



# Instant Access Web

Webconferencing has never been so easy. With **Instant Access Web**, you can deliver a presentation to an audience without ever having to leave your office. And with the integrated audio conference controls, you also control your audio conference. Why should you use Instant Access Web as opposed to Webex or Microsoft? **Instant Access Web is FREE** when used in conjunction with Instant Access Plus audio conferencing!

## INSTANT ACCESS WEB ALLOWS YOU TO:

- Manage your audio conference online using easy point and click conference commands
- Show slide presentations and graphics to meeting participants
- Show your desktop to meeting participants
- Show applications from your computer to meeting participants
- Entertain Questions using the online chat
- Use features such as annotation tools to make your meeting more efficient
- Record a conference (audio only or include synchronized visuals)

## AUDIO CONTROLS / PARTICIPANT MANAGEMENT

Instant Access Web includes integrated, online Audio Conference control. This provides all the tools you need to maintain security and manage your meeting. The following features are available to **control and manage your audio conference**: Dial Participant, Mute/Unmute an individual or all participants, Play Name, Disconnect, Lock the conference (prevent others from joining), and Continuation. Access your Phonebook and take advantage of additional features including Operator Assistance, Recording, and managing your archives.

## WEB CONTROLS

Instant Access Web allows you the ability to significantly enhance your meeting with presentations, data and graphics. Instant Access Web includes the following full-service Web Conferencing Features: **Desktop Presentation, Application Viewing, Slide Presentation, Slide Show, Chat, and Annotation tools.**

## ACCOUNT OPTIONS

The Chairperson can change the following Account Options Name: Record, Entry Announcement, Quick Start, Auto Continuation, Standard Color / True Color. The Chairperson can change these settings as often as they like.

## GETTING STARTED

1. Go to <http://www.instantaccessplus.com> and select Join or Start your Instant Access Web Meeting
2. When prompted, select Start Conference log in using your Chairperson Login info.
3. Conference participants select Join Conference at the designated time, enter their name & 7-digit access code, and the conference is underway.
4. To check your browser and network for compatibility, select <http://test.callinfo.com>