



Illustrate Lite and Pro QuickStart Guide V.6.3

This guide provides the basic information necessary to start a Mercuri Illustrate Lite or Pro Web Conference. Please review the requirements to ensure you have everything you need to get started and then continue through the remainder of this guide to conduct your first Mercuri Illustrator conference.

If you need additional assistance getting started or if you do not yet have an account contact Mercuri Product Marketing support at 1-888-661-7777 or css@Mercuri.ca. Online help is available when using Illustrate Lite and Pro (top toolbar to the right).

Requirements

When you sign up for a Mercuri Reservationless Conferencing account you will receive a unique Access Code and Pass Code. Advanced planning or reservations are not required with Mercuri Reservationless Conferencing - you can begin conducting Web conferences with up to 400 participants instantly (please note that audio is limited at 100 on the Reservationless platform). The system requirements for hosting and participating in Web conferences are as follows:

General System Requirements

- Current operating system / platform
 - Windows, Unix/Linux OS: IE 5.0+, Netscape 7.0+, AOL 7.0+, Mozilla 1.0+
 - Macintosh OS with Netscape 7.1 or Safari
- 56Kbps+ Internet connection, for large document sharing or application sharing a faster (128Kbps+) connection is recommended.
- Minimum CPU: ~300Mhz
- ActiveScripting/JavaScript and cookies enabled

Additional requirements for Application Sharing (Presenters*)

- MS Windows OS with IE 5.0+ and ActiveX enabled
- 128Kbps+ Internet connection recommended

Additional Requirements for Viewing Shared Applications

- Browser with an enabled Java Virtual Machine(JVM)
- 128Kbps+ Internet connection recommended

*A Host is the person who starts a conference, also called a Moderator or Chairperson. A Presenter can be the Host or a Participant that receives control of the conference from the Host.

Logging In

Begin using your Mercuri Illustrate Lite or Pro Conferencing account by opening the Conference Entry page (Figure A) at <http://mrpro.mercuri.ca> or <http://mrlite.mercuri.ca>. When you open this page you are presented with login forms for joining and hosting conferences. To host a conference, complete the “host conference” form using the Access Code and Moderator Pass Code you received at registration.

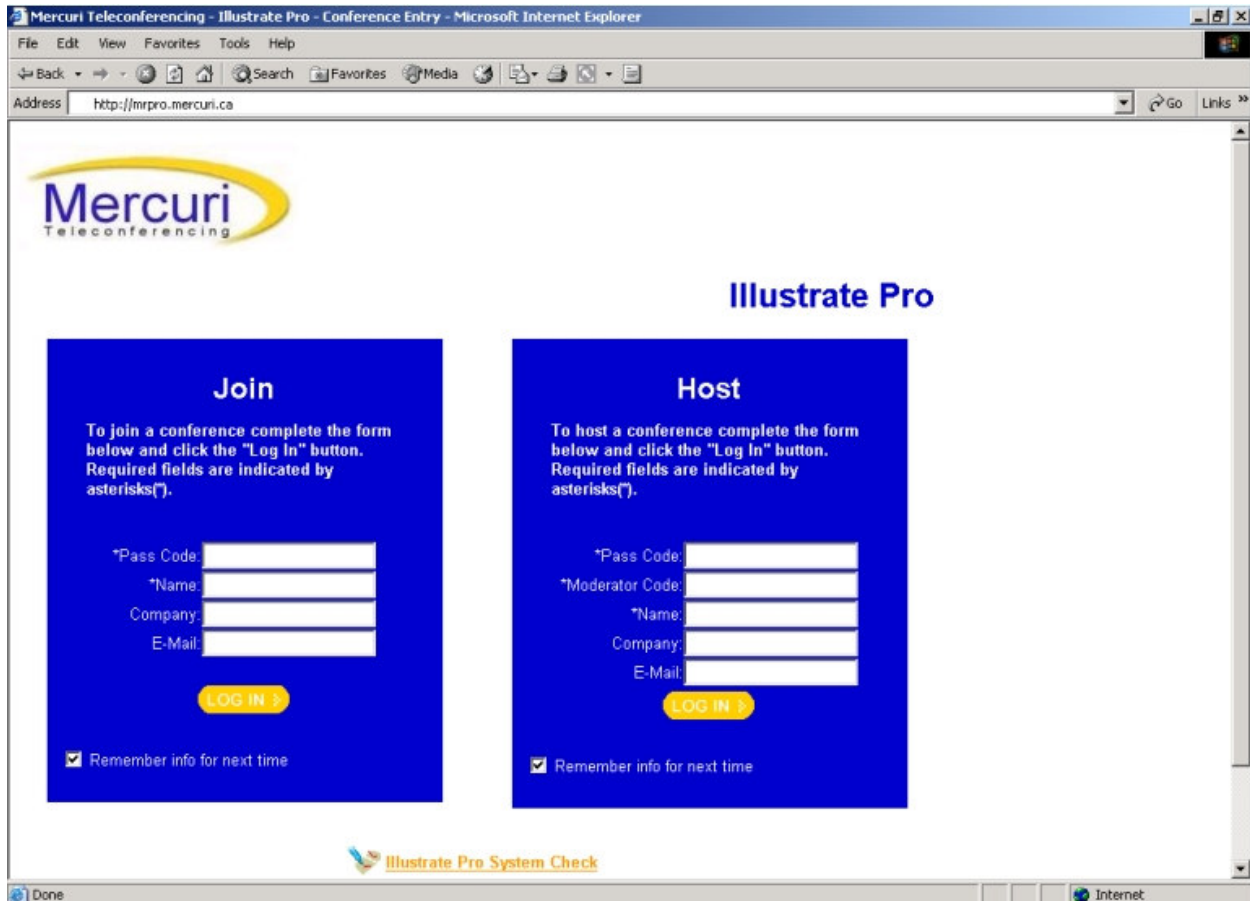


Figure A. Conference Entry Page

Host (Presenter) Controls

After you have successfully logged in you are presented with a conference window. At the top of the conference window is a toolbar (Figure B) containing buttons used to conduct and manage Web conferences.

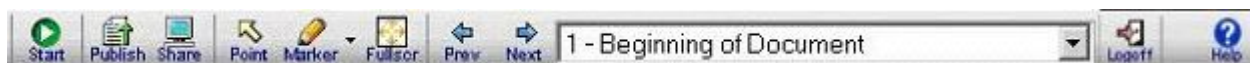


Figure B. Toolbar (Host controls)

Starting a Web Conference



Since Mercuri Illustrate Conferencing does not require pre-planning or scheduling, once you have logged in to your account you can immediately start a conference.

To start a conference:

1. Click the START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference.
2. Instruct participants to visit the Conference Entry page <http://mrpro.mercuri.ca> or <http://mrlite.mercuri.ca> and to complete the “Join Conference” form using the Access Code that you provide them with from the start dialog window.

As each user logs in to the conference the user’s name appears in the Roster. **Note: Participants will be unable to join a conference until the Host has started the conference.**

Publishing a Document

Once you have logged in to your Mercuri account you can either start a Web conference or you can prepare for a conference by publishing Microsoft PowerPoint™, Word™, or Excel™ documents.

To Publish documents:

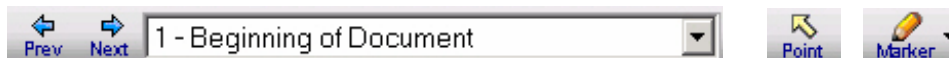
1. Click the PUBLISH button on the toolbar
2. Click the BROWSE button in the Publish dialog window
3. Select a document file path using the file explorer window
4. Click the PUBLISH button in the Publish dialog window

After completing these steps your document is automatically copied and converted into a Mercuri presentation. A status bar indicates the publishing progress. Once publishing is complete the first page of your document appears in the conference window. At the conclusion of the conference, you will have the option to delete your document. If you do not delete your presentation at the conclusion of a conference, you may choose to delete it anytime in the future using the PUBLISH feature.

To Delete a published document:

1. Click the PUBLISH button on the toolbar
2. Click the DELETE PUBLISHED button in the Publish dialog window
3. Close Publish dialog window or Publish a new document

Presentation Tools



Use the NEXT, PREV and the Slide List on the toolbar to move within your presentation, document sections or worksheets. Use the POINT button to toggle the Pointer tool on and off when you want to highlight the content of your presentation. Use the MARKER button to turn on the marker tool when you want to annotate the content of your presentation in real time. Choose from 15 Marker colors by clicking on the down arrow on the MARKER button. To turn off the Marker, click on the MARKER button again. To clear the annotation, advance to the next slide.

Full Screen

The FULL SCREEN button allows you to reduce the amount of desktop space used by the conference window and maximizes the size of the presentation or document.

To use the Full Screen option, select the FULL SCREEN button on the toolbar. The Presenter and participant(s) application windows will enlarge to fill their respective screens. A participant may choose at any time to close the full screen by selecting the close button. Use of the CLOSE FULL SCREEN option by a participant will only affect his or her individual screen. Use of the CLOSE FULL SCREEN button by the Presenter will close the full screen for the Presenter and all participants.

Hand Raising

The HAND RAISING button enables participants to raise a virtual hand either to capture the attention of the Presenter or in response to a question asked by the Presenter.

To raise a hand, the participant simply clicks on the HAND button on the toolbar once to raise the hand and again to lower the hand. A hand will appear in the roster on the Presenter's screen next to each participant that has "raised" his or her hand. The presenter will also see a tally of raised hands at the top of the Roster.

File Transfer – Only in Illustrate Pro

The FILE TRANSFER tool is accessed through the Roster and allows Presenters to transfer any document to one or all of the participants.

Presenter to One Participant

To send a file to one participant, right click on a participant's name in the Roster and choose SEND FILE from the Roster Options Menu. A dialog box will appear on the Presenter's screen, select the file to be sent to the participant and click on the SEND FILE icon in the dialog box.

The participant will receive a CHAT message with a link to click to download the file. The participant clicks the link, which opens the file in a browser window and the participant then has the option to save the file to a designated location.

Presenter to All Participants

To send a file to all participants, right click on the "All Attendees" item in the Roster, which opens the Roster Options Menu and select the SEND FILE option.

A dialog box will appear on the Presenter's screen, select the file to be sent to the participants and click on the SEND FILE icon in the dialog box.

The participants will receive a CHAT message with a link to click to download the file. The participants click the link, which opens the file in a browser window and the participants then have the option to save the file to a designated location.

Application Sharing - Illustrate Pro only

The SHARE button allows you to share your applications or your entire desktop thereby enabling your participants to view changes as you make them and to see applications unique to your desktop. Once you have selected the SHARE button you receive a dialog box that shows a list of your currently running applications (see Figure C).

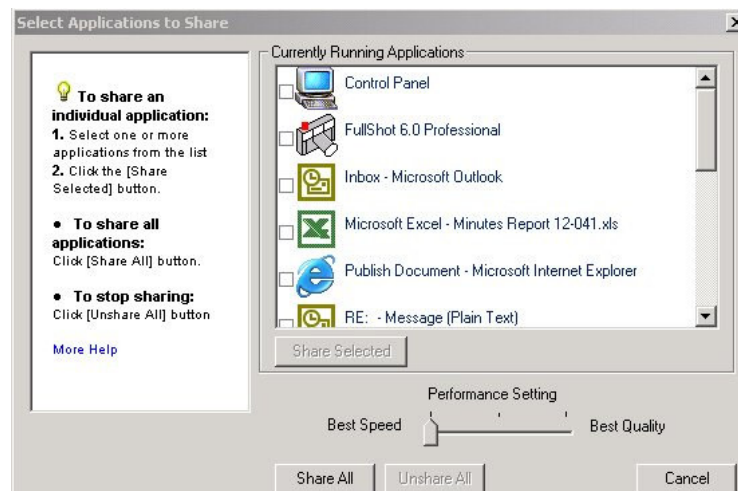


Figure C. Application Sharing. The Host could decide to select one, multiple or all applications to be viewed or controlled by participant(s).

To share an individual application:

1. Select one or more applications from the list by clicking the box next to the active application(s)
2. Select Performance Setting*
3. Click the SHARE SELECTED button

To share all applications:

1. Select Performance Setting*
2. Click the SHARE ALL button

To stop sharing:

1. Open/restore the Illustrator application window
 2. Click the CANCEL button
- or
1. Double click the icon for Application Sharing in the system tray
 2. Click the UNSHARE ALL button

If you would like to allow a participant to make changes to your shared application you will have to transfer control to that participant.

To transfer control to a participant:

1. Right click on the Participant's name in the Roster
2. Choose GIVE CONTROL

To regain control of the application:

1. Right click on the Participant's name in the Roster and choose DISABLE CONTROL

***NOTE:** The **Performance Setting** option allows you to optimize the application sharing process by making a trade-off between speed and color quality. The grades are as follows:

- 4 bit color map (best speed),
- **8 bit color map (recommended),**
- True Color (best quality).

Ending a Conference



When you are finished with your presentation click the STOP button on the toolbar to conclude the conference, disconnect all participants and stop billing. At this point you are still logged in and can start a new conference or publish a new presentation. If you are finished you can log out of your account using the LOGOFF button on the toolbar.

For additional help, access the online help through HELP button on your Mercuri Illustrate Lite or Pro toolbar.