

## Quick Reference Guide

PowerCall<sup>SM</sup> 5.0 brings enhanced capabilities to the desktop with a redesigned user interface for easier navigation and new features to enhance your web conferencing experience. PowerCall

integrates the high quality of audio with the interactive power of the Internet to give you the effectiveness of a face-to-face meeting without the associated travel time and costs.

## User Interface

The screenshot shows the PowerCall 5.0 Meeting Manager interface. The main window displays a 'Welcome to PowerCall 5.0' message. The interface includes a menu bar (File, Edit, Share, View, Tools, Participant, Meeting, Help), a toolbar with various icons, and a central content area. On the right side, there is a 'Participants' list box, a 'Chat' window, and a 'Send to' dropdown menu. The meeting number '735681129' is visible at the bottom left.

Annotations and callouts include:

- Share Icon**: Points to the share icon in the toolbar.
- Open Documents**: Points to the open documents icon in the toolbar.
- Save**: Points to the save icon in the toolbar.
- Previous Page**: Points to the previous page icon in the toolbar.
- Select Page**: Points to the select page icon in the toolbar.
- Next Page**: Points to the next page icon in the toolbar.
- Full-Screen View**: Points to the full-screen view icon in the toolbar.
- View Thumbnails**: Points to the view thumbnails icon in the toolbar.
- Laser Pointers**: Points to the laser pointers icon in the toolbar.
- Drawing Tool**: Points to the drawing tool icon in the toolbar.
- Annotation Color Tool**: Points to the annotation color tool icon in the toolbar.
- Pointer Tool**: Points to the pointer tool icon in the toolbar.
- Eraser Tool**: Points to the eraser tool icon in the toolbar.
- Text Tool**: Points to the text tool icon in the toolbar.
- Synchronize Displays**: Points to the synchronize displays icon in the toolbar.
- Zoom-In Zoom-Out**: Points to the zoom-in and zoom-out icons in the toolbar.
- Attendee List Box**: A callout box pointing to the 'Participants' list, containing the text: 'Attendee List Box: View the participants that are attending the conference.'
- Chat Entry Field**: Points to the text input field in the chat window.
- Chat Recipient**: Points to the 'Send to' dropdown menu in the chat window.
- Chat Window**: Points to the chat window area.

Clicking the tab allows you to view multiple applications or load multiple documents.

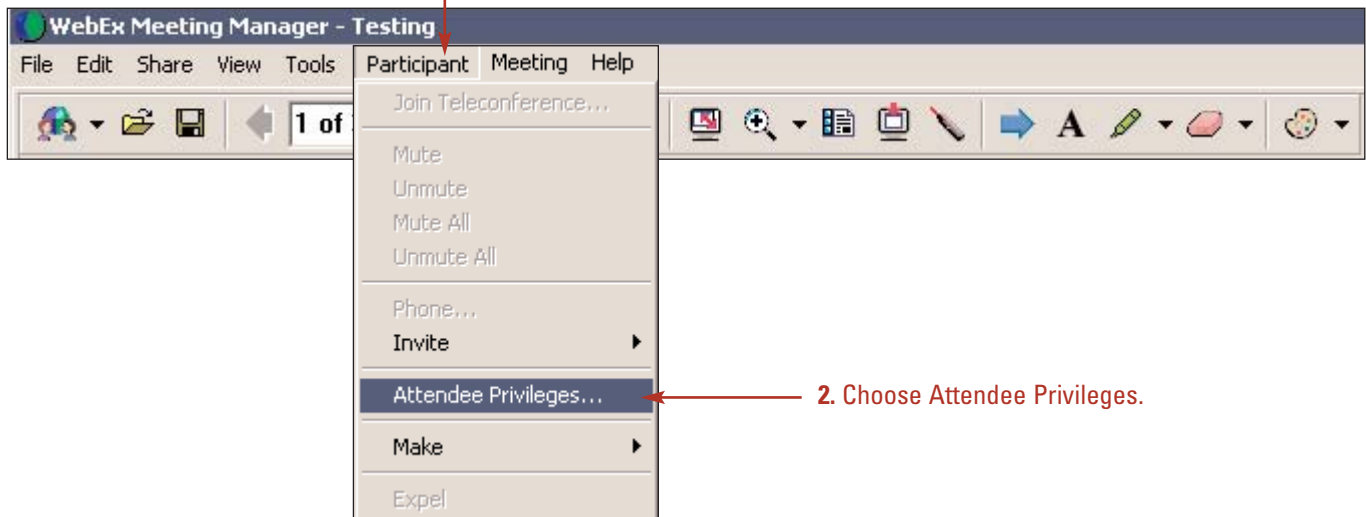
Participants:

Name	Status
Jim Smith (Host)	Green
Jane Kimmel	Pink
Kevin Jones	Blue
Ann Chambers	Red

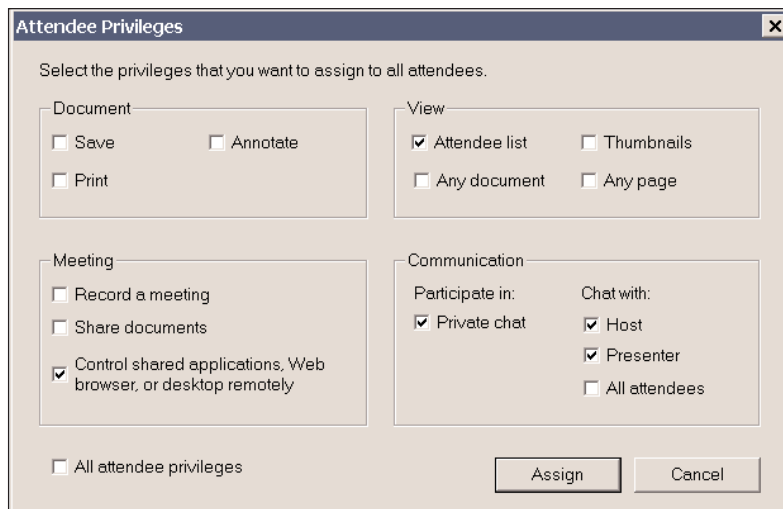
Send to: All Participants [Send]

## Attendee Privileges

1. Select Participant Tool Bar.



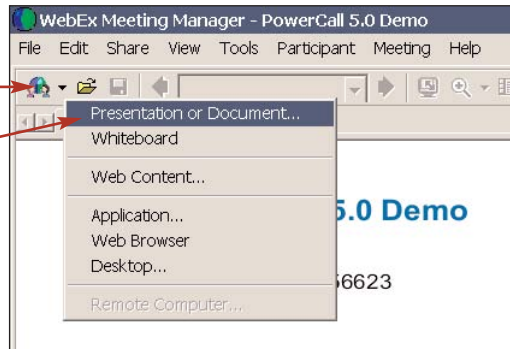
3. Select privileges that you want to assign to all attendees.



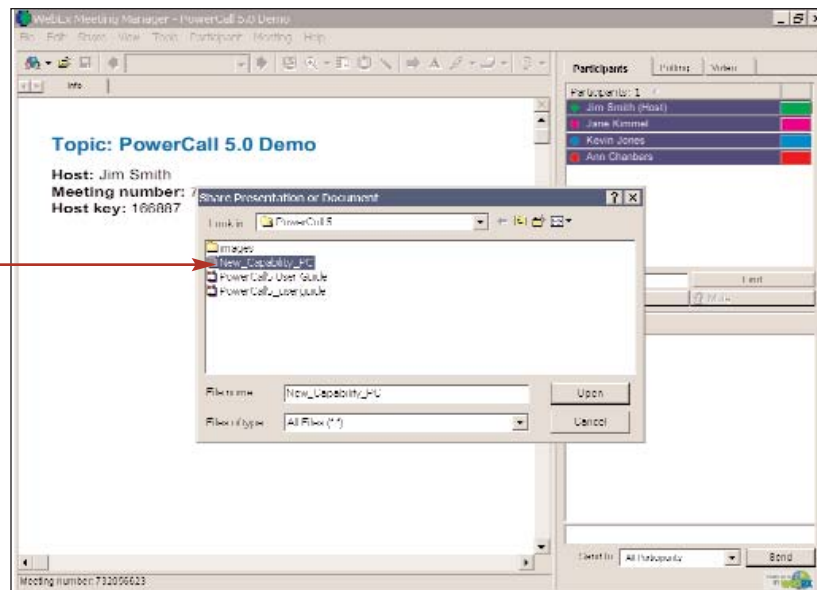
### To Share a Presentation or Document

1. Click on the Share Icon.

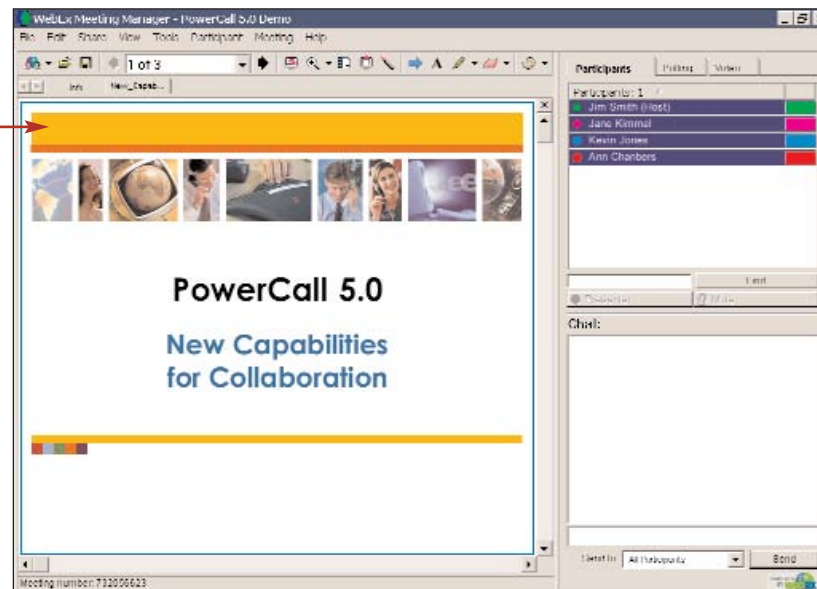
2. Select Presentation or Document.



3. Click on the desired file folder and select a file to share within the PowerCall application.

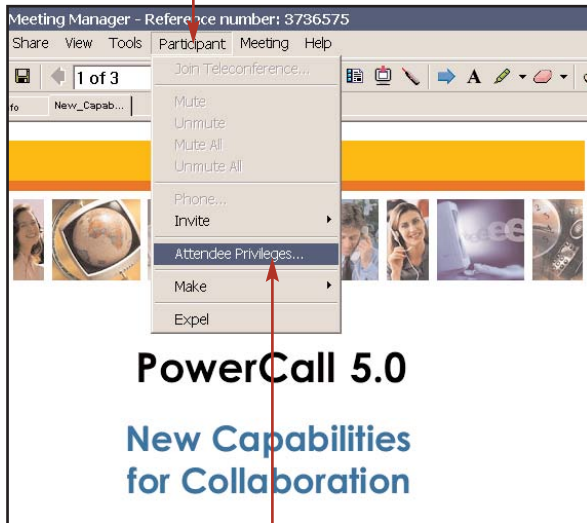


4. Documents open up here. Click on any document-editing icon to begin reviewing, commenting on, or editing the Document with your meeting Participants.



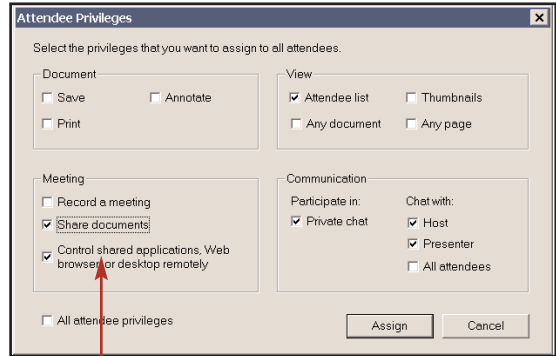
## Document or Presentation Sharing Control

1. To enable document and presentation sharing control, select Participant in the tool bar



2. Click on Attendee Privileges.

For a detailed description, please follow the steps described in the Attendee Privileges section (Page 2) of this document.



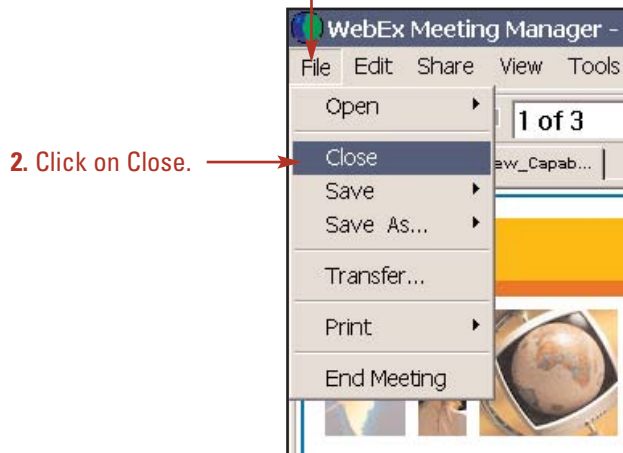
3. Choose Control Shared Applications or, any other attendee options.

### Reacquiring Control:

4. To reacquire control, simply repeat the process for Sharing Control. This will remove the check mark in the appropriate box and reassign control back to you.

## End a Sharing Session

1. Select File in the tool bar.



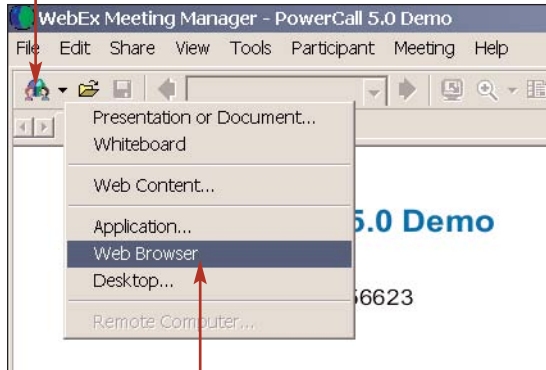
3. Determine whether you want to save the document. If yes, select the appropriate folder.

Your document will close and you will be returned to the main PowerCall meeting screen.

## Web Browser and Web Content Sharing

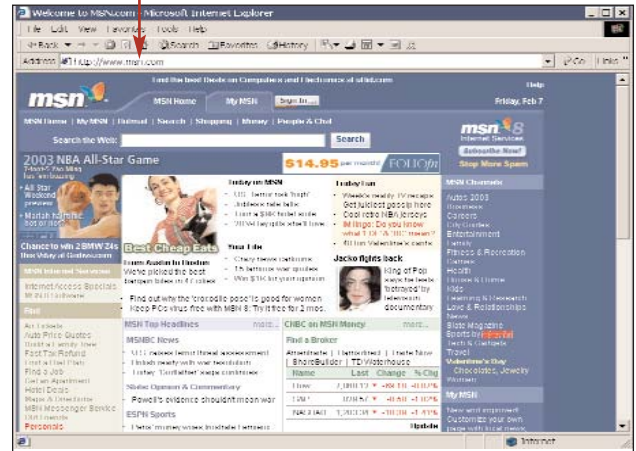
### To Initiate Browser Sharing:

1. Click on the Share Icon.



2. Select Web Browser.

3. Type a URL in your Web Browser's address or location box, then press Enter.



### To Initiate Web Content Sharing:

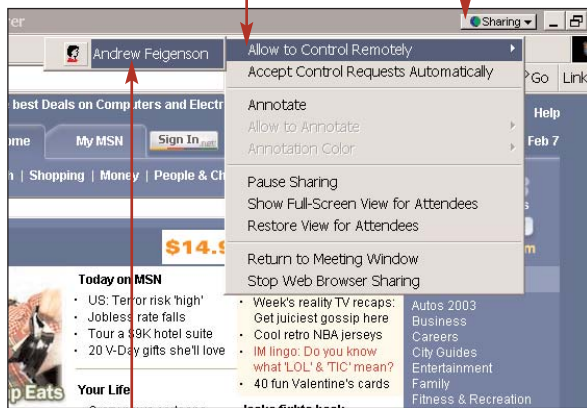
Follow step 1, but select Web Content instead of Web Browser.

Web Content application allows the meeting host to share content, animations, video, and audio information.

## Sharing Control

1. While in your shared document, click the Sharing button in the upper right.

2. Select the Share function desired.



3. From the menu, select the person with whom you wish to share control.\*

\*Control may only be shared with one person at a time, but you may grant and reacquire control as many times as you like during your meeting.

4. To regain control of your meeting, simply click your mouse button.

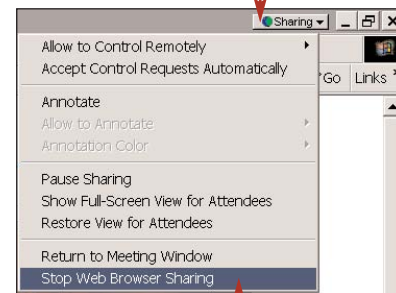
5. To share control with a new attendee, simply follow the steps above and select the participant.

## Reacquiring Control

To reacquire control, simply repeat the process for Sharing Control. Select the person's name from the same menu and click on their name again.

## Ending a Sharing Session

1. Click the Sharing button.



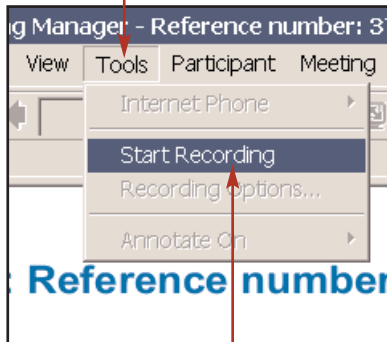
2. Select "Stop Web Browser Sharing."

The sharing window will close automatically and you and your attendees will be returned to the main PowerCall meeting screen.

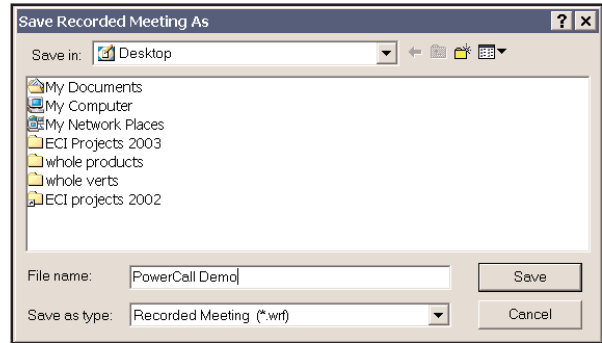
### Recording Feature

In order to record an audio conference, you may need additional hardware. Please contact a PowerCall representative at 1-xxx-xxx-xxxx for additional information or assistance.

1. To activate the recording feature, select Tools.



2. Click on Start Recording.



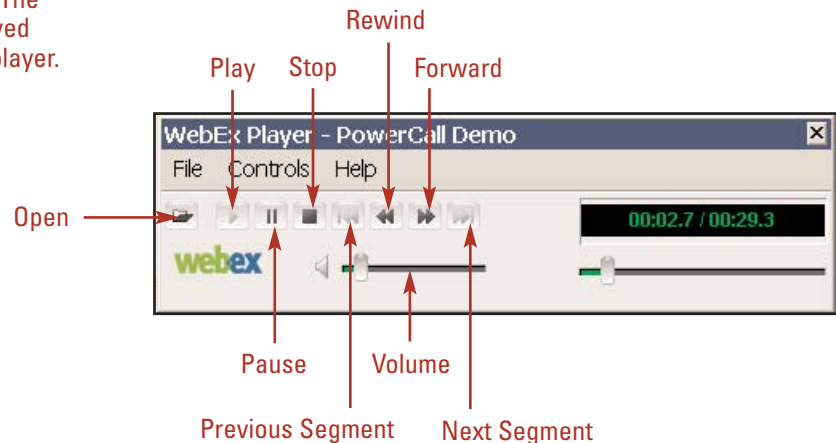
3. Save the recorded meeting as a .wrf file (WebEx recorded file) in a selected folder.

4. The Recorder toolbar will appear. Select the Record button to begin taping your conference.



### Playback a Recorded Conference

To playback a recorded conference, select the saved file. The player will pop up. The recorded conference can only be played back through the proprietary WebEx player.



To enable an attendee to record the meeting, you must provide them with "Record a Meeting" permission in Attendee Privileges. (See page 2 for a detailed description on providing Attendee Privileges.)