



InterAct Quick Reference Guide

Preparing for a Web Event

- Go to your designated www.uswhitelion.com Choose the **InterAct** Icon.
- Click 'Moderator Login', enter your conference ID and PIN, then click 'Continue'
- Click 'Upload a Presentation' then 'Add' to load your slide presentation from Microsoft PowerPoint, then click 'OK' finish loading presentation files
- Click 'Stored Polling' to create planned polling questions and answers then click 'Done' when finish defining planned polling
- Click 'Define Seminars Materials' and 'Add' to define your seminar, then click 'OK' when you have finished defining your seminar
- Click 'Schedule Events' and 'Add' to schedule your event, then click 'OK' to finish online scheduling
- Invite participants to register for the event (remember to provide the conference ID and the toll-free number)
- Process registration requests and manage guest lists

Starting an Event: Moderator

Starting an Event on the Phone

- 1 Dial the toll-free number 800-501-9384
 - 2 Enter your conference ID and press #
 - 3 Press *, enter your PIN, then press #
- #### Starting an Event on the Web

- 1 Go to www.uswhitelion.com. Choose the **InterAct** Icon.
- 2 Click 'Moderator Login'
- 3 Enter your conference ID and PIN, then click 'Continue'
- 4 Click 'Start'
- 5 Select the event you want to start, then click 'Continue'

Joining an Event: Participant

- 1 Go to the www.uswhitelion.com. Choose the **InterAct** Icon
- 2 Click 'Attend a Private Event'
- Enter the event number (**x + Conference ID**), fill in the requested information then click 'Continue'
- 3 To join on the phone, use the toll-free number and seven-digit conference ID provided by the moderator

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

*2 Start phone recording
 *2 Stop phone recording
*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

PHONE COMMANDS Participant Phone Commands

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

INTERACT QUICK REFERENCE GUIDE

Moderator Controls During the Meeting

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'

Presenting, Previewing, Annotation Slides

Conduct a presentation, including live annotation, using a pre-uploaded Microsoft PowerPoint 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 view additional slides without altering your participant's view. Click 'revert' to go back to the former slide or click 'present' to take all participants to the new slide.

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'

Q&A

After enabling participant Q&A capability, moderators control the question and answer session.

- 1 From the main moderator window, click the 'Q&A' tab
- 2 For incoming ('Inc' subtab) participant questions, moderators can:
 - Answer the questions publicly or privately
 - Flag the questions for later consideration
 - Delete the questions
 - Publish the questions privately or to the entire group

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

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

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 www.uswhitelion.com. Choose the **ItenrAct** icon.
 - 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'