

ICHP CHAMPION WEBINAR

How To Set It Up

Contact your Information Technology Department (if available) to determine the best way to connect to the internet and a phone line.

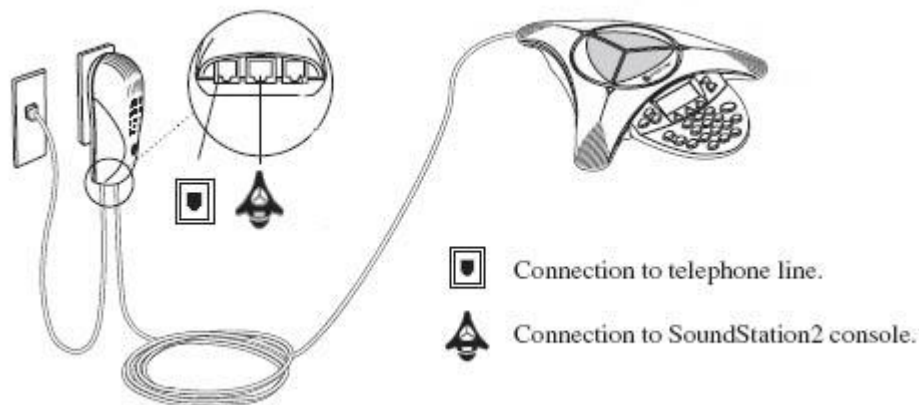
AUDIO

If you have a Polycom® system:





Plug the power adapter into the wall outlet.

Connect the power insertion cable into an available LAN port on the wall or hub/switch device port. Check to see if the Polycom® requires an analog line rather than a digital line.



http://supportdocs.polycom.com/PolycomService/support/global/documents/support/setup_maintenance/products/voice/SoundStation_IP_7000_Setup_Guide.pdf

Press the  button and dial the number provided for ReadyTalk conferencing. You may have to dial 9 or another number to get an outside line before you dial the ReadyTalk number.

To mute the line, press the  mute button or press *6 on the keyboard. Press the mute button again to unmute or press *6 again to unmute.

Test the system first by dialing another number in your facility to see if you are able to get a connection prior to the webinar.



If you have a conference phone:

Press the speaker button.

Get an outside line and dial the ReadyTalk Conference number.

Increase the phone volume to the highest setting.

To mute and unmute the line, hit the mute button or dial *6 on the keypad.

If you have a conferencing center:

Work with your IT department to set up the conferencing as it may vary from institution to institution.

Dialing Instructions:

Dial 1-866-740-1260

Enter the access code provided

Press #

VIDEO

You must have internet access in order to view the webinar.



To display on screen or wall:

Connect a lap top computer to an LCD device -

<http://www.marin.edu/Departments/mediaServices/PDF/SettingUp-LCD-projector.pdf>

Go to ReadyTalk website and start webconference.

To set up in conference center:

Contact your IT department to assist in setting up the webconference.

ReadyTalk Instructions:

Go to www.ReadyTalk.com

Under PARTICIPANT, enter access code provided

Enter your name, email address, phone and company name, then hit Submit.

If this is your first time joining a meeting from this computer, it is a good idea to test your computer with the **Test your Computer** link. You may need to install the Adobe Flash browser plugin if is not already installed on your computer so that the meeting view and participant controls are displayed in a web browser window. The test determines if this is necessary and helps you through the installation process.

Note: *Using the Flash plugin so you can use your web browser to participate in web meetings is recommended. However, if you choose not to install the Flash plugin, you can still join a meeting. In this case, a small alternate participant application is downloaded every time you join a meeting. This alternate application requires Java to be installed on your computer. When you join a meeting without the Flash plugin, you see a message with the option to proceed using the alternate application.*

When the Flash plugin is installed, return to the login page and enter the 7-digit meeting access code in the **Access Code** textbox. Then click the **Join** button.

Using the Chat Box:

All lines will be muted during the presentation, so if you need to get in contact with the presenter, use the chat box.

When the presenter enables the chat feature, a chat area is displayed at the left of the window. The **Hide Chat** button hides the chat area. The **Show Chat** button re-displays it. If the presenter disables the chat feature, the chat area is hidden.

When the chat area is visible, it displays all chat messages between you and the presenters. If the chat area is hidden and a presenter sends a chat message, the message is displayed in a yellow bar at the top of the participant window.

To send a chat message, type it into the **Chat with Presenter** text box at the bottom of the chat area, and click the **Send** button.

Assistance:

If you are having difficulty, here are some options:

- Contact your IT department to determine if your equipment is in proper order or to assist with setting up the webinar.
- Contact ReadyTalk Customer Care if it appears to be a ReadyTalk issue at 800-843-9166. For help during a conference, dial *0 for operator assistance.
- Contact the ICHP office at 815-227-9292 for basic questions.