



QUICK REFERENCE GUIDE

LBC Web Conferencing Platinum – Meeting

For 24/7 Technical Support Call: 877-549-3137

Starting a Meeting: Moderator

Starting a Phone Conference

1. Dial the toll-free number provided on your moderator card
2. Enter your conference ID and press #
3. Press *, enter your PIN, then press #
4. Enter a billing code or press # if there is no billing code

What Information Do I Give My Meeting Participants?

- For phone conferencing, provide the toll-free number and your seven-digit conference ID
- For web conferencing, provide participants with your specified URL <http://www.lbcconference.com> (or your customized firm site) and either the event ID (the ID provided when you schedule an event, or when you start an unscheduled event) or your conference ID with 'X' as a prefix

Starting a Web Conference

1. Go to <http://www.lbcconference.com> (or your firm's custom URL if configured)
2. Click 'Moderator Login', enter your conference ID with 'X' as a prefix and PIN, then click 'Continue'
3. Click 'Start' to begin your conference
4. Select your presentation or click 'Continue'

Joining a Meeting: Participant

Joining a Phone Conference

1. Dial the toll-free number provided by the moderator
2. Enter the moderator's conference ID and press #
3. You will be placed directly into the conference if the moderator has already joined. If the moderator hasn't joined, you will be placed on hold for up to 10 minutes.



PHONE COMMANDS

Moderator Phone Commands

- ** Main menu
- *0 Private operator assistance
- 00 Conference-wide operator assistance
- *1 Dial a new participant
 - *1 Join participant
 - *3 Cancel dial-out
- *4 Lock conference
- *5 Unlock conference
- *6 Mute your line
- *7 Unmute your line
- *8 Conference continuation
- *# Participant count
- ## Mute all lines except moderator
 - 99 Unmute all lines

Participant Phone Commands

- 00 Operator request
- *6 Mute your line
- *7 Unmute your line

Joining a Web Conference

1. Go to the URL specified by the moderator
2. Click 'Participant Login' or 'Attend a Private Event' as specified by the moderator
3. Enter the event ID or the moderator's conference ID (both provided by moderator), your name and your company's name, then click 'Continue'



Moderator Controls During the Meeting

Recording an Event

The audio and web must first be synchronized. There are two methods of initializing recording.

1. Log onto the web portion of your conference
2. From the Call Control tab in the bottom left corner of the moderator screen select MANUAL DIAL, then OK. Then dial 800-505-4201 and enter your moderator ID and password.
3. The red RECORD button will now appear highlighted.
4. Click on the RECORD button to begin recording.

To synchronize your call from the web:

1. Log onto the web portion of your conference
2. From the Call Control tab in the bottom left corner of the moderator screen select DIAL ME, then OK. Your phone number must be in the dial me box.
3. Your phone will then ring. Answer the phone and select JOIN in the Call Control box.
4. The red RECORD button will now appear highlighted.
5. Click on the RECORD button to begin recording.

Promoting a Participant to Co-Moderator

At any time during an event, the moderator can promote a participant to co-moderator.

1 In the participants region on the main moderator window, highlight the participant you would like to promote, then click 'Make Co-Moderator'. The system prompts any promoted participant to install ActiveX controls (for Microsoft Internet Explorer) or plug-ins (Netscape Navigator) if they are not currently available on the participant's computer

2 To demote a co-moderator to participant status, highlight the co-moderator (indicated by a 'C' in the Status field), then click 'Make Participant'

Application Sharing

Share all or part of the moderator desktop, including applications and files, with participants.

1. Log in to the application (for example, Microsoft Excel) and open the file that you want to share with participants
2. Click the 'Appshare' button on the main moderator window
3. Move and resize the red frame over the application you want to share then click 'OK' to begin

Web Touring

1. Lead meeting participants on a tour of various web sites. From the main moderator window, click 'Web Tour'
2. On the control panel at the bottom of your screen, type a URL in the open text box or select a stored URL from the drop-down list
3. Click 'Go' and enter new URLs to navigate to other web sites



Flipping, Previewing, and Annotating Slides

Conduct a presentation, including live annotation, using a Microsoft PowerPoint, Corel Presentations, or Lotus Freelance slide presentation.

- 1 From the main moderator window, click 'Slides' or select a new presentation from the 'File' menu
- 2 Click 'Forward' and 'Back' to move sequentially through the presentation or select an individual slide from the slide index to jump to that slide
- 3 Use the annotation tools (pointer, rectangle, oval or color) to highlight areas on slides
- 4 Click 'Preview' to lock a slide and click 'Revert' to open a slide for annotation

Whiteboarding

Use electronic whiteboarding to illustrate concepts or to brainstorm designs.

- 1 From the main moderator window, click 'Whiteboard'
- 2 Use the draw mode and color controls to control shapes, line thickness, and colors
- 3 Click 'Undo' to remove entries one by one (most recent first) and click 'Clear' to clear the whiteboard

Chatting

After enabling chat functions, the moderator controls real-time text chat during the event.

- 1 From the text communication region of the main moderator window, click the 'Chat' tab
- 2 Select the group to which you want to send chat messages (all participants, selected participants, moderator and co-moderators)
- 3 Enter the chat message, then click 'Send'

Real-Time Polling

Conduct real-time question and response sessions during the event.

- 1 From the main moderator window, click the 'Polling' tab
- 2 Type the question
- 3 Select the response type (freeform or predefined), then click 'Poll'



Post-Event Reports

Create and examine post-event reports after the meeting.

- 1 Go to <http://www.lbcconference.com> (or your specified URL)
- 2 Click 'Moderator Login', enter your conference ID and PIN, then click 'Continue'
- 3 Click 'Reports'
- 4 Pick your reporting option (month to date, year to date or specify a date range), then click 'Search'

From the 'View Reports' screen:

- Click the 'Report' icon. To extract results for chat and polling, click 'Save'. You can open the resulting file or save it to disk. Click 'Cancel' to return to the View Reports screen
- Click an event number to view the event overview report. To view summarized event details, pick the detail you want to summarize from the drop-down list and then click 'Update'.