



# Instant Access Web

Webconferencing has never been so easy. With **Instant Access Web**, you can deliver a presentation to an audience without ever having to leave your office. Why should you use Instant Access Web as opposed to Webex or Microsoft? Instant Access Web is cheaper, easier to use, it's integrated with Instant Access Plus Audio so you can manage your Audio Conference, and recording capabilities are easier to use.

## INSTANT ACCESS WEB ALLOWS YOU TO:

- Manage your audio conference online using easy point and click conference commands
- Show slide presentations and graphics to meeting participants
- Show your desktop to meeting participants
- Show applications from your computer to meeting participants
- Entertain Questions using the online chat
- Use features such as annotation tools to make your meeting more efficient
- Record a conference (audio only or include synchronized visuals)

## AUDIO CONTROLS / PARTICIPANT MANAGEMENT

Instant Access Web includes integrated, online Audio Conference control. This provides all the tools you need to maintain security and manage your meeting. The following features are available to **control and manage your audio conference**: Dial Participant, Mute/Unmute an individual or all participants, Play Name, Disconnect, Lock the conference (prevent others from joining), and Continuation. Access your Phonebook and take advantage of additional features including Operator Assistance, Recording, and managing your archives.

## WEB CONTROLS

Instant Access Web allows you the ability to significantly enhance your meeting with presentations, data and graphics. Instant Access Web includes the following full-service Web Conferencing Features: **Desktop Presentation, Application Viewing, Slide Presentation, Slide Show, Chat, and Annotation tools.**

## ACCOUNT OPTIONS

The Chairperson can change the following Account Options Name: Record, Entry Announcement, Quick Start, Auto Continuation, Standard Color / True Color. The Chairperson can change these settings as often as they like.

## GETTING STARTED

1. Go to [www.instantaccessplus.com](http://www.instantaccessplus.com) and select "Join or Start your Instant Access Web Meeting." Select the appropriate link and follow the instructions.
2. Conference participants only need the Access code to enter your meeting. They do not need the Chairperson Code.
3. Participants can view your Instant Access Web visuals using a standard web browser.