

The Attendee Permissions Pane

The Attendee Permissions Pane allows you to control what attendees can do during your meeting. The options can be turned on or off at any time and as many times as you want. You can even change the permissions during your meeting, if necessary.

To open the Attendee Permissions Pane, you must have the Attendees Pane open. Once you have the Attendees Pane open, you can click on Permissions. If Permissions is not showing, you can choose it from the More Menu. Doing this will open the Attendee Permissions Pane.



The controls in the Attendee Permissions pane include:

Print to PDF

Review current content

Ask Questions (affects all participants)

Annotate current content

Interact tools:

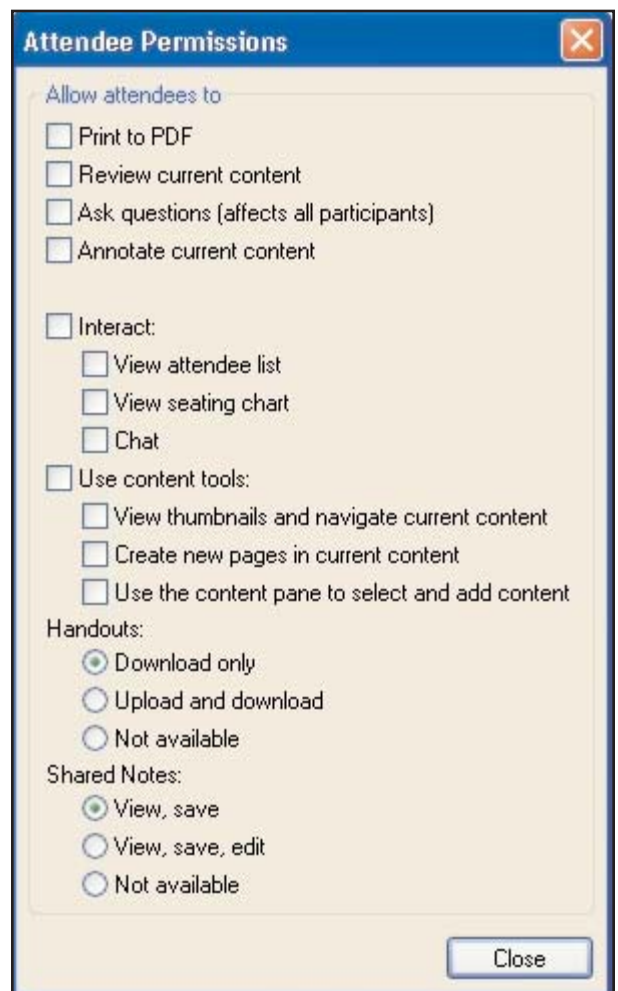
- View attendee list
- View seating chart
- Chat

Use content tools:

- View thumbnails and navigate current content
- Create new pages in current content
- Use the content pane to select and add content

Handouts

Shared notes



Each area of the Attendee Permissions pane is described in detail below.

Print to PDF

Checking the Print to PDF box will allow the attendees to generate a PDF file of the current content. It will only generate a PDF of the content currently shown, not all the content that has been uploaded to the virtual meeting area. To print to PDF: Open the Content Pane, right-click on the current resource and choose Print to PDF from the menu choices. You may also right-click on a slide and choose Print to PDF from the menu that appears.

To allow the Attendees to use this feature without allowing them access to the Content Pane, have attendees right-click on a slide in the current resource and choose Print to PDF from the menu that appears.

Note: The PDF file generated will show all the slides and annotations, if the resource is a slide set. Presenters always have this option. When the PDF file is generated, it will not show Web sites from Web Slides, but it will show the URL for the Web site. If a Sharing Slide was used, it will not show what was shared, but it will show that a Sharing Slide was used and what program and file were shared, if applicable. Rich Media files cannot be used with the Print to PDF feature.

Review current content

Choosing review current content will give attendees the ability to open a separate window and view the current resource as they wish, without following along with your presentation. To do this, attendees click on the a slide and choose Review Current Pages from the menu that appears.

Ask Questions (affects all participants)

Checking the Ask Questions box gives attendees and presenters the ability to type text questions that can be answered by anyone logged in as a presenter. It also gives the attendees the ability to use the Raise Hand feature. However, if you do not enable this option, neither presenters nor attendees will be able to ask questions, use the Raise Hand feature, or view the Question Manager.

Note: If you allow attendees to enter questions and then take away the ability for the attendees to enter questions, the unanswered questions submitted will still be available for answering if you turn the questions option back on.

Annotate current content

Selecting the Annotate current content box gives attendees a toolbar with annotation tools (the same annotation tools which are available to presenters). They will be able to use these tools to add marks or annotations on in the same manner as presenters. They will also be able to type on the Text Slide. The annotations or typing that they do will be seen by everyone in the meeting.

Interact

Checking the Interact box will automatically check the boxes: See the View attendee list, View seating chart, and Chat. If you un-check the box, it will automatically un-check all three of these boxes.

Note: If you only want one or two of the features under Interact, un-check the Interact box and then check only the boxes for the features you want your attendees to see.

View attendee list

If you check the View attendee list box, attendees will be able to see the names of the presenters and other attendees in the meeting.

View seating chart

When this box is checked, attendees will be able to see a visual representation of how many people are logged into the conference by choosing Seating Chart under the View menu in the Attendees Pane. They can change back to the Attendee list view by selecting List under the View menu in the Attendees Pane.

Chat

If Chat With Other Attendees is checked, the attendees can have private 1-to-1 text chats each another and initiate chats with presenters. The View attendee list box must be checked as well for the attendees to be able to chat with one another. The Chat feature will work only if both the View attendee list and Chat boxes are checked. Without the Attendee list, they could not choose the name of the person with whom they wish to chat.

Note: Even if you disable this feature for attendees, anyone logged in as a presenter can initiate chats with presenters or attendees.

Use content tools

Checking Use content tools automatically checks the boxes for View thumbnails and navigate current content, Create new pages in the current content, and Use the content pane to select and add content. If you wish to only use one or two of the features under Use content tools, un-check the Use content tools box and then check only the boxes for the features you wish to enable.

View thumbnails and navigate current content

When the View thumbnails and navigate current content box is checked, it allows the attendees to open the Thumbnails pane, enabling them to move through the slides in the active slide set and take everyone, including presenters, with them. In addition, the attendees will be able to change the order of pages/slides in the active resource, rename the pages/slides, and delete pages/ slides.

Note: For this feature to work, the box for Use the content pane to select and add content must also be checked, as the Thumbnails pane is opened from the Content Pane.

Create new pages in the current content

When the Create new pages in the current content box is checked, attendees can create any of the enhancement slides (Program Sharing, Whiteboard, Web, Text, Poll, or Snapshot) adding them as another resource in the Content Pane. If the box is not checked, they will not be able to add enhancement slides as resources in the Content Pane.

Note: For this feature to work, the box for Use the content pane to select and add content must also be checked, as the Share menu is opened from the Content Pane.

Use the content pane to select and add content

When the Use the content pane to select and add content box is checked, attendees can select and show content that is listed in the Content Pane. The attendees can also upload files of their own.

Note: Even though this will allow the attendees to upload their own files, it will not allow them to create new enhancement slides unless the Create new pages in the current content box has also been checked.

Handouts

When the Download only button of the Handouts feature is checked, it enables the presenter to

upload a variety of file types that the attendees can download for their use.

When the Upload and download button is checked, the attendees can also upload their own handouts to the meeting space as well as download files.

When the Not available button is checked, the icon for the Handouts feature disappears from the screen and the attendees can neither download nor upload handout files.

Note: Even though the icon disappears for the attendees, it does not disappear for the presenter, who can still upload or download files.

Shared Notes

When the View,save button is checked in the Shared Notes section, the attendees can view and save Shared notes that the presenter has added as part of the meeting. When saved, the notes are saved in Rich Text Format (.rtf).

When the View, save, edit button is checked, the attendees can also edit the shared meeting notes.

When the Not available button is checked, the icon for the Shared notes feature disappears and the the attendees are prevented from seeing or saving the meeting notes.

Note: Even though the icon disappears for the attendees, it does not disappear for the presenter, who can still add and edit meeting notes.