

The AT&T Connect Participant application enables Participants and Moderators to connect by means of their personal computers to live, interactive Events. This Quick Start Card introduces the main features of the Participant application.

Toolbar
Provides quick access to a number of features, including: **emoticons**, requesting **permission to speak**, and **notes**.

Drawing Toolbox
These tools let you annotate items on the Whiteboard.

Status Panel
Displays the current Event status, including who is speaking.

Sound Settings
Adjust your microphone and speaker controls during the Event.

Notes Tab
Participants and Moderators can send and receive notes.

Participant List
Displays to Participants the Event attendees, including the following:

Name	Comment
Ayelet Manaim	Project Manager
Joshua Ben David	Technical Writing
Narda Dorin	Product Manager
Peggy Flynn (Presenter)	Director of Corp...
Pinal Zilberstein	Product Manager
Robert Lodi	Webmaster and Gra...
Ron Kalin	VP Technology and ...
Uri Ashano	

1 people 0 [emoticon]
Multiple speakers - voice-activated

Materials Pane
Lets you insert files to the Event Materials, share an application, initiate polls and conduct a Web Safari.

Whiteboard
Lets you view materials loaded by the Moderator/Presenter during an Event, including Web sites, PowerPoint slides and video files.

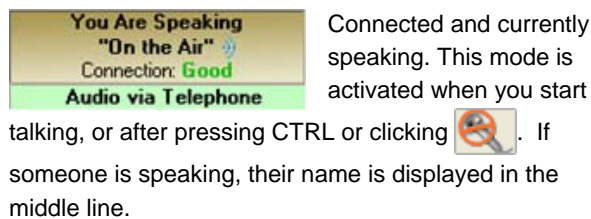
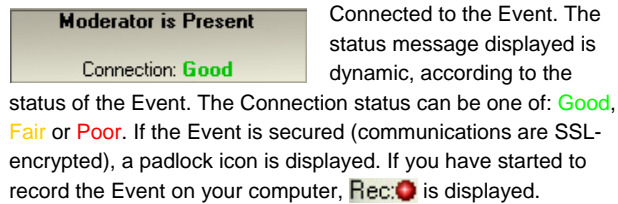
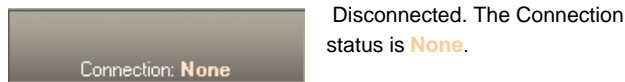
Split Bar
Lets you resize the Whiteboard as required.

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

Note: This Quick Start Card is relevant for all AT&T Connect Event types. The major difference between the views displayed to Moderators and Participants is that the Moderator views Participants in a pane below the Whiteboard.

Status Panel

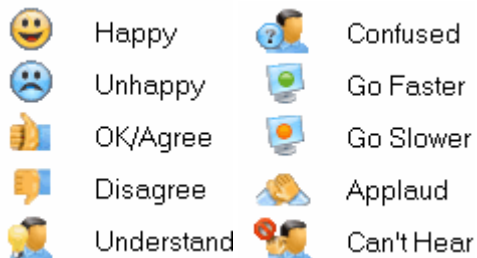
The Status Panel displays various indicators that indicate to you the status of the Event/application, including:



Toolbar

Emoticons

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



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**. You can also use the **Notes** tab to send notes.

Stepping Out

Click to show others that you have 'stepped away'. 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.

To return the window to its default mode, click .

Speaking

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

As a Participant, click or press CTRL when granted permission by your Moderator/Presenter (or if an iMeeting is set in Voice Activated mode, simply start speaking). When finished speaking, click this button again (or release the CTRL key).

Choosing Audio

Click to display the *Choose Audio Device* window, from which you can select how you want to communicate in the Event (using your mic and speakers OR your phone).

Notes Tab

The Notes tab is displayed to both Moderators and Participants during any Event. You can choose from one of three note styles: *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 is displayed when you are the Moderator, or as a Participant if you have been given permission to speak; it contains several icons that enable you to annotate the Whiteboard.

