



TrainingCentre Quick Start Guide

TrainingCentre As Shown Through Your Browser



Australia

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+61 2 8295 9000

Hong Kong

800 901 603
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India

000 800 650 1158
+65 6468 2255

Japan

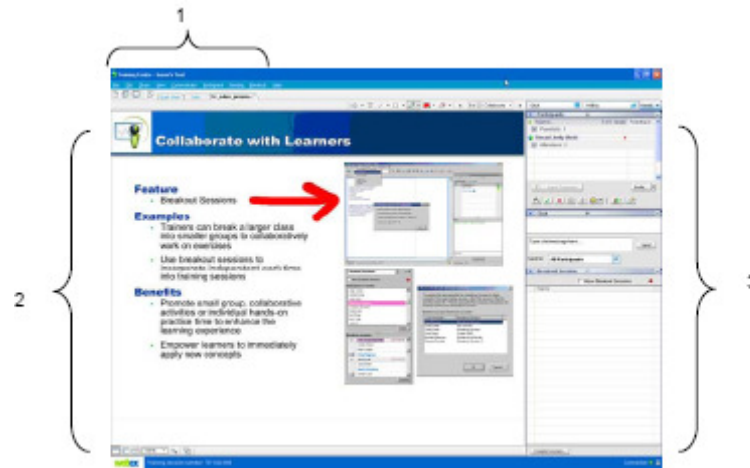
0120 941 635
+65 6468 2255

New Zealand

0800 443 589
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Singapore

1800 468 2255
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1. MENU BAR

File

Open, Close, Save, Save As, Transfer, Upload to MyWebEx™, Print, End Training Session

Edit

Undo, Redo, Add Page, Paste as New Page, Annotate On, Clear, Font, Personal Preferences

Share

Presentation or Document, Application, Desktop, Whiteboard, Web Content in Page, Web Browser, Remote Computer, My Training Manager

View

Full Screen, Thumbnails, Zoom In, Zoom Out, Zoom By, Fit into Viewer, Fit into Width, Automatically Advance Pages, Synchronise All, Close QuickStart, Show QuickStart to All Participants, Panels

Communicate

Join Teleconference, Audio Setup Wizard

Participant

Pass Microphone, Mute, Unmute, Mute All, Unmute All, Mute on Entry, Invite, Assign Privileges, Change Role To, Find Participant, Expel

Session

Information, Start Recording, Recorder Settings, Welcome Message, Session Options, Restrict Access

Breakout

Allow Breakout Sessions, Create Breakout Sessions, Join Breakout Session, Leave Breakout Session, End All Sessions, Ask All to Return, Share Breakout Session Content

Help

Training Session Help, About Training Manager, Verify Rich Media Player

2. CONTENT VIEWER

Documents, whiteboard and presentations appear in this window.

3. POWERPANELS™

- + Open and use only those panels you need during your session. Customise your viewing area by collapsing, minimising or resizing the panels.
- + Participant Panel: View a list of panelists and attendees.
- + Feedback Panel: Presenters can solicit instant responses from participants.
- + Q&A Panel: Panelists click to answer questions. Participants click to ask questions.
- + Chat Panel: Type your chat comments here.
- + Testing Panel: Presenters can administer tests to attendees during the training session.
- + Polling Panel: Presenters can administer multiple choice or short answer questions and evaluate and share the results.
- + Video Panel: The presenter can show video during the training session.

Basic TrainingCentre Functions

SCHEDULE A TRAINING SESSION

- + Click Host a Session then click Schedule Training.
- + Enter your user name and password and click Log In.
- + Enter the Topic, Meeting password and select any optional features.
- + Click Schedule to finish.

START A SCHEDULED SESSION

- + Enter your user name and password and click Log In.
- + Click MyWebEx.
- + Select your meeting from the My Meetings list and click Start Now.

ATTEND A TRAINING SESSION

- + Click the link for the meeting that you want to join.
- + Enter your name, email address and password (if required).
- + Click OK to enter the meeting.

NOTE: If you do not have a TrainingCentre account or don't remember your user name and/or password, please contact your site administrator or InterCall's Technical Support group as listed below.

Other TrainingCentre Service Benefits

- + Conduct live, interactive training sessions from a standard web browser.
- + Reduce the cost of training while increasing the scope, frequency and impact of training sessions.
- + Deliver online training that is as effective and interactive as traditional classroom training.
- + Effectively manage the registration and enrollment of training sessions.
- + Record, edit, store and play back sessions for later use.