Access One Presents...

WebInterpoint

Our powerful tool that allows you to control what your audience sees on their net-connected computer!

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Technology Solutions, Delivered with Care

Access One Web Conferencing

Features & Benefits

- ✓ **Conference up to 100 people, or more (with our Operator Assisted Product)**
- ✓ **One-click publishing of Microsoft© PowerPoint, Word or Excel files**
  Store up to 10 presentations in your account for quick and easy presenting.
- ✓ **Application or Desktop Sharing**
  Show participants any application running on your PC desktop – or your whole desktop (all applications).
- ✓ **Control Passing**

  On the fly, promote any attendee to be the presenter, or allow them to "drive" on your computer by controlling your mouse and keyboard. You can also remotely control an attendee's computer – with their permission, of course.
- ✓ **File Transfers and Slide & Application Annotations**

  Send individual participants, or the whole audience, any file on your computer or network during the conference. Annotate (mark-up) documents and your shared desktop applications on-the-fly.
- ✓ **Text Messaging and Polling**

  Conduct "side-bar" chats with your participants. Participants can direct messages to any attendee or an assigned Q&A moderator group. Provides the ability to conduct a poll of your audience on the fly.
- ✓ **Pointer & Stamp**

  Point at key features and leave a stamp to highlight points of interest.
- ✓ **Rights Management**

  Enable/Disable the Attendee Roster and assign selected participants to a Q&A moderator group.
- ✓ **Outlook Integration**

  Invite participants through your Microsoft Outlook account.

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Host Login

http://www.accessoneinc.com/conferencing.php

WEBINAR LOGIN

Are you the Host of this meeting or are you a Participant?

⦿ Host   ◯ Participant

* Chair Code

* Participant Code

* Name

* Organization

* E-Mail

Telephone   Ext.

☑ Remember Me

*Indicates a required field

Log In

- ✓ **No downloads or installation required to host conference**

- ✓ **ActiveX plug-in for Sharing function (Chairperson only)**

- ✓ **Basic presentation functions supported on all platforms e.g. Windows, Linux, Mac, Unix**

- ✓ **56K or faster Internet connection recommended**

- ✓ **Webinar Login page can be Private Labeled**

- ✓ **HTTPS Internet access = SSL encryption for security**

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Branded Login Pages

OPTIMIZE THE POWER OF YOUR BRAND!

4

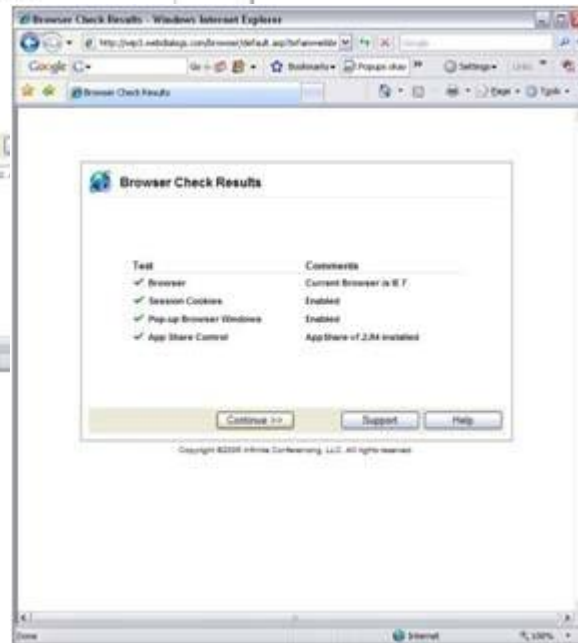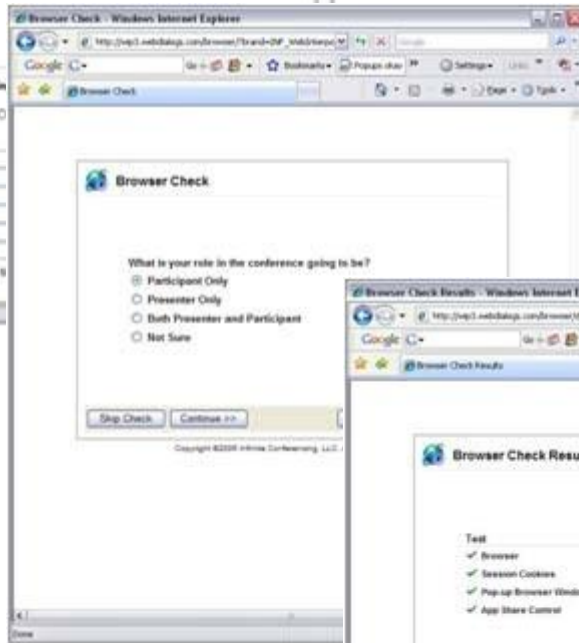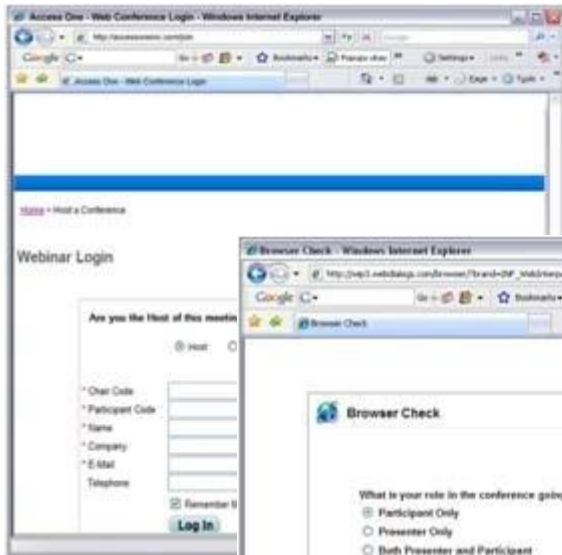access one

System Compatibility Check

Will check for the following:

- ✓ Current browser running
- ✓ Java Virtual Machine
- ✓ Cookies enabled
- ✓ Application Sharing (Host only)
  - ✓ ActiveX

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Start/Stop

Start a conference by clicking the Start button. All necessary conference details are conveniently displayed to the Host.

Conference Details Window

Conference Details Reference (always available)

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Toolbars

Access One's toolbar interface is simple and intuitive, making it accessible to users of all skill levels!
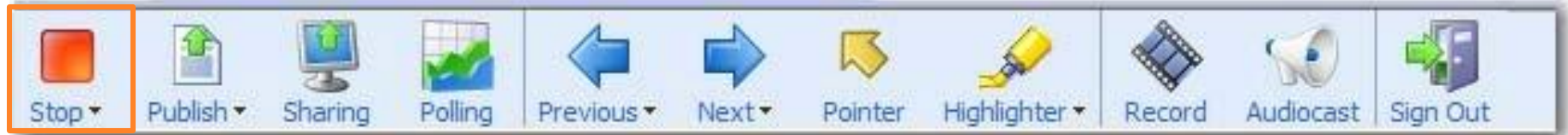
Host Toolbar

Host Toolbar (passed control)

Participant Toolbar

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Locking a Conference

Keep your web conference secure by locking a conference to prevent additional participants from joining
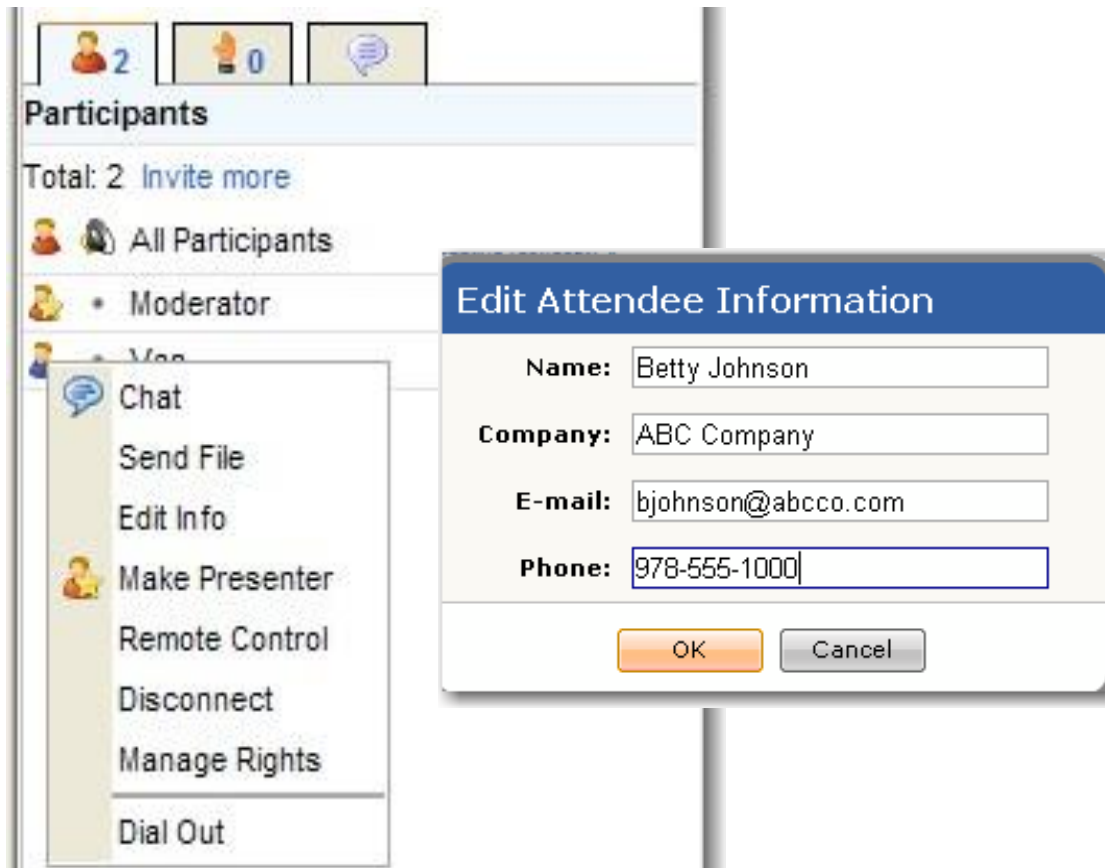

- ✓ **The LOCK button appears below the stop button once the conference has started**
- ✓ **Unlock by clicking the LOCK button again**
- ✓ **Available to the host only**

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Attendee List

Displays active participants by name and allows
*Presentation Control Passing, Chat and Disconnect*

- ✓ **Displays participants as they join and leave session**

- ✓ **Provides participant names, e-mail addresses and company name when hovering over an entry**

- ✓ **Access to Chat, Control Passing, File Transfer and Disconnect features**

- ✓ **Enable/Disable the Roster**

- ✓ **Select participants for Q&A Moderator group**

- ✓ **Ability to invite participants**

- ✓ **View/Edit attendee info entered during log-in**

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Publish

Upload .PDF, PowerPoint, Word or Excel documents and convert to lightweight HTML format with one click!
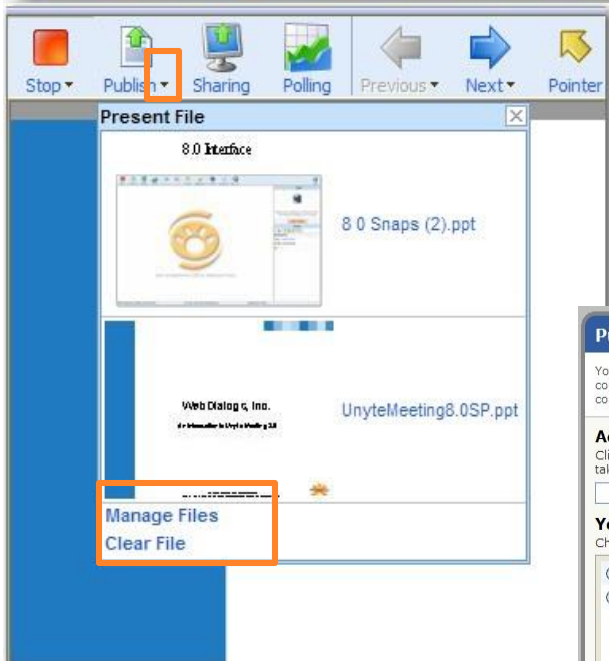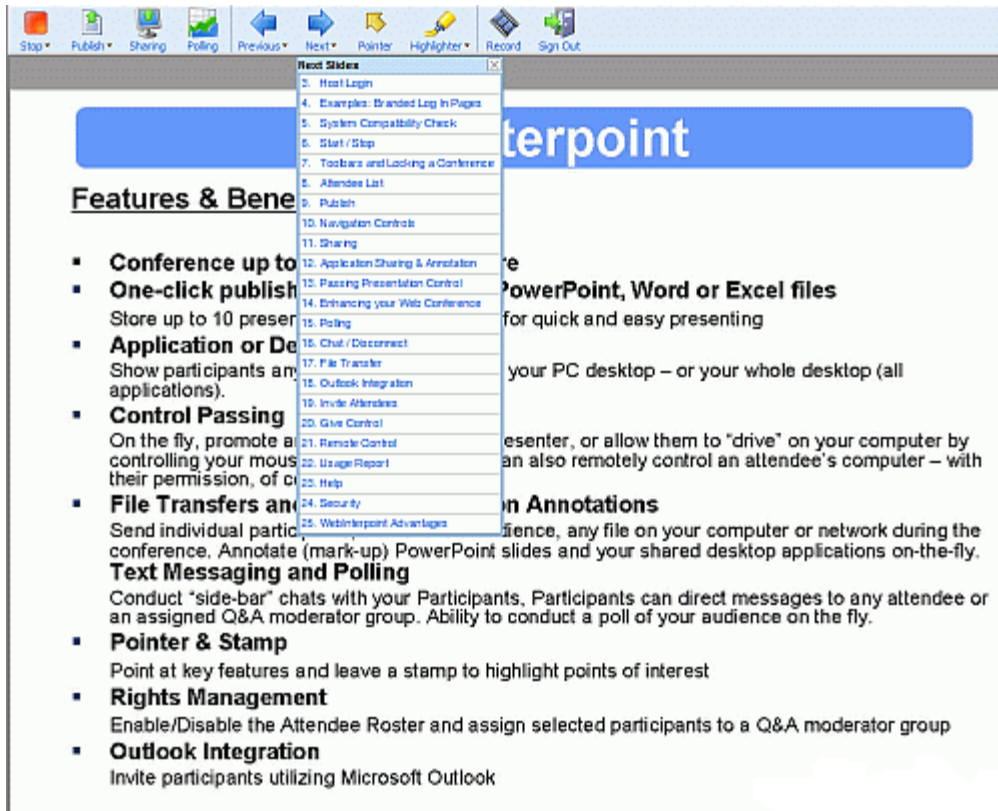
- ✓ **Publishing typically completes in less than 10 seconds**

- ✓ **Supports .PDF, PowerPoint, Word or Excel documents**

- ✓ **Files are transferred securely with HTTPS**

- ✓ **Automatic scaling of slides to fill entire window (IE only)**

- ✓ **Store up to 10 presentations for quick and easy presenting**

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Navigation Pages

Control the viewing of the presentation document

✓ **Move sequentially or jump to slides by name or number**

✓ **Participants view selected slides quickly**

✓ **Synchronize participants by moving to a new slide**

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Sharing

- ✓ **Presenter may share any application or the desktop in real-time**

- ✓ **Commonly used for software and web demonstrations and training Image**

- ✓ **Scaling will fit the contents of the screen to the viewers' windows Presenter**

- ✓ **receives a small (~160KB) ActiveX control when sharing is activated (unless components are registered through install kit)**

- ✓ **Participants receive a small Java applet (~18KB)**

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Application Sharing & Annotation

Presenters have the ability to annotate shared applications. Clicking the double computer image on either the Title Bar or the System Tray will display a window that has an "Annotate" selection. When Presenters select annotate, a window is provided with tools for a pointer, a highlighter, and an eraser.

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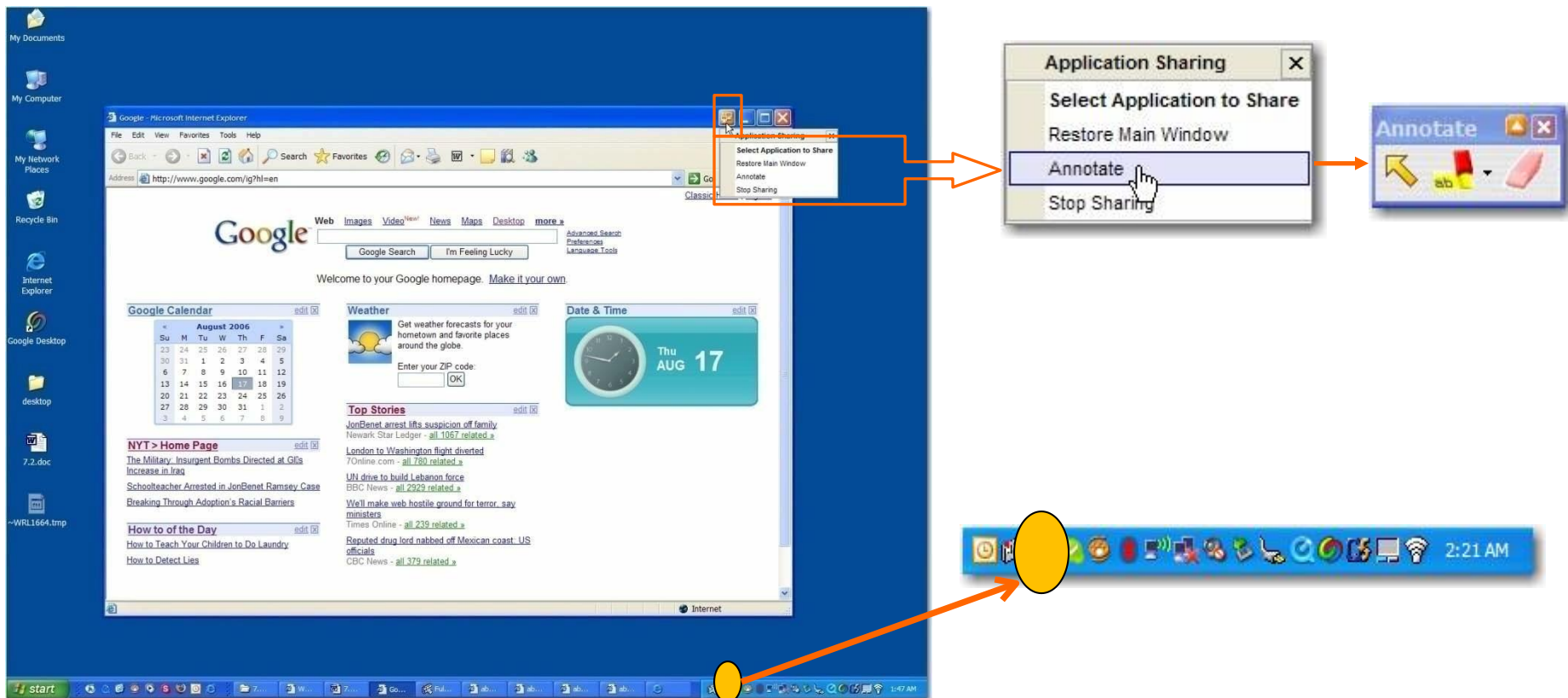
Passing Presentation Control

Presenters can pass control to other conference participants through the Attendee List
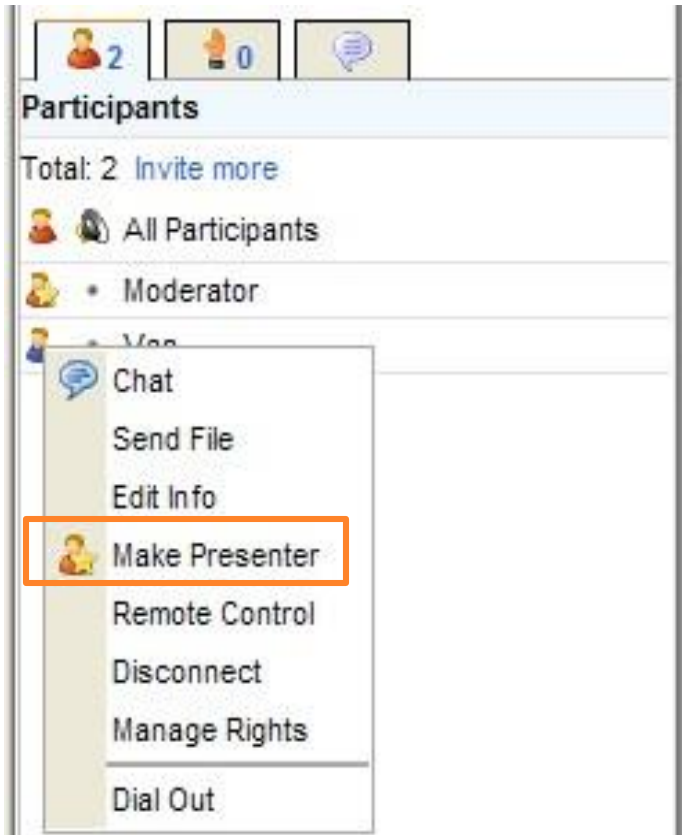
Host Toolbar (passed control)

✓ **Presenter can click an Attendee name and pass presentation control**

✓ **The conference originator (Host) always retains the ability to take back presentation control using the Present button on the toolbar**

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Enhancing your Web Conference
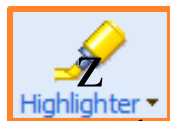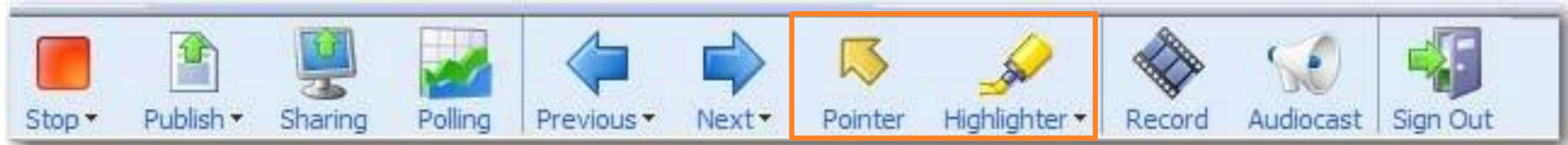
- ✓ *The marker tool enables you to annotate the content or your presentation in real time*
  - ✓ 15 colors available
  - ✓ Clear any annotations by advancing the slide forward
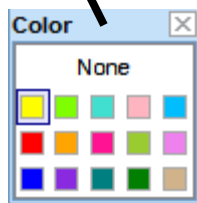
- ✓ *Use the pointer to highlight key points in the presentation content*
  - ✓ Click on points of interest to leave a "stamp" of the pointer for easy reference

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Polling

Creating and Conducting Polls

- ✓ Enter Polling mode by selecting the POLLING icon
- ✓ Ability to save a question, edit a saved question, remove a question, add answers, remove selected answers, and change the order of answers to your questions
- ✓ Preload and save your polling questions for later or conduct a poll immediately
- ✓ Publish polling results to your attendees

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Chat/Disconnect

Conduct chat sessions during a presentation
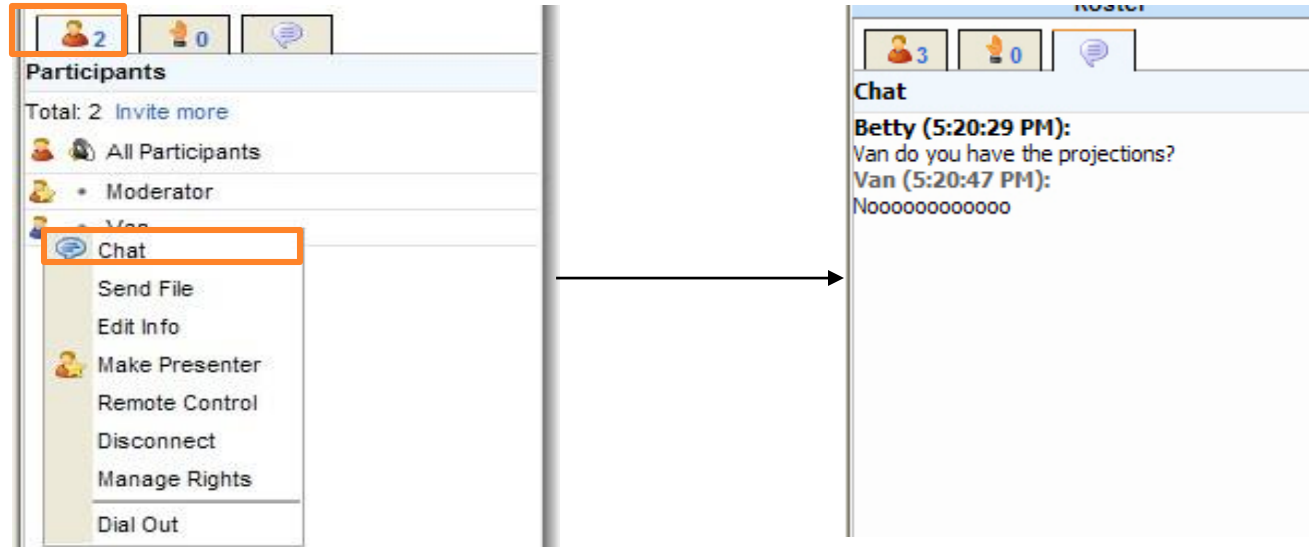
- ✓ **Presenter can chat with individuals or send broadcast messages**

- ✓ **Participants can initiate chat/direct messages to the Presenter or other participants**

- ✓ **Q & A Moderator Group**

- ✓ **Copy and save chat history to the clipboard**

- ✓ **Supports private, "sidebar" discussions without interrupting the flow of the presentation**

- ✓ **Disconnect one or all users**

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File Transfer

Enables you to transfer any document to one or all participants

Host View
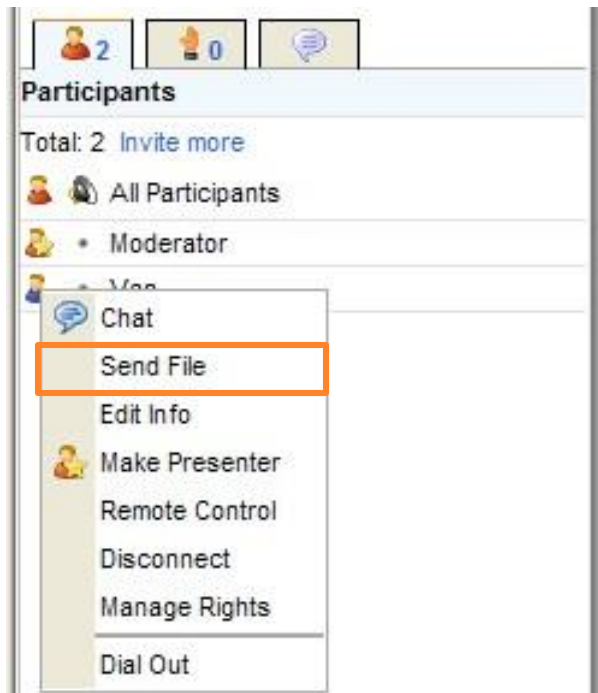
Attendee View
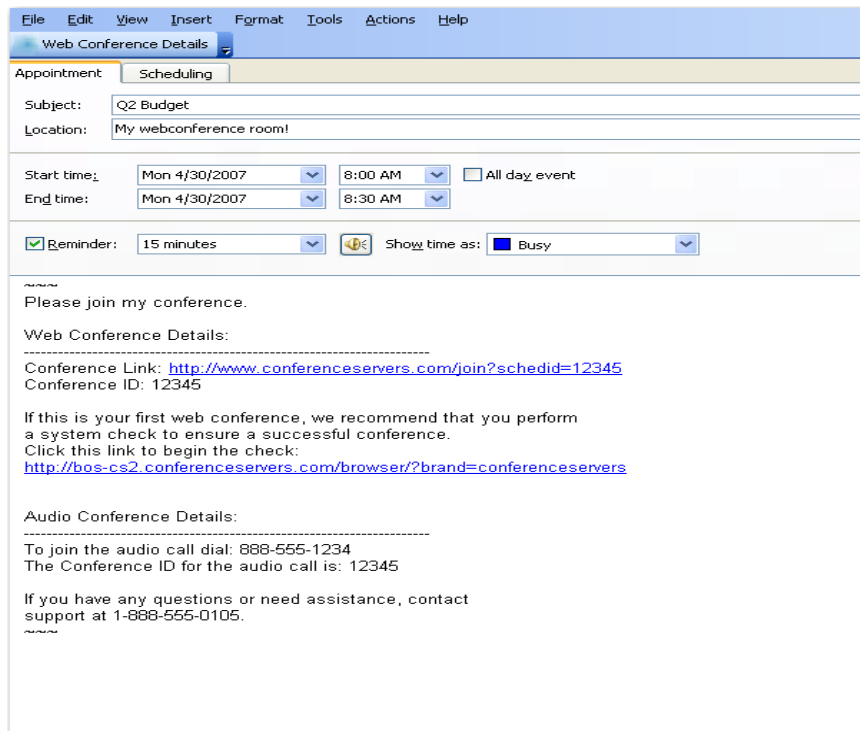
✓ **Chat message appears with link to download file**

✓ **File will open in a browser window giving participants the ability to save the file**

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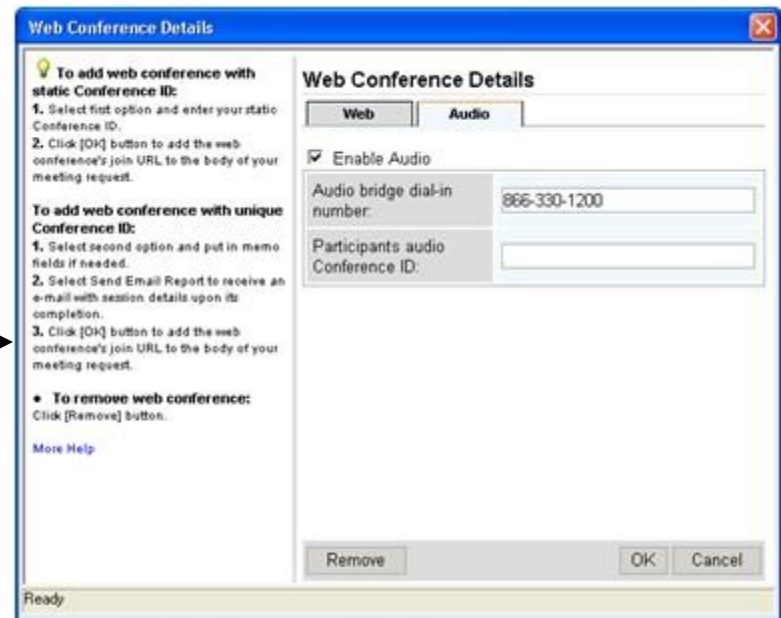
Outlook Integration

✓ Schedule, Invite, Start, or Join WebInterpoint conferences from within Microsoft Outlook

  ✓ Run the installation kit

  ✓ Schedule a new appointment
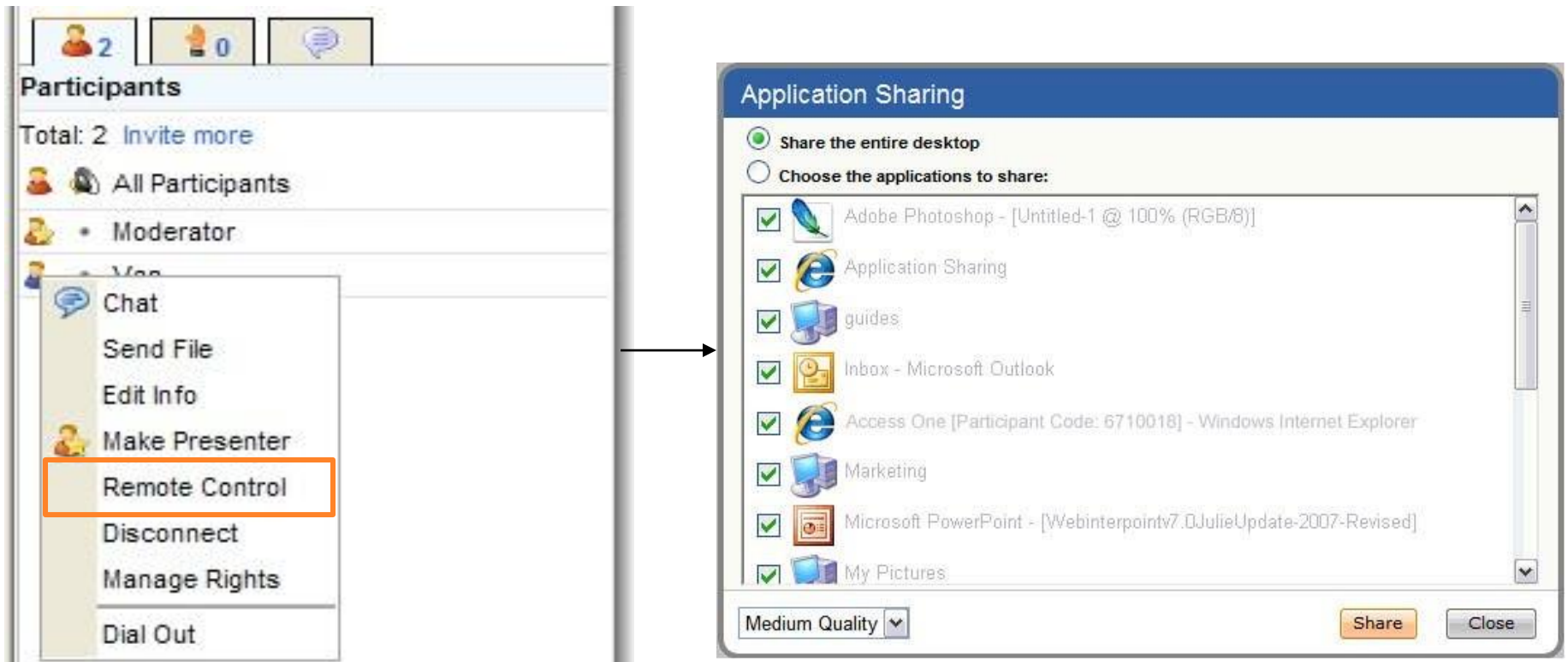
  ✓ Enter information into Web Conference Details window

19

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Invite Attendees

✓ Invite participants through Yahoo Instant Messenger

    ✓ Run the installation kit

    ✓ Select Invite Attendee from the Attendee List

    ✓ Click the link Send to Yahoo IM

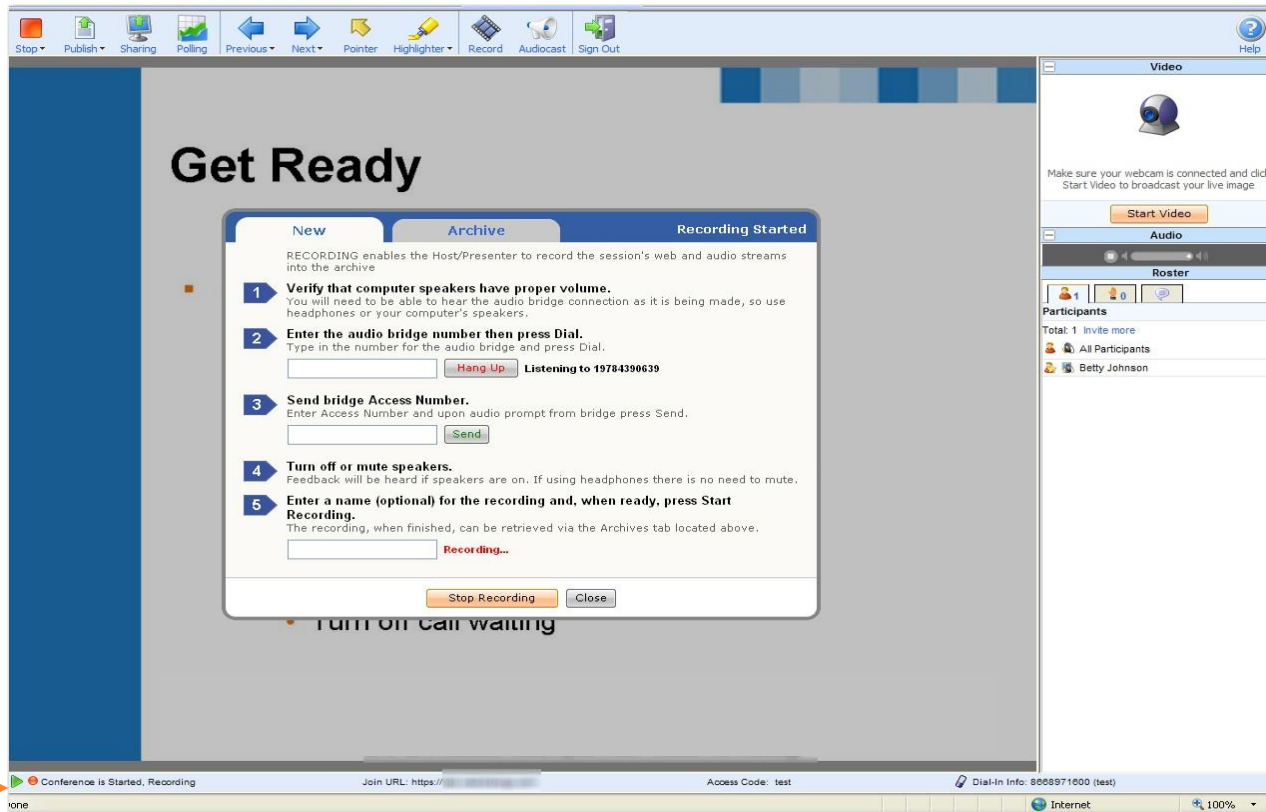access one
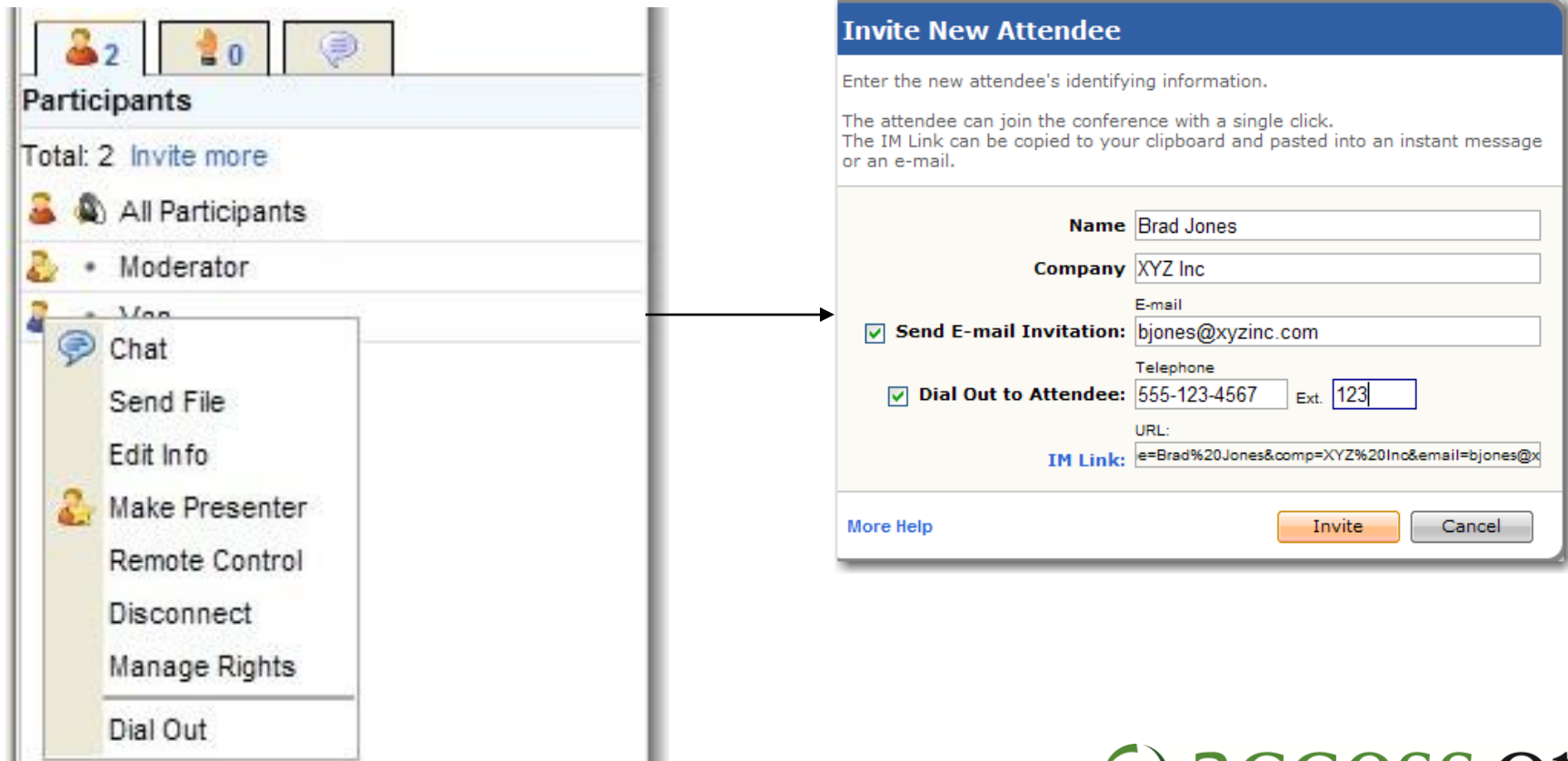
Remote Control

1. **Right-click on Attendee name**
2. **Select REMOTE CONTROL from the pop-up menu**

The attendee will see the "Select Applications to Share" window

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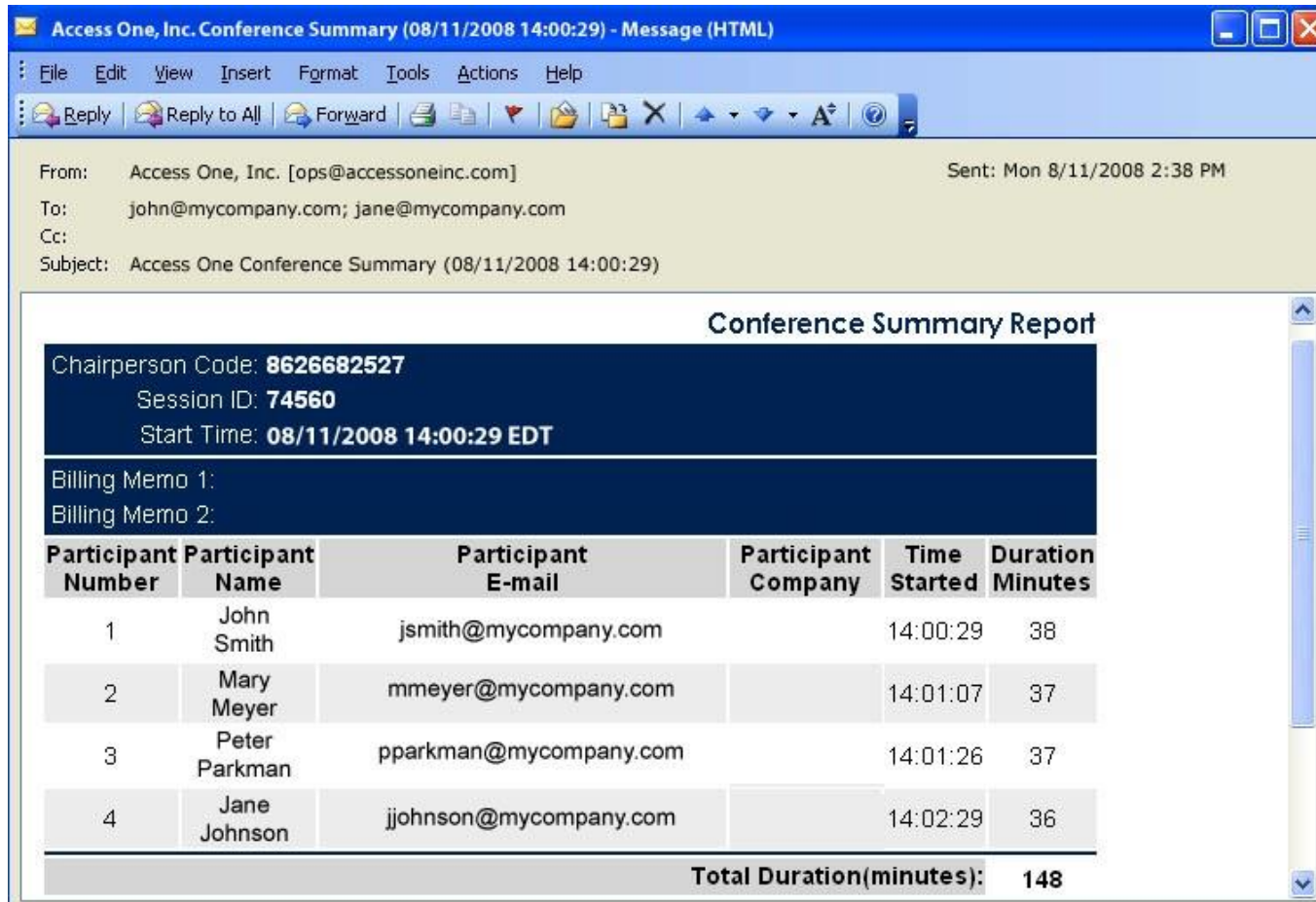# Presentation Recording

Record your presentation for future playback

Host View Status bar indicates recording has started

✓ **Produce a self contained Flash™ formatted presentation**

✓ **Voice recording from any audio source**

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Usage Report

Emailed to you automatically at the conclusion of each session

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Advantages

Access One is proud to offer the leading value-oriented Web conferencing solution!

- **Easy-to-Use**

  Little or no training is required for new users. Access One Web Conferencing's intuitive interface can be used instantly by users of all skill levels.

- **Smart Feature Set**

  Access One Web Conferencing delivers the features and functionality necessary for a successful online meeting.

- **Extensive Private Labeling Capabilities**

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