning and collaboration sessions and receive or provide remote support across the globe, from the comfort of your home or workplace. Electromeet is easy to use, effective, and lets you focus on the subject instead of the tool.

About this Guide

This guide is intended for Presenters of Electromeet who require basic working instructions for joining, presenting, or moderating Electromeet sessions. Participants who join Electromeet sessions will expect the Presenter to have a reasonable working knowledge of the software – this guide serves as an introduction. We recommend that Presenters also review other guides available in the Help section of the website.

Terminology

Understand these and you'll be well on your way to understanding Electromeet.

User – *Participant, Presenter, Provider* and anyone who wants to use Electromeet for their eLearning and collaboration

Session – any Session where Participants need to be invited by a Provider before joining. Typically sessions are part of a paid-for course or are offered in house by an employer, employer's supplier, or institution.

Provider – company, institution or individual who establishes and administers session(s) for Participants. A Provider Licence is required.

Provider ID –Name that is used by the Provider when acquiring a Licence

Master Password – Supplied to the Provider's Main Contact with any Provider licence. It provides full access to the Provider Log In pages on the website. This includes access to the files of recorded sessions.

Access Key – a small file sent to Participants and Presenters via a link in an email. The Access Key provides access to a session. Presenters have a special Access Key which provides special permissions in Electromeet. All Participants except the Presenter use the same Access Key.

Participant – learner, colleague, associate or anyone who wants to join a session.

Presenter - guide, teacher, instructor or anyone who shares the presentation role during a session.

Virtual Room – the secure place on the Electromeet central computer where sessions can be hosted by a Provider.

And terms that are useful for Providers:

Provider Licence – gives the Provider permission to use a 'virtual room' to hold sessions for a certain number of Participants for up to 12 months. It is like "renting" an Electromeet virtual room. For example, a 20 user licence allows sessions for a group of up to 20 Participants to be held non-simultaneously over 12 months. Providers can operate sessions 24 hours, 7 days and give Access keys to whoever they wish to invite.

Licence Versions – The free trial license lasts for 30 days. Other licences last for 12 months.

System Pre-requisites for Electromeet

Before installing Electromeet, ensure that your system meets the followings prerequisites:

Supported Operating Systems	- Microsoft® Windows 2000* - Microsoft® WindowsXP Home* - Microsoft® Windows XP Pro* - Microsoft® Windows 2003 Server* - Microsoft® Windows Vista
System Requirements	Minimum: 400 MHz Pentium Processor with 256 MB of RAM and 9MB hard disk space. Microsoft® .NET Framework must be installed on the system. **Note**: Most versions of the Windows systems have the .NET framework installed by default. If your system does not have the framework installed, or if your are not sure, run the Microsoft® Windows update available at: http://www.microsoft.com/downloads/details.aspx?FamilyId=333325FD-AE52-4E35-B531-508D977D32A6&displaylang=en
Internet Connection	- **Recommended**: Cable modem, ISDN, DSL – Supports audio conferences, and text messaging. - **Basic**: Reliable 56k dial up - For listening to the Presenter and sending text messages only. Does not support two-way audio conference with the Presenter.
Firewall configured to allow Electromeet	Participants using a corporate network should consult with the system administrator before proceeding to ensure that firewall access is enabled. See the document "***Electromeet Participant Guide – Optimising Your Internet Connection"*** available from the Electromeet website.
Audio Prerequisites	Sound card with latest drivers. For sound play back and **speech** (essential for Presenters): A simple, working headset with earphone speakers and an attached microphone, connected to your computer (or) A separate microphone and computer speakers. If you are using a separate microphone, enable echo cancellation from Audio>Settings See the document "***Electromeet Participant Guide – Optimising Your Audio"*** available from the Electromeet website.

Install Electromeet

Download the latest version of Electromeet from:http://Electromeet.com/Download/
(Click on the link above or cut and paste it into your browser.)

Download File Size: 5 MB approximately. Space required: approximately 12 MB.

Installation Time: Approximately 2 minutes (Depending upon the connection speed)

To install Electromeet on your system

1. After the Electromeet download is complete, double-click on the **.zip** file, and double click on the setup.exe file in the zip file.
The installed software creates an Electromeet icon on the desktop.
2. To check if Electromeet has installed successfully, double-click on the Electromeet desktop icon. If the Electromeet interface screen launches, you have installed Electromeet successfully. However, **you will not be online in the session** until you launch Electromeet with your Access Key. For more information about joining a session, see Join a Session as a Presenter (below)

Notes:
- To view the version of Electromeet currently instsalled on your system, launch Electromeet from the desktop icon, and click **Help>About.**
- After you have installed Electromeet, it will automatically update to the latest version of Electromeet when available. Electromeet displays an update message after you launch and when a new version is made available by the Electromeet team.

Join a Session as a Presenter

You are a few steps away from joining and presenting a session in Electromeet.

Step 1: Receive eLearning Session Invitation email for Presenters.
As the first step towards joining an Electromeet session you will receive an email from the Provider. The email will provides a special Access Key that will permit you to join an Electromeet session with Presenter privileges.

The email will include details about the session such as the name of the learning session, the date and the time for the scheduled session. The email may also include specific joining instructions for the session as determined by the Provider.

The email may also provide you the *Participant* Access Key link for Participants in your session. The Participants individually receive the Access Key link via email. However, if a Participant contacts you for a copy of the Participant Access Key, you can send them the Participant Access Key by copying and pasting the Participant Access Key link in another email and sending it to them.

Step 2: Set your calendar to block time for the scheduled session.
The eLearning Session Invitation email shows the scheduled GMT time for the session. To know the local time at which the scheduled session begins for you, see:
http://www.worldtimeserver.com/meeting-planner.aspx

Step 3: Ensure that your system meets the prerequisites for participating in a session with Electromeet.

Step 4: Check your audio, and system settings well ahead of joining the session.
Before the session, ensure that your headphone and microphone are working. Go to **Control Panel > Sounds & Audio Devices** and run the audio test wizard.

Note: For detailed instructions about configuring audio for an Electromeet session, see the *Electromeet Participant Guide-Optimising Your Audio,* available at the Help & Support section on the Electromeet website.

Step 5: Save (or) open the Access Key in the Session Invitation Email
To Save the Access Key from your Invitation Email, click on the Access Key link to download the Access Key file before the session and note the folder where you saved it.

Alternately, you may choose to Open the Access Key from the link in the session invitation mail just before the session starts. Opening the Access Key launches Electromeet into the session if the session is scheduled at that time.

Step 6: Join the session a few minutes ahead of the scheduled session
If you have not already launched Electromeet from the desktop icon, opening the Access Key will automatically launch Electromeet into the scheduled session. Double click on the Access Key file that you saved in **Step 5**, or Open the Access Key directly from the link in the email.

If you launch Electromeet from the desktop icon, go to **File>Open Live Session** and navigate to your saved Access Key. After a short delay, the **Join Session** dialog appears. In this dialog type your full name, then **click OK** or press **Enter**. The name you enter is displayed as your name in the **Participant Info** window on the Electromeet interface.

You have now joined the Electromeet session successfully! Welcome to your first Electromeet session!

To check your speaker and microphone volume while waiting for the session to start , select **Tools > Audio Wizard.**

Note: For information about interacting with the Presenter and other Participants during Electromeet sessions, see the *Electromeet Participant Guide-Interacting During an Electromeet Session* available at the Help & Support section on the Electromeet website.

Present an Electromeet Session

As a Presenter, your participation in an Electromeet session may include presenting, moderating, and facilitating the Electromeet session.

Managing Audio

Before joining an Electromeet session, you must ensure that your system meets the pre-requisites for sound playback and speech. After connecting and testing your headphone and microphone to the system, you are ready to present a session on Electromeet.

You can talk to the Participants in an Electromeet session. The Presenter has administrative privileges to prevent the Participants from speaking at any time during the session.

To talk to Participants in Electromeet:

1. Click on the red "*Push to talk*" button.
   When this button transforms into the green "*Talking*" button, your microphone becomes active and you can talk.

   The name of the person who is "Now Talking" appears next to the *Push to talk* button *and* a green icon covers the speaker icon in the **Participant Info** window. If your microphone is disabled when the green *Talking* button is active, click the Audio tab and ensure that the **Enable Audio** checkbox is enabled.

2. When you are not talking remember to click the green *Talking* button to release it.

Disable or Enable Audio for Participants

Presenters can disable or enable audio for the Participants during an Electromeet session. By default, all Participants can speak during the session.

Management of Participants' speech
The Participants press the *Push to talk* button to speak to the group during the session. The Presenter's microphone always has priority. This means that when a Participant clicks the *Push to talk* button, they will see the button turn to Yellow and be queued to talk **only when the Participant or the current speaker finishes speaking and releases the green *Talking* button**. You will see a flashing notice in the Participant Info window to warn you of Participants who are queued to talk. The list appears in the order that they joined the queue. Only the Presenter sees the queued list.

If a Participant is talking the Presenter can interrupt by pressing the *Push to talk* button – this interrupts their speech.

To enable or disable speech for *all* the Participants
Go to the Participant Info window, then locate the checkbox beneath the *Push to Talk* button, labelled "**Enable Participant Speech**". Uncheck the box to block talking by all Participants. You may need to use your mouse cursor to drag the window just below the Participant Info window downwards in order to reveal the checkbox.

You can choose to enable this checkbox when you are open to questions from Participants during the session.

To enable or disable speech for *specific* Participants
1. If all Participants have speech disabled (as above), you can enable speech for a selected Participant.
2. Point to the selected Participant in the Participant Info window, and click the name once to highlight that name.
3. Right-click against the name of the highlighted Participant. A menu appears.
4. Select the **Give Voice to Selected** option to turn on that Participant's speech facility.
5. From the same menu, you can also turn off audio (both speech *and* sound) completely for a selected Participant by clicking **Disable Audio for Selected.** To re-enable audio for the Participant, select the **Enable Audio for Selected** option.

Using the Whiteboard

Note: Slides, drawing and text messages left in Electromeet after a session will remain there until cleared. To clear these items go to Sessions>Session Reset.

You can load the slides and images to the **Whiteboard**. To load the file, click **Load File> Open Presentation (**or **Open Image)**, and load the required files. Allow a minute or two for the slides to be uploaded to the Electromeet remote server then reappear on your whiteboard screen and the screens of Participants.

You can navigate through the slides by using the Slide Show controls for **Start, End, Back,** and **Forward**.

Use the drop down menu to the right of the fast forward control to jump quickly to a particular slide.

You can add individual slides at anytime – these will appear at the end of the existing slides, but you can jump quickly to any slide using the drop-down menu. Click the "**+**" key to add a blank slide.

Use the Whiteboard Tools to the left of the whiteboard to add text, add shapes, draw, highlight, and erase contents on the whiteboard. Select **Colours and Fonts** using the selector at bottom left of the whiteboard.

Participants do not have access to the Whiteboard tools unless you permit access. You can disable, or enable the Participants access to the tools. To control access to the whiteboard, select the Participant name in the **Participant Info** window and click it to highlight the name. Right-click on the highlighted name and select "**Enable Whiteboard for Selected**". Remember to disable this when finished.

Send Text Messages

You can send to and receive text messages from all the Participants, or individual Participants in the session. The **Text** window displays the text messages that you send and receive.

Note: Presenters can allow Personal (private) messages by checking the "Enable Private Texting" checkbox, located just below the text tools icons in the Text window.

To send an instant text message:

1. Click the **Text** tab. The **Text** window appears (this window appears by default when Electromeet is launched).
2. Select the recipient of the text message in the drop-down list (the names of the online Participants are displayed in the Participant Info window.). Default is for messages to be sent to All Participants.
3. Type the text message in the **Text Box**, and press ENTER or click **Send** to send the text message to the intended recipients.
4. You can change the font, the font style, or the font size by clicking the **Change Font** icon.
5. You may also enter emoticons by using **Emoticons** drop-down list, and select the required emoticon.
6. Turn on an indication of the time when text messages are sent by clicking the **Show/Hide timestamps** icon.
7. To insert an image file in the message while typing, click the **Insert Picture** icon, and specify the file.
8. You can turn on audio narration of your text messages with the **Narrate messages** icon. You alone will be able to hear the narration (Participants would need to turn on this feature at their own computers).

Recommended: Click on the Text tab to ensure that the Text window is visible at all times during the eLearning session. This will enable you to view all the text messages that are sent to you by the Participants immediately.

Note: You have administrative privileges to prevent the Participants from sending text messages anytime during the session – see Note above.

View Participant Communication

You can view the list of other users who are online in the Electromeet session on the **Participant Info** window. The **Participant Info** window provides the following communication options. Each option appears in a column next to the Participant's name.

Participant Name
Displays the names of the users who are currently online on the Electromeet session.

Raised Hand
Displays if the Participants have raised their hands to communicate with the Presenter. Participants can click the **Raised Hand** icon below the **Participant Info** window to request permission to communicate with the Presenter. When Participants click the Raise Hand icon again, the raised hand returns to the normal default position, and closes the request for communication with the Presenter. The Presenter can see the enabled **Raised Hand** icon and can also hear an audible beep when you click the **Raised Hand** icon.

Communications
Other columns in the Participant Info window let you view the communication settings for **audio, video, and text messaging** for all the users on Electromeet. When a Participant is speaking a green highlighted item will appear over the audio (speaker) icon. When a Participant's video camera is active a red highlight will appear over the camera icon. When a Participant has sent a text message the text icon will show an opened envelope.

Whiteboard Tools
This icon shows if the tools for editing the whiteboard contents are available for your use. If the Presenter does not grant permission to edit the whiteboard, this option is disabled for Participants.

Emoticons
This column is blank until you select an emoticon from the drop-down menu in the Participants Info window. These emoticons allow Participants to express comprehension of the presented information and to provide instant feedback to the Presenter. The **Participant Info** window lets you view the emoticons of other users in the session.

Moderate Participant Communication

You can allow or revoke audio, video, messaging, and whiteboard editing privileges for the Participants from the Participant Info window.

Highlight a selected Participant's name. Right-click against the highlighted name and select the rule to allow or revoke the communication privileges. For example, from this menu you can select the **Give Voice to Selected** option to allow a specific Participant to talk in the session, even though you may have disabled "Allow Participant Speech".

You can also select multiple Participants and apply the rules for allowing and revoking communication privileges.

To revoke speaking privileges for all the Participants, disable the "Enable Participant Speech" option under the Push To Talk button.

Conduct a Web Tour

The Presenter can launch a web tour using the specified tool in the whiteboard tools. Click the Web Tour icon and the Web Tour window will launch. Enter the web address of the site you want to visit, and click "Take all To Page". A remote window will automatically launch on Participants' computer screens and will show the site you have entered. If you navigate away from the site you must always click "Take All to Page" to refresh the remote windows on Participants' computer screens.

Note that Participants will be able to navigate way from the page you are showing from within the remote window on their screens. You can force a return to the page you want to show when you click "Take All to Page" on your screen.

To finish the web tour, close the Web Tour window.

Polls and Questions

The Presenter can use pre-prepared slides to elicit responses from Participants, or develop questions "on the fly".

Questions can have up to 5 responses (A, B, C, D, E).

To ask a question, click the **New Question** icon in the Whiteboard Tools to open the **Questions** window. If you have pre-prepared a slide with a question, select the **Current Slide** tab then click OK. This will cause 5 boxes to appear at the bottom of the whiteboard of Participants. Participants can then click on the box of choice, then only the Presenter will see the response next to the Participants' names in the **Participant Info** window.

If you want to ask a new question, click the **New Slide** tab in the **Questions** window, type your question then the alternative responses, click the **Correct** response button, then click OK. A new slide will be visible to Participants showing the question and 5 possible responses (A, B, C, D, E). Participants should click their chosen response, and their response will be seen only by the Presenter next to their names in the **Participant Info** window.

Share Desktop

The Presenter can share the desktop of their computer system with all Participants. Control of the desktop remains with the Presenter unless passed to a Participant.

Note: Desktop Sharing is an advanced function and practice is recommended before using the feature.

To start desktop sharing:
1. Highlight your Presenter name in the **Participant Info** window. Right click the highlighted name, and select **Start Desktop Sharing** from the menu. The **Sharing** window appears at the whiteboard.
2. Follow the Steps in the Sharing wizard, then click **Start**. A **Remote Window** appears on the screens of Participants that will show the contents of your desktop and any applications running.
3. You can use the wizard to pass control to a selected Participant. To regain control, click the **Me** button, or press your Esc key twice.
4. Click **Cancel** to stop sharing your Desktop.

Record the Session

It is possible to record activity in an Electromeet session. Please see the guide "Record and Playback a Session" in the Help section of the website.

Leave the eLearning Session

When the session is finished, click on the Close Window, "X", icon at far top right of the Electromeet interface to quit the session. You can also log out by clicking the **Log Out** door icon below the **Participant Information** window.

Note: Slides, drawing and text messages left in Electromeet after a session will remain there until cleared. To clear these items go to Sessions>Session Reset.