

# [QuickConnect.com Quick Start Guide](#)

This guide contains the basics for starting a **QuickConnect.com** Web Conference. Review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first **QuickConnect.com** Web conference.

If you need additional assistance getting started or if you do not yet have an account contact QuickConnect.com support at **1.866.640.5038** or **support@quickconnected.com**. Online help is available at [www.quickconnected.com](http://www.quickconnected.com).

## Requirements

Once you sign up for a **QuickConnect.com** account you will receive a unique Host ID and Passcode. Advanced planning or reservations are not required with QuickConnect.com - you can begin conducting Web conferences with up to 200 participants instantly. The system requirements for hosting and participating in Web conferences are as follows:

### General System Requirements

- Current operating system / platform
  - Windows, Unix/Linux OS: IE 5.0+, Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
  - Macintosh OS with Netscape 7.0+
- 56Kbps+ Internet connection
- Active Scripting/JavaScript and cookies enabled

### Additional requirements for Application Sharing (Presenters\*)

- MS Windows OS with IE 5.0+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

### Additional Requirements for Viewing Shared Applications

- Browser with an enabled Java Virtual Machine(JVM)
- 128Kbps+ Internet connection recommended

It is recommended to run both the system check and the Web View Host Install Kit to ensure that your workstation has the correct java drivers and that your Host workstation can run efficiently without any issues. Also check in ensure that your workstations does not have any pop-up blockers enabled and any viruses on the machine that would cause your machine not to work properly. The System Check and WebView Host Install Kit are located on the bottom of the login page.

<http://www.quickconnected.com/web/index.html> .

 [System Check](#)

 [WebView Host Install Kit \(optional\)](#)

\*A Host is the person who starts a conference. A Presenter can be the Host or a Participant that receives control of the conference from the Host. You can now have up to 10 Hosts at any given time.

## Logging In

Begin using your **QuickConnect.com** account by opening the Conference Entry page (Figure A) at <http://www.quickconnected.com/web/index.html> and logging in. When you open this page you are presented with login forms for joining and hosting conferences. To host a conference, complete the “**host conference**” form using the Host ID (**moderator passcode**) and Passcode (**participant passcode**) you received at registration.

### Join Conference

To join a conference complete the following form and click the LOG IN button to begin.

\*Entry Code:

\*Name:

Company:

E-Mail:



### Host Conference

To host a conference complete the following form and click the LOG IN button to begin.

\*Chairperson ID:

\*Passcode:

\*Name:

Company:

E-Mail:



## Host (Presenter) Controls

After you have successfully logged in you are presented with a conference window. At the top of the conference window is a toolbar (Figure B) containing buttons used to conduct and manage Web conferences.

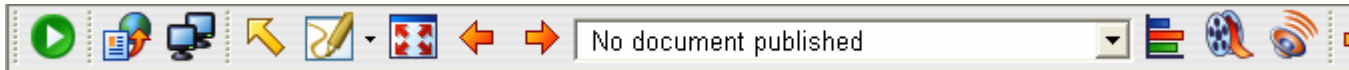


Figure B. Toolbar (Host controls)

## Starting a Web Conference



Since **QuickConnect.com** Web Conferencing does not require pre-planning or scheduling, once you have logged in to your account you can immediately start a conference.

To start a conference:

1. Click the **START** button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
2. Instruct participants to visit the Conference Entry page (<http://www.quickconnected.com/web/index.html>) and to complete the "Join Conference" form using the Conference ID that you provide them with from the start dialog window.

As each user logs in to the conference the user's name appears in the Attendee List. **Note:** Participants will be unable to join a conference until the Host has started the conference.

## Publishing a Document



Once you have logged in to your **QuickConnect.com** account you can either start a Web conference or you can prepare for a presentation by publishing Microsoft PowerPoint™, Word™, or Excel™ documents.


To Publish documents:

1. Click the **PUBLISH** button on the toolbar
2. Click the **BROWSE** button in the Publish dialog window
3. Select a document file path using the file explorer window
4. Click the **PUBLISH** button in the Publish dialog window

After completing these steps your document is automatically copied and converted into a **QuickConnect.com** presentation. A status bar indicates the publishing progress. Once publishing is complete the first page of your document appears in the conference window.

\*You can now save and store up to 10 Documents.

## Presentation Tools

Use the **NEXT**, **PREV** and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the **POINT** button to toggle the Pointer tool on and off when you want to highlight the content of your presentation. The **PEN** will allow one to circle, highlight or underline any portion of the published document during your presentation. The  provides a full screen view for any host of participant of the conference currently in session.

## Application Sharing

The **SHARE** button allows you to share your applications or your entire desktop. Once you have selected the **SHARE** button you receive a dialog box that shows a list of your currently running applications.

To share an individual application:

1. Select one or more applications from the list
2. Click the **SHARE SELECTED** button

To share all applications:

1. Click the **SHARE ALL** button

To stop sharing:

1. Open/restore the <Service Provider> application window
2. Click the **STOP SHARING** button

Or

1. Double click the icon for Application Sharing in the system tray
2. Click the **UNSHARE ALL** button

You now have the ability to alter your application and your participants can view changes as you make them. If you would like to allow a participant to make changes to your application you will have to transfer control to that participant.

To transfer control to a participant:

1. Right click on the Participant's name in the Attendee List
2. Choose **GIVE CONTROL**

To regain control of the application:

1. Right click on the Participant's name in the Attendee List and choose **DISABLE CONTROL**

## Remote Control

Remote Control allows you to share application(s) on a participant's computer. Both the Host and the Participant have the ability to control the application(s) during Remote Control.

To Remote Control:

1. Right click on the Participant name in the Attendee List
2. Choose **REMOTE CONTROL**
3. The Participant receives a dialog box that shows a list of currently running applications
4. The Participant selects the application(s) they want to share and clicks the **SHARE SELECTED** or **SHARE ALL** button

To stop Remote Control:

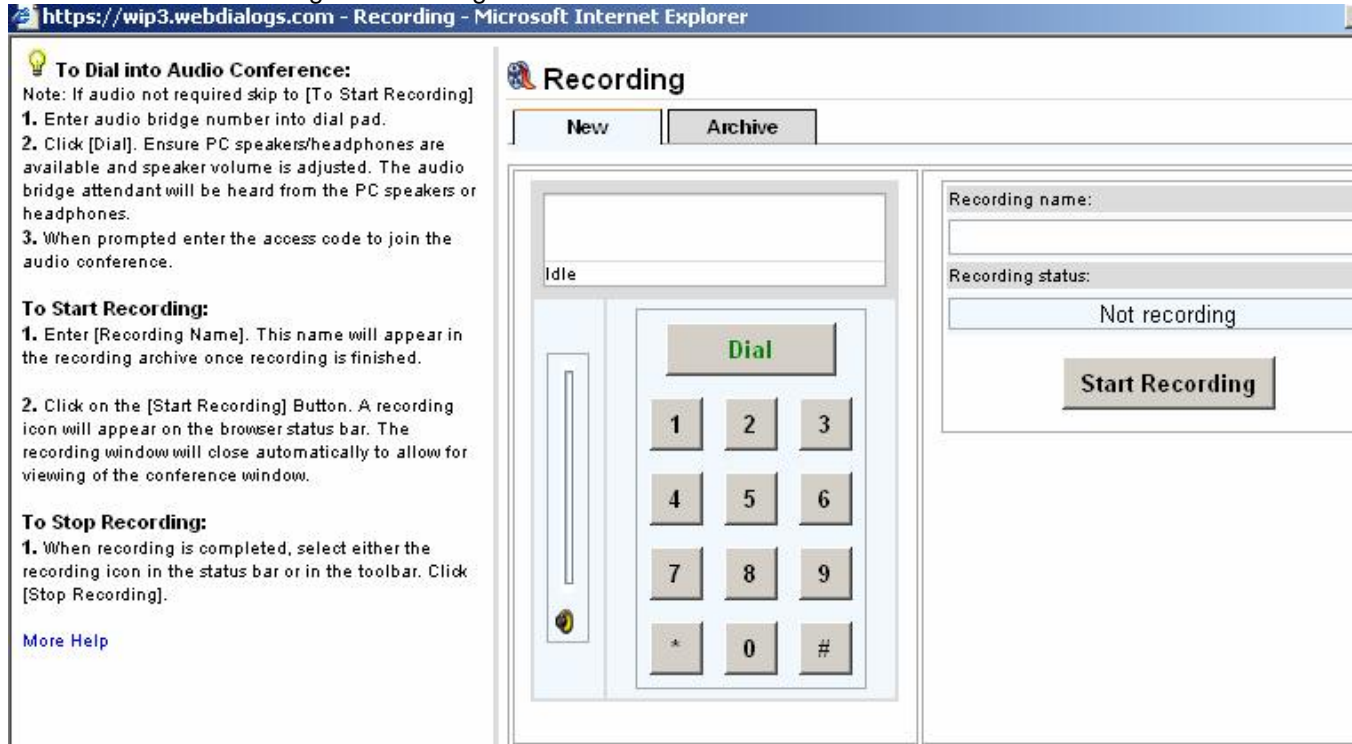
1. Right click on the Participant's name in the Attendee List and choose **STOP REMOTE CONTROL**

## Polling

1. Click the **New** button to create a new question. Click **Save** button to save question.
2. To edit a saved question, select question and edit in the *Question* field.
3. To remove a question, select question and click **Delete** button.
4. Click **Add** button to add answers as needed.
5. To remove selected answers, select answers and click **Delete** button.
6. To change order of an answer, select answer and use **Up** and **Down** buttons.
7. Click **Conduct** button to save question and start the poll.

## Recording

1. Click on the Recording button to begin.



**To Dial into Audio Conference:**  
 Note: If audio not required skip to [To Start Recording]  
 1. Enter audio bridge number into dial pad.  
 2. Click [Dial]. Ensure PC speakers/headphones are available and speaker volume is adjusted. The audio bridge attendant will be heard from the PC speakers or headphones.  
 3. When prompted enter the access code to join the audio conference.

**To Start Recording:**  
 1. Enter [Recording Name]. This name will appear in the recording archive once recording is finished.  
 2. Click on the [Start Recording] Button. A recording icon will appear on the browser status bar. The recording window will close automatically to allow for viewing of the conference window.

**To Stop Recording:**  
 1. When recording is completed, select either the recording icon in the status bar or in the toolbar. Click [Stop Recording].

[More Help](#)

**Recording**  
 New Archive  
 Idle  
 Dial  
 1 2 3  
 4 5 6  
 7 8 9  
 \* 0 #  
 Recording name:  
 Recording status:  
 Not recording  
 Start Recording

2. Retrieval of Recording



#### To Download Recording:

1. When the recording is available, the Archive will open to allow for download of the recording. The recording can be downloaded as either an executable (.exe) or as a compressed archive (zipped).
2. Click [Download] and select location on PC to commence download.

#### To Play Recording:

1. If executable (.exe) is downloaded, playback can be started by opening executable. This will commence playback of the recording using Flash Player.
2. If compressed archive (zipped) downloaded, use a decompression utility and expand the contents of the archive. Within the archive, open the play.html or play.exe to start playback using Flash Player.

#### To publish:

1. Publish the contents of the archive to your web server
2. Make a link to "play.html" file from your index page
3. Use this link for direct reference to the recording

#### To delete:

1. Press [Delete] button next to recording you are willing to delete

[More Help](#)



## Recording

Archive

Time	Session ID	Name	Size	Expires On
------	------------	------	------	------------

No recordings were found

Close

## Audio Cast



Hosts can use the Audio cast feature to stream the voice conference to participants' computer speakers. Participants who receive the audio stream do not have to dial into the teleconference. Hosts may choose to automatically start the Audio cast for all participants or let each participant turn it on for themselves.

The Audio cast interface is similar to the automated recording feature. The host initiates a connection from the Quickconnect Web Conference Media Server to the audio bridge using a virtual phone pad.

Audio cast requires Macromedia Flash Player. Hosts or participants who do not have Flash Player 7 or newer installed should follow the on-screen instructions for downloading and installing the latest version.

## Time Out/Lock Feature




There is now an option by brand to set a "timeout" that will terminate any conference that has been inactive for a specified period of time.

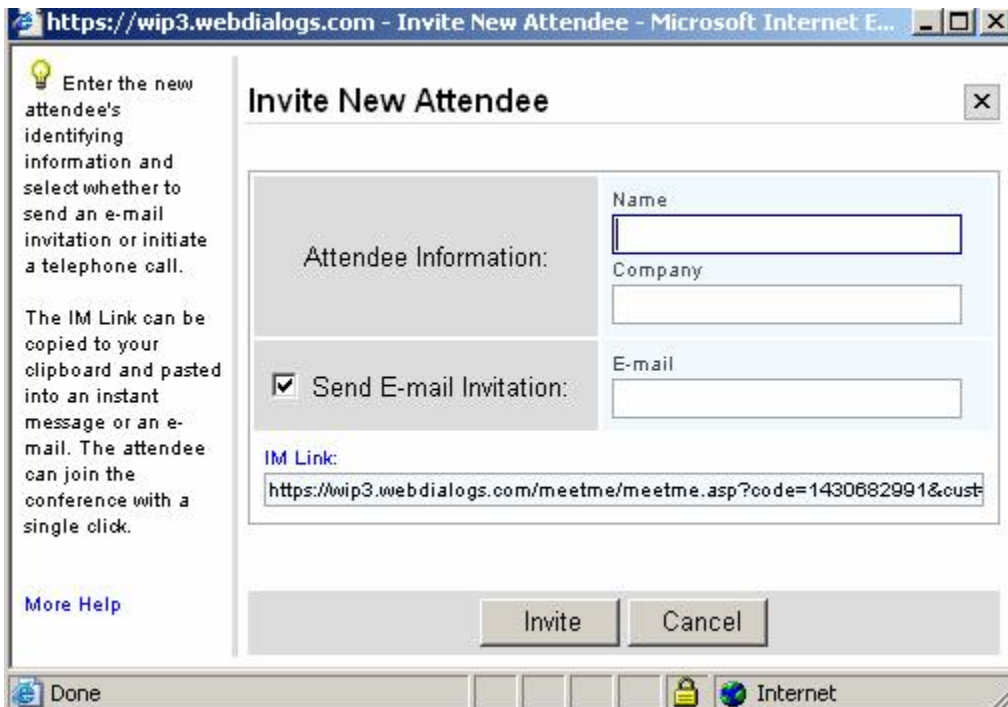
The timeout feature is configured within each brand. A check box for "Timeout inactive session" can be found in the online brand manager under the Misc Control Options section. The timeout period settings range from "Never" to "After 24 Hours"

## CHAT

This feature can be enabled or disabled for participants to **chat** amongst themselves, but is enabled for Hosts at all times. Simple right clicks the name in the Attendee list and chooses the chat option.

## Invite Attendee

The Host has the ability to invite attendees to the Web Conference at any given time. Just simple click on the  **Invite Attendee...** button located at the bottom right hand corner in your Web Conference Session. The following box will appear. Simple fill in the blanks and click on the **Invite** button.



## Ending a Conference



When you are finished with your presentation click the **STOP** button on the toolbar to conclude the conference and disconnect all participants. At this point you are still logged in and can start a new conference or publish a new presentation. If you are finished you can log out of your account using the **LOGOUT** button on the toolbar.

For additional help, access the online help through **HELP** button on your **QuickConnect.com** toolbar or visit [www.quickconnected.com](http://www.quickconnected.com).