

[Web Conference Quick Guide]

- This quick guide is to help users to use the collaboration platform quickly and easily, therefore, this guide does not include all features. If you want to know the detailed and complete functions and other related information, please refer to the User Manual.
- To facilitate your reading, some copious sentences in this guide, such as “After logging in the **Home** page, click the **Subsite Management** on the menu, and click **User Management**”, will be simplified as “Home > Subsite Management > User Management”.

[Hardware and Software Requirement]

Operating System	Windows 2000, Windows XP
CPU	Pentium III 800MHZ or above
RAM	256 MB or above
Audio & Video Player	Windows Media Player 9.0 or above
Display Resolution	1024 X 768 or above
Browser	IE 6.0 or above
Network Bandwidth (e.g.: 6 persons' classroom)	Download 1M / Upload 64K or above (audio only) Download 2M / Upload 256K or above (audio and video)

[Log In Subsite]

Entering your account name and password and clicking “Log In”, you will log in the subsite home page.

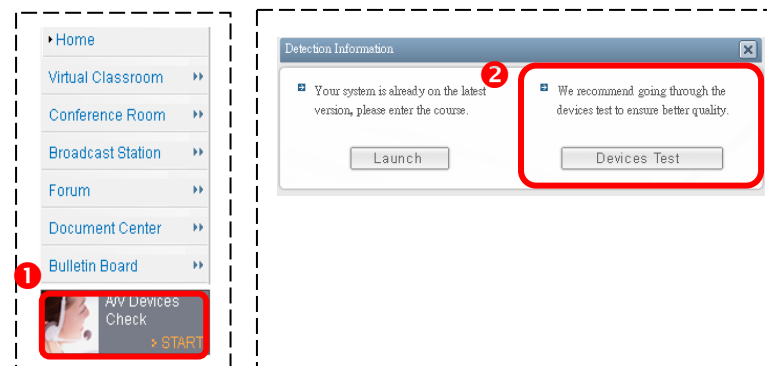


[Audio & Video Device Check]

Before the meeting starts, please follow the steps in the URL provided below to begin the earphone, microphone and webcam installation and test.

<http://203.69.39.35/ishare/DeviceTest/devTest.htm>

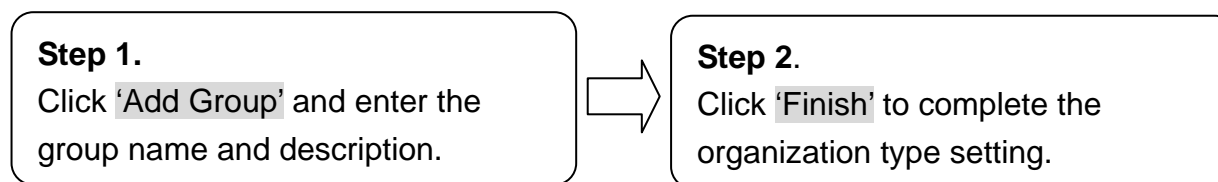
Tip: You can start the A/V device test by clicking the banner below the menu (see picture ❶) or before entering the conference room, choose 'Devices Test' (see picture ❷).



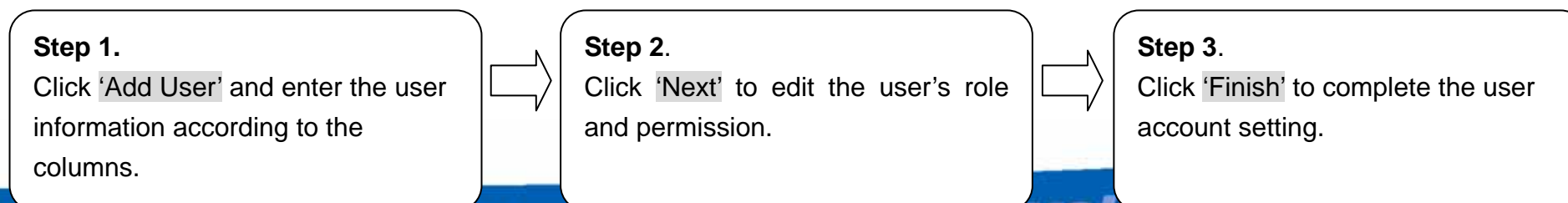
[If you are the subsite administrator]

Please note, before start using the subsite, the subsite administrator needs to do some planning and setting.

■ Create organization type: Home > Subsite Management > User Management



■ Create user account: Home > Subsite Management > User Management



■ Create Meeting Type: Home > Conference Room > Meeting Type Management

Step 1.

Click 'Add' and enter the meeting type name and description.



Step 2.

Click 'Add' to complete meeting type setting.

[If you are the meeting room host]

If your role is the conference room host, you can create new live meetings and on-demand meetings.

■ Create new live meetings: Home > Conference Room > Live Meeting Management

Step 1.

Click 'Add' and enter related information by columns and set up the meeting schedule.



Step 2.

Click 'Next' to start material management. Click 'Add' to upload meeting documents.



Step 3.

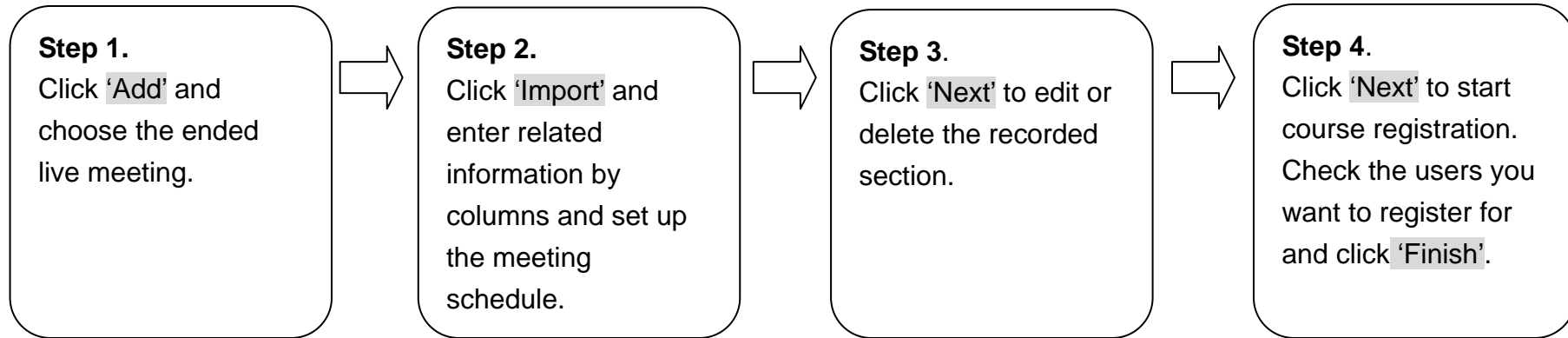
Click 'Next' to start questionnaire management. Click 'Add' to create a questionnaire.



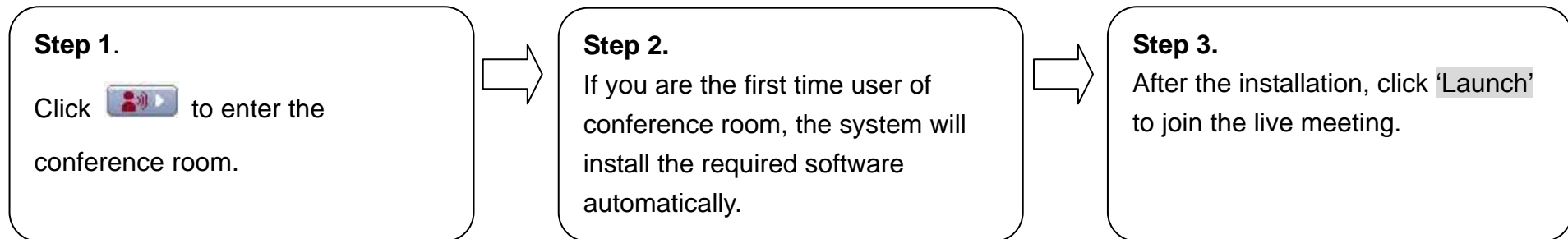
Step 4.

Click 'Next' to start meeting registration. Check the users you want to register for and click 'Finish'.

■ Creating on-demand meeting: Home > Conference Room > On-Demand Meeting Management

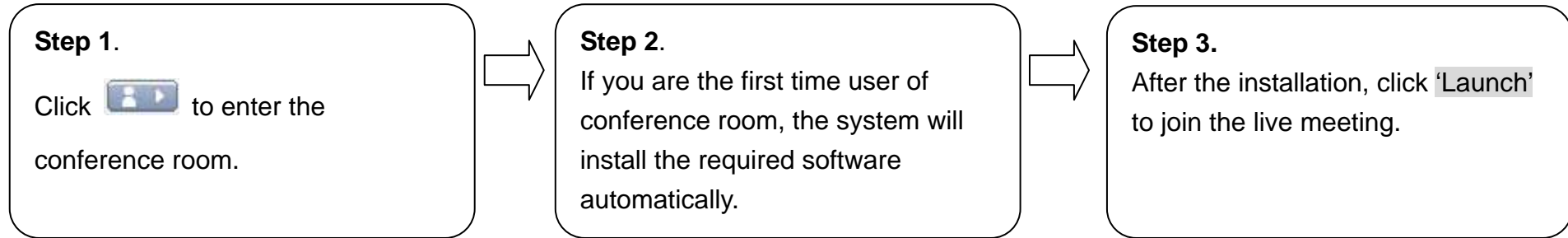


■ Participating live meetings: Home > Conference Room > Live Meetings

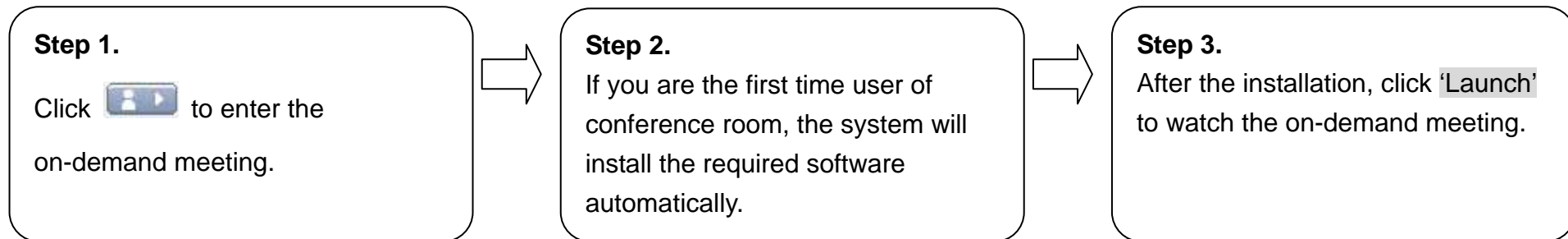


[If you are the attendee]

■ Participating live courses: Home > Virtual Classroom > Live Courses



■ Watching on-demand meetings: Home > Conference Room > On-Demand Meetings



[Web Conference User Interface Introduction]



- ①* Tool bar functions are for host only. The host can use the functions to do broadcast and recordings.
- ② Users can use the functions such as chat room, hand-raising, showing expressions and synchronized guiding.
- ③ In the displaying area, users can read materials, use whiteboard, use AP Sharing and etc.
- ④* The conference room host can authorize the attendees the permissions to upload voice, image and files.
- ⑤ In this area, users can see the presenter's video or members' name list and permissions.
- ⑥ In this area, users can adjust their video quality and the volume of their earphone or microphone.
- ⑦ In this area, users can browse other attendees' video or look up meeting information.

Information marked with '*' are conference room host's functions.

If you want to know the detailed operation functions, please refer to the User Manual.

[On-Demand Meeting User Interface Introduction]

1 In this area, you can play, pause and stop the recorded file.

2 Users can look up the discussion in the chat room.

3 In this area, it shows the recorded interaction of the main functions.

4 In this area, users can see the presenter's video or check the name lists.

5 In this area, users can browse other attendees' video or look up the recording section index.

Business English On-Line
TAITRA

A Good-News Letters Scenario

You work for Benson's Computers, 16 Church Street, Headingly, Leeds, LN5 7SX. One of your employees, Lola Looksgood, has just won 'Salesperson of the Year'. Her prize is a new Ford Focus. All she has to do is to go to Perfect Paul's Car Sales, 22 Belmont St, Headingly to choose which colour car she would like. Lola must take her driving licence, plus two other forms of identification, one of which must have her photo on it.

If Lola wants to get insurance through the company's insurance company, ABC Ltd, she will be entitled to a 10% discount.

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Index	Start Time
Subject/Verb Agreement	00:00:33
Subject/Verb Agreement	00:00:34
Subject/Verb Agreement	00:00:39
Subject/Verb Agreement	00:00:49
Subject/Verb Agreement	00:00:50
An Example Good-News Letter	00:01:02
A Good-News Letters Scenario	00:01:08
A Good-News Letter Cap-Filler	00:02:18
Subject/Verb Agreement	00:02:25

- ❶ In this area, you can play, pause and stop the recorded file.
- ❷ Users can look up the discussion in the chat room.
- ❸ In this area, it shows the recorded interaction of the main functions.
- ❹ In this area, users can see the presenter's video or check the name lists.
- ❺ In this area, users can browse other attendees' video or look up the recording section index.

If you want to know the detailed operation functions, please refer to the User Manual.