Elluminate *Live!*® Version 7.0

Participant Quick Reference Guide

Elluminate *Live!* is a world-class, real-time training, demonstration and collaboration environment that is powerful, flexible and easy to use. Interacting online is all about the experience. That's why we've designed the Elluminate *Live!* family of products to give you what is quite simply the BEST user experience in the industry for real-time, remote teaching, training, meeting, and much more. Effectiveness is increased by engaging participants with the ability to talk over the Internet (with full duplex audio), chat online, share video, whiteboards, multimedia files and applications-all in one intuitive, graphical interface.

Unlike the Internet, Elluminate *Live!* is built specifically for live, multi-media collaboration. Our unique Collaborative Communications Framework (CCF) automatically ensures that everything is in the right place at the right time. Whether you have a dial-up modem or a high-speed LAN, you get the same superior quality, high performance, and dependability—with no lag time or garbled communication. So you can focus on content, not technology.

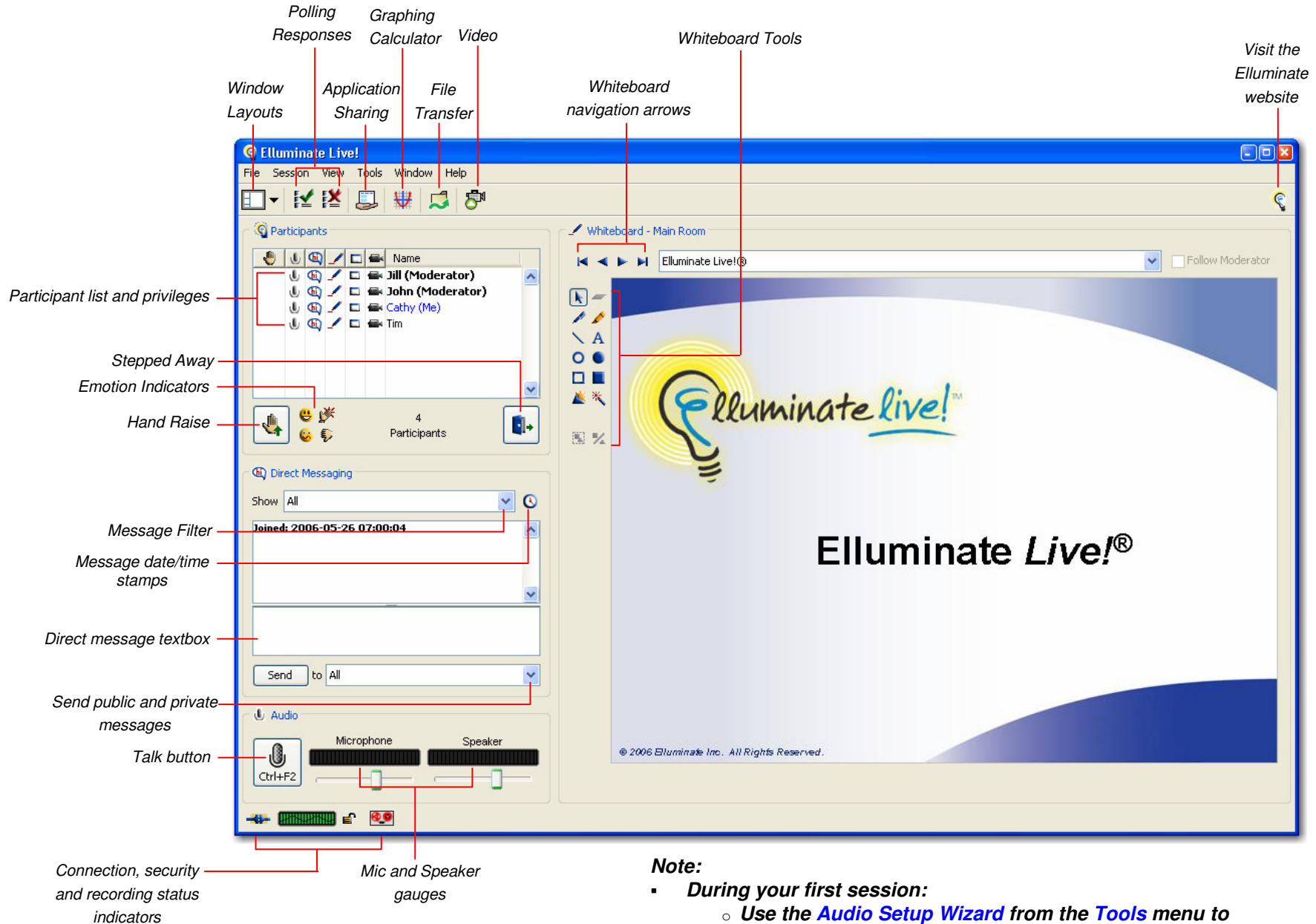## Tips on Participating in an Elluminate *Live!* Session

Preparation

- Find comfortable place with no distractions.
- Ensure that your audio is working correctly prior to your session.
- Take the Elluminate *Live!* Online Orientation or refer to the Elluminate *Live!* Participant Guide for more information on all the features prior to your first session. This information and more is available from Elluminate's Support Web page at http://www.elluminate.com/support/.

In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test out your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or a comment.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Elluminate *Live!*

Participant Quick Reference Guide

Polling Responses

Graphing Calculator

Video

Whiteboard Tools

Visit the Elluminate website

Window Layouts

Application Sharing

File Transfer

Whiteboard navigation arrows

Participant list and privileges

Stepped Away

Emotion Indicators

Hand Raise

Message Filter

Message date/time stamps

Direct message textbox

Send public and private messages

Talk button

Connection, security and recording status indicators

Mic and Speaker gauges

Note:

- **During your first session:**
  - o **Use the Audio Setup Wizard from the Tools menu to configure your microphone and speakers**
- **Some features may not be available depending on your version of Elluminate Live! and configuration**