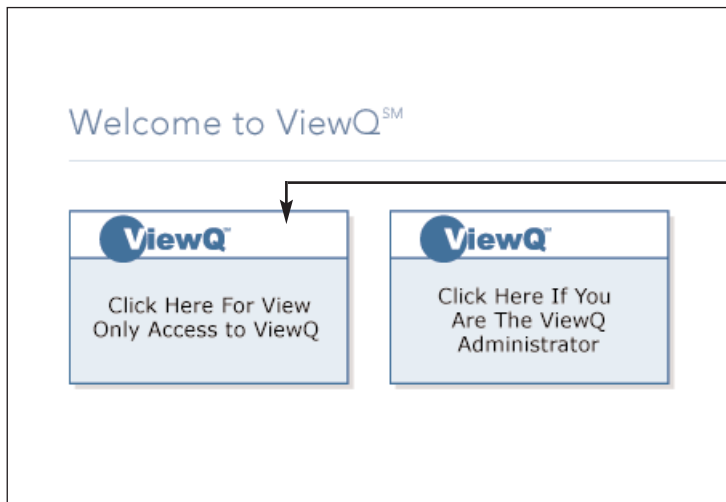


Logging into ViewQ

1. Access ViewQ via the ViewQ link in your confirmation email:
<http://viewq.econfcalls.net/>

ViewQ Home Page



1. The ViewQ home page is displayed.
2. For view-only access to ViewQ, click on the View Only box.

(Note: View Only participants cannot re-order and manage the queue. Administrator access is used to prioritize and re-order the Q&A queue in real time. For Administrator access information, please go to page 2.)

View Only Login

1. Enter the ViewQ/Event Call reference number provided to you earlier.

(Note: This information has been sent in your conference confirmation.)

2. Enter your full name and click on Enter ViewQ.

(Note: This will be your chat identifier. If this name is already taken, you will be prompted to select another name.)

3. You will be entered as a View-Only participant. See page 5 for additional information on View-Only capabilities.





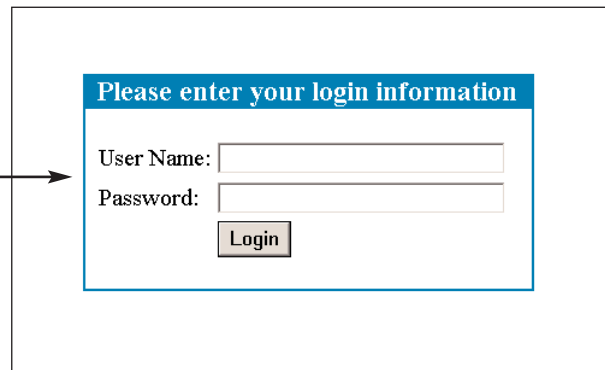
Administrator Access



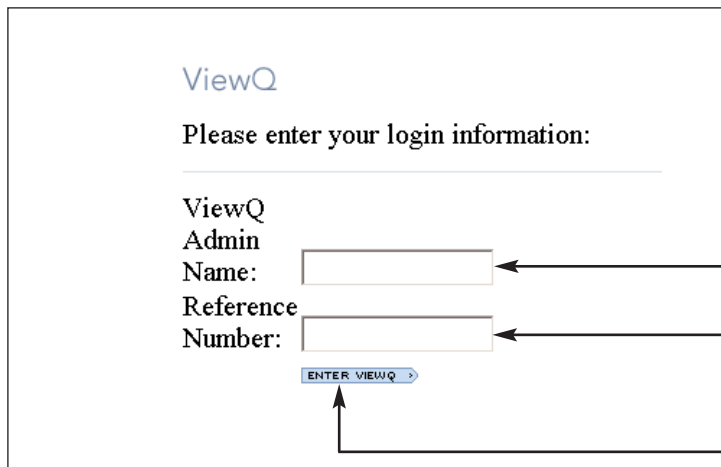
1. If you are the ViewQ Administrator, click on the Administrator box.

(Note: A link directly to this page is sent in your conference confirmation.)

2. Enter your User Name and Password, then click on **Login**.



Administrator Login



1. Enter your full name.

(Note: This will be your chat identifier. If this name is already taken, you will be prompted to select another name.)
2. Enter the ViewQ/Event Call meeting reference number provided to you earlier.
3. Click on **Enter ViewQ**.

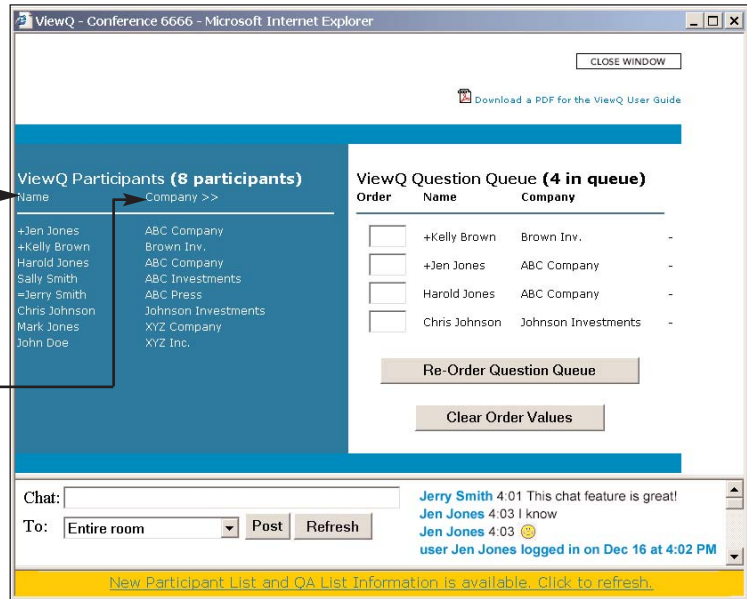
Administrator Functionality

You should now see the ViewQ application in your browser.

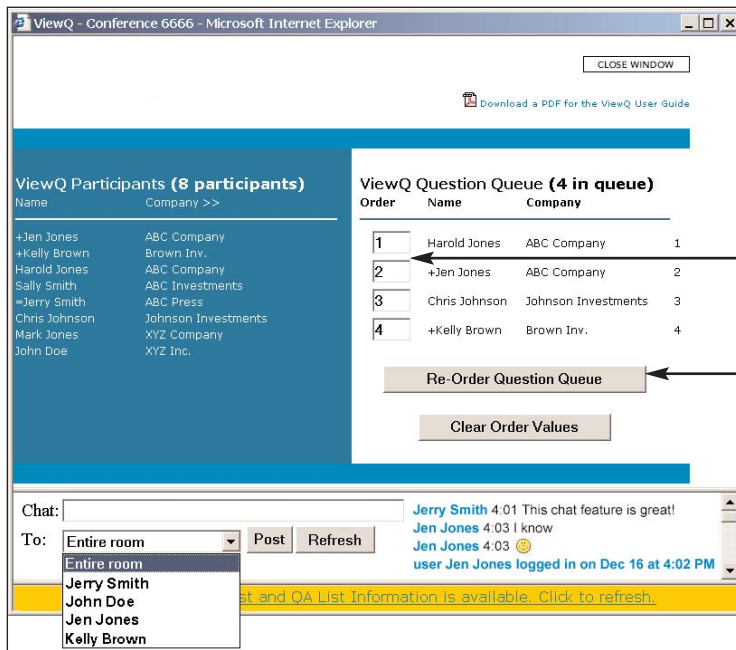
You will be able to see both the participant list and question queue. On the left side of the screen, you will see a complete participant list with name and company information. On the right side of the screen, you will see the names of participants in the Q&A queue.

1. Click on **Name** to sort the participant list alphabetically.
2. Alternatively, click on **Company** to sort the list alphabetically.

(Note: Lists can be sorted in either ascending or descending order.)

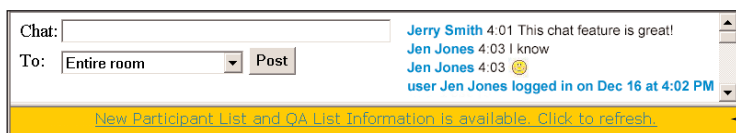


Prioritizing the Q&A Queue



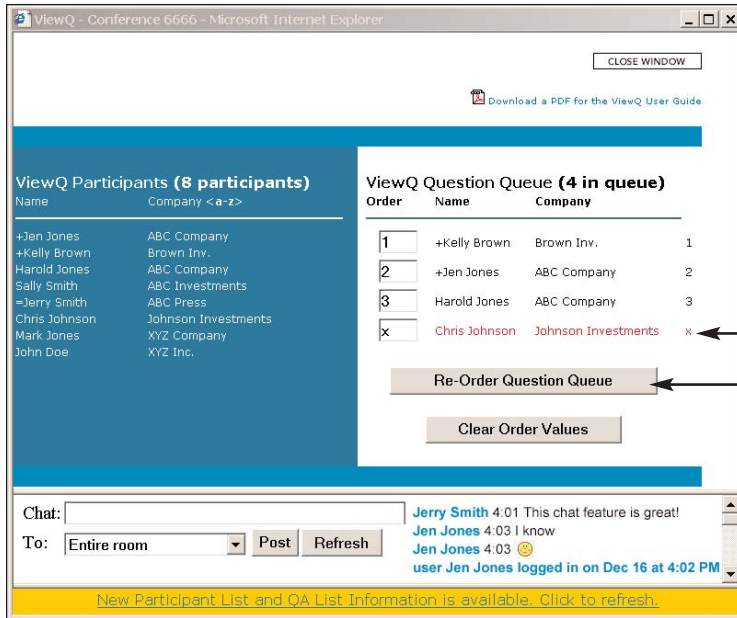
1. To prioritize the Q&A queue, simply enter the order in the space provided next to their name.
2. Select **Re-Order Question Queue**. To clear this order and start again, select **Clear Order Values**.

Screen Refresh Bar



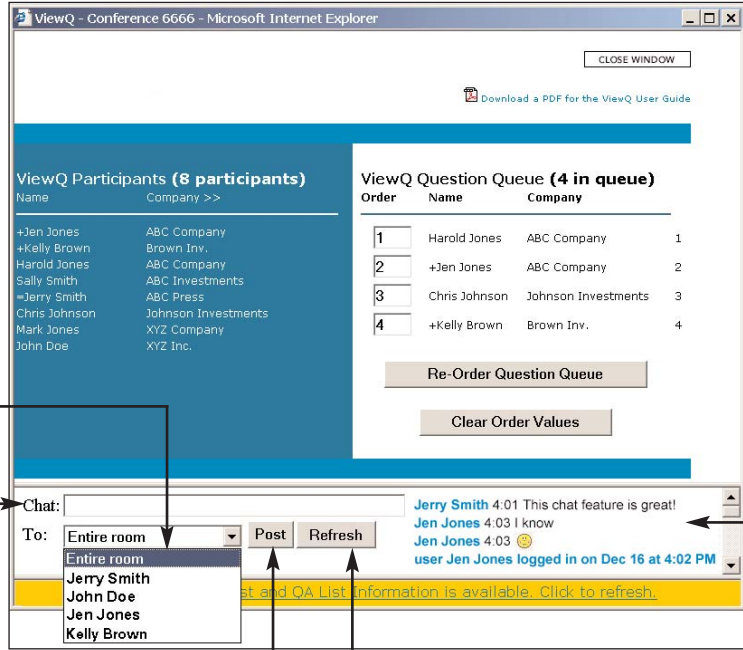
Click here to refresh the screen when any new information is available for the participant list or Q&A queue.

Blocking Participants



1. To block participants from the Q&A session, place an X in the number spot. The blocked participant will be highlighted in red.
2. Press **Re-Order Question Queue**.

Chat Capabilities



1. To use the chat function, select your audience. If the entire room is selected, the messages will be displayed in black text.
2. Begin typing messages in the Chat message box.

5. Your conversations will be displayed adjacent to the chat message box, in the same window.

3. Click on **Post** to send the message to your selected audience.
4. Select **Refresh** to update your chat list with the current list of ViewQ users.

(Note: System generated messages will appear in blue.)



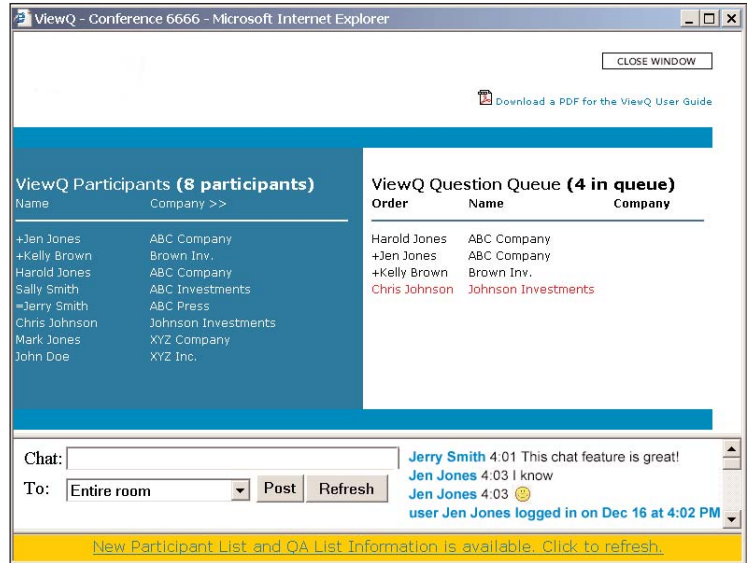
6. A private message will be displayed in red when you select an individual audience via chat.

View Only Functionality

View Only access to ViewQ enables participants to see the same screen as the administrator and to see changes made by the administrator.

You will be able to see both the participant list and question queue. On the left side of the screen, you will see a complete participant list with name and company information. On the right side of the screen, you will see the participants who have entered the Q&A queue.

The Chat feature is also available with View Only functionality. Please see the Chat Capability section for additional detail.



The screenshot shows a web browser window titled "ViewQ - Conference 6666 - Microsoft Internet Explorer". The interface is divided into two main sections:

- ViewQ Participants (8 participants):** A table listing participants with columns for Name and Company >>.

Name	Company >>
+Jen Jones	ABC Company
+Kelly Brown	Brown Inv.
Harold Jones	ABC Company
Sally Smith	ABC Investments
+Jerry Smith	ABC Press
Chris Johnson	Johnson Investments
Mark Jones	XYZ Company
John Doe	XYZ Inc.
- ViewQ Question Queue (4 in queue):** A table listing questions with columns for Order, Name, and Company.

Order	Name	Company
Harold Jones	ABC Company	
+Jen Jones	ABC Company	
+Kelly Brown	Brown Inv.	
Chris Johnson	Johnson Investments	

At the bottom, there is a chat window with a "Chat:" input field, a "To:" dropdown menu set to "Entire room", and "Post" and "Refresh" buttons. The chat history shows messages from Jerry Smith, Jen Jones, and a system message: "user Jen Jones logged in on Dec 16 at 4:02 PM". A yellow banner at the bottom of the chat area reads: "New Participant List and QA List Information is available. Click to refresh."

To Exit ViewQ

(Both Administrator and View Only Participants)

Once the conference is completed, you can exit the conference by clicking on the **Close Window** button.

ViewQ System Requirements

Operating System Requirements

Minimum: Windows 95, 98, MAC OSX

Recommended: Windows 2000, XP, MAC OSX

Browser Requirements

Minimum: IE 5.5, Navigator 6.0

Recommended: IE 6.0, Navigator 7.0