

eMeeting Participant Tips

- 1 Make sure you can clearly hear the Leader and others at all times. Run the **Centra Audio Wizard** if you encounter problems. The audio wizard icon reflects the selected audio option:



Headphones and
microphone



Speakers and
microphone



Speaker only

- 2 **Raise your hand** to request a microphone or ask a question.
- 3 Remember that running other applications while in the meeting can slow your session.
- 4 If you experience a technical problem, close the meeting and then rejoin it.
- 5 Use **Text Chat** to communicate with the Leader if you continue to experience technical problems.
- 6 Click **Step Out** to step out of the Main Room or Breakout Room.
- 7 Play back the recording of a meeting to review or reinforce the material. Click the **Past** tab on the My Schedule page, find the event to play back, and click the **Playback** link.

Education and Training

Saba Education and Training offers courses on Centra products. For more information, visit:

<http://www.saba.com>

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Part Number 188961

Saba Centra Live eMeeting Attend Quick Reference Card

As an eMeeting Participant, you use eMeeting's features and tools to work with a Leader, Co-presenter, and other Participants in real-time, online meetings.

Use this **eMeeting Participant Quick Reference Card** to view tool and tip information at a glance. *You may want to keep this card nearby to reference as you work with eMeeting.*

Where to Get More Information

For more detailed information about working with eMeeting, refer to:


- The Participant portion of **Getting Information about Centra**, accessible from the Centra 7 Home Page.
- The **Centra eMeeting Participant Tutorial**, accessible from the Centra 7 Welcome Page or the Centra 7 Home Page. This self-paced Tutorial provides basics for working with eMeeting.

Before You Begin

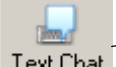
- **Centra Audio Wizard.** Configure your speaker and microphone settings for best audio quality. *To work with the Centra Audio Wizard, select **Tools, Audio Wizard** from the Centra interface.*
- **Centra Video Wizard.** Focus and position your camera, if you plan to broadcast video. *To work with the Video Wizard, select **Tools, Video Wizard** from the Centra interface...*

eMeeting Participant Quick Reference Card

Speaking

1. Press and hold the **Control** key or click and speak into your microphone. Or, click the **Lock to Talk** button  to speak for an extended time.
2. Click the **Lock to Talk** button again to allow others to speak.

Sending Text Chat

1. Click  Text Chat.
2. Type a message in the text box.
3. **Note:** The message is addressed to all participants and presenters unless you select a specific name from the **To** drop-down list.
4. Click **Send**.

Running the Audio Wizard

1. In the Centra window, click **Tools** in the main menu and choose **Audio Wizard**.
2. Adjust the Playback volume using the slider to a comfortable level. When done, click **Next**.
3. Specify Speakers or Headset. Click **Next**.
4. Speak into the microphone. Optimal speaking levels are green, moving towards red.
5. Adjust the Recording volume to a suitable level using the slider. Click **Next**.
3. Click **Finish**.

Raise Hand
Click to raise your hand. Click again to lower your hand.

Yes
Click to respond "Yes".

No
Click to respond "No".

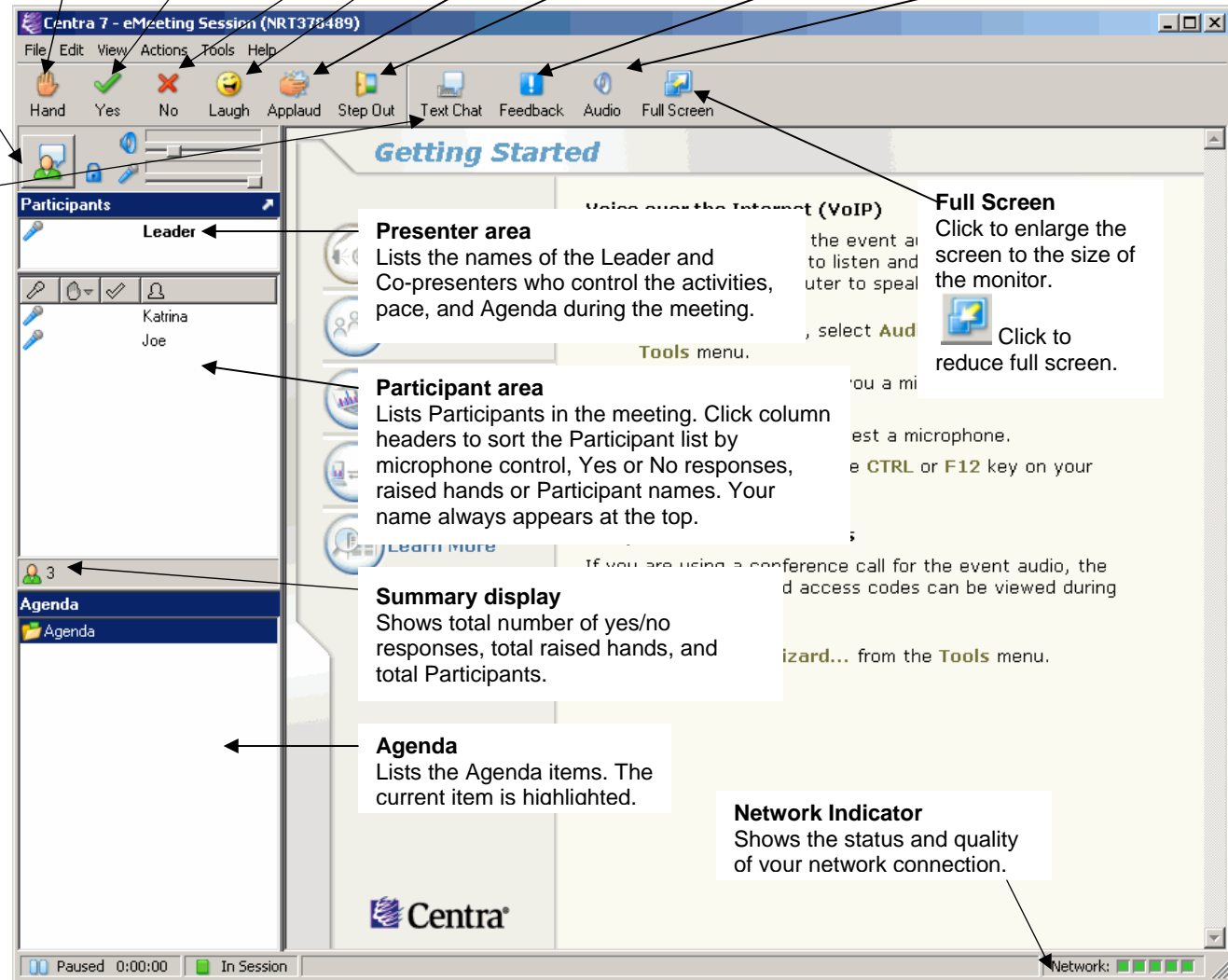
Laugh
Click to indicate laughter.

Applause
Click to applaud.

Step Out/Return
Click to step out of the session temporarily.

Feedback
Click to send anonymous feedback.

Audio
Click to start the Audio Wizard.



Markup Tools

Click the appropriate tool to mark up a slide or the Whiteboard. Show and hide tools from the Markup menu. You must have a microphone to use the tools.