

### **WHAT IS CENTRAL DESKTOP WEB MEETING?**

Central Desktop Web Meeting is an integrated Real-Time Web Conferencing solution that you can use to Host Web Meetings through Central Desktop. It's an easy way to Share Your Desktop Screen with other Team Members without ever leaving the comfort of Central Desktop.

*Note: When installing and using Central Desktop Web Meeting, an icon named "TurboMeeting.exe" will be placed on your Desktop. This is necessary to run the web meeting software. TurboMeeting does not collect, track or monitor any access, usage or data on your computer. It is purely for Web Meeting access only.*

### **SCHEDULING A MEETING**

1. Login to Central Desktop and click the **"Web Meeting Center"** Tab (Located on the Dashboard)
2. Select **"Schedule a Web Meeting"**.
3. When scheduling a meeting, if the Web Meeting pertains to a Central Desktop Workspace, select the Workspace.
4. A Conference Call Dial in Number is provided **at no additional charge**, if you would like to use a different conference dial in number, uncheck the box and enter the information into the description area of the Web Meeting.
5. For additional security you may assign a meeting password to your Web Meeting. Enter the password in the box provided.
6. To add this Event to Microsoft Outlook Calendar, Invite other Attendees or to set a meeting reminder in Outlook check the **"Add this Event to My Outlook Calendar"** box. (Select "Open" at the prompt after the Event is scheduled.)
7. Click **"Schedule Event"**.

**NOTE: WEB MEETINGS MAY ALSO BE SCHEDULED FROM THE "MY CALENDAR" TAB LOCATED ON THE DASHBOARD OR FROM ANY CALENDAR IN A WORKSPACE.**

### **STARTING A SCHEDULED MEETING**

1. Login to Central Desktop and click the **"Web Meeting Center"** Tab. (Located on the Dashboard)
2. From the list of Scheduled Meetings, click **"Host Meeting"** to start the Web Meeting.

### **STARTING AN UNSCHEDULED MEETING (AD-HOC / IMPROMPTU MEETING)**

#### **From the Central Desktop Web Meeting Tab (On the Dashboard)**

1. Login to Central Desktop and click the **“Web Meeting Center”** Tab
2. Click **“Host a Web Meeting Now”**.
3. The Central Desktop Web Meeting console will appear on the right hand side of your screen and your Web Meeting will begin.

#### **From Inside a Central Desktop Workspace**

1. From the Member’s Block in the Navigation Bar of the Workspace, check the box next to each Member that you would like to invite to the Web Meeting and click the **“Web Meeting”** Button. Each of the checked members will receive a email notification with the Web Meeting join instructions.
2. The Central Desktop Web Meeting Console will appear on the right hand side of your screen and your Web Meeting will begin.

### **INTERACTIVE MODE AND VIEW-ONLY MODE**

Attendees may join meetings in either “Interactive Mode” or “View-Only Mode”

Interactive Mode provides the Attendee with full web meeting functionality. The Host may grant presentation rights or give keyboard and mouse control to any user who joined the Web Meeting in Interactive Mode. To join a Web Meeting in Interactive Mode the Attendee must join using the Central Desktop Web Meeting Client.

View-Only Mode allows Attendees to join a Web Meeting without having to download any software at all. View-Only users can join a Web Meeting through virtually any modern browser (Internet Explorer, Firefox, Mozilla, Safari, etc...).

***View-Only Mode is a passive experience for the Attendee and the Host cannot grant presentation rights nor give keyboard and mouse control to View-Only users.***

View-Only Mode is ideal for users who are experiencing problems when trying to join a Web Meeting.

*Note: View-Only Mode is not available when the Host is Hosting a Web Meeting on a Mac.*

### **USING THE CONFERENCE CALL DIAL-IN NUMBER**

Read more about our conference call dial in numbers using the link below:

<http://helpcenter.centraldesktop.com/answer?a=103>

### **WEB MEETING SYSTEM REQUIREMENTS**

#### **Supported Operating Systems:**

- Windows XP
- Windows 2000
- Windows 2003
- Windows Vista
- Mac OSX 10.4 or higher\*

**There are no Operating Systems requirements to join a meeting in “View Only” mode.**

\*Mac Support is BETA

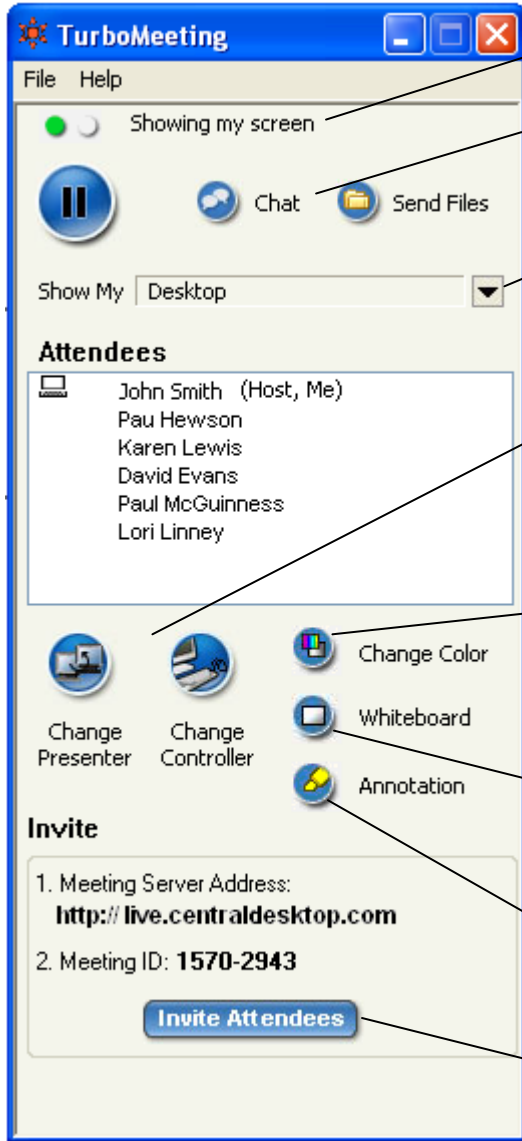
You may Host or Join meetings via Mac. “View Only” mode is not supported when the Web Meeting Host is using Mac.

### **SUPPORT**

For additional support please visit:

- <http://helpcenter.centraldesktop.com/category?c=7>
- <http://forum.centraldesktop.com>
- or email us at [support@centraldesktop-inc.com](mailto:support@centraldesktop-inc.com).

## WEB MEETING CONSOLE (PC VERSION)



Presentation Status Console

Chat with other Attendees or Easily Send Files to Attendees

Share a Single/Specific Application or Share your Entire Desktop.

Grant Presentation Rights to other Attendees  
--- or ---  
Give Keyboard and Mouse Control to other Attendees

Change Color Resolution to enhance performance or to increase image quality. Higher colors require more bandwidth and may cause attendee screens to refresh slower.

Opens the Presenter's local version of Microsoft Paint.

Enables Presenter to "scribble" on the screen with the mouse. Good for highlighting and pointing.

Easily Invite Others to Join Web Meeting.