Symposium Participant Tips

- Browse course content before a session begins.
- Make sure you can clearly hear the Leader and others at all times. Run the Centra Audio Wizard if you encounter problems.
- Raise your hand to request a microphone or ask a question.
- Remember that running other applications while in session can slow your session.
- If you experience a technical problem, close the session and then rejoin it.
- Use Private Text Chat to communicate with the Leader if you continue to experience technical problems.
- Click Step Out to step out of the Main Room or Breakout Room.
- Play back the recording of a session to review or reinforce the material. Click the Past tab on the My Schedule page, find the event to play back, and click the Playback link.

Education and Training

Centra Education and Training offers courses on Centra products, including Symposium.
For more information, visit:

Centra Training & Education Services
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Part Number 188692
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Symposium Participant Quick Reference Card

**Speaking**
1. Press and hold the **Control** key or click the **Talk** button and speak into your microphone. Or, click the **Lock to Talk** button to speak for an extended time.
2. Click the **Lock to Talk** button again to allow others to speak.

**Sending Text Chat**
1. Click the **Chat** button.
2. Select the **Public** tab to send a message to everyone or the **Private** tab to send a message to a specific person.
3. Type a message in the **Message** text box.
4. For Private chat, select a name from the **Send To** drop down menu.
5. Click **Send**.

**Changing the View**
1. Select the **View** menu.
2. Select one of the following options:
   - **Normal View** - Returns your Participant interface from Full Screen or Application Host View to the previous settings.
   - **Expanded View** – Enlarges the viewing window; sizes your Participant interface into a columnar shape and moves the interface to the right side of your screen.
   - **Full Screen View** - Expands your Participant interface to full screen size.
   - **Return to Default Size** - Returns your Participant interface to the default size (800 x 600) if you resized the window.

**Presenter area**
Lists the names of the Leader and Co-presenters who control the activities, pace, and Agenda during the session.

**Participant area**
Shows the Participants in session. Click column headers to sort the Participant list by microphone control, Yes or No responses, raised hands or Participant names. Your name always appears at the top.

**Agenda**
Lists the Agenda items. The current item is highlighted.

**Summary display**
Shows total number of yes/no responses, total raised hands, and total Participants.

**Network Indicator**
Shows the status and quality of your network connection.