Elluminate Live!® Version 7.0

Participant Quick Reference Guide

Elluminate Live! is a world-class, real-time training, demonstration and collaboration environment that is powerful, flexible and easy to use. Interacting online is all about the experience. That’s why we’ve designed the Elluminate Live! family of products to give you what is quite simply the BEST user experience in the industry for real-time, remote teaching, training, meeting, and much more. Effectiveness is increased by engaging participants with the ability to talk over the Internet (with full duplex audio), chat online, share video, whiteboards, multimedia files and applications—all in one intuitive, graphical interface.

Unlike the Internet, Elluminate Live! is built specifically for live, multi-media collaboration. Our unique Collaborative Communications Framework (CCF) automatically ensures that everything is in the right place at the right time. Whether you have a dial-up modem or a high-speed LAN, you get the same superior quality, high performance, and dependability—with no lag time or garbled communication. So you can focus on content, not technology.

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For more information visit: www.elluminate.com

Tips on Participating in an Elluminate Live! Session

Preparation

- Find comfortable place with no distractions.
- Ensure that your audio is working correctly prior to your session.
- Take the Elluminate Live! Online Orientation or refer to the Elluminate Live! Participant Guide for more information on all the features prior to your first session. This information and more is available from Elluminate’s Support Web page at http://www.elluminate.com/support/.

In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test out your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Remember to raise your hand when you have a question or a comment.
- Use Direct Messaging to send messages to other participants and the moderator during the session.
- Remember that running other applications on your computer (such as an Internet browser) can slow your connection to Elluminate Live!
**Participant Quick Reference Guide**

- **Participant list and privileges**
- **Hand Raise**
- **Direct message textbox**
- **Send public and private messages**
- **Message Filter**
- **Message date/time stamps**
- **Stepped Away Emotion Indicators**
- **Whiteboard navigation arrows**
- **Whiteboard Tools**
- **Graphing Calculator**
- **Polling Responses**
- **Graphing**
- **Sharing**
- **File Transfer**
- **Tools Menu**
- **Connection, security and recording status indicators**
- **Mic and Speaker gauges**
- **Visit the Elluminate website**

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**Note:**

- **During your first session:**
  - Use the **Audio Setup Wizard** from the **Tools** menu to configure your microphone and speakers
  - Some features may not be available depending on your version of Elluminate Live! and configuration