

Conference Dial In #	
Conference URL	www.vestadata.com
Conference Reference	
Conference Code	

Logging In

- A moderator must log in first to open the conference.
- Participants log in with the reference number and code provided by the conference organizer.

Conference Ref:

Conference Code:

Name:

DataXchange Log in screen

Logging Out

- A moderator must end the conference by selecting **Conference, Exit and Close Conference** from the Menu Bar, or by clicking the **Logout** button on the homepage.

The screenshot displays the DataXchange interface with several key components:

- Chat Area:** A window titled "Discussion area" showing a conversation between stephanie and Robert Johnson. Messages include "stephanie (private to Robert Johnson): Are we ready to start?" and "Robert Johnson: Are we covering the new sales numbers?".
- Roster of Participants:** A "Participants" window listing active users: Laura, Maria, Robert Johnson, and stephanie.
- Application Sharing:** A "Microsoft Excel - sample excel for screenshot" window is shared, displaying a financial report with columns for Q3-2001, Q4-2001, Year Total, and Q1-2002 through Q4-2002. The total values are highlighted in red.
- Whiteboard and Drawing Tools:** A "Whiteboard" window is visible at the top, with "Drawing Tools" and "Slide Shows" options.
- Application Sharing:** A "Microsoft Excel - sample excel for screenshot" window is shared, displaying a financial report with columns for Q3-2001, Q4-2001, Year Total, and Q1-2002 through Q4-2002. The total values are highlighted in red.

Tips for a Successful Conference

- Keep an application maximized when sharing that application during the conference.
- Avoid using **Caps Lock** during a conference.

Participant Window

- ➔ Represents the active moderator
- ▶ Represents a moderator
- Represents a participant

Promoting Participants

- To promote a participant, right click on the person's name and promote them. They now gain moderator status and have the ability to:
 - Use the whiteboard
 - Give a slide presentation
 - Share and manipulate a document or application
 - Invite other participants to the conference
 - Promote or demote a participant
 - Remove a participant from the conference

Permitting Remote Control

- Select **Share, Permit Remote Control** from the Menu Bar.
- Any participant with moderator status can take control of the data conference by clicking the **Take Control** button on the upper right corner of the screen. Once selected, the button changes to **Release Control**.



Discussion Area

- To chat with all participants, select **ALL Users** in the drop down list, type the message and press **Enter**.
- To send a private message, select the participant's name in the drop down list, type the message and press **Enter**.

Slide Shows

- Moderators can upload PowerPoint® files or JPEG images. Select **Slide, Upload Slide** from the Menu Bar. Select a file or directory and open.
- Use the arrows in the upper right corner of screen to move through a presentation. To move one slide at a time, click the inner most left or right arrows. To move to the beginning or end of a presentation, click the outer most double arrows.
- To delete a slide, select the slide, then choose **Slide, Delete Current Slide** from the Menu Bar.

Sharing Applications

- Select **Share** from the Menu Bar, then choose one of the methods for sharing: Application, Desktop, or Partial Desktop.
- The application must be active on the moderator's PC before it can be selected to share.

Whiteboard

- Moderators can use the standard drawings and text tools to communicate.
- Select a drawing tool from the Tool Bar located at the top of the whiteboard.