



PINEMAP Webinar/Web Conference Adobe Connect Presenter Instructions

As of July 1, 2012, PINEMAP is using Adobe Connect for all webinars and web conferences. This document outlines basic instructions and tips for using Adobe Connect as a presenter.

Checking System Requirements

- Test your computer prior to attending a webinar by going to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm.
- The Connection Test checks your computer to make sure all system requirements are met.
- The 4th step checks to see if you need to install Adobe Connect Add-in, which allows you to share your screen with participants. Install this Add-in if prompted to do so.

Tip: Adobe Connect only requires that you have an internet connection, a web browser, and Adobe Flash Player version 10.1 or greater to attend a web conference. Adobe Connect supports nearly any operating system including Windows, Macintosh, Linus, and Solaris, as well as most widely used browsers including Internet Explorer, Firefox, Safari, and Chrome.

Joining a PINEMAP Webinar on Adobe Connect

- To join the meeting, click on this link: <http://ufifas.adobeconnect.com/pinemap/>, select “Enter as Guest,” type your name in the box provided, and click “Enter Room”

Setting up Your Audio

- Once in the session, go to “Meeting” in the top menu and select “Audio Setup Wizard” to set your microphone and speaker volume
- Your microphone and speaker on/off buttons are located on the top menu.

- When Speakers and Microphone are **on**, the buttons will look like this:



- When speakers and microphone are **off**, the buttons will look like this:

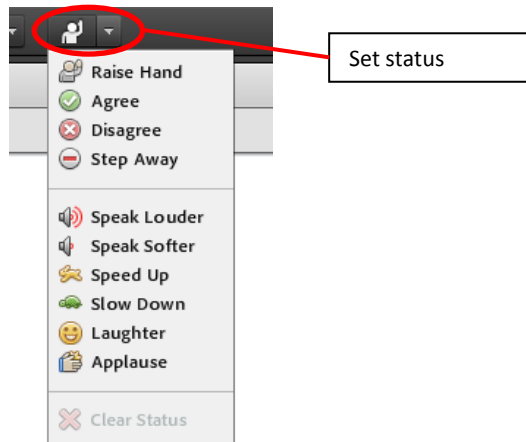


Tip: For best audio quality, please keep your microphone muted unless you are speaking.

- To adjust the Microphone or Speaker volume during the session, click on the arrow to the right of the button and select “Adjust Speaker Volume” or “Adjust Microphone Volume”.

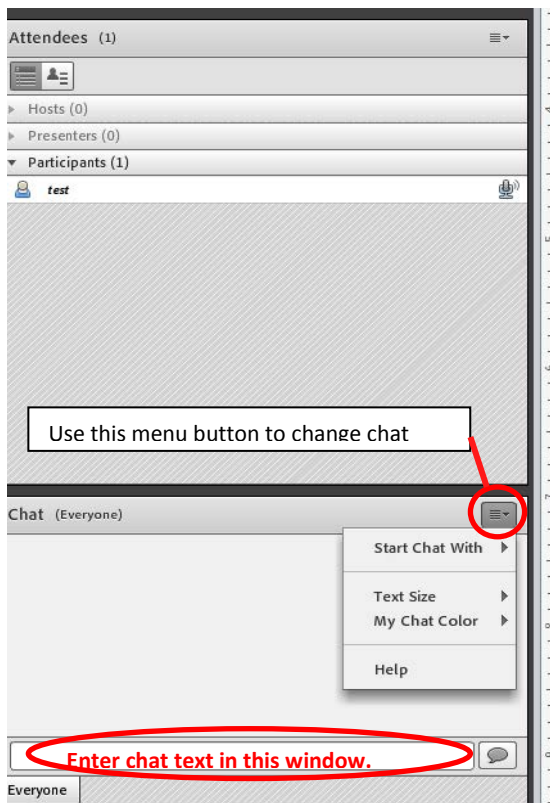
Changing Your Status

→ Use the “Set Status” button on the top menu to raise your hand or use various emoticons during the session:



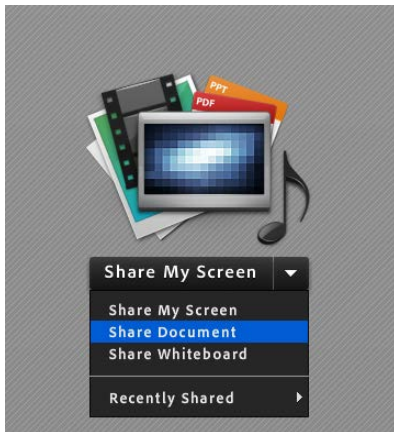
Using the Chat Window

→ To participate via chat, simply type text in the chat window. If you want to change your chat settings (i.e., chat with a specific individual or only with hosts/presenters or change chat color/text size), click on the menu box on the upper right hand of the chat box:

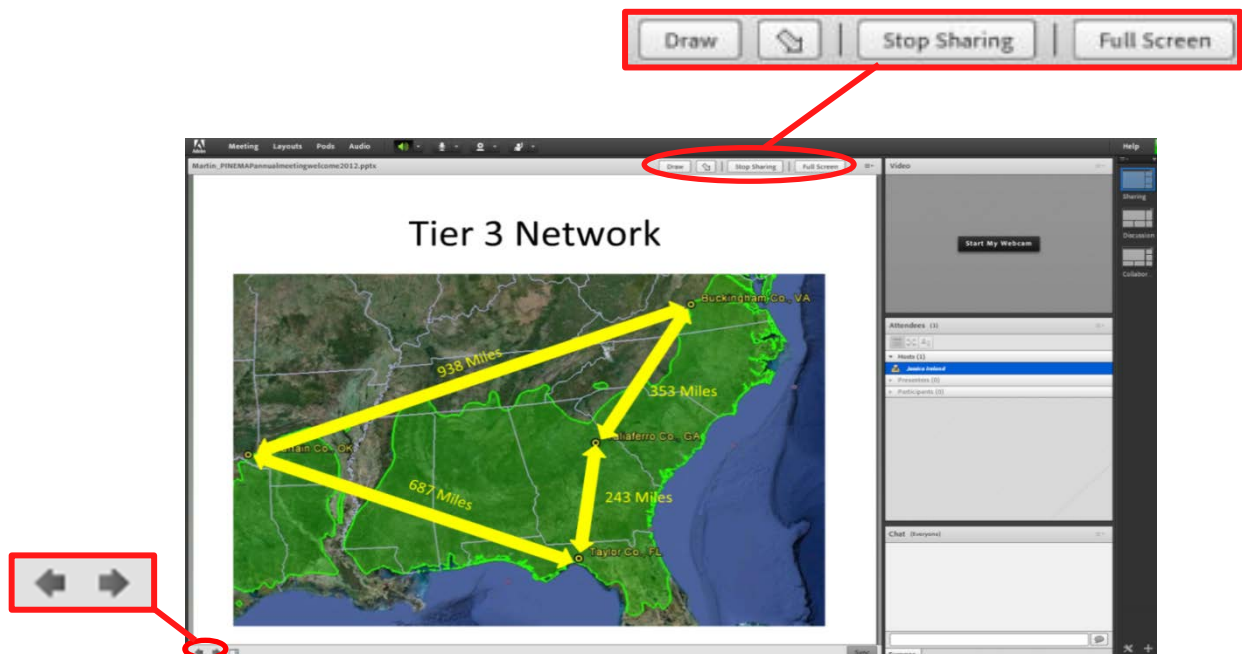


Sharing Screens/Applications

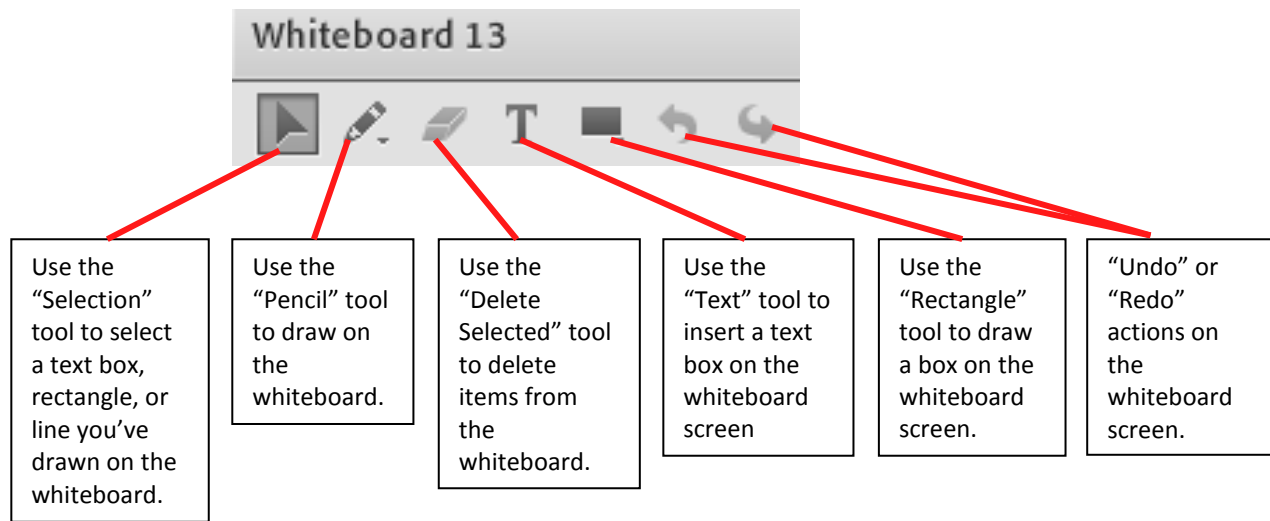
→ To share a file (i.e., Word document, Excel spreadsheet, PDF, PPT, etc.) with meeting participants, click on “Share My Screen” > “Share Document”



- A window titled “Select Document to Share” will appear. You can select a file from your computer by clicking on “Browse My Computer.”
- Once you have uploaded the file from your computer, you can also find it in “Share History,” or “Uploaded Files” menus.
- To give a presentation once you’ve shared a PowerPoint file, simply click on the “Next” and “Previous” buttons on the bottom left hand area of the screen.
- To show the presentation in full screen mode, click on the “Full Screen” Button on the top menu
- To use a pointer or draw on a slide during your presentation, click on the “Pointer” or “Draw” buttons on the top menu.
- To exit or stop sharing, click on the “Stop Sharing”



→ When sharing a Whiteboard screen, you will have a number of tools available to you in the top menu bar:



- To change the line size and/or color of the pencil, use these options that appear on the menu when the pencil tool is selected:



- To change characteristics of a rectangle, use these options that appear on the menu when the rectangle tool is selected.



Tutorials

→ For more information/instructions, view this Adobe Connect Tutorials:

- Jumpstart for Presenters: <http://tv.adobe.com/watch/learn-adobe-connect-8/adobe-connect-8-jumpstart-for-presenters/>
- Sharing Files/Screens: <http://tv.adobe.com/watch/learn-adobe-connect-8/sharing-screens-and-applications/>

Troubleshooting Tips

Issue	Solution
I cannot get into the meeting	<p>If you are having trouble joining a meeting try the following:</p> <ol style="list-style-type: none"><li data-bbox="467 300 1421 363">1. Enter the meeting as a Guest user by entering in your First and Last Name in the Guest field.<li data-bbox="467 394 1421 531">2. Click the Help link on the Meeting Login page. This takes you to the Test Meeting Connection page where you can verify that your computer meets all necessary requirements. If you do not pass the test you will be given instructions for what you need to do.<li data-bbox="467 562 1421 594">3. Make sure popup blocking software is not blocking your meeting window.<li data-bbox="467 625 1421 758">4. You may be using a proxy server. To resolve this in Internet Explorer, select Tools > Internet Options > Advanced tab. Then enable the setting Use HTTP 1.1 through proxy connections. After doing this, clear your cookies, close all browser windows and attempt to re-enter the meeting.
I cannot hear any audio	<ol style="list-style-type: none"><li data-bbox="467 768 1421 831">1. Verify that your computer speakers are on and your computer's volume is at an audible level.<li data-bbox="467 863 1421 926">2. Check to see if the meeting host has provided teleconference information. If this is the case, you need to dial in via telephone to hear meeting audio.
I have been granted rights to speak, but no one can hear me	<p>If you are having trouble sharing your voice try the following tasks:</p> <ol style="list-style-type: none"><li data-bbox="467 999 1421 1031">1. Make sure your computer microphone is not muted.<li data-bbox="467 1062 1421 1157">2. Run through the Audio Setup Wizard. To do this, select Meeting > Audio Setup Wizard. The wizard guides you through five steps in which your computer is tuned for optimal VoIP.<li data-bbox="467 1188 1421 1293">3. You may have elected to deny the Flash Player access to your computer's microphone. To verify this, right click in the meeting window and choose Settings to view your Flash Player settings. In the dialog box, choose Allow.
The host is sharing their screen, but it is fuzzy	<p>If you are having trouble seeing a hosts screen, try the following:</p> <ol style="list-style-type: none"><li data-bbox="467 1356 1421 1388">1. Click the Full Screen button on the top of the Share pod.<li data-bbox="467 1419 1421 1484">2. View the full resolution by using the pod options menu in the top right hand corner of the pod to select Change View > Zoom In.