

Quick Start Basic Webinar Guide

(For users without access to a microphone or camera; interaction only through chat)

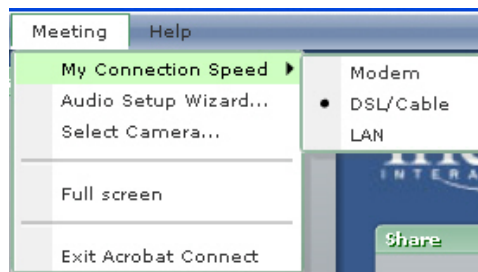


1. Complete the following two test prior to joining your meeting (for help, call the IHETS Helpdesk):
 - A. Load the latest version of the Flash player on to your computer (it takes about 60 seconds): click <http://get.adobe.com/flashplayer/> .
 - B. Test your connection: click http://educause.na3.acrobat.com/common/help/en/support/meeting_test.htm (it takes about 30 – 60 seconds ... the numbers 1 through 3 should end with black check marks; number 4 likely will NOT have a black check mark and this function will be completed when you get in the meeting room).
2. Bandwidth and hardware requirements:
 - A. Most consumer–grade DSL or high speed cable Internet services offer sufficient bandwidth for home users. A T1 or better is required for campus locations or most businesses. Modem (home telephone or dial-up) is not supported and does not work.

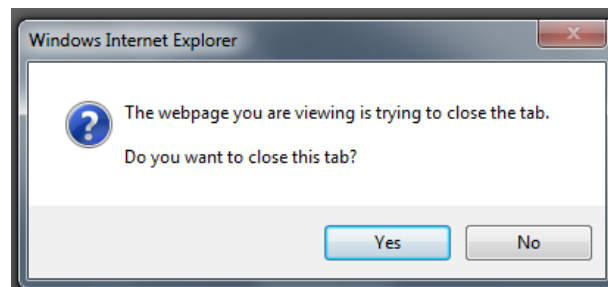
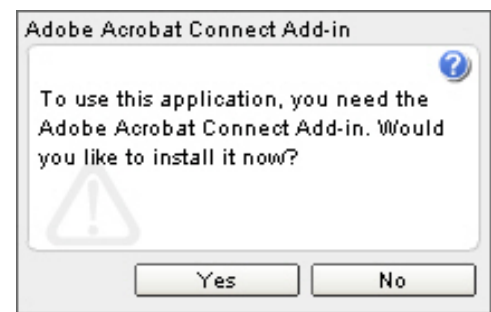
B.

	PC desktop	PC laptop	Mac desktop	Mac laptop
Processor speed	2.4 GHz or faster	1 GHz or faster	1.6 GHz or faster	1 GHz or faster
RAM	1 GB or more	1 GB or more	1 GB or more	1 GB or more

3. **Launch your browser** (recommend Internet Explorer v6.0.2900, Firefox 1.0.6 or higher):
 - A. Go to the URL you were provided: (i.e., <http://interactive.ihets.org/r> and generally eight digits).
 - B. On the first login page, “dot” the radio button to enter as a **guest**. On the second login page, type your **name or location** in the empty field and click the button “**Enter Room.**”
4. Select your **Connection Speed** and install the **Adobe Acrobat Connect Add-in**:
 - A. Once in the meeting room, click the **Meeting** drop-down menu at top left corner of the template:
 - B. In **Manage My Settings**, from **My Connection Speed** – choose either DSL/Cable or LAN (never Modem which is dial-up).



- C. Also in **Manage My Settings**, select **Audio Setup Wizard** and use *only* **Step 0 of 5**.
- D. Click the **Install** button in the lower left of the dialog box; then, click **Yes** in the **Acrobat Connect Add-in** box that appears (both boxes are displayed below). The screen will flash, and you should return to the meeting room which takes 5 to 7 seconds. If after indicating “yes” that you want the add-in installed, an information box may appear and asks if you want to close the “extra” Webpage you are viewing (display below), say yes. This view may also be located in your task bar. After completing these steps, the meeting room template will reappear, or look for it in your task bar. Your computer and meeting room are now “checked out” and ready to go.



1. For interaction in your meeting room, use the empty field at the bottom of the **Chat Pod** for comments and/or questions. Click **Return/Enter** on your keyboard or the “**crooked arrow**” in the Chat Pod to send your message.
2. Call the IHETS Helpdesk to test your computer, ask questions, or verify settings: 800.246.7615, 317.263.8999 ... if you feel it is necessary.