



HEXA2 VTH - MEETING HALL - AUDIENCE GUIDE

DEMO REQUIREMENTS.

IF INTERACTIVE: (VIDEO, VoIP, and TEXT)

- Webcam
- Head Set (Avoid using speaker since others will hear its echo)
- Internet Web Browser (IE 7 or 8, Firefox 3.0, Safari) – Adobe Flash plug-in
- 512Kbps Recommended. Works with lower bandwidth (less frames)

NON-INTERACTIVE MODE – LISTEN & WATCH ONLY WITH INSTANT TEXT MESSAGING

- Internet Web Browser (IE 7 or 8, Firefox 3.0, Safari) – Adobe Flash plug-in
- 512Kbps Recommended. Works with lower bandwidth (less frames)
- You could test your bandwidth <http://hexa2meeting.com/banwidth-test>

NEW USERS - STEPS TO REGISTER OR LOGIN

- www.hexa2meeting.com
- If you are a new user: <http://hexa2meeting.com/user/register>
- You will receive an email notification. Follow the instructions.
- Make a note of your User ID and Password – Bookmark your calendar.
- If you forget your password: <http://hexa2meeting.com/user/password>

REGISTERED AUDIENCE - TO ATTEND THE MEETING HALL

- www.hexa2meeting.com
- Login with you user id and password.
- Check your event's agenda.
- Click on Town Halls – Scroll Down until you find HEXA2 Virtual Town Hall.
- Click on Meeting Hall's Name or Icon – Scroll Down until you find your Meeting Hall.
- Click on the Meeting Hall Name – You're in. **MEET ME IN CALIFORNIA Meeting Hall**

PERMISSION TO ASK QUESTIONS

- If you wish to ask a question, click on **“Permission to Ask”** and you will be queued.
- Moderator could accept or reject your request
- Text your questions on **“Message Line”** to Moderator / Audience

RECOMMENDATION

FULL SCREEN VIEW: Press F11 or select View / Full Screen to maximize All-in-One Display



HELP

If you need assistance please call at least 24 hours in advance (prior to event's meeting). Email tech@hexa2.com or call 954-229-0900. Assistance hours: Mon-Fri 9:00AM – 5:00 PM EST.

LIMITATIONS

Bandwidth is the key requirement for connectivity. Hexa2 servers provide up to 3Mbps per connection. Moderator and your audience connections depend entirely on bandwidth speed ISP. Also keep in mind Internet is not a 100% full proof – much like faded signals on mobile phones or rain fade on satellite TV.

As a moderator we highly recommend you use Internet from the wall unit (wired). Wi-Fi signal frequencies may fluctuate and decrease thus affecting your presentation.

ATTENTION: MAC OS X USERS

MAC - OSX - Web Camera support - To activate your webcam; while in the meeting hall move your mouse under the video placeholder (your name) and hold "**Control**" key and **click on your mouse**. Adobe settings are displayed. Select "**Settings**". Choose the Webcam icon. Scroll down and **select USB Video option** – (Generally, it is located as the LAST item on the list of webcams in the Flash settings window)- Webcam (icon). Use pull down menu and assign it to Adobe's Flash webcam.

When you are installing Adobe Flash Player, if you use multiple browsers, you need to install it multiple times for each browser.

Attention SKYPE Users

If you use Skype, MSN, AOL, Windows Live or other applications that take over peripheral devices such as webcam, you must exit and allow your audio and webcam devices available to other applications.

Since we do not place anything inside your computer, (no plug-in, no cookies, or change of your security settings), you must grant permission.

Adobe Flash asks you to allow webcam, mic, and other peripherals.

To download the latest version of adobe flash, visit

<http://get.adobe.com/flashplayer/?promoid=BUIGP>



ALL-IN-ONE SCREEN

Audience placeholder.
Displays a list of Live participants

Presentation Panel
Content Asset Manager
PowerPoint, PDF, XLS, & DOC File converted into SWF and FLV files.

Simply Drag & Drop from Audience List. Camera

Instant Text Messaging

"Permission to Ask" Moderator queue for audience question or interactive participation.

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HEXA2's All-in-One Presentation Screen. Enjoy the event.

Notes:
