

Interface "Cheat Sheet"



Key

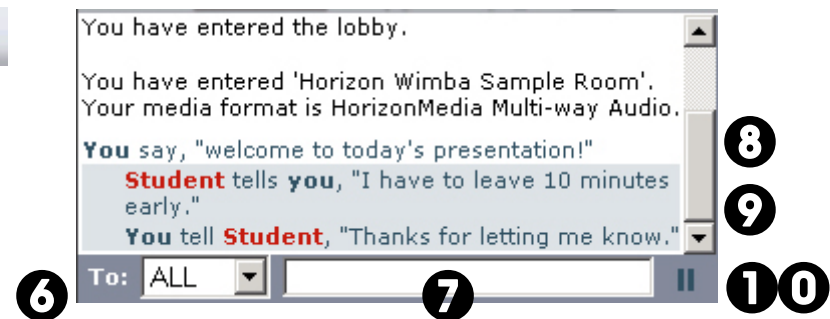
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|----------------------------------------|--------------------------------------|
| 1 HorizonMedia Audio Controls | 6 Branding Frame |
| 2 Phone Simulcast | 7 Exit / Lobby / Help Buttons |
| 3 Text Chat Frame | 8 Presenter's Console |
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Communications "Cheat Sheet"

HorizonMedia System (HMS): Multi-Way Voice over IP Audio Client



Text Chat Frame: Public and Private Chat



Key

- ❶ **NetStats:** Internet connection statistics for your computer, relevant to Live Classroom performance
 - ❷ **Talk Button:** An alternate way to speak -- click & hold left mouse button (use of Ctrl key recommended)
 - ❸ **Speaker / Microphone Volume Controls**
 - ❹ **Phone:** backup telephone simulcast (for audio difficulties)
 - ❺ **Options Menu:** Select "Lock Talk On" for hands-free mode (*Presenters only*)
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- ❻ **Recipient List:** Select ALL for Public messages; select name for Private messages
 - ❼ **Message box:** Click box, type message, hit enter to send
 - ❸ **Public message:** Text chat sent to everyone logged in to the Live Classroom (*white background*)
 - ❹ **Private message:** Text chat sent to individual of your choice (*gray background*)
 - ❿ **Scroll Lock:** Click two bars to disable auto-scroll; click triangle to re-enable

User Management "Cheat Sheet"

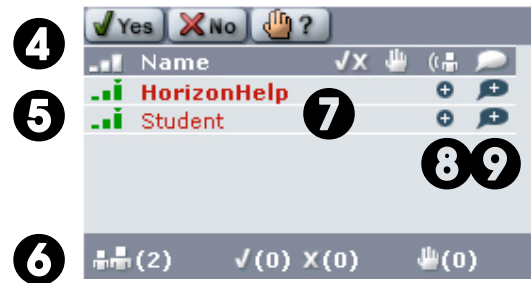
Presenter's Console: Users

User management controls



Participant Frame

Not your average attendance list



Key

- ❶ **Reset Buttons:** Clear Yes/No responses or raised hands with the click of a button
- ❷ **Disable Buttons:** Regulate use of all Participant mics / Control Public and Private chat
- ❸ **Move User:** Relocate Participants to another room (*multi-room only*)
- ❹ **Yes/No/Hand Raise:** quick, on-the-fly polling; Participant inquiries and requests to speak
- ❺ **NetStats:** Internet connection status in relation to Live Classroom (*click for statistics*)
- ❻ **Tally Bar:** Total head count, current Yes/No responses and Hands raised (*until cleared*)
- ❼ **Name List:** Presenter names bolded at top, followed by Participants listed alphabetically
- ❽ **Microphone Control:** Click once to disable/enable Participant ability to speak (*HMS only*)
- ❾ **Chat Control:** Determine Participant ability to send public & private messages (to each other)

Content Management "Cheat Sheet"

eBoard Tools

Virtual aids for feature presentation



eBoard Tools Key

- ❶ **eBoard Drawing Tools**
- ❷ **Text / Undo**
- ❸ **Erase** current markings
- ❹ **Clear Slide:** Completely clear eBoard
- ❺ **Import** image to eBoard
- ❻ **Save** snapshot of current slide
- ❼ **Screen Grab:** create screenshot for Content Frame
- ❽ **Enable** Participant use of eBoard Tools

Presenter's Console: Content Key

- ❶ **Start / Stop Archive:**
Preserve session content by recording an archive
- ❷ **Share:** Launch application sharing in the Content Frame or a New Window
- ❸ **Web:** Push web pages on-the-fly
- ❹ **Folder List:** Select a folder from the pull-down menu and click the "Go" button to display its contents
- ❺ **"P" button:** Preview slide
- ❻ **Slide List:** Click slide title to push to Content Frame
- ❼ **Import PowerPoint presentations on-the-fly**

Presenter's Console: Content

Presenter content management arena

