
Web Conference (Webinar) Presenter/Admin Guide

Summary

This guide describes the functions available to Presenters or Moderators in omNovia Web Conference. If you are an attendee of the omNovia Web Conference webinar, please see the '[Attendee's Guide](#)'. The purpose of this guide is to provide an overview of all features available to Presenters.

Contents

[Opening & Closing the Room](#)

1. [Presenter Conference Login](#)
2. [Attendee Conference Login](#)
3. [One & Two Window Modes](#)
4. [Phone Bridge Login](#)
5. [Closing the room](#)
 1. [Exit Room](#)
 2. [Shut Down Room For All](#)
 3. [Automatically Close Room](#)

[Using the Room](#)

1. [Overall Layout](#)
 1. [Adjusting the Layout](#)
2. [Participants List](#)
3. [Settings and Options](#)
4. [Control Panel](#)
 1. [Volume Controls](#) (*Speaker and Microphone*)
 2. [Microphone Setup](#)
 3. [Webcam](#)
 4. [Change your status](#) (*Ready, DND, Raise Hand*)
5. [Module Tabs](#)
 1. [Application Sharing](#)
 2. [Slide-Show](#)
 3. [Whiteboard](#)
6. [Tool Tabs](#)
 1. [Shared Folder](#)
 2. [Instant Poll](#)
 3. [Favorite Links](#)
7. [Chat](#)
8. [Announcements](#)

9. [Tools](#)
 1. [Recast](#)

General Preparation

1. [Recommended Internet Connection](#)
2. [Recommended Hardware](#)

Managing your account

1. [Personal Account](#)
 1. [Change Password](#)
 2. [Modify Personal Information](#)
2. [Organization Account](#)
 1. [Modify Organization Information](#)
3. [Rooms Management](#)
 1. [Login Instructions](#)
 2. [Modify Conference Room Properties](#)
 3. [Room Reports](#)

Opening & Closing the Room

Presenter Login

The room login page address is similar to: <http://companyname.omnovia.com/roomName>

1. On the login page, from the drop-down menu next to **Login As:** select **Presenter/Moderator**.
2. Enter the username and password provided in your email.
3. Click on the **Click Here to Enter Room** button to enter the room.

The login page will detect if you have Adobe Flash Player 9 and will install it if necessary. It is estimated Adobe Flash Player 9 is currently installed on 99% of desktops connected to the

Internet.

Alternatively, you can login to the page at <http://www.omnovia.com/members>. After logging in you can then click on the **Manage Account** button. This will bring you to your **My Account** page. If you scroll down to the **Rooms Management** section you will find login instructions for all of your rooms.

Note: Conference rooms do not begin until a moderator or presenter is logged in. If an attendee attempts to gain access to the room, a banner will be displayed until the room begins.

Attendee Login

There are multiple ways that an attendee can log into a room.

1. Log in using the room login page and the guest password (**Note:** Guest password can be found or changed for a room in the [Room Properties](#) area of the [My Account](#) page).
2. Register for an event and use the event login link provided in the email.
3. Log in to the room login page with a **regular-user** account. This type of user and password would need to be setup manually, similar to setting up a new Presenter account. You can set up an account in the **My Account** page under **Manage Users**.

One & Two Window Modes

The omNovia Web Conference is customizable. You are given the choice on how you would like the room to be formatted.

Single Window Mode: The image and chat components are integrated into one full-screen window.

2 window mode: The images and the chat each load in their own separate window. (**Note:** Make sure any popup blockers are disabled)

To enable two window mode select the check box located on the conference login page.


Phone Conference Bridge Login

Every omNovia room comes with a teleconference bridge number and access code. You may obtain it in the **Login Instructions** section of your **My Account** page. The phone conference bridge has no extra fees. Long distance charges however apply. It can host up to 400 callers. Contact omNovia sales to order Toll free numbers.


Note: The audio in the phone bridge does not appear in the omNovia room and vice-versa unless you have dialed in to the phone bridge using the iBridge.

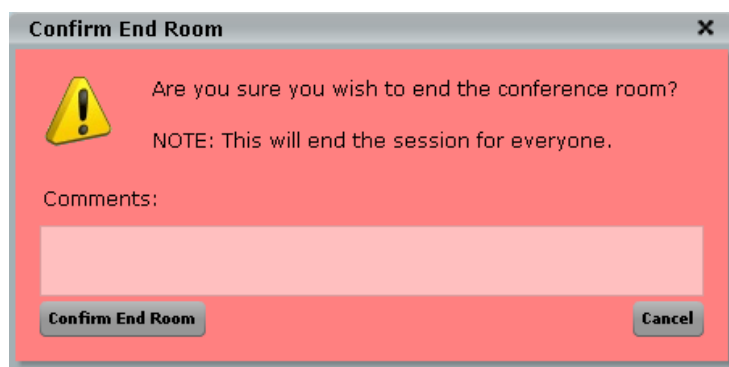
Exiting or Closing the room

Exit Room

You can click the blue 'Exit Room'  button in the upper right corner of the room. Closing your browser window or tab will also accomplish the same thing. This does not close the room for everybody and will only remove you from the room.

Shut Down Room for All

You can click the red 'Shut Down Room for All'  button to quickly close the room for all attendees (including other presenters). A small window will appear asking for confirmation and an optional closing comment. This comment will appear on the page that loads after the room ends. Enter a comment if desired and click **'Confirm End Room'** to finish.



Automatically Close Room

By default, if there are no presenters logged into the room it will close in 4 minutes. This behavior is to prevent attendees from being able to idle in the room continuously when the room is not to be used. If you would like to change this setting, the timeout can be adjusted or disabled in the [Room Properties](#) area of the [My Account](#) page.

Using the Room

Overall Layout

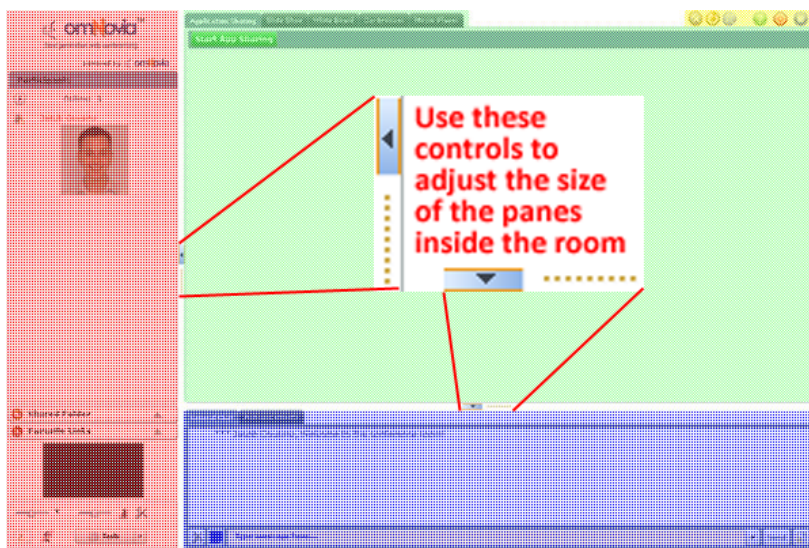
The room has several general areas that should be defined before continuing. On the left-side of the room you will find a pane that contains the [Participants List](#), **Shared Folder**, **Favorite Links**, **Control Panel**, as well as your company logo and advertising image (if configured).

The largest area of the room is shared by the [Module Tabs](#). These include the **Application Sharing**, **Slide-Show**, **White Board**, **Movie Player** and other tabs. This is the area where you will make your visual presentation, and the area where attendees will focus most of their attention.

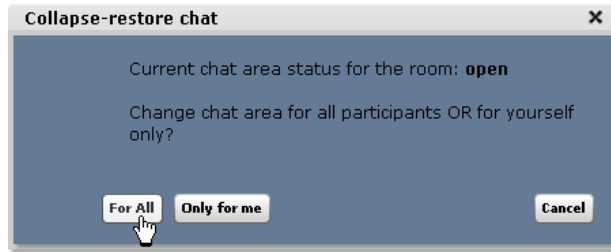
In the far upper-right corner of the room you will find several buttons that are very important. The [Settings and Options](#) are accessible here, and you will also find buttons to **Reload the Page**, **Toggle Fullscreen** (Collapse all Panes except the Module area), **Help and Support** and **Exit** or **Shut Down** the room.

Adjusting the Layout

The omNovia conference room contains three panes (or two panes if you selected [two window mode](#)) that can be resized or completely collapsed. Because you are a presenter, it will ask you if you want this to apply only for yourself, or for all attendees, unless no attendees are present. Using this functionality, you could for example collapse the participants list (in red) and chat area (in blue) for all participants, leaving more screen area for the main presentation area (in green). Later on in the session, you could expand the chat pane again to take questions from attendees.




To resize a pane, look for the dotted area on the divider separating the panes. Click on the dots and drag to resize the pane. To collapse a pane, simply click the box containing the small triangle. After making the adjustment, if there are other attendees, you will be asked if this change is for only yourself, or for all.




Participants List

The Participants List appears in the left pane of the omNovia window. It allows you to see who is logged into the room, as well as perform several important administrative functions.

To the left of each participants name you will see an icon indicating their status. Possible status include:


 Available (Presenter)

 Available (Attendee)

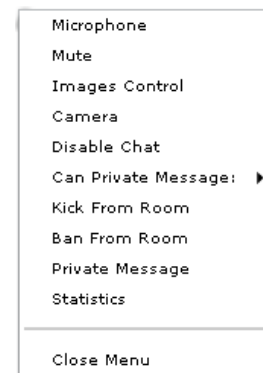
 Raised hand

 Do not disturb

 Break

 Away/Inactive

If you left click on any attendee's name, a menu will appear that will give you several administrative functions. Note that some of these functions are available to both Presenters and Moderators; while others are only available to Moderators (**Ban from room** is one example). Also note that when you grant a regular user privileges such as Images Control or Microphone, this will only be retained for the duration of the session. To permanently grant a user these privileges, create a presenter account for them.



Microphone: Selecting this option will grant the ability to use a microphone to a regular attendee.

Mute: Selecting this option will mute the audio from that one particular user

Images Control: Use this to grant a regular attendee the capability to control Slide-Shows and Application Sharing. Note that this setting lasts for the duration of the session, if the regular

attendee leaves the room and re-enters they will not retain these privileges, if you would like to permanently grant a user Images or Microphone control, make them a presenter account.

Camera: Grant a regular attendee the ability to use a Webcam.

Disable Chat: Remove that attendee's ability to enter chat messages.

Can Private Message: Grant or deny the user ability to private message other users.


Kick from Room: Remove the user from the room, note that they may be able to re-join the room immediately.

Ban from Room: Remove the user from the room and prevent them from being able to log back in. If you would like to un-ban them, you must visit the ['Manage Suspended Members'](#) area in the **'My Account'** page.

Private Message: This will open up a private chat tab between yourself and the user that you clicked on. The tab will open next to the Announcements and General Chat tabs in the [Chat pane](#).

Statistics: This will give you information about this user's connection to the room. A window will appear with the user's IP address, connection speed, the IP address of the server they are connected to, and other data that may be needed should you ever need to contact [omNovia technical support](#) on behalf of the user.

Settings and Options

The **'Settings and Options'**  button is located in the upper right corner of the room. This button is used to access several important in-room settings.



- **Enable Audio Notifications:** Checking this box will allow you to be notified by an audible chime when a new message is entered into the general chat box.
- **Enable Extended Tool Tips:** Extended tool tips are small informative boxes that will guide you on how to use a specific feature. Hover your mouse over a specific part of the conference (for example, shared folders) and the extended tool tip will explain what the feature is for and how it can be used.
- **Show Participants Typing Sign:** Enabling the participants typing sign will show a small animated A letter next to a participant's name when they are typing into the conference room.
- **My Stats and Show Logs:** These buttons show technical information that may be requested should you need to contact omNovia technical support.

Control Panel


This area of the room contains several buttons to control audio and video; it is located in the far bottom left corner.




Volume Control

Playback: There is a slider to adjust the overall playback audio volume of the room, or the small speaker icon can be clicked to mute all audio playback. When muted, the icon will appear like so: . Red waves  will emit from the speaker icon if the audio is unmuted and there is at least one person presenting audio.

Microphone Setup

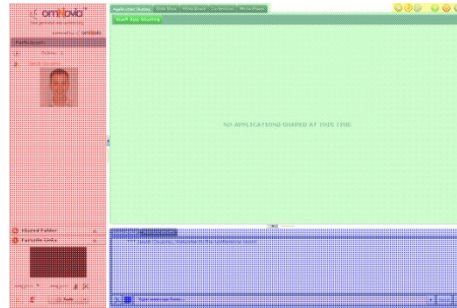
There is a volume slider to adjust your own microphone input volume inside of the room. To the right of the slider you will find the button to toggle you microphone on and off. To the right of that, clicking the  icon will open up a wizard to assist with the configuration and testing of your microphone.

Webcam

Clicking on the  icon will turn on your webcam. If it is your first time trying to enable the webcam you will be brought to the Camera Setup Wizard, in which you grant the room permission to access your webcam. After completing the Setup Wizard, the video from your webcam will initially appear below your name in the attendee list. From there, you can detach the video window if desired. Clicking the icon again will turn the webcam off.

Module Tabs

The module tabs control what is showing to your attendees in the main portion of the room, this is where you will show the majority of your presentation, and is the area that the attendee is most focused on. It is the area shown in green, and depending on the features purchased with your room, and selected in the [Room Properties](#) page, will include tabs for showing [Slide-Shows](#), [Sharing Applications](#) from your computer, and the [Whiteboard](#)

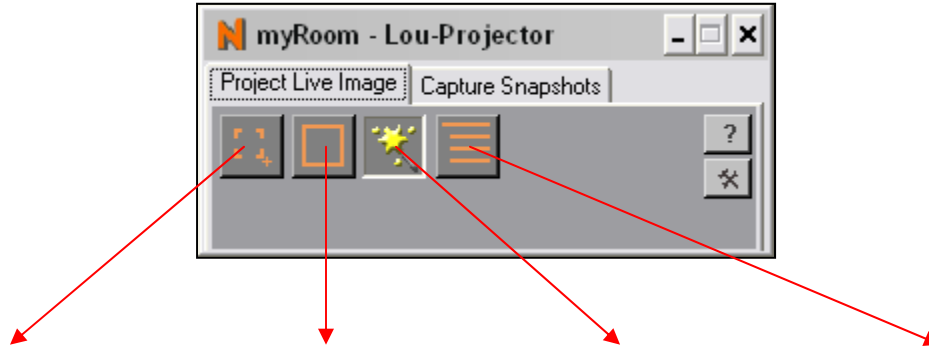


Application Sharing

Applications can only be shared from a PC running Microsoft Windows. There is an executable program that must be installed on the Windows PC that you are sharing from, you will be automatically prompted to install this projector when you click the “Start App Sharing” button the first time. Attendees will be able to view the shared image regardless of platform and will not need to install any additional software. To share your Desktop or a program:

1. Click on the **“Application Sharing”** tab.
2. Click on the **GREEN “Start App Sharing”** button.
3. You will be prompted to install and launch the projector.
4. When finished, the projector will launch.
5. The next time that you choose **“Start App Sharing”** it will just launch the projector.

Once the Projector is installed, you are ready to share your desktop or specific applications. The following are the different ways in which you can share something on your desktop screen:



Share a Portion of Your Screen	Share Your Entire Desktop	Magic Wand	Pick a Specific Application
<p>This allows you to select a region of your desktop to share by using a resizable window.</p>	<p>When you click this button, you will be able to share your entire desktop.</p> <p>***Note***</p> <p>If you are using multiple monitors, when you click on this button, you will receive a list of monitors to choose from. Just click which monitor you would like to project.</p>	<p>You can use the Magic Wand to drag and drop onto a portion of an application or window. This allows you to select an entire application or webpage or sections of it.</p>	<p>Any open applications that are running on your desktop will appear in this list. Simply click on the application that you would like to project.</p>

Note: When projecting, it is important to minimize the omNovia Web Conference Browser. Otherwise, you will be projecting your webpage which will cause a mirroring effect in the shared application area. If you are using multiple monitors, you would simply select the monitor that you would like to project and keep your omNovia Web Conference Browser open on a different monitor. This will allow you to see everything that your attendees are seeing on their end.

Slide-Show

Presenters can upload and convert any Microsoft PowerPoint (2003 and 2007) files from their computers with a few mouse clicks. The converted document preserves all animations and transitions, and can be played for attendees at any time. The Slide Show module adjusts the size of the slides automatically to each viewer's screen. An easy-to-use drawing tool including a Laser Pointer allows presenters to add annotations to each individual slide in real-time as they

present to the viewers.

To upload and play a slide-show, please follow these simple steps:

1. Click on the **“Slide Show”** tab.
2. Click on the **Start Slide Show** button.
3. A menu will appear with a list of presentations already loaded (if there are ones). At the top of the menu you will see a **BLUE “+”** button, click on the **“+”** button and Windows Explorer will pop up.
4. Just select the presentation you would like to upload and hit OK or OPEN.
5. The menu will now have a **“Quality”** selection list and a **“Convert and Upload”** button.
6. Click the **“Convert and Upload”** button
7. Once finished you will hear an audio sound and you will see a message to let you know that you were successful.
8. To play a file, simply click the **GREEN** play button.

The slide-show will then load, and additional controls will appear to the right of the ‘Start Slide Show’ button.

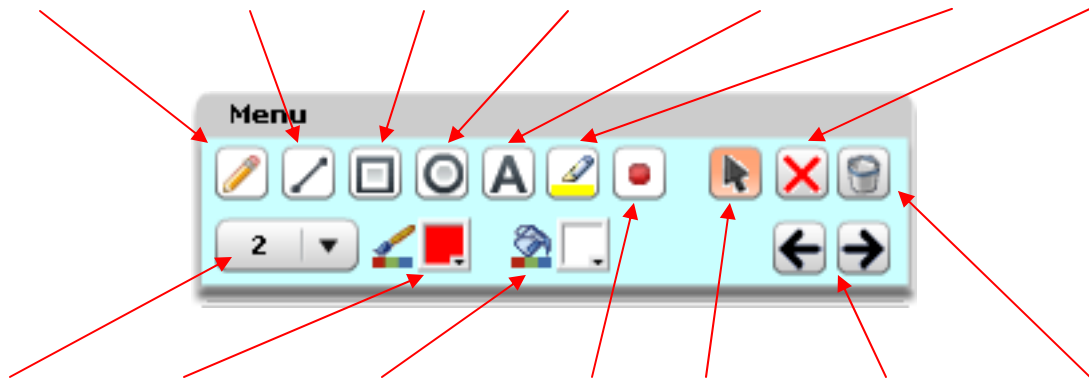


Previous and Next Slides	Skip to Slide	Drawing Tools	End Slide-Show	Slide Number Indicator
Use the two arrow buttons to navigate through the slides.	Enter a slide number in this box and click the blue arrow to skip to that slide.	Click on the pencil button to show/hide the drawing tools. Here you will find the laser pointer and basic tools to highlight or draw on slides.	Click this button to end the current slide-show.	The first number is the slide that you are currently viewing. The second number is how many slides there are total.

Whiteboard

The Whiteboard tab gives you 10 blank pages upon which you can draw using several tools. Below is a description of the drawing tools available:

Free-hand Drawing	Line Tool	Rectangle Tool	Circle/Ellipse Tool	Add Text	Highlighter	Delete Shape
Click this button to start the free-hand drawing tool.	Use this tool to draw straight lines.	Use this to draw squares or rectangles.	Click on this button to open the ellipse drawing tool.	Use this to add text to the Whiteboard.	Allows you to highlight an area.	Select a shape and click this to delete it.

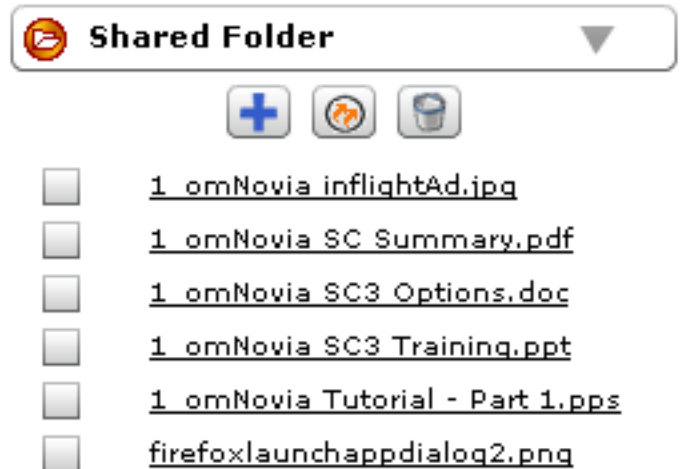


Thickness Selector	Color Selector	Fill Color Selector	Laser Pointer	Select a Shape	Next/Previous Page	Erase Page
Used to select the thickness of the lines that will be drawn	Select the color to draw your shapes, text, or lines with.	Use this to select the fill color of rectangles and ellipses.	Brings up the Laser Pointer cursor, which is visible to attendees as you move.	Use this to select a shape to move it, delete it, or change its color.	Use these arrows to move between the 10 available pages that you can draw on.	Clear all drawings on this page.

Tool Tabs

Shared Folder

The **Shared Folder** allows you to upload any file to your omNovia room so that attendees can download it. This area is found immediately beneath the Participants list; you can expand or collapse it by clicking the grey triangle. To add a new file, click the blue plus symbol and browse to the file on your computer and click **'Open'**. To download a file, simply click on its underlined name. As a presenter, you can also check the box next to the file and click the double orange arrows to send a link to the chat area for attendees to click on and download. To remove a file, check the box next to it and click the trashcan button.



The screenshot shows a 'Shared Folder' panel with a title bar containing a red double arrow icon and a grey triangle. Below the title bar are three icons: a blue plus sign, a double orange arrow, and a trash can. The main area contains a list of files, each with a checkbox on the left and an underlined filename on the right:

- 1 omNovia inflightAd.jpg
- 1 omNovia SC Summary.pdf
- 1 omNovia SC3 Options.doc
- 1 omNovia SC3 Training.ppt
- 1 omNovia Tutorial - Part 1.pps
- firefoxlaunchappdialog2.png

Favorite Links


The **Favorite Links** allows you to upload any URL (Website link address) to your omNovia room so that attendees can click on it. This area is found directly under the **Shared Folder**. You can expand or collapse it by clicking the grey triangle. To add a new file, click the blue plus symbol and type in the name and paste or type the address and click **'Add link'**. As a presenter, you can also check the box next to the link and click the double orange arrows to send the link to the chat area for attendees to click on. To remove a link, check the box next to it and click the trashcan button.



The screenshot shows a 'Favorite Links' panel with a title bar containing a red double arrow icon and a grey triangle. Below the title bar are three icons: a blue plus sign, a double orange arrow, and a trash can. The main area contains a list of links, each with a checkbox on the left and an underlined link name on the right:

- omNovia Quick Demo Movie
- omNovia Support

Chat

The chat area is found in the lower portion of the room, as seen in blue (unless in two-window mode). You can use the general chat tab to chat with the whole room. If you click **'Private Message'** on somebody's name in the [participants list](#), a private chat tab with the person's name will appear to the right of the general chat tab. In the lower left area of the chat, you will find the chat options button , which can be clicked to reveal a menu with several important functions.



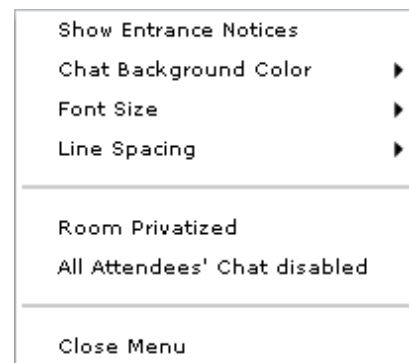
Chat Options

Show Entrance Notices: You can toggle this option to show or not show a text notice in the chat area when a participant enters or leaves the room.

There are also options pertaining to color, font size, and line spacing; these options are also available to attendees to adjust individually.

Room Privatized: Enabling this prevents attendees from seeing each other's chat messages, only Presenter or Moderators will be able to see attendee messages.


All Attendees' Chat Disabled: Attendees will not be able to enter any chat message if this is checked; although they will still be able to read messages from Presenter/Moderators.



Announcements


The announcement tab is available next to the general chat tab, you can use this to send a pop-up text notice to attendee screens. A single or non-stop audible alert can also be sent with it to grab attention if needed. When closing the announcement you have the option to remove it for yourself only, or for all participants.

Tools

The Tools button  is available in the lower left area of the room, clicking this button reveals a menu with several important features.

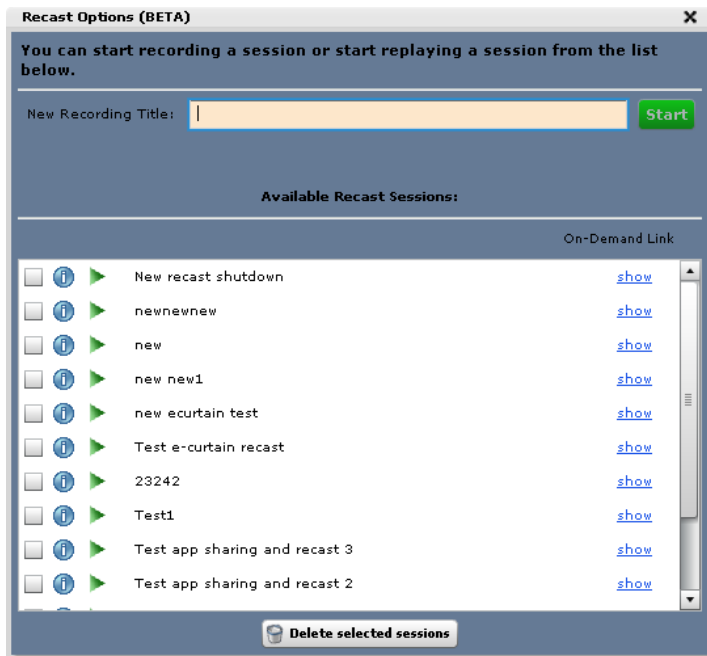
Recast

Recast is a unique server side recording technology that captures an online meeting exactly as attendees see it. The outcome of this recording technology is not a flat movie file, but an interactive online meeting platform that is identical to the actual event.

To start recording a Recast session, click on the **Tools** button and select  **Recast Recorder**

A window will appear that contains a list of your previous recordings (if present). To create a new recording, simply enter the title in the text box and click the green **'Start'** button. A small control will appear with a stop button and a timer that shows how long you have been recording. To view the recording once completed, simply open **Tools** and the Recast window again, it should appear in the list and you can play it by clicking the green arrow next to it in the list.

When playing back a Recast in your room, it will play to all participants that are in the room. Recast sessions can also be played back individually from the [archives page](#).



General Preparation

Recommended Internet Connection

omNova Web Conference requires a broadband **hard-wired** connection. A continuous connection of at least 96 kbps is necessary.

Supported:

- Cable Modem, A/S/DSL and Broadband over PowerLine (BBoPL) in both Secure and Standard modes.
- Satellite connections **are not** supported in Secure mode. At the login page find the 'encryption box' and click on '**Standard**' if you use Satellite Connection.
- Wireless connections can have major fluctuations and interference. Due to these issues wireless is supported but not recommended.

NOT Supported:

- Dial-up under any mode. However, about 5% of our end-users do use Dial-up successfully. If your connection is maintained at a high rate, dial-up might work for you but our support team does not officially support it.

If you choose to use a type of connection that isn't supported, it may work, but our support team will be unable to assist you with any problems.

Recommended Hardware

1. Keyboard and Mouse or compatible pointing device
2. Speakers or headphones
3. Microphone (If using voice) **Note:** Headset Microphones/Headphones produce better sound quality and fewer echoes than a desk mic and speakers.
4. Web Cam (If using Live Video)

Managing your account

You can access your '**My Account**' page at <http://www.omnova.com/members>
This page is full of useful settings and tools to manage and configure your omNova service.

Personal Account

Change Password

Under the **Personal Account** heading you will find a link to change your password. If you decide to change your password, click that link and then enter your old password and the new password twice, then click **'Change Password'**.

Modify Personal Information

This page will allow you to change your name, phone number, email address, and upload a picture to display under your name in the participants list. Keeping this contact information up-to-date is important, should omNova support have to contact you.

Organization Account

Modify Organization Information

Under the **Organization Account** heading you will find a link to the page where you can edit your Organizational information. The following items can be configured:

1. **Short Name:** **THIS IS AN IMPORTANT FIELD !**

Your room resides at [http://\[nickname\].omNova.com](http://[nickname].omNova.com). You can change this nickname (no spaces or special characters please). But remember that if you change the nickname, you have to communicate the new link to your attendees!

For more information, refer to the ['Login Instructions'](#) section.

2. **Main contact:** These fields allow you to specify who you would like to be your primary contact, should omNova need to contact you regarding your room.
3. **Website:** Use this field to specify the URL (Web Address) of your company's website.
4. **After Login:** When a participant logs into the omNova room, the room typically launches in a new popup window. This **'After Login'** field allows you to specify where the login page will direct to after login. If left unspecified, the **'Website'** specified above will be used instead.
5. **End Marketing URL:** After the room closes, participants will see a page in which you can have a certain frame displaying a web page. Popular uses for this field would be to load a page with a marketing message, or a poll.

6. **Login Announcement:** Any text placed here will show on your company login page.
7. **Logo:** Here you can upload your logo to appear on your login page. It must be in JPG or GIF format and the size must be smaller than 170 pixels(width) x 90 pixels(Height)
8. **Room Skin:** Here you can choose from several different color schemes for your conference room.

Rooms Management

Login Instructions

Under the Rooms Management heading you can find login instructions for you conference rooms and Phone Conference Bridge.

Modify Conference Room Properties

Here you can change your room specific settings and properties. Below is a list of the available room-specific options that can be changed.

1. **Room Name:** Here you can set your room name as it appears inside of the conference.
2. **Short Nickname: THIS IS AN IMPORTANT FIELD !** Your guests access your room at [http://companyshortname.omNovia.com/\[nickname\]](http://companyshortname.omNovia.com/[nickname]) You can change this nickname (no spaces or special characters please). But remember that if you change the nickname, you have to communicate the new link to your attendees!
3. **Login Announcement:** This announcement is placed at the room login page.
4. **Attendee Room Password:** This is where you set your room-wide attendee login password.
5. **Ask for Phone:** This setting determines if an attendee is asked for a phone number upon login, this information will appear in the [Room Reports](#) if enabled.
6. **Time Zone:** Time zone for the room, dates and times in the event manager and elsewhere are calculated using the selected zone.
7. **Time Display:** Allows you to select if time is shown in AM/PM or on a 24 hour clock.

8. **Image Tab Modules:** Allows you to specify which [Module Tabs](#) will be present in the room. Use this to disable Module Tabs that you will not be using in a presentation.
9. **Tool Tabs:** Use this to disable the Shared Folder, Instant Poll and Favorite Links, should you determine that they are not needed within your room.
10. **Lock Tabs for Attendees:** Use this setting to determine if attendees will be able to switch [module tabs](#). If this is set to **'Locked'** then attendees will always be on the same module tab as the presenter.
11. **Add messages history:** If set to **'Yes'**, attendees accessing the room see previously posted messages in the chat area.
12. **Music Player:** If enabled, the Music Player will be present in the [Tools](#) menu. This allows you to play sound effects and some radio stations for your attendees.
13. **Audio Notification:** This allows you to select if audio notification (chimes) will be heard on the following events: Announcements, Surveys, Private Messaging, Operator Chat, Entrance Notices, Chat
14. **Privatize Chat By Default:** If **'Yes'**, attendees by default will not be able to see each other's messages. This can be changed by Room Moderators/Presenters in the room.
15. **Private Messaging for attendees:** Specify attendees' Private Message permissions.
16. **Select Text Protection:** When protection is enabled, attendees cannot select and copy the text within the chat box.
17. **Require Flash Version:** The omNovia team has implemented a faster and less bandwidth intensive technique for audio transmission that can result in significantly reducing any voice latency even for those participants with low bandwidth Internet connection. However, this technique can only work if all participants have the Flash Player version 10 (or above), which is already present on more than 85% of computers worldwide. We suggest you upgrade your room to require Flash Player 10 to be able to use this new technology especially if you have multiple speakers in your room. Those without Flash Player 10 will be prompted and will have a smooth upgrade to Flash 10.
18. **Attendees See List of Users:** Specify if you want all attendees to see the list of other attendees.
19. **Attendees see number of online Users:** If **'Yes'**, attendees will see how many people are online.

20. **Welcome Message:** This is the first message participants see in the Chat box upon entering the room.
21. **Alternative Chat Tab:** You can set an alternate chat tab to appear next to the General Chat Tab. This tab can be set with its own topic and restricted to Moderators/Presenters if required.
22. **Show first names only:** If 'Yes', attendees will see only the first name and last name's initial of other participants.
23. **In-Room Advertizing URL:** Your attendees can see a clickable Advertisement graphic inside the room (under the users list to the right). Here you specify where they should be taken to when they click on the graphic. Leave this field blank if you do not want any Advertisement.
24. **In-Room Advertizing Graphic:** Here you can upload the Advertisement graphic file in .GIF, .JPG, .PNG or .SWF formats, when the user clicks on it they will be taken to the URL specified in the above setting. **Important:** The dimensions of the image must be exactly 80 pixels high with a Width of no greater than 170 pixels.
25. **Top Banner:** Here you have the option to set a banner graphic at the top portion of your room.