

# Web Interpoint QuickStart Guide

This guide contains the basics for starting a Web Interpoint Web Conference. Review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first Web Interpoint Web conference.

If you need additional assistance getting started or if you do not yet have an account contact Global Link Communications at **1.888.877.1333** or **sales@glcevents.com**.

## Requirements

Once you sign up for a Web Interpoint account you will receive a unique Host ID and Passcode. Advanced planning or reservations are not required with Web Interpoint - you can begin conducting Web conferences with up to 200 participants instantly. The system requirements for hosting and participating in Web conferences are as follows:

### General System Requirements

- Current operating system / platform
  - Windows, Unix/Linux OS: IE 5.0+, Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
  - MacIntosh OS with Netscape 7.0+
- 56Kbps+ Internet connection
- ActiveScripting/JavaScript and cookies enabled

### Additional requirements for Application Sharing (Presenters\*)

- MS Windows OS with IE 5.0+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

### Additional Requirements for Viewing Shared Applications

- Browser with an enabled Java Virtual Machine(JVM)
- 128Kbps+ Internet connection recommended

\*A Host is the person who starts a conference. A Presenter can be the Host or a Participant that receives control of the conference from the Host.

## Logging In

Begin using your Web Interpoint account by opening the Conference Entry page (Figure A) at <http://www.glcevents.com> and clicking on “Web Interpoint Log In” on the left hand side of the page. When you open this page you are presented with login forms for joining and hosting conferences. To host a conference, complete the **host conference**” form using the Host ID and Passcode you received at registration.

The screenshot shows a web browser window titled "Conference Entry - Microsoft Internet Explorer provided by Comcast High-Speed Internet". The address bar shows "http://wp3.webdialogs.com/brands/GLK/GLK\_WebInterpoint/default.htm". The main content area is titled "Web Conference Entry" and contains two side-by-side login forms. The left form is for "Participant" and the right is for "Host". Both forms have "Log In" buttons. At the bottom of the page, there are two icons: "WebInterpoint System Check" and "WebInterpoint Installation Kit".

Figure A. Conference Entry Page

## Host (Presenter) Controls

After you have successfully logged in you are presented with a conference window. At the top of the conference window is a toolbar (Figure B) containing buttons used to conduct and manage Web conferences.



Figure B. Toolbar (Host controls)

## Starting a Web Conference

Since Web Interpoint Web Conferencing does not require pre-planning or scheduling, once you have logged in to your account you can immediately start a conference.

To start a conference:

1. Click the START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
2. Instruct participants to visit the Conference Entry page [http://wip3.webdialogs.com/brands/GLK/GLK\\_WebInterpoint/default.htm](http://wip3.webdialogs.com/brands/GLK/GLK_WebInterpoint/default.htm) and to complete the “Join Conference” form using the Conference ID that you provide them with from the start dialog window.

As each user logs in to the conference the user’s name appears in the Attendee List. **Note:** Participants will be unable to join a conference until the Host has started the conference.

## Publishing a Document

Once you have logged in to your Web Interpoint account you can either start a Web conference or you can prepare for a presentation by publishing Microsoft PowerPoint™, Word™, or Excel™ documents.

To Publish documents:

1. Click the PUBLISH button on the toolbar
2. Click the BROWSE button in the Publish dialog window
3. Select a document file path using the file explorer window
4. Click the PUBLISH button in the Publish dialog window

After completing these steps your document is automatically copied and converted into a Web Interpoint presentation. A status bar indicates the publishing progress. Once publishing is complete the first page of your document appears in the conference window.

## Presentation Tools 1 - WEBINTERPOINT

Use the NEXT, PREV and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the POINT button to toggle the Pointer tool on and off when you want to highlight the content of your presentation.

## Application Sharing

The SHARE button allows you to share your applications or your entire desktop. Once you have selected the SHARE button you receive a dialog box that shows a list of your currently running applications.

To share an individual application:

1. Select one or more applications from the list
2. Click the SHARE SELECTED button

To share all applications:

1. Click the SHARE ALL button

To stop sharing:

1. Open/restore the Web Interpoint application window
2. Click the STOP SHARING button

or

1. Double click the icon for Application Sharing in the system tray
2. Click the UNSHARE ALL button

You now have the ability to alter your application and your participants can view changes as you make them. If you would like to allow a participant to make changes to your application you will have to transfer control to that participant.

To transfer control to a participant:

1. Right click on the Participant's name in the Attendee List
2. Choose GIVE CONTROL

To regain control of the application:

1. Right click on the Participant's name in the Attendee List and choose DISABLE CONTROL

## Remote Control

Remote Control allows you to share application(s) on a participant's computer. Both the Host and the Participant have the ability to control the application(s) during Remote Control.

To Remote Control:

1. Right click on the Participant name in the Attendee List
2. Choose REMOTE CONTROL
3. The Participant receives a dialog box that shows a list of currently running applications
4. The Participant selects the application(s) they want to share and clicks the SHARE SELECTED or SHARE ALL button

To stop Remote Control:

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

## Ending a Conference

When you are finished with your presentation click the STOP button on the toolbar to conclude the conference and disconnect all participants. At this point you are still logged in and can start a new conference or publish a new presentation. If you are finished you can log out of your account using the LOGOUT button on the toolbar.

To see all of the services offered by Global Link Communications, visit [www.glcevents.com](http://www.glcevents.com)