

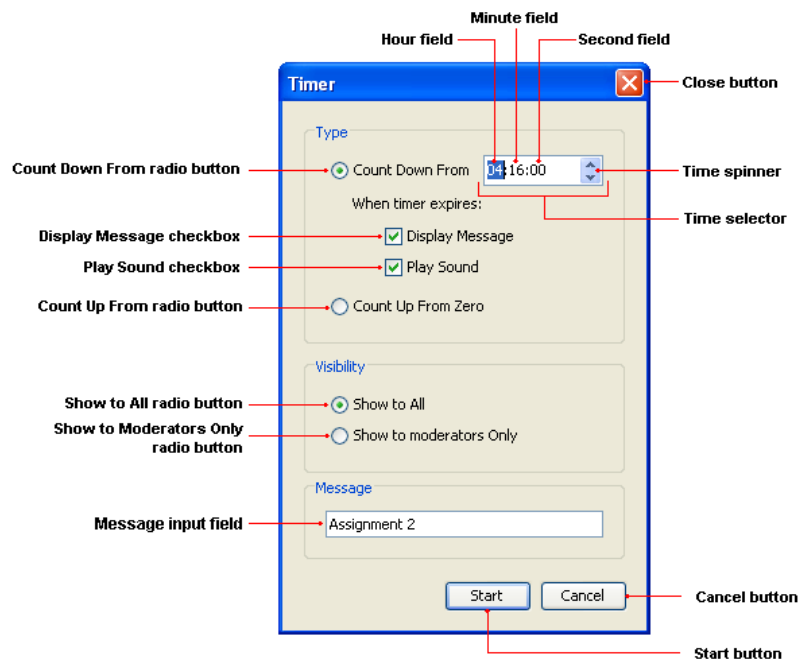


Using the Timer

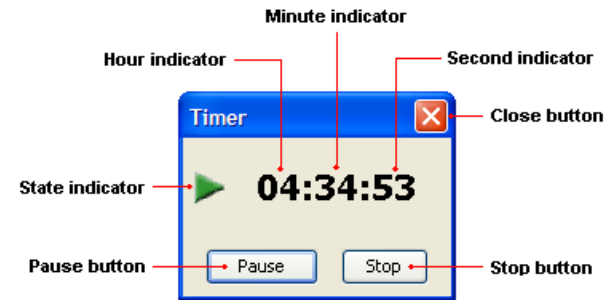
Quick Reference Guide

The Timer in Elluminate *Live!* is a clock that you can use to effectively manage your sessions. It can be useful in helping you pace your own presentations or coordinate multiple presenters by tracking the time allotted to each. You also can use the Timer for timing in class assignments or activities. Only one Timer can be running at a time in a session.

The Timer Settings dialog has the following components:



The Timer window has the following components:



Starting the Timer

Opening the Timer Settings Dialog

There are two ways to open the Timer Settings Dialog:

- ✓ From the Tools menu, select Timer > Start Timer.
- ✓ Click on the Start Timer button in the Toolbar.



Setting the Time

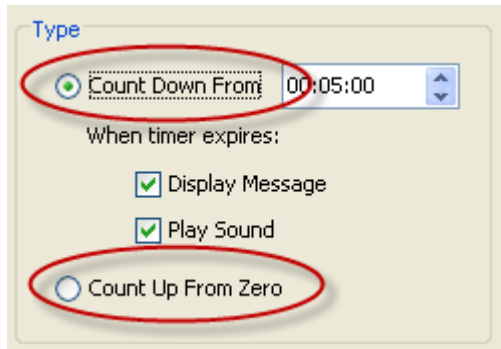
You can set the Timer to work in one of two modes:

- You can have the Timer **Count down** from the number you specify to zero.
- You can have the Timer **Count up** from zero to an indefinite time.

Counting Up or Down

1. Click on the *Count Down From* radio button.

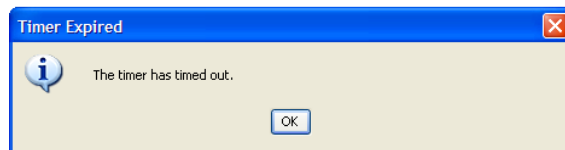
2. Move to the time field (Hour, Minute or Second) you want to change. Either click in the desired field with your mouse or use your Right and Left Arrow Keys.



Select your Timer expiration indicator options.

Choose none, one or both options:

- Choose *Play Sound* if you want a “beep” to sound when the Timer has expired.
- Choose *Display Message* if you want to display a visual message when the Timer has expired. (This is the default option.)



Select your visibility options

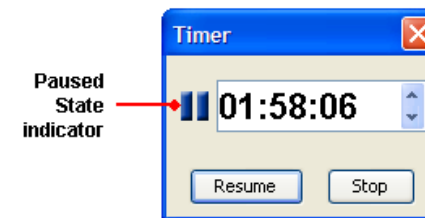
Choose one:

- Choose *Show to All* if you want everyone in the session, including Participants, to see the Timer. This includes showing in Breakout Rooms.
- Choose *Show to Moderators Only* if you want only Moderators to see the Timer.

- (Optional) Enter a message (of up to 25 characters) to session attendees explaining the purpose of the timer. You might want to enter the name of a timed assignment to make it clear to students how much time they have left to complete the assignment.

Starting, Pausing and Resetting the Timer

1. Click on the Start button. The Timer will end when zero is reached.
2. To pause the Timer, click on Pause. When paused, the time can be changed.
3. To resume it again, click on Resume.



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