

AT&T Connect extends the voice conference abilities of AT&T TeleConference Service (ATCS) with PC-based tools for visual presentation and interaction. The result is a full-featured virtual meeting space that lets users communicate using voice and data through the Internet.

The AT&T Connect Participant application lets you join AT&T Connect web meetings using your personal computer. During the meeting, you can present materials, distribute files, and share applications from the desktop Participant interface.

Toolbar
Quickly access emoticons and other meeting tools.

Drawing Tools
Draw and annotate on the Whiteboard.

Status Panel
Current meeting and connection status, and active speaker.

Participant List and Notes Tab
Icons in the list show the status of each meeting participant.
Click the Notes tab to send and receive instant messages with other participants

Shared Materials and Advanced Features
Presenter can:
- Upload, present, and distribute files
- Share a live application
- Conduct polls
- Take participants on a live Web Tour

Event Materials Status
Tracks files being uploaded or prepared for display.

Whiteboard
View materials loaded by the Presenter, including Web sites, PowerPoint slides and video files.

Getting Started
Mute Your Microphone
Invite Others
Share an Application
Insert / Present a Document

Participants
Name
GEORGE MARINO
Mary Price (Host)
Ken Barr (Presenter)

Materials
Event Materials
Product_Plans_2008
ACC_Activation
Accessibility_menu
applicationsharing

Multiple Speakers
"On the Air"
Connection: Good
Audio via Telephone

File View Event Connection Audio/Video Record Help











Raise Hand Send Note Step Out Enlarge Audio Mute

AT&T Connect

Materials: Ready to Use

Working with the Participant List

The Participant tab shows a list of all participants in the meeting. An icon shows the status of each Participant.

-  Connected by computer only
-  Connected by phone and computer
-  Connected by phone only, cannot see Whiteboard or other content
-  Connected with the Web Participant application
-  No audio device
-  Speaking
-  Muted
-  Raised hand/request to speak.
-  Participant can speak during Broadcast mode.
-  Participant has remote control of the shared application.

Right-click on a participant to see other options:



Give Presenting Rights – Pass Presenter status to the selected participant. Only the Presenter can load files onto the Whiteboard.

Give Drawing Rights – if the Host or Presenter limits the right to draw on the Whiteboard, you can pass Drawing Rights to the selected participant.

Clear –clear your emoticons or poll responses.

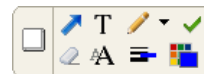
Rename – change the participant's text label.










Call Me and Dial a Participant – AT&T TeleConference Service calls you or another participant at a number you specify to establish an audio link. These options may not be available in all systems.

Link User's Phone with Computer – bind the selected audio stream to a computer-based participant in the list.


Working with Whiteboard Tools

The main toolbar contains a palette of drawing and text tools for use on the Whiteboard. All participants see your whiteboard marks and comments.



-  Clear the Whiteboard
-  Display a pointer
-  Type text
-  Draw a line or shape
-  Draw a checkmark
-  Erase parts of the Whiteboard.
-  Define text format
-  Define line thickness for line or shape tools.
-  Define the color for the current tool.

Working with Notes

 Participants can communicate during the meeting using chat-like notes. Click the Notes tab to see a log of notes you sent and received during the meeting.



Use the bottom portion of the frame to send a note. You can also click the Notes icon in the Toolbar to quickly send a note.

The Host or Presenter may limit the ability to send notes during the meeting.

Keypad Controls

During the meeting, you can mute/unmute your audio and perform other functions through your telephone.

Here are some basic keypad commands.

- *#** List available commands
- #** Exit list of commands
- *0** Request a Specialist
- *5** Participant Count
- *6** Mute/Unmute your line (toggle on/off)