

*This guide provides the basic information needed as a GreenLight Web conference attendee. Call (800) 839-9976 or visit [www.greenlightcollaboration.com](http://www.greenlightcollaboration.com) if you would like more info about GreenLight Collaboration and our fast, simple, and effective collaboration services.*

### **To join a GreenLight Web meeting**

**GreenLight Web does not require an attendee to download or install anything to join a meeting. It works with any browser that supports Flash. Flash 9.0 or higher is recommended.**

1. If your meeting host provided you with a **meeting URL** like this, <http://web.gllcollaboration.com/?meeting=8154253>, go to the URL and then click “click to join” to enter the meeting.



2. If you are provided with just the **meeting ID**, go to [www.gllcollaboration.com](http://www.gllcollaboration.com), click “Join a web conference” and enter the Meeting ID in the box provided



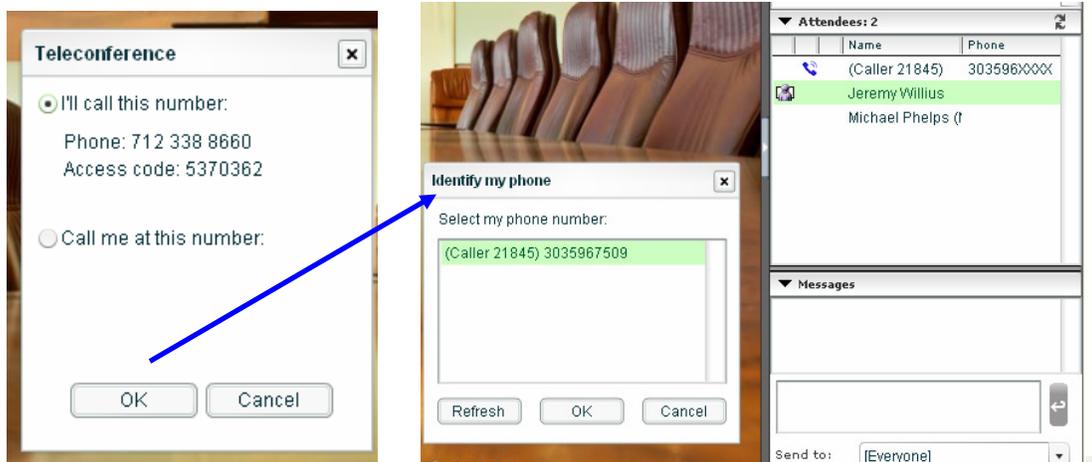
3. When you first enter the meeting, you will be prompted to **enter your name**, or to enter your a password and name, depending on the setting selected by the host.



## ATTENDEE MEETING FUNCTIONALITY

### Connecting to the conference call

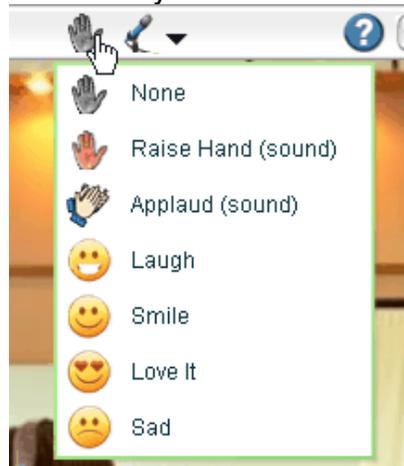
1. Upon entering the meeting, if the host has selected to use a conference call with this meeting, a box with **Teleconference** details will appear. If you haven't already, dial into the conference call and use the access code when prompted.
2. Click "Ok" to close this box.



3. If you have dialed into the conference call associated with this account, you will next **identify your phone**. From the list that appears, click on your phone number and then on "Ok". This will align your web connection (your name) with your phone connection (your phone number) on the attendee list.
4. **To mute your line**, right click on your name/phone number on the attendee list and click "mute phone". To unmute, right click again and select "unmute phone". You may also hit #1 on your phone key pad to mute your phone. Hit #2 on your phone key pad to un-mute.

### Raise your hand and other feedback functions

1. Click on the "set my emoticon" icon at the top of your viewing area. Make a selection from the drop down menu that appears. The feedback icon you select will appear next to your name on the attendee roster.



### Contributing your web cam video

1. The meeting host must first grant you the right to contribute your webcam.
2. After the host asks you to contribute your webcam, a Flash-settings box will pop up on your screen asking you to “allow” or “deny” access to your webcam. If you see a “close” option but do not see an allow/deny option, click “close” and a second menu screen should appear.
3. **Click “allow”** and if your webcam is connected to your computer, your webcam image will be seen by all meeting participants.



4. **Mac users** may need to select the web cam device to use from a drop down menu provided when video is initiated.

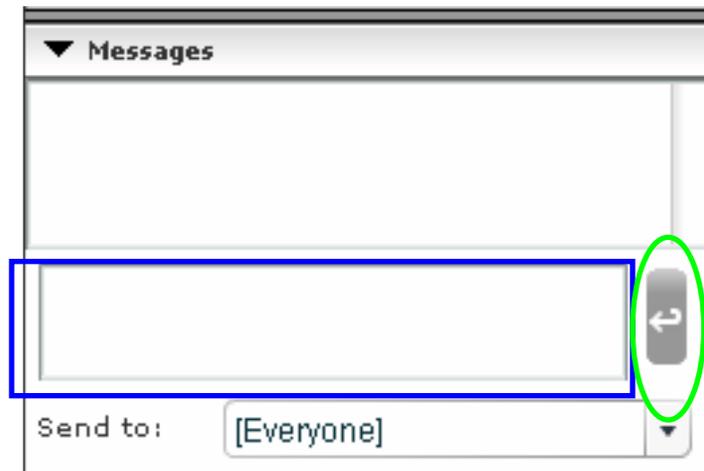
### Contributing your voice over IP (VOIP)

1. To activate VOIP from your connection, click on the microphone icon found at the top of your web meeting dashboard. If a Flash-setting box appears, click “allow” to activate VOIP.
2. You must have a microphone on your computer to capture VOIP. We recommend the use of a VOIP headset connected to your computer for the best VOIP quality. Echo can be an issue if multiple parties contribute VOIP without using echo-canceling headsets.



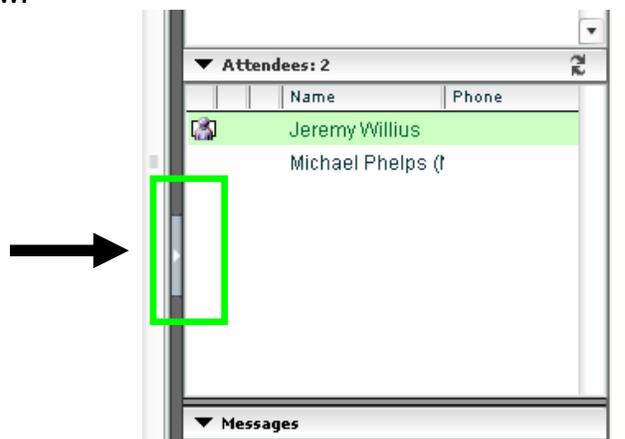
### Messaging/Chat

1. In the lower right hand portion of your viewing area you will see an area in which to **send chat messages**. Type in your message (blue box below), select to whom you want to send the message, then click to send (circled in green)



### Adjusting your view of the presentation

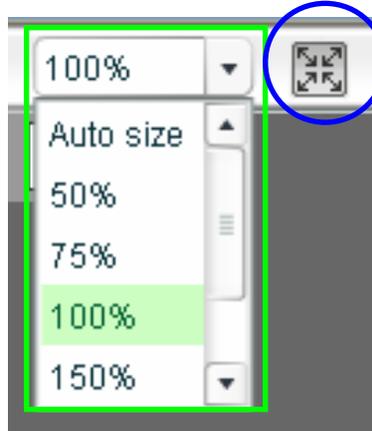
1. You may **close the right hand information column** and expand the viewing area of the presentation by clicking on the grey toggle in the middle of the left-hand margin of the information column.
2. To return the information column (attendee list, chat, etc.) find the same grey toggle now in the middle of the right hand margin of the presentation window.



### Adjust size of presentation in the presentation window

1. You can increase or decrease the size of the presentation in the presentation window by clicking on the "percentage scale" in the top middle of your viewing area (green box, below). On a default basis, "auto

size” will be selected. You can increase or decrease the percentage to right-size the presentation to your screen size and resolution.



2. You can increase the presentation window to “**full screen mode**” by clicking on the grey square icon with arrows pointing to the corners (circled in blue). This will close the information column and maximize the size of the presentation window in your browser.

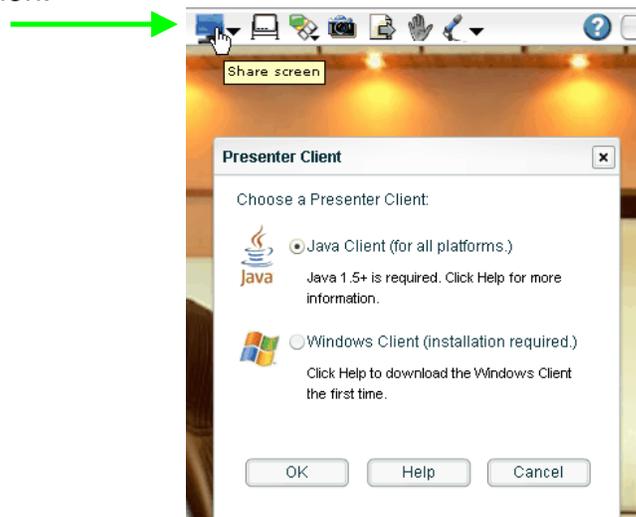
## Screen Sharing

In some meetings, the **host may promote you to co-presenter** and give you the opportunity to show applications on your desktop in the meeting.

### Screen Sharing

After being promoted to co-presenter status, click on the blue-monitor icon to launch screen sharing. There are two Presenter Clients to choose from for screen sharing; a **Java Client that does not require an install**, but does require Java 1.5 or higher, and a **Windows Client which requires a download** and install.

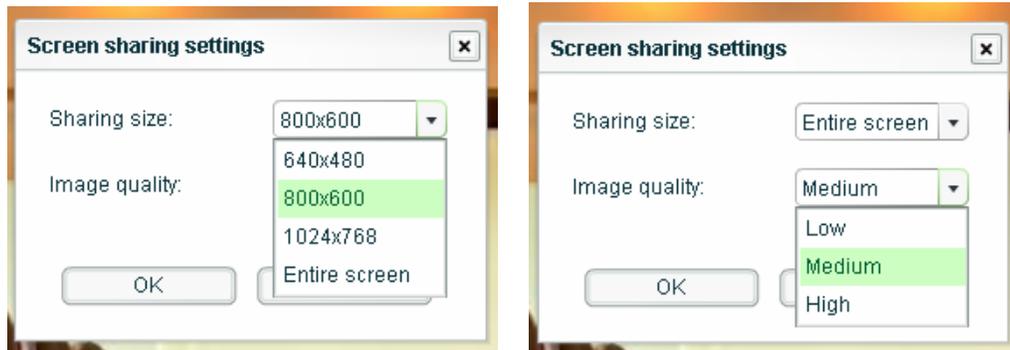
Mac & Linux users should choose Java. For PC users, either is fine, but we recommend Java since it does not require proprietary software installation.



## Java Client

To use the Java client, you must have Java 1.5 or above (Go to [www.java.com](http://www.java.com) to download Java). After selecting the Java client, you will be prompted to open and run a Java application called VPresent.jnlp.

1. Before the Java screen sharing session begins, **select the size of your screen sharing area and the image quality**. We recommend entire screen for sharing size and medium for image quality. Choosing a smaller screen size will magnify that area of your desktop for those viewing your screen sharing session.



2. When the Java client is running, you will see a red rectangle with a simple control panel in the upper left corner. The red rectangle signifies the portion of your screen that you are sharing. **Bring the application you want to share to the front of your desktop**. If you have selected a size smaller than entire screen, you can drag the rectangle around your screen to show a different area.



3. Click the pointer icon on the simple control panel to activate the drag-and-drop pointer to add emphasis to your screen sharing.
4. Pause screen sharing so you can work “behind the scenes”
5. To stop screen sharing, click on the red X on the simple control panel. Go back to the web meeting in your browser to use other meeting features.

### Windows Client

Windows users may prefer to use the Windows screen sharing client, which does require the installation of the Windows Presenter Software. The Windows screen sharing client is more feature rich than the Java Client and must be used for remote control of someone else’s shared screen.

[Click here to download the Windows Client](#)

1. Once screen sharing has started, you will see the Windows Client **screen sharing tool bar** in the top left portion of your screen. Moving from right to left, the tools are:



- a. **Close sharing** (blue circle) – This ends your sharing session.
- b. **Pause sharing** (green circle) – This pauses sharing so you can work on your application(s) without attendees seeing. Attendees see a frozen image of what you were sharing when you paused. Click a second time to un-pause sharing.
- c. **Annotation** – Click to change your pointer into a highlighter tool. This freezes your application (you can not manipulate it) so you can write on top of the application to add emphasis. Click a second time to erase all annotations and to return to a live application sharing mode.
- d. **Pointer** – Click to activate the pointer. Click and drag the pointer to where ever you want on top of the application to add emphasis. Unlike the Annotation tool, the pointer will not freeze the application so you can continue to manipulate the application. Click a second time to deactivate the pointer.
- e. **Choose sharing window** (orange circle) – Click to change application that is being shared with the audience. Choose from list of open apps.



1. You may also change the screen sharing window with this tool. Choose "Rectangular Area" to share only what is inside of an adjustable red rectangle. Choose "Entire Screen" to remove the red triangle and share 100% of your desktop.
- f. **Show Menu** (purple circle) – Click to drop down screen sharing menu
  1. **Remote Control** – select user to give control of your open application. Selected user receives a message saying they have been given remote control. Remote control is most often used for technical support needs.

## ATTENDEE SYSTEM REQUIREMENTS

- Windows XP, 2000, Vista, MacOS X, Linux and Unix
- Internet Explorer 6.0 or above, Firefox 1.0 or above, Safari 1.0 or above, Google Chrome
- Macromedia Flash 9.0 or above
- 56kbps Internet connection minimum. Broadband Internet connection is recommended.
- Webcam (optional)
- Speakers (optional)
- Microphone (optional)