Conference Participant Tips

- Browse content before a session begins.
- Make sure that you can 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 rejoin it.
- Use Text Chat to communicate with the Leader if you continue to experience technical problems.
- Play back the recording of a session to review the material.

Education and Training

Saba Education and Training offers courses on Centra products, including Centra Conference. For more information, visit: www.saba.com

Saba Centra Live Conference Participant Quick Reference Card

As a Conference Participant, you use Conference features and tools to work with a Leader, Co-presenter, and other Participants in real-time, online sessions. Refer to this Conference Participant Quick Reference Card for useful information at a glance. Keep this card nearby to reference as you work with Conference.

Where to Get More Information

For more information on working with Conference, refer to:

- The Participant portion of Centra Live Online Help, accessible through the Learn More link on the Centra Live Getting Started page.
- The Centra Conference Participant Tutorial, accessible from the Centra Live Welcome page or the Centra Live Getting Started page. This self-paced Tutorial teaches you the basics of working with Conference.

Before You Begin

- Centra Audio Wizard. Configure your speaker and microphone settings for best audio quality. To work with the Centra Audio Wizard, select Tools, Audio Wizard from the Centra interface.
- Centra Video Wizard. Focus and position your camera, if you plan to broadcast video. To work with the Video Wizard, select Tools, Video Wizard from the Centra interface.

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Part Number 189060
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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 **Text Chat** button.
2. Click **All**, **All Presenters**, or the name of a participant to specify the recipients of your text message.
3. Type a message in the text box.
4. 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.
   - **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.

Raise Hand
- Click to raise your hand. Click again to lower your hand.

Click an icon to indicate your response.

Text Chat
- Click to send or view text chat.

Audio
- Click to open the Audio Wizard.

Full Screen
- Click to enter full screen mode.

Volume controls for speaker and microphone.

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

Participant List
- Shows all participants in the audience. Leaders can enable or disable your Participant list display.

Summary display
- Shows the total number or percentage of Participants who responded Yes or No, or who raised a hand. Also may show the total number of Participants in the session.

Agenda
- The current agenda item is highlighted.

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