

Access One Presents...

WebInterpoint

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



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.

Branded Login Pages

OPTIMIZE
THE POWER
OF YOUR
BRAND!



connecting trading partners

JOIN

To join a conference enter all fields and click the **Log In** button below. The Participant Code is provided by your Chairperson.

Participant Code:

Name:

Company:

E-mail:

Log In

Register to host your own Web conferences

HOST

To host a conference complete the form below and click the **Log In** button below. All fields are required.

Chairperson Code:

Participant Code:

Name:

Company:

E-mail:

Log In



Delivering what's next.™



Join

Participant Code:

Name:

Company:

E-Mail:

Log In

Host

Chairperson Code:

Participant Code:

Name:

Company:

E-Mail:

Log In

[Click here to check your System Compatibility](#)

[Troubleshooting Tips](#) - try here first if you are having trouble

[Installation Kit](#) - (host only) optional Outlook and Yahoo features, and applications sharing plug-in

For use by Reimbursement & Outcomes Planning and Government Affairs Only
If you have questions please contact [Rosanna Pecorelli](#)

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Relax. Your Data is Compliant.

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

Host Participant

* Participant Code

* Name

* Company

* E-Mail

Telephone Ext.

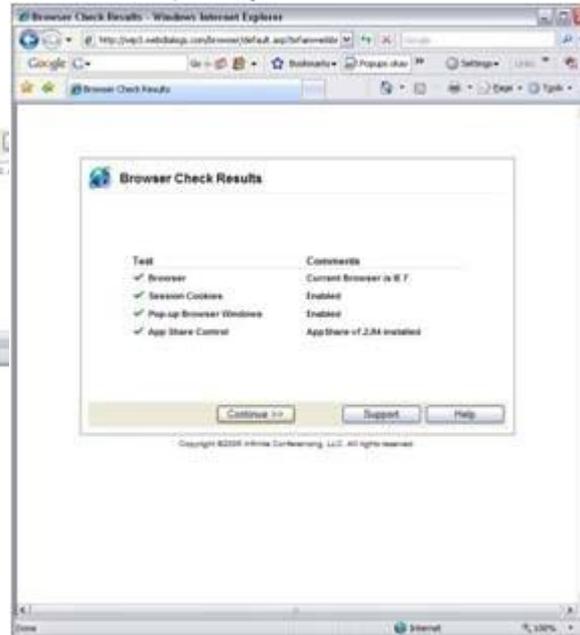
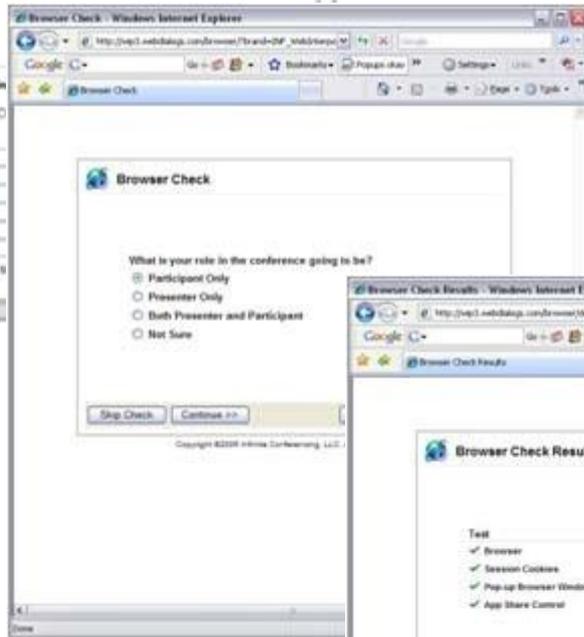
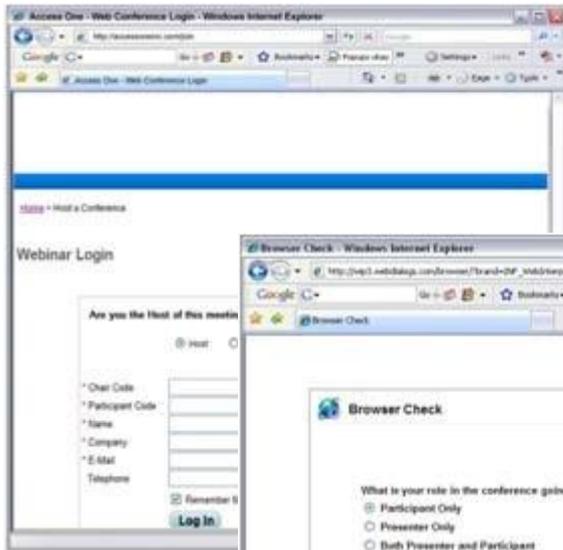
Remember Me * Indicates a required field

Log In

We recommend that you complete our [System Check](#) before logging in.

Speed Test - check the throughput of your connection to our server
Troubleshooting tips - try here first if you are having trouble

System Compatibility Check



- Will check for the following:
 - ✓ Current browser running
 - ✓ Java Virtual Machine
 - ✓ Cookies enabled
 - ✓ Application Sharing (Host only)
 - ✓ ActiveX

Start/Stop



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

Conference Details Window

Conference Started

Instruct participants to open the Join URL with a Web browser. Provide them with the Participant Code and have them complete and submit the login form.

Participant names appear in the Participant List once they have successfully joined the conference.

Join URL:

Participant Code: 2496658

Send e-mail report:

Memos

Billing Memo 1:

Billing Memo 2:

[Help](#)

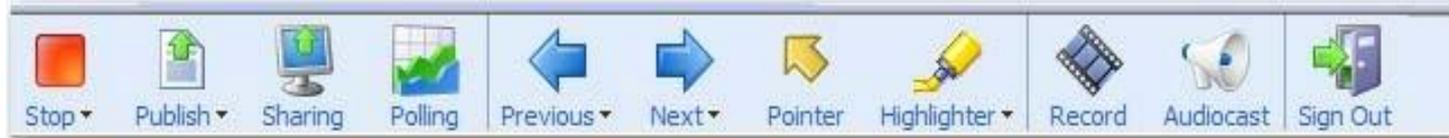
Conference Details Reference (always available)

Conference is started	Not recording	Join URL: http://www.accessoneinc.com/conferencing.html	Participant Code: 2496658
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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



Locking a Conference

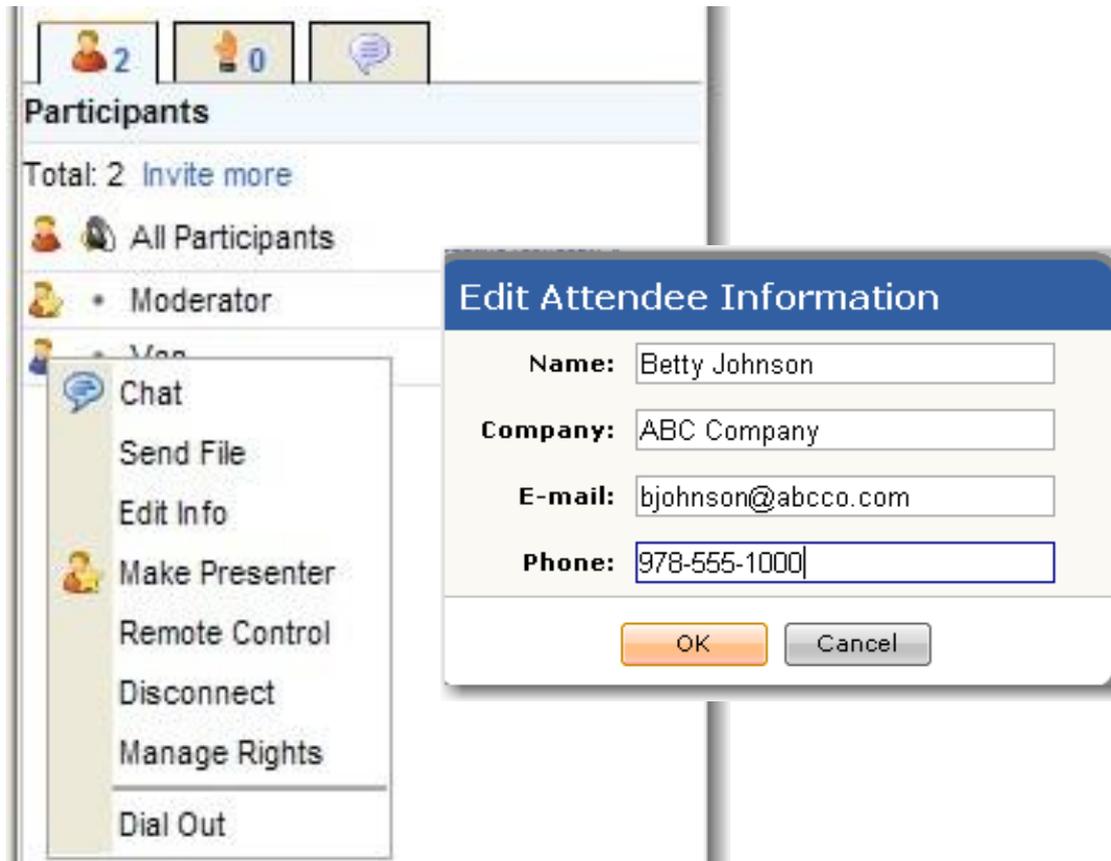
Keep your web conference secure by locking a conference to prevent additional participants from joining



- ✓ 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

Attendee List

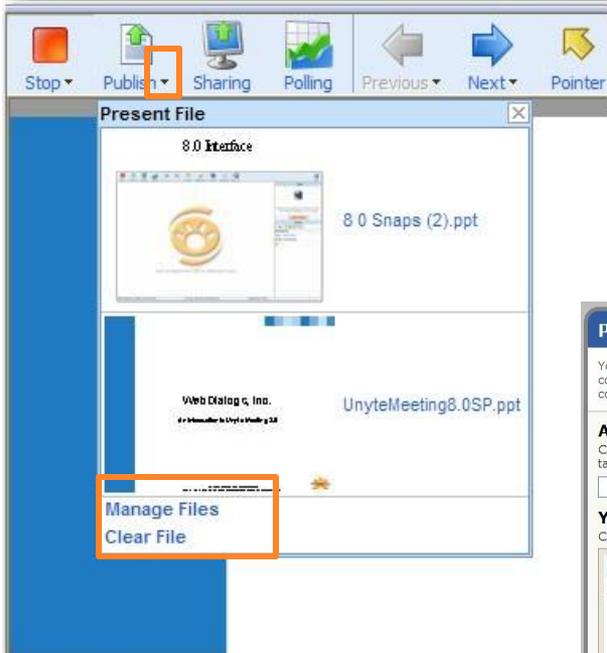
Displays active participants by name and allows Presentation Control Passing, Chat and Disconnect



- ✓ 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

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

Navigation Pages



Control the viewing of the presentation document

The screenshot shows a presentation software interface. At the top, there is a toolbar with icons for Stop, Publish, Sharing, Polling, Previous, Next, Pointer, Highlighter, Record, and Sign Out. Below the toolbar, a 'Next Slides' window is open, displaying a list of slide titles: 3. Host Login, 4. Examples: Branded Log In Pages, 5. System Compatibility Check, 6. Start / Stop, 7. Toolbars and Locking a Conference, 8. Attendee List, 9. Publish, 10. Navigation Controls, 11. Sharing, 12. Application Sharing & Annotation, 13. Passing Presentation Control, 14. Enhancing your Web Conference, 15. Polling, 16. Chat / Disconnect, 17. File Transfer, 18. Outlook Integration, 19. Invite Attendees, 20. Give Control, 21. Remote Control, 22. Usage Report, 23. Help, 24. Security, and 25. WebInterpoint Advantages. The main slide content is partially visible, showing a blue header with the text 'terpoint' and a section titled 'Features & Benefits' with a bulleted list of features.

- Conference up to 100 attendees
- One-click publish (Store up to 10 presentations)
- Application or Desktop Sharing (Show participants any applications)
- Control Passing (On the fly, promote a presenter, or allow them to "drive" on your computer by controlling your mouse with their permission, or with their permission, of control)
- File Transfers and Annotations (Send individual participants any file on your computer or network during the conference. Annotate (mark-up) PowerPoint slides 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. 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 utilizing Microsoft Outlook)

- ✓ Move sequentially or jump to slides by name or number
- ✓ Participants view selected slides quickly
- ✓ Synchronize participants by moving to a new slide

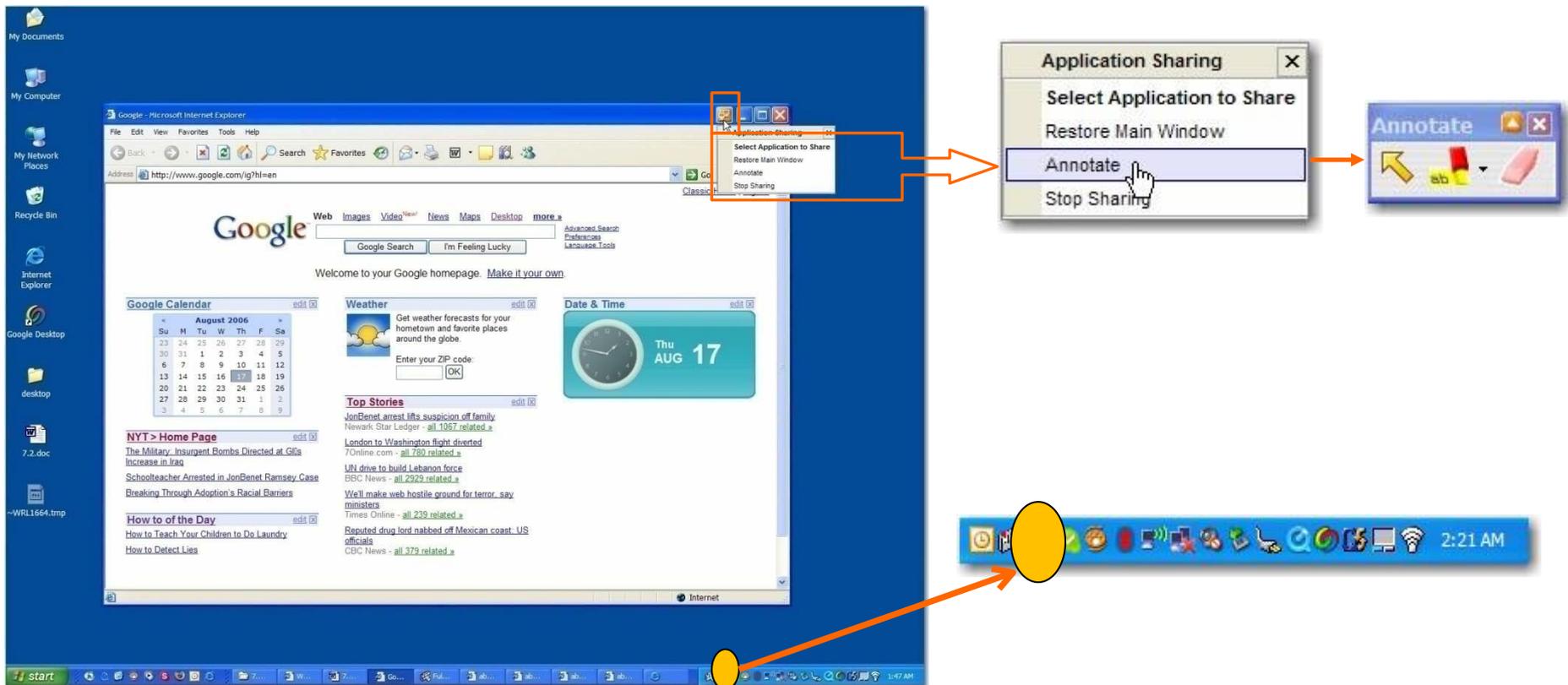
Sharing



- ✓ 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)

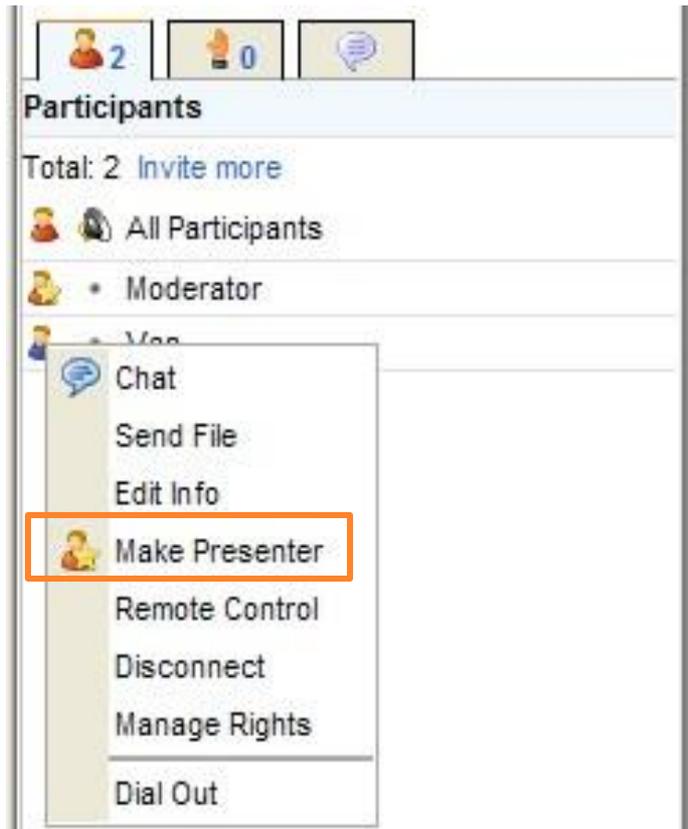
Application Sharing & Annotation

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.



Passing Presentation Control

Presenters can pass control to other conference participants through the Attendee List



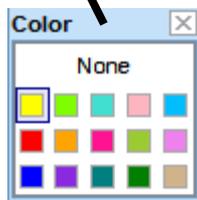
Host Toolbar (passed control)

- ✓ 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

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***

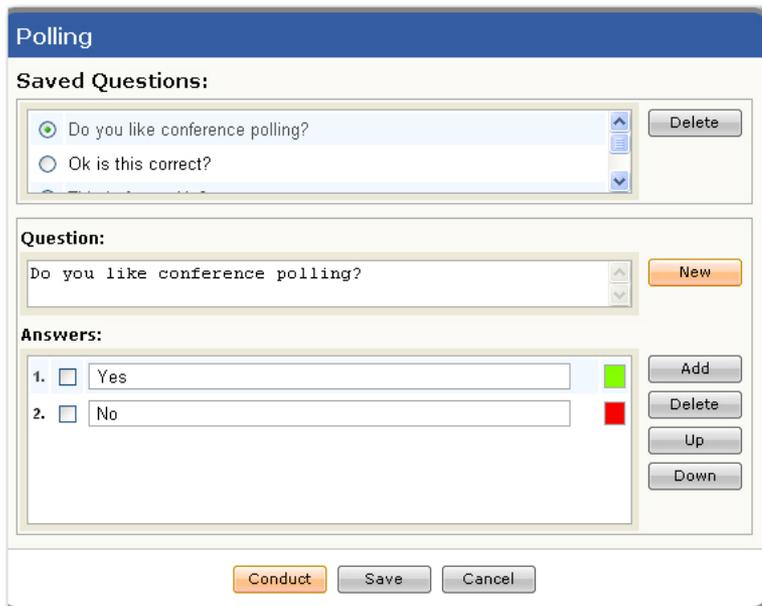
✓ Click on points of interest to leave a “stamp” of the pointer for easy reference

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



Polling

Saved Questions:

- Do you like conference polling?
- Ok is this correct?

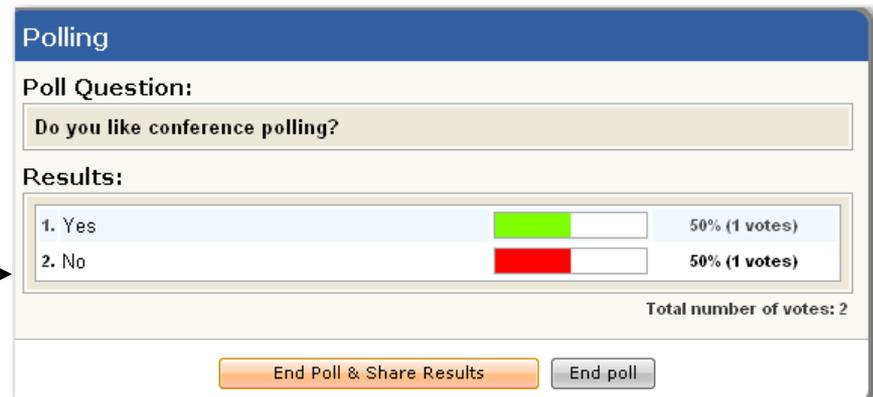
Question:

Do you like conference polling?

Answers:

- Yes
- No

Buttons: Conduct, Save, Cancel, New, Add, Delete, Up, Down, Delete



Polling

Poll Question:

Do you like conference polling?

Results:

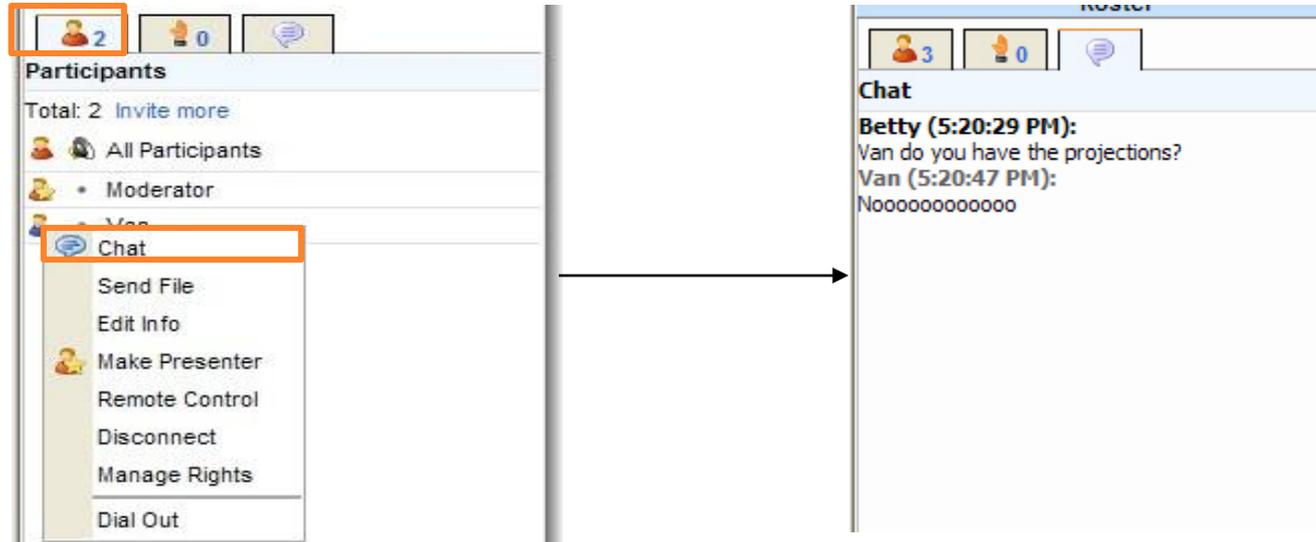
1. Yes	<div style="width: 50%; background-color: #00FF00;"></div>	50% (1 votes)
2. No	<div style="width: 50%; background-color: #FF0000;"></div>	50% (1 votes)

Total number of votes: 2

Buttons: End Poll & Share Results, End poll

Chat/Disconnect

Conduct chat sessions during a presentation

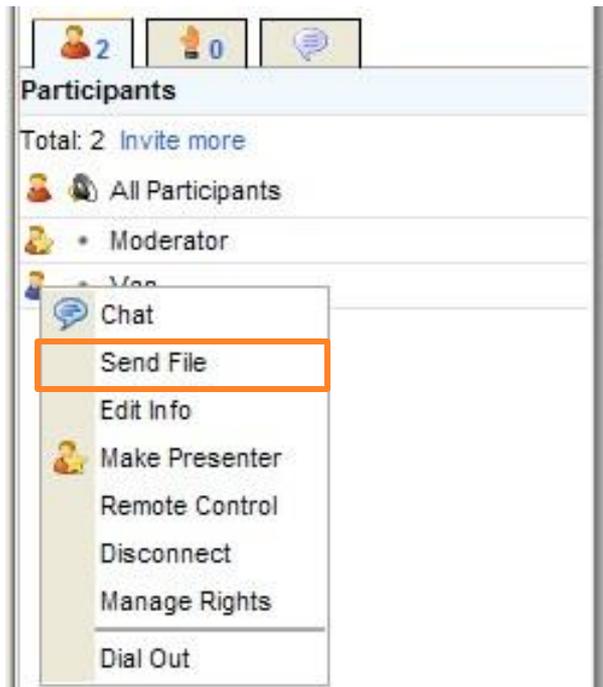


- ✓ Presenter can chat with individuals or send broadcast messages
- ✓ Participants can initiate chat/direct messages to the Presenter or other participants
- ✓ Q & A Moderator Group
- ✓ Copy and save chat history to the clipboard
- ✓ Supports private, “sidebar” discussions without interrupting the flow of the presentation
- ✓ Disconnect one or all users

File Transfer

Enables you to transfer any document to one or all participants

Host View



Attendee View

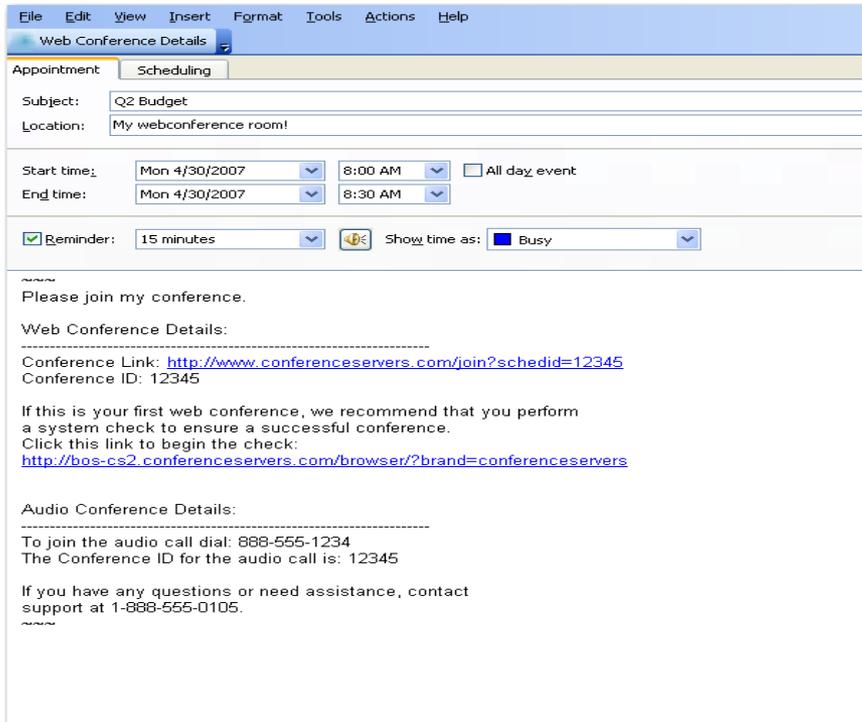


✓ Chat message appears with link to download file

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

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



The screenshot shows the 'Appointment' window in Microsoft Outlook. The 'Web Conference Details' tab is active. The subject is 'Q2 Budget' and the location is 'My webconference room!'. The start time is 'Mon 4/30/2007 8:00 AM' and the end time is 'Mon 4/30/2007 8:30 AM'. A reminder is set for 15 minutes. The appointment is marked as 'Busy'. The body of the appointment contains the following text:

Please join my conference.

Web Conference Details:

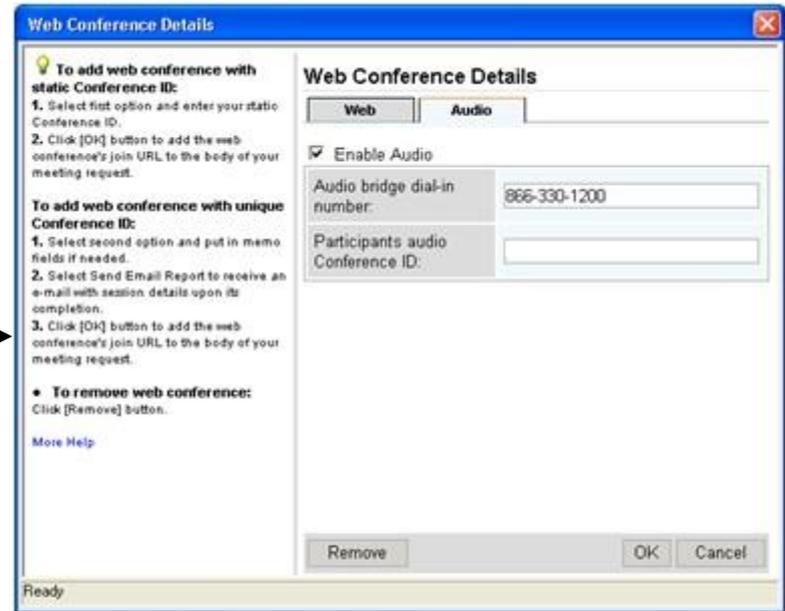
Conference Link: <http://www.conferenceservers.com/join?schedid=12345>
Conference ID: 12345

If this is your first web conference, we recommend that you perform a system check to ensure a successful conference. Click this link to begin the check:
<http://bos-cs2.conferenceservers.com/browser/?brand=conferenceservers>

Audio Conference Details:

To join the audio call dial: 888-555-1234
The Conference ID for the audio call is: 12345

If you have any questions or need assistance, contact support at 1-888-555-0105.



The screenshot shows the 'Web Conference Details' dialog box. It has two tabs: 'Web' and 'Audio'. The 'Audio' tab is selected. The dialog contains the following information:

To add web conference with static Conference ID:
1. Select first option and enter your static Conference ID.
2. Click [OK] button to add the web conference's join URL to the body of your meeting request.

To add web conference with unique Conference ID:
1. Select second option and put in memo fields if needed.
2. Select Send Email Report to receive an e-mail with session details upon its completion.
3. Click [OK] button to add the web conference's join URL to the body of your meeting request.

To remove web conference:
Click [Remove] button.

More Help

Web Conference Details

Web Audio

Enable Audio

Audio bridge dial-in number: 866-330-1200

Participants audio Conference ID:

Remove OK Cancel

Ready

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

The image shows a screenshot of a conference interface. On the left, the 'Participants' panel is visible, showing a total of 2 participants and an 'Invite more' link. A context menu is open over the participants list, with options including 'Chat', 'Send File', 'Edit Info', 'Make Presenter', 'Remote Control', 'Disconnect', 'Manage Rights', and 'Dial Out'. An arrow points from the 'Dial Out' option to the 'Invite New Attendee' dialog box on the right. The dialog box has a blue header and contains the following information:

Invite New Attendee

Enter the new attendee's identifying information.

The attendee can join the conference with a single click. The IM Link can be copied to your clipboard and pasted into an instant message or an e-mail.

Name: Brad Jones

Company: XYZ Inc

E-mail: bjones@xyzinc.com

Send E-mail Invitation:

Telephone: 555-123-4567 Ext. 123

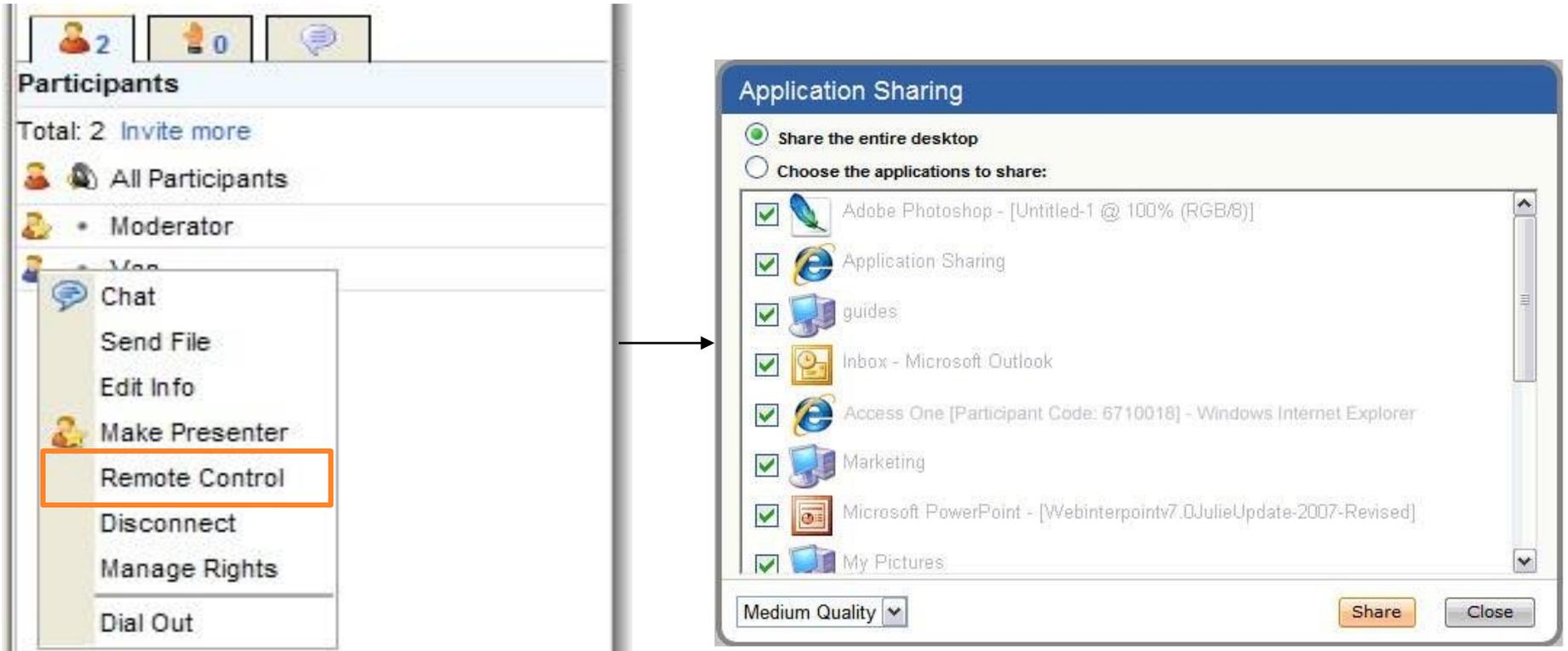
Dial Out to Attendee:

URL:

IM Link: e=Brad%20Jones&comp=XYZ%20Inc&email=bjones@x

More Help Invite Cancel

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

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

Usage Report

Emailed to you automatically at the conclusion of each session

The screenshot shows an email client window titled "Access One, Inc. Conference Summary (08/11/2008 14:00:29) - Message (HTML)". The email header includes:

From: Access One, Inc. [ops@accessoneinc.com] Sent: Mon 8/11/2008 2:38 PM
To: john@mycompany.com; jane@mycompany.com
Cc:
Subject: Access One Conference Summary (08/11/2008 14:00:29)

The main content is a "Conference Summary Report" with the following details:

Chairperson Code: **8626682527**
Session ID: **74560**
Start Time: **08/11/2008 14:00:29 EDT**

Billing Memo 1:
Billing Memo 2:

Participant Number	Participant Name	Participant E-mail	Participant Company	Time Started	Duration Minutes
1	John Smith	jsmith@mycompany.com		14:00:29	38
2	Mary Meyer	mmeyer@mycompany.com		14:01:07	37
3	Peter Parkman	pparkman@mycompany.com		14:01:26	37
4	Jane Johnson	jjohnson@mycompany.com		14:02:29	36
Total Duration(minutes):					148

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