

AliceStreet Conference Center

A **real** conference room on your desktop

Quick User

Version 1.6.535.0

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AliceStreet
Conference Center



Put a
real conference room
on your **desktop...**

IBM Server *Proven*

USA Canada UK South Africa Australia Brazil Thailand Caribbean

www.alicestreet.com

Quick user instructions

Enter the conference center (if not using the Conference Manager)

- ask your network administrator for the host URL name and password of the AliceStreet server
- plug a headset (USB type recommended) and USB camera into your PC
 - see our library document *Recommended hardware* for more details
- start Internet Explorer and type [http://\[host name\]/](http://[host name]/) into the address bar, where [host name] is the name of the server your network administrator gave you
- enter password and follow the instructions.

Enter the conference center using the Conference Manager (refer to Conference Manager Guide for reservation set up)

- Double click on or paste the URL into your browser from your email invitation to access the log in page of your AliceStreet Conference Center.
- plug a headset (USB type recommended) and USB camera into your PC
 - see our library document *Recommended Hardware* for more details
- enter password and follow the instructions.
- When the following dialogue box appears, type in your name and make sure Microsoft WDM Image Capture (Win32) is selected for your video source to connect your camera.

Interacting within the conference center

- use your mouse to click on the large button marked Look in the bottom right of the application window
- after pressing the Look button
 - move your mouse or use the left and right arrow keys on your keyboard to look around
 - use your mouse wheel or the up and down arrow keys to zoom in and out
 - right click (just once) to lean over the table in order to see round the person next to you
- click anywhere to get your mouse cursor back

Slide sharing

- click on the projector screen to launch a separate window showing the slide
- click on PPT and then Open... to select and show a PowerPoint slide presentation