

Law Conferencing uses the Webinterpoint 8.2 web conferencing platform. This service is completely reservationless and available 24/7.

This document contains detailed instructions on all features.

Table of Contents

I. INTRODUCTION	2
a. About Webinterpoint	2
b. System Requirements	2
c. Network Requirements	3
II. CONFERENCE MANAGEMENT	3
a. Quick Start	3
b. Toolbar Controls	4
c. Locking Conferences	4
d. Attendee Roster	4
e. Inviting Participants	5
f. Scheduling Conferences with Outlook	5
g. Disconnecting Conference Participants	6
h. Editing Participant Information	6
i. Passing Presenter Control	7
j. Chat	7
k. Hand Raising	8
l. Polling	8
m. File Transfer	9
n. Ending Conferences & Signing Out	10
III. DOCUMENT PUBLISHING	10
a. Publishing Documents	10
b. Navigating Published Documents	11
c. Document Pointer	12
d. Documentation Annotation	12
e. Removing Published Documents	12
IV. SCREEN SHARING	13
a. Application Sharing	13
b. Remote Control	14
V. A NOTE ON CUSTOMER SERVICE	14

I. INTRODUCTION

a. About Webinterpoint

Webinterpoint is a powerful, yet simple to use tool for securely displaying and orchestrating real-time presentations on the Internet. It provides the most common features needed for web presentations and requires minimal training and support. With Webinterpoint you can quickly share anything from your computer with people anywhere in the world.

Webinterpoint is reservation-less, starts quickly and has a simple sign-in process. Your presentations can be planned or started on-the-fly. There's no need to reserve anything. Use with an audio conferencing service is optional -- Webinterpoint is useful for the bulk of those typical, one-to-one telephone calls. It's perfectly suited to ad-hoc meetings where simplicity and flexibility are required.

Presentations can consist of anything you might want to share from a computer. Microsoft PowerPoint™, Word™ or Excel™ documents can be published and reviewed. Conduct web tours, demonstrate Web services or leverage online content during presentations. Easily share desktop applications for real-time software demonstrations and application training. Take pictures of anything on your desktop and have them instantly appear on participants' screens.

Webinterpoint is flexible and secure. Joining Webinterpoint presentations requires only a browser and an Internet connection. Users can join from any computer or web appliance (Windows, Macintosh, Linux, UNIX, and Solaris) and there is nothing to download or install, eliminating the security and configuration problems often encountered with web conferencing tools. All communications are encrypted with 128 bit SSL to keep presentations confidential.

Conferencing functions and tools are easily accessed through a simple Toolbar and Attendee Roster. From the Toolbar a Host controls the presentation and determines what participants see in their own conference windows.

b. System Requirements

Webinterpoint conferences are accessible from most modern computer systems and browsers. Basic presentation features such as Document Publishing require absolutely no downloads for any conference Participants making conference setup fast, easy and problem free. For more advanced features such as Application Sharing small ActiveX or Java applets are required and are downloaded when necessary. To ensure success we recommend that all users complete the [Webinterpoint System Check](#) before hosting or attending a Webinterpoint conference. The standard requirements for joining conferences and additional requirements for specific activities are described.

Joining Conferences

For Hosts and Participants to join conferences their systems must meet the following basic system requirements. Some conferencing activities require additional capabilities which are outlined below.

- Network connection to the Webinterpoint system through HTTP and HTTPS
- Connection speed of 56kbps or higher is recommended
- Microsoft Windows 98/NT/ME/2000/XP/Server2003 System with one of the following browsers:
 - Internet Explorer 5.5 or higher
 - Netscape 7.0 or higher
 - Mozilla 1.0 or higher
- Mac OS X with Netscape 7.1 or higher or Apple Safari
- Linux, Unix or Solaris with Netscape 7.0+ or Mozilla 1.0+

- Cookies Enabled
- Pop-ups Enabled
- Scripting Enabled

Document Publishing

No downloads or plug-ins are required for presentations limited to Document Publishing. Only the basic system requirements must be met by Hosts and Participants.

Application & Desktop Sharing

To share applications or desktops the sharing system must meet the following requirements in addition to the basic system requirements:

- Microsoft Windows 98/NT/ME/2000/XP/Server2003 System with Internet Explorer 5.5 or higher
- Ability to run ActiveX sharing controls or pre-install sharing components
- Network connection speed of 128kbps or faster recommended

Note: Participants can validate their browsers using the [System Check Tool](#). This tool is usually available from the Join Page and it's also available from the Related Links panel on the left of each User Help page.

c. Network Requirements

Web Conferencing is designed to work on public and private networks with firewall and proxy servers and no special network configuration is required. Standard HTTP or HTTPS ports are used for communications between Chairperson (Host)s, servers and Participants.

By default, all Web Conferencing conferences are secure and confidential. All web communications are encrypted using SSL (Secure Socket Layer) through the HTTPS protocol. Most web browsers provide a visual indicator when the connection is secure. This indicator is usually found at the bottom of the browser window in the form of a lock icon.

II. CONFERENCE MANAGEMENT

a. Quick Start

1. To begin a web conference, go to www.ATConference.com/meet
2. Fill out the **Host** fields and click to **login**.
3. Click the **Start** button in the toolbar to begin your web conferencing session.
4. Invite your conference attendees.
5. It's that easy.

b. Toolbar Controls

Webinterpoint toolbars provide a simple and intuitive interface for accessing conference controls. Below is an interactive toolbar sample describing all of the functions available to presenters during an active conference.



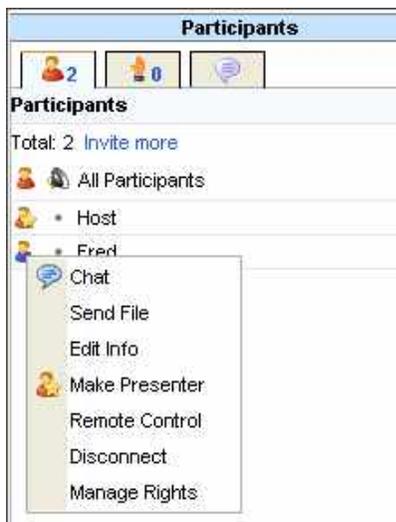
c. Locking Conferences

The Conference Lock is used to close conference attendance. When a conference is locked, no additional attendees can join. The Host clicks the button once to toggle the conference lock on. Clicking the button a second time will release the lock.

Only the Host of a conference can lock or unlock the conference. This control is not passed when the Host passes presentation control to another attendee.

d. Attendee Roster

The Attendee Roster is located in the far right-hand column of the interface. It provides the Presenter with a list of conference participants and indicates each participant's web conference status. Additionally, it provides access to conference functions specifically affecting individual participants or the group of all participants.



Clicking an entry in the Roster opens the Context Control Menu. This menu contains a list of all commands applicable for the selected participant in the current context. Clicking the ALL Participants button lists only commands which apply to all participants. The image to the left shows the commands which may appear in the Option Menu, but not all options will appear simultaneously. Hovering over a participant's entry in the Roster displays the Participant Information Box. The information displayed in the box may include the participant's name, company, e-mail and telephone number if provided at log-in

Attendee Roster Hint...

Before the participant names of the attendee Roster is the Invite more button, which can be used to send an e-mail invitation containing a hyperlink which the recipient can click to enter the conference.

e. Inviting Participants

Once a Host has started a conference participants can be invited by using the INVITE MORE button located at the top of the Attendee Roster. When the *Invite New Attendee* window opens:

1. Enter the participant's name and company name
2. To send an e-mail invitation, check the e-mail invitation box and provide the participant's e-mail address
3. You will see this window pop up:



4. Complete the fields.
5. Click INVITE to send the invitation

The participant will receive an e-mail invitation containing a hyperlink to join the web conference.

Instant Message Link

The Invite Window includes an Instant Messenger Link which can be copied and pasted into any instant message software to invite a participant. Clicking the IM LINK hyperlink causes the link to be copied to the clipboard. Open the IM interface, paste the link and send it. The link contains everything necessary for the participant to join with one click

f. Scheduling Conferences with Outlook

Webinterpoint Outlook Integration allows a Host to schedule web conferences using Microsoft Outlook. Adding web conferencing to an Outlook meeting is as simple as clicking Webinterpoint on the Outlook toolbar.

To Schedule a Conference with Outlook:

1. Install the Outlook Add-On by downloading and installing the [Webinterpoint Options Kit](#) and selecting the "Outlook Add-On" option during installation.
Note: You must temporarily close Outlook while installing this feature.
2. Access the scheduling feature of Outlook to display the Outlook Appointment window.
3. Click the INVITE ATTENDEES button on the Outlook toolbar. Insert e-mail addresses and meeting details as you would for other Outlook meetings.
4. Set a Reminder for your web conference so you will be able to log-in before the conference is scheduled to begin.
5. Click the Web Conference button at the upper left-hand corner of the Outlook Meeting window. This will open a Web Conference Details window, which provides the option to use your static

Conference ID or to have the system generate a unique Conference ID. The Conference Details window includes fields for specifying the Memo 1 and Memo 2 values. A checkbox is provided to select an e-mail summary report.

6. Click the OK button to insert the web conference details text into the body of the meeting request. This text contains a conference link for users to join the conference. When this link is used to join the conference the user is directed to the login page and the Conference ID field will already be filled in. Participants can complete the rest of the form and continue on to the conference.
7. Click the SEND button to forward the invitation to the attendees.
8. Once the reminder for the meeting is received, the Host may click the OPEN ITEM button. This opens the invitation and displays the conference details.
9. The Host may click the conference link included in the invitation to login. The field will be automatically populated. To log-in, the Host completes the login form and continues into the conference.
Note: The Host must log-in and begin the conference before participants are able to join.

g. Disconnecting Conference Participants

A Presenter can disconnect participants from the web conference through the Attendee Option Menu.

To disconnect a participant from the web conference:

1. Click the participant's entry in the Attendee Roster to display the Attendee Option Menu
2. Select the DISCONNECT option from the menu

Selecting the DISCONNECT option for ALL ATTENDEES causes the web conference to end.

h. Editing Participant Information

If a participant's information in the Attendee Roster is incomplete because, for example, the participant did not fully complete the log-in form, a Presenter may choose to edit this information. If a participant does not enter a name when logging into a conference, he or she will appear in the Attendee Roster with an anonymous entry labeled Attendee 1, Attendee 2, and so on. To edit a participant's information:

1. Click the participant's entry in the Attendee Roster to display the Attendee Option Menu
2. Select the EDIT INFO option
3. Fill in the correct information for the participant and click OK to finish

Edit Attendee Information

Name:

Company:

E-mail:

Phone:

Note: When a Conference Summary Report is provided at the conclusion of the conference, each participant's information in the report will reflect edits made during the conference.

i. Passing Presenter Control

When a conference is started the Host initially assumes the Presenter role. The Presenter has access to all of the conference tools and has complete control of the conference. The Presenter may choose to assign the Presenter role to another participant using the contextual controls in the Roster.

To promote another conference participant to Presenter, select the participant from the Roster and click the entry to open the Participant Options Menu. Select the MAKE PRESENTER option from the list to initiate the transfer of control. Once MAKE PRESENTER has been selected the current presenter's toolbar will change to a participant toolbar and the Attendee Roster will disappear. The new Presenter will receive an updated toolbar with all of the Presenter controls and the Attendee Roster will appear.

The new Presenter has complete control of the conference and may choose to pass control to other users.

Note:

The Host of the session always retains the ability to take control back from the current Presenter. A toolbar button marked PRESENT initiates the recall of Presenter privileges.

j. Chat

The Chat tool is accessed through the Attendee Roster and allows Presenters to receive and initiate chat sessions with individual participants or send broadcast messages to all participants.

Chat with Individual Attendees

To chat with an individual attendee the Presenter selects the attendee from the Roster and selects CHAT from the Attendee Options menu.

Broadcast Messages

To send a broadcast message to all attendees select All Attendees from the Roster to display the Attendee Options Menu. Select CHAT from the Attendee Options menu to open the Chat window.

Participant Initiated Chat

Participants may initiate chat sessions with the Presenter through the CHAT  button on the toolbar. Participants cannot initiate chat sessions with other participants.

The Chat window remains open for both the Presenter and Participants until it is closed. A log of the conversation persists throughout the conference and can be stored to a text file by the Presenter or Participant. To store the conversation into a text file for later viewing, press the SAVE button.

k. Hand Raising

The HAND RAISING tool enables participants to raise a virtual hand either to capture the attention of the Presenter or in response to a question asked by the Presenter.

To use the HAND RAISING tool, the participant simply clicks on the hand icon on the toolbar once to raise the hand and again to lower the hand.

The Presenter receives a tally of the number of hands raised at any point in time. This allows the Presenter to ask a question and quickly count the number of participants in agreement based on the number of hands raised by the participants. A hand appears in the Attendee Roster on the Presenter's screen next to each participant that has "raised" his or her hand.

The hand raising tally is dynamic and changes as participants raise and lower their hands. The totals are not captured or stored by the application.

I. Polling

The Poll tool allows presenters to conduct interactive question-and-answer sessions. Poll results are gathered in real-time and may be shared with all attendees.

Creating a Poll Question

1. Click NEW to clear the *Question* field.
2. Type in your poll question.
3. Type in your answer text.

You may type over any answers that already exist. If you need more answers, click ADD. If you need to remove answers, select each of the extra questions (checkbox) and click REMOVE.

4. Reorder the answers, if necessary, by selecting an entry and clicking UP or DOWN.
5. Select a color for the bar graph tabulation.
6. When the question and answers are complete, click SAVE to save the question
or
click CONDUCT to send the question immediately to all attendees.

Polling with a Saved Question

1. Click the POLL button.

2. Select the saved question.
3. Click CONDUCT.

The question is sent to all attendees. The Presenter's view changes to wait for the poll answers. As the results are gathered, the Presenter is shown an actual vote count, as well as a percentage figure and bar graph for each of the possible answers.

4. Click END POLL & SHARE RESULTS to broadcast the results to all attendees or click END POLL to return to the poll window to conduct another poll.
5. Click CANCEL to exit the polling tool and return to your presentation.

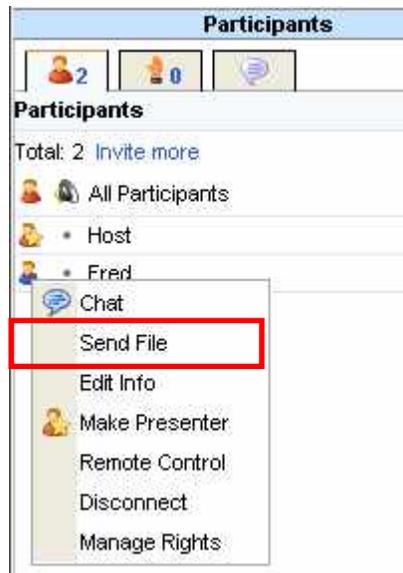
Polling results are included in your Conference Summary report. You can also choose to print the results after each poll closes.

m. File Transfer

The File Transfer tool is accessed through the Attendee Roster and allows Presenters to transfer any document to one or all of the conference attendees.

Transferring a File to a Single Attendee

To send a file to one attendee, the Presenter selects the attendee from the Roster and selects SEND FILE from the Attendee Options Menu. Using the file browse dialog select the target file to be transferred and click the SEND FILE button.



The file is transferred from the Presenter to the Webinterpoint service and the attendee to whom the file is being sent receives a CHAT message with a link to click to download the file. The procedure for downloading the file is similar to other Internet file links. The receiver may left-click the file link to download and open the file, or to save the file without opening it, right-click on the file link and select "Save Target As."

Transferring a File to All Attendees

To send a file to all attendees, the Presenter selects the All Attendees entry on the Roster, which opens the Attendee Options Menu. Using the file browse dialog select the target file to be transferred and click the SEND FILE button. All attendees will receive a chat message containing the file download link.

n. Ending Conferences & Signing Out



When a conference is finished, the Host can end the conference by clicking the STOP  button on the toolbar. A dialog window will appear to confirm that the conference should be ended. A link on the Confirmation Dialog provides an opportunity to remove any remaining published documents before ending. Once the conference has been stopped, billing ceases and all participants are disconnected from the conference.



Signing Out

The SIGN OUT button signs the Host out of his or her account and closes the Conference Control window. If you attempt to close the Conference Control window by clicking the X button in the browser's upper right-hand corner, the program will request confirmation before terminating. It is recommended that Hosts stop and log-out using the STOP  and SIGN OUT  buttons.

III. Document Publishing

a. Publishing Documents

Document Publishing provides a simple, efficient way to share PowerPoint, Word and Excel documents with a group of participants. No downloads are required to publish or view documents, making it the most effective way to present common Office suite documents. To share other document types or to modify document content during the conference, use the Application Sharing tool.

Documents can be published before a conference is started or during the conference while participants are connected.

To publish a presentation:

1. Click the PUBLISH button  on the Presenter toolbar to open the Publish Document window
2. Specify the document to be shared using the BROWSE button

3. Click the PUBLISH button on the Publish Document window to initiate the publishing process



Webinterpoint transfers a copy of the document to the server where it is prepared for use. This step may take seconds to several minutes, depending on the speed of the Internet connection and the size and complexity of the document.

When the upload is complete, the first page of the document appears automatically.

Notes:

1. Microsoft provides a password protection feature for Office documents which Webinterpoint does not support. If you attempt to publish a password-protected document you will receive a failure notice. To overcome this problem, open the document in Office and save the document without a password then publish it from Webinterpoint.
2. Microsoft Excel documents containing macros or "scenarios" are not supported.

b. Navigating Published Documents

Once a document has been published and a conference has been started, the Presenter must navigate through the presentation using the simple toolbar navigation buttons. Only the Presenter has the ability to direct the presentation, but the Presenter can promote another participant to the Presenter role through the Attendee Roster.

To control a slide presentation:

1. Publish the presentation as described in Publishing a Presentation.
2. Click the START button to begin the conference and invite participants (see Starting a Conference)
3. To move forward to the next slide in the presentation, click the right arrow  on the toolbar
4. To return to the previous slide in the presentation, click the left arrow  on the toolbar

- To jump directly to a slide, use the dropdown box on the slide arrow to choose the slide by title or by number.

c. Document Pointer

Presenters may choose to use the semi-transparent Document Pointer to direct participants attention to document content. The Pointer is toggled on and off through the Toolbar. As the Presenter's mouse is moved, the Pointer moves on all participants screens.

Smart Scrolling

If the Presenter points at content which falls outside of a participants view the content in the participant's window is adjusted or scrolled. This ensures that everyone is able to see what the Presenter is pointing at.

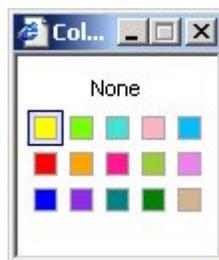
d. Document Annotation

The Highlighter allows the Presenter to draw and mark up published documents including PowerPoint, Word and Excel.

The Highlighter is accessed through the toolbar and allows the Presenter to annotate slides in real time. The Presenter may choose from 15 different colors to annotate or "mark up" the presentation.

To use the Marker, the Presenter clicks the marker icon  on the toolbar. The Presenter's cursor will change to a "marker", and he or she can begin annotating the slides. Participants see the annotation in real time. To erase the markings, the Presenter should advance to the next slide. Markings are not stored or retained in the presentation.

To change marker colors, the Presenter clicks the arrow next to the marker on the toolbar. A box displaying colors will appear, and the Presenter can select a new color for the marker.



To turn off the highlighter, the Presenter clicks the HIGHLIGHTER button on the toolbar.

e. Removing Published Documents

Webinterpoint allows a single document to be published and hosted at a given time. Each time a new document is published the current document is replaced. Published documents are retained in the account until they are replaced or removed.

To remove a published document from the system:

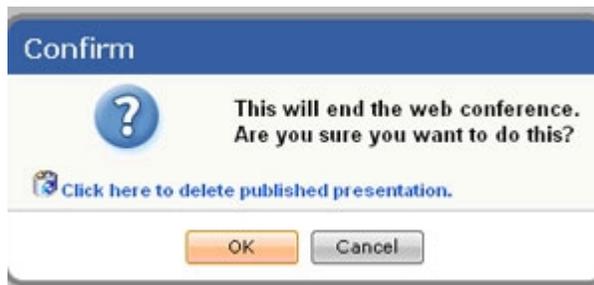
- Choose Manage Files from drop down menu on the PUBLISH  button

OR

2. Click the PUBLISH  button on the toolbar to open the Publish Document window.
3. Click the DELETE button located on the right of the Publish Document window.



Each time a Presenter chooses to end a conference the system will prompt for confirmation. This confirmation dialog window also provides the opportunity to remove the current presentation before exiting. Clicking the DELETE PUBLISHED PRESENTATION button on this dialog will immediately remove the presentation before closing the conference.



IV. SCREEN SHARING

a. Application Sharing

The SHARE button allows the Presenter to share individual applications or the entire desktop. Once the Presenter has selected the SHARE button, he or she receives a dialog box that shows a list of currently running applications.



To share an individual application:

1. Choose the radio button – “Choose the applications to share”
2. Select one or more applications from the list
3. Click the SHARE button

To share all applications:

1. Choose the radio button – “Share the entire desktop”
2. Click the SHARE button

To stop sharing:

1. Open/restore the application window
2. Click the CANCEL button

Or

1. Double click the icon for Application Sharing in the system tray 
2. Click the STOP SHARING button

The Presenter now has the ability to alter his or her application, and participants can view changes as they are made. To allow a participant to make changes to his or her application, the Presenter must transfer control to that participant.

To transfer control to a participant:

1. Right click the Participant's name in the Attendee Roster
2. Choose MAKE PRESENTER

To regain control of the application:

1. Click on the Presenter icon on the toolbar.

b. Remote Control

Remote Control allows the Presenter to control applications on a conference participant's computer. Both the Presenter and the Participant have the ability to control the applications while Remote Control is enabled.

To initiate remote control of a participant's applications:

1. The Presenter must click on the Participant's name in the Participant Roster to display the available commands
2. Select REMOTE CONTROL from the menu
3. The Participant receives a dialog box which lists the applications that are currently running
4. The Participant selects one or more applications from the list and clicks the SHARE SELECTED or SHARE ALL button

To stop Remote Control:

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

V. A Note on Customer Service

Please know that Law Conferencing's prized operators and customer service representatives are there to help you in whatever way they can.

Our representatives are available during Law Conferencing's business hours (8:00 am to 7:00 pm Eastern Monday through Thursday, 8:00 am to 6:30 pm Eastern Friday) at **877-797-3339**.

No question or comment is too small. Please call upon us when you need.

Sincerely,



David Jannetti

President and CEO, Law Conferencing