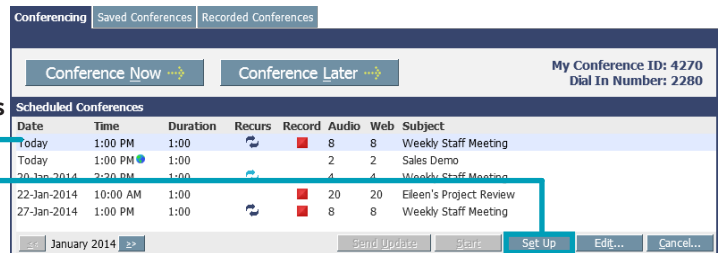


You can enter a scheduled conference room before the conference and set it up by adding documents, images, notes, polls, or whiteboard drawings. If your preferences allow participants to join a conference before you arrive, you can also set the conference room Preferences to allow participants to add documents or annotations.

Entering the Conference Room

- Step 1. Log in to the conferencing system to access your My Conferences page.
- Step 2. Select a conference from the **Scheduled Conferences** section of the **Conferencing** tab.
- Step 3. Click **Set Up**.
The conference room opens in a new browser window.

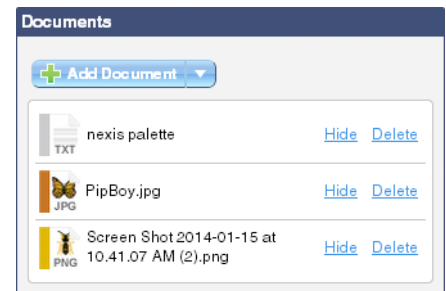


Uploading Documents

You can share any type of document by uploading it to the conference room. ConferenceManager natively supports PDF and image upload; the Browser Plugin is required for sharing Microsoft Office documents (.ppt/.pptx, .xls/.xlsx, .doc/.docx).

Other document types can be converted using the Document Sharing Print Driver, which you can install from your My Account page. To convert an unsupported document, open it in its native application and print it to the **ConferenceManager** printer.

- Step 1. From the Documents panel on the Home tab, click **+ Add Document**.
To share a document you have previously converted, click the right side of the button and select **Printed Documents**.
- Step 2. Browse to and select the document you wish to upload, and then click **Open**.
Uploaded documents are added to the Documents panel and automatically shared on a tab at the top of the conference room.
- Step 3. If you wish to annotate the document, click its tab and select **Annotate Slide** to display the annotation tools.

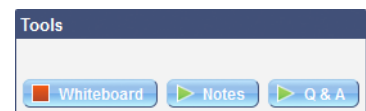


Note that uploaded documents are saved with the conference room, but *document annotations are not*, so they will be lost upon closing the conference room. If you prefer to have the document unshared when the conference begins, click **Hide** on the Documents panel.

Preparing the Whiteboard and Notepad

You can add Whiteboard annotations and Notepad contents are saved with the conference room, so you add content to them before the conference begins.

Click **Whiteboard** or **Notes** on the Tools panel to display the respective tab at the top of the conference room. Click either tab to add content.

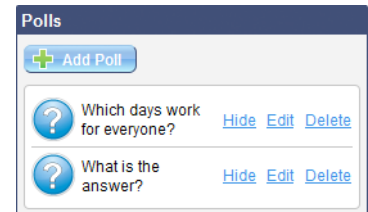


If you prefer not to have the Whiteboard or Notepad shared when the conference begins, click the respective **Whiteboard** or **Notes** to hide those tabs.

Preparing Polls

ConferenceManager allows you to create polls that present a question and multiple answers for voting. Results are tabulated as participants vote; all votes are anonymous. Both polls and poll results are saved with the conference room.

The Polls panel on the Home tab contains the Add Poll button and displays any existing polls. You can hide/show, edit, and delete polls from the Polls panel. To add a poll:



Step 1. Click **+ Add Poll** on the Polls panel to display the Add New Poll pop-up.

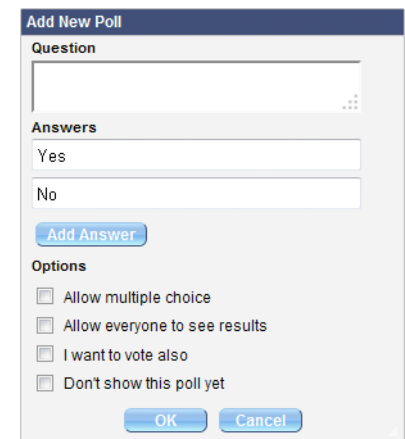
Step 2. Enter a **Question**.

Step 3. Customize the Answers as necessary.

The default answers are **Yes** and **No**; you can edit those fields and click **Add Answer** to add additional answers (up to 10 total).

Step 4. Select the **Options** to use for this poll.

Option	Description
Allow Multiple Choice	Allows voters to select multiple answers (using check boxes instead of the default radio buttons).
Allow everyone to see results	Allows everyone to see the results as they are tabulated. If not selected, voters see "Your vote has been submitted" and the host can choose when to share the results.
I want to vote also	Allows you (the host) to vote in the poll.
Don't show this poll yet	The poll appears in the Polls tab but is not shared.



Step 5. Click **OK**.

Using the Annotation Tools

The annotation tools are used to draw on the Whiteboard or to annotate shared documents.

Task	Procedure
Freehand	
Drawing freehand	Click to select a line color, click , and hold the mouse button down to draw.
Erasing freehand	Click and hold the mouse button down to erase.
Objects	
Drawing objects	Click to select a line color, choose a shape (, ,), and then click/drag the mouse to create the shape.
Moving objects	Click and then click/drag the object to a new position.
Resizing objects	Click , click the object, and then click/drag a handle to resize the object.
Deleting objects	Click , click the object, and then press the Del key or click .
Text	
Typing text	Click to select a color, click / to adjust the size, click , and then click/type where you want the text.
Moving text	Click , click the text you wish to move, and then click/drag a handle to move the text.
Editing text	Click , double-click the text, select the characters to edit and then edit the text or format with or / .
Deleting text	Click , click the object, and then press the Del key or click .