



User Guide

OmniPresent Login Page

You may sign in using either of the following:

- Confertel website: <https://confertel.net/webinar-services/> then click on "Join a meeting."

The screenshot shows the ConferTel website's "Webinar Solutions" page. At the top, there is a navigation bar with the phone number "1-866-930-4500", "Customer Login", "Join a Meeting", and "SIGN UP". The main navigation includes "AUDIO CONFERENCING", "WEB CONFERENCING", "WEBINARS", "SUPPORT", and "ABOUT". The page title is "Webinar Solutions" with the tagline "We provide everything you need to host a flawless webinar." Below this, three service cards are displayed: "Closed Captioned Webinars" (with a CC icon), "Managed Webinars" (marked as "Most Popular" and featuring a photo of a professional moderator/operator), and "Self Managed DIY Webinar with Registration" (with a photo of a hand on a mouse). A "Contact Us" button is visible in the bottom right corner.

OR

- Direct URL: <https://af.confertel.net/omniPresentLogin.xhtml>

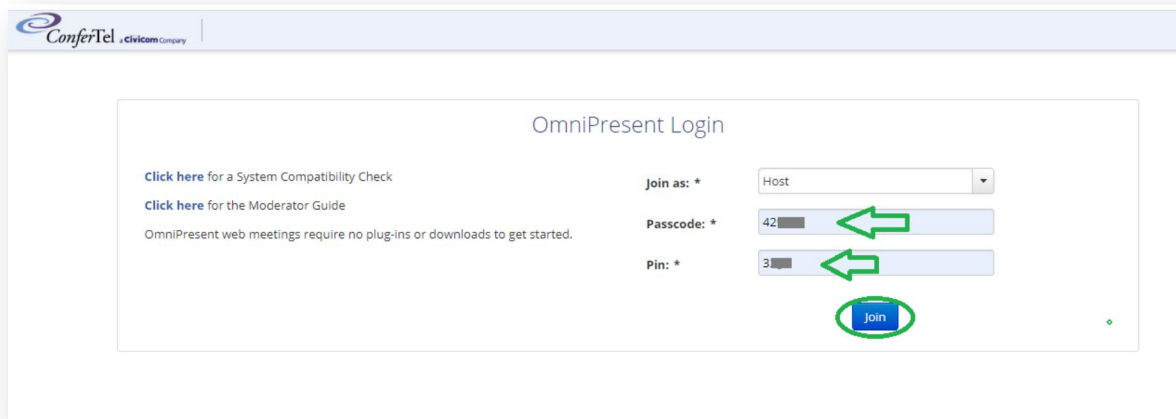
Below is the user interface for the login page:

***** Please note that only 1 host can login using the login steps. ***

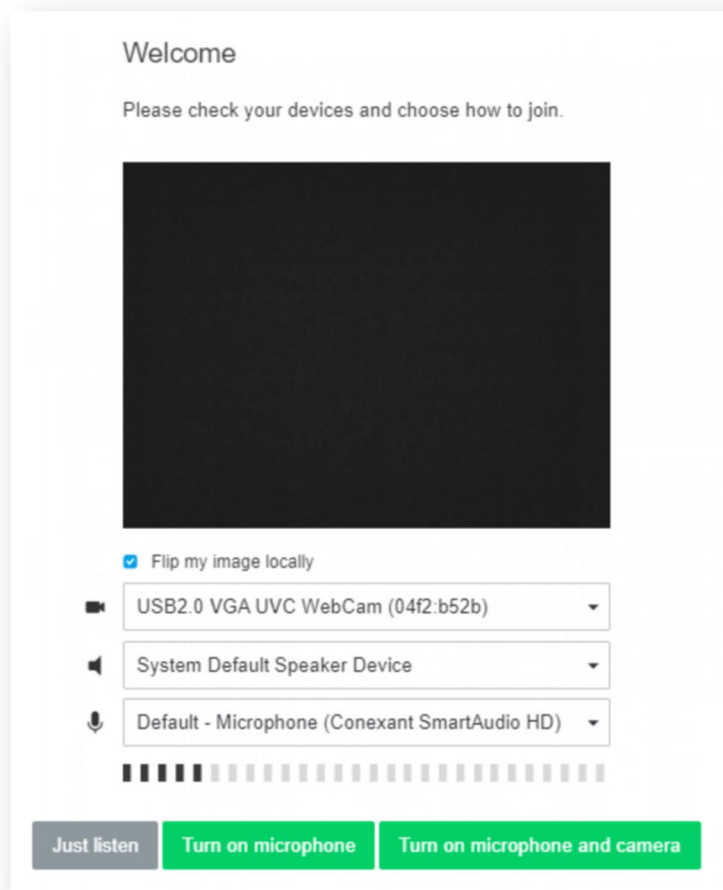
Login as a host:

1. Note that the default in "Join as" field is "Participant." Make sure to switch this part by clicking the drop-down arrow then select "Host."

2. Enter your ***6-digit passcode and ***4-digit pin then click "Join."



3. You'll be led to the screen below to set select the camera, speaker, and microphone set-up screen.

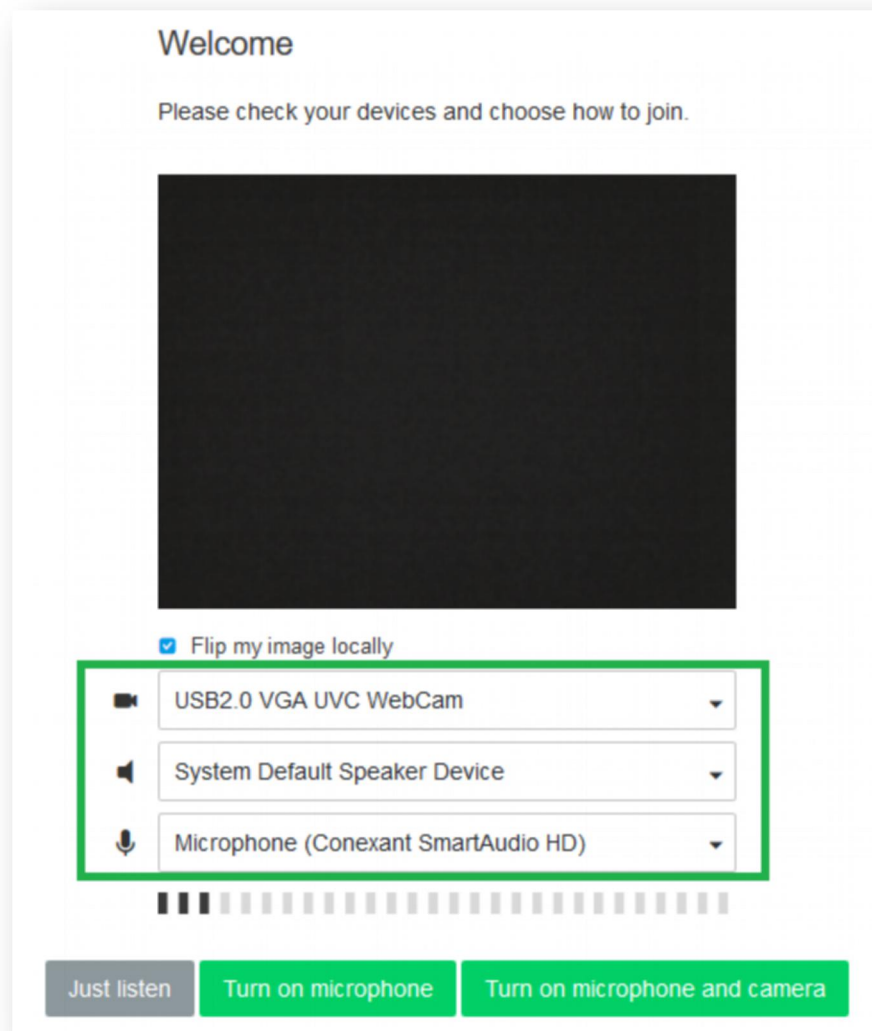


I. Setting up the room

Highlighted are device names based on the equipment that are either attached or those that are built-in through the device you are using. In case there are external equipment (webcam, speaker, and/or mic) that are properly connected to your device, those will be included as one of the options available which will display upon clicking the dropdown arrow.

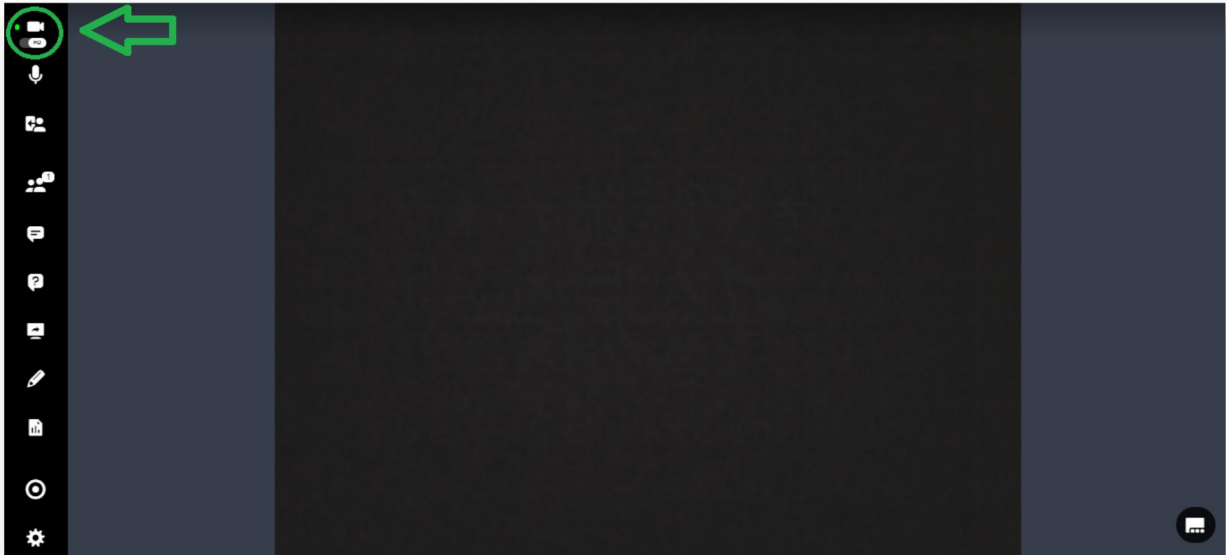
1. As the host, select the necessary equipment to be set (webcam, speaker, and microphone) then click **"Turn on microphone and camera"** to get inside the meeting room.

**You may also select either "Just listen" and have everything else set once you're inside the room.*

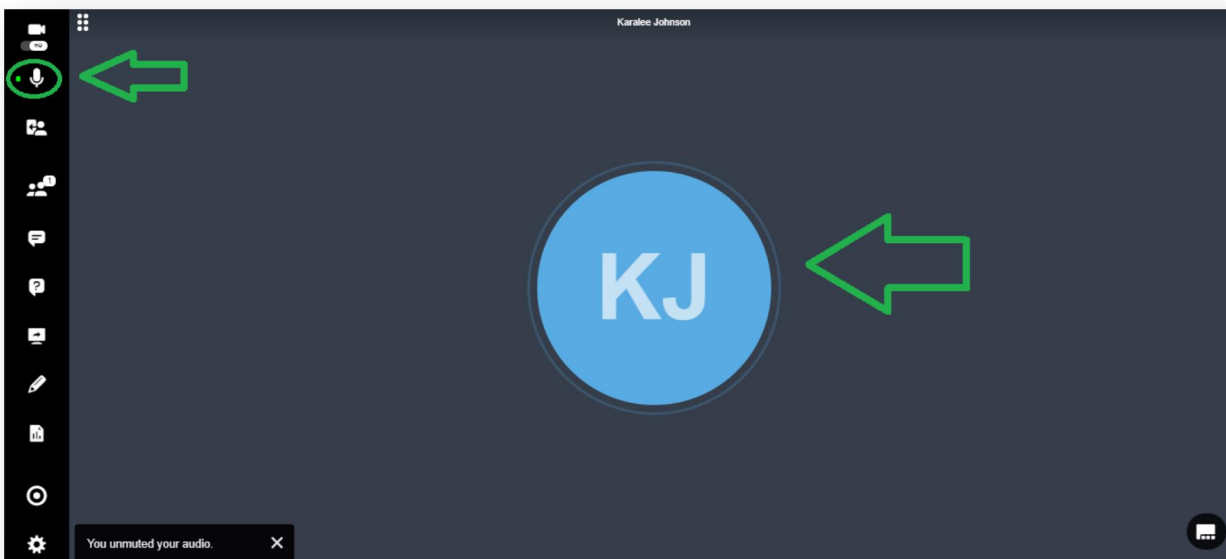


**Note: A message prompts to allow mic and camera access of your unit based on the browser you're using. **

1. To turn the camera on or off, just click on the camera icon at the top left corner of the room. The green light shows up as indicator once it's turned on. Just click the same icon again to have it turned off.



2. To turn on your microphone, click the mic icon next to the camera icon. The green light shows up that indicates it's turned on plus the circle around the initials of your name appears to be illuminating due to the sound. Click the icon again then it turns the mic off.



- II. **Upload a document for presentation** – Accepts various file types. However, for the purpose of presentation; PPT, PDF, and WORD (doc, docx) are common file types used as presentation materials.

Depending on the size of the monitor you're using, either the content library icon displays predominantly (see screenshot below) –



For smaller screen resolution, click on ellipsis icon (...). A toolbar comes up then select the content library icon.



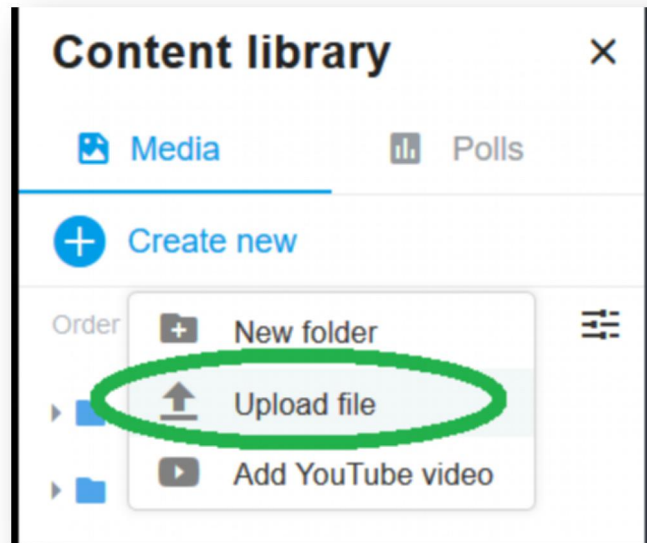
Follow the steps below after clicking the content library icon on how to upload your materials.

1. Go to "Media" tab then click on "Create new."

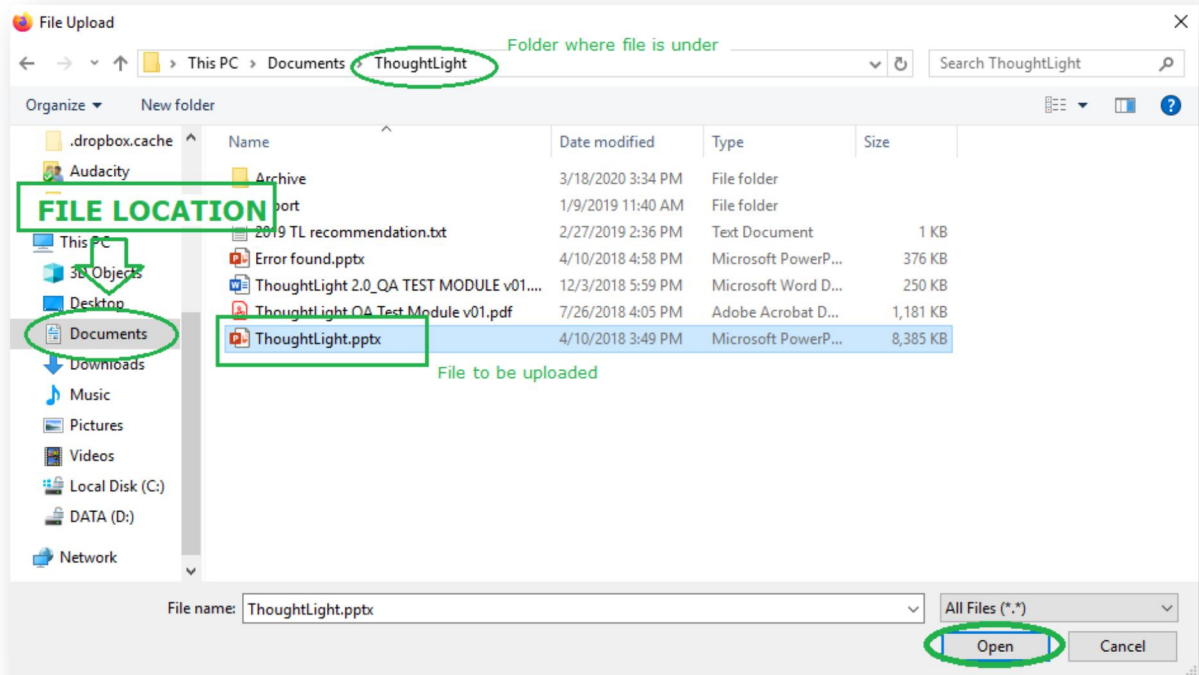


TO UPLOAD PPT, PDF, OR WORD

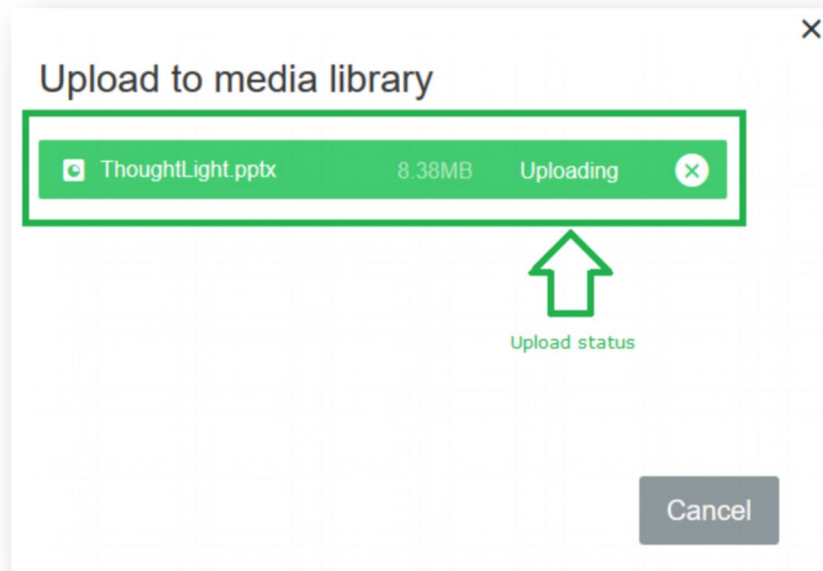
2. Click "Upload file"



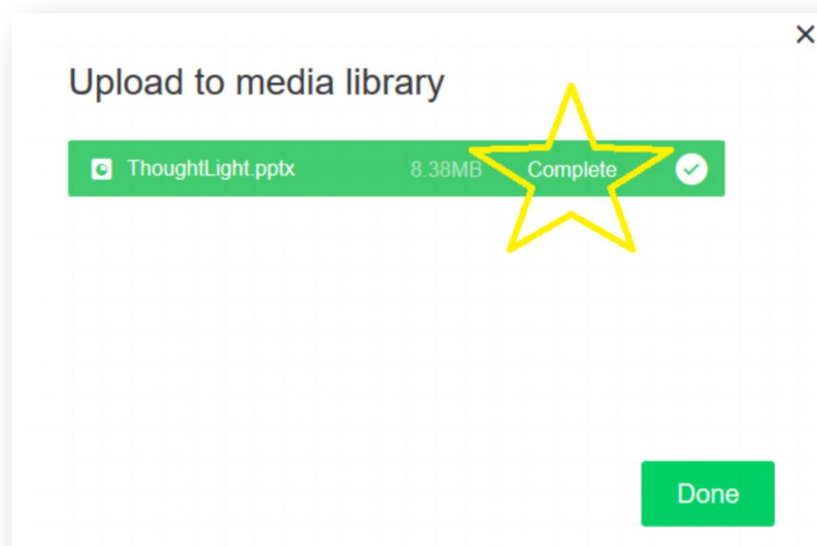
3. File upload screen comes up then select the storage in your desktop where the document is located then click "Open" (see example below).



4. Upload media window comes showing the status of the upload.



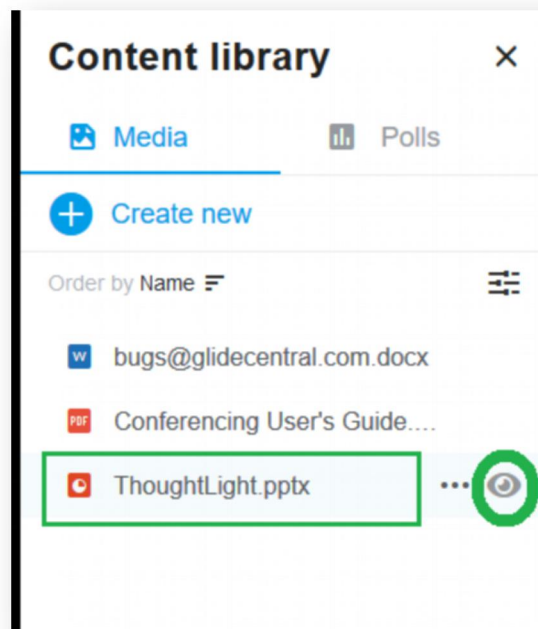
5. Wait until the upload status shows as **"COMPLETE."** Then click **"Done."**



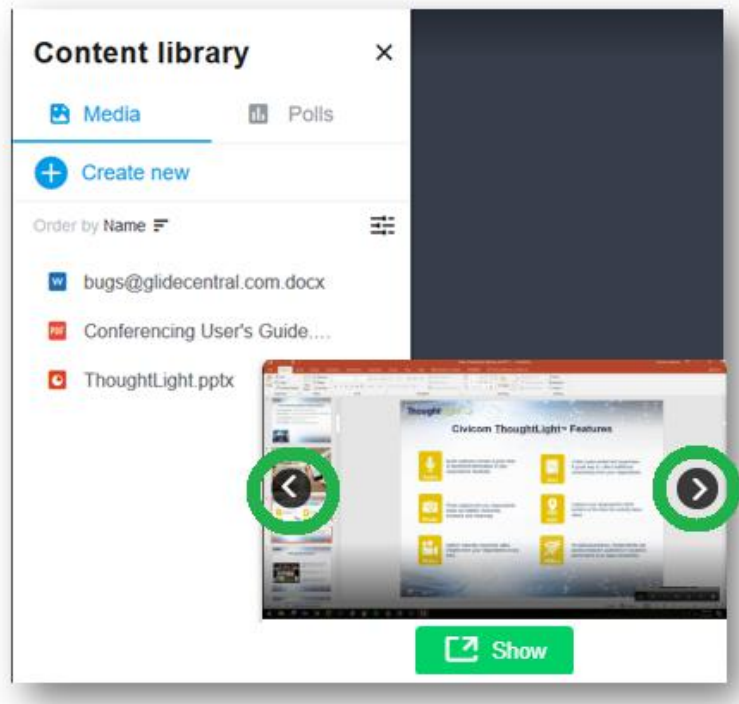
- Once completed, the document shows up under the media tab.



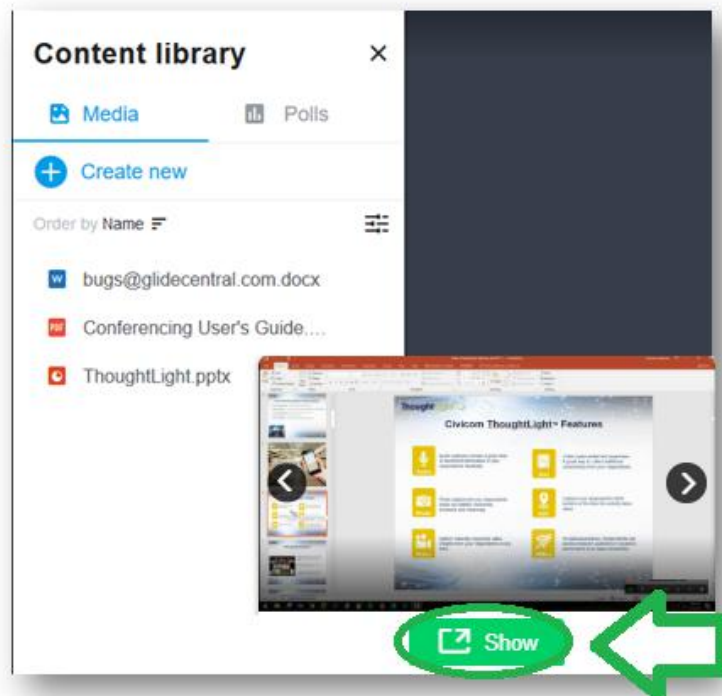
- Hover the mouse at the right side of the file name then an eye icon appears. Click on that icon to see a preview before opening the document.



- Click on the right or left arrows to browse the pages of document while on preview mode.

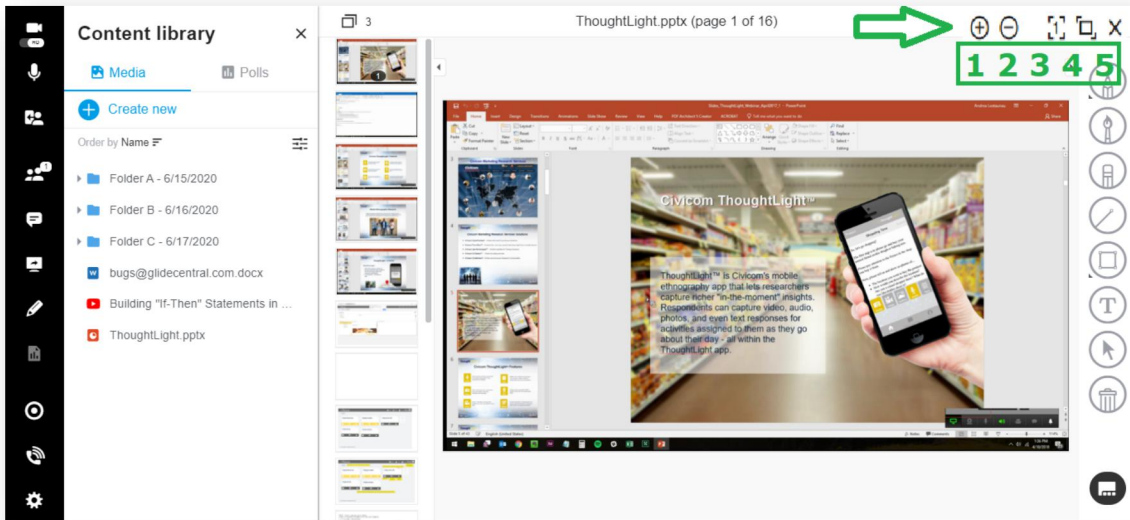


- Then click on "Show" to display the full presentation.



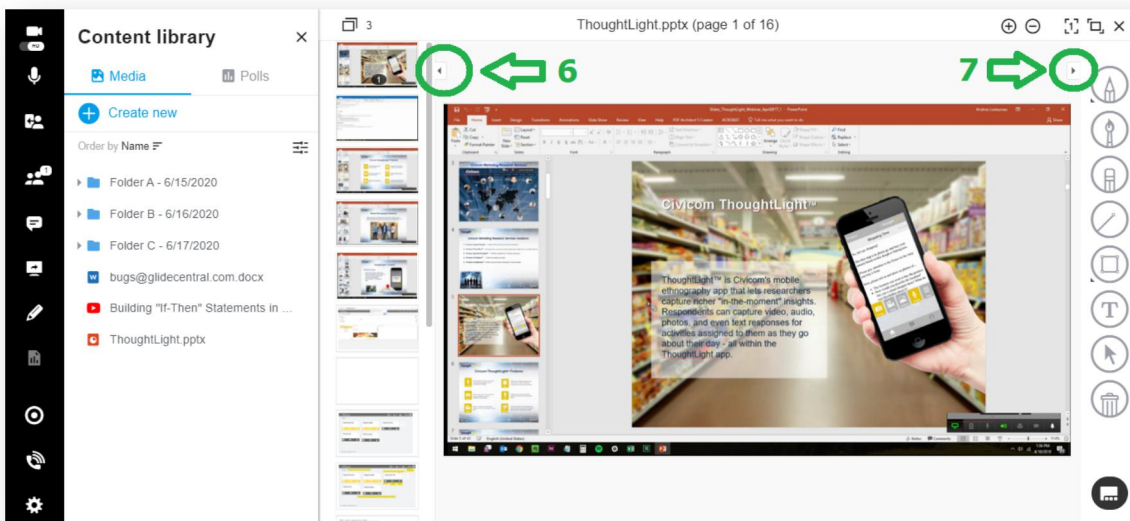
10. At the top right-hand corner of the presentation are share screen controls. Below is the description for each icon.

- 1 – Zoom in (enlarge view)
- 2 - Zoom out (shrink view)
- 3 – Fit to screen
- 4 – Full screen
- 5 – Close



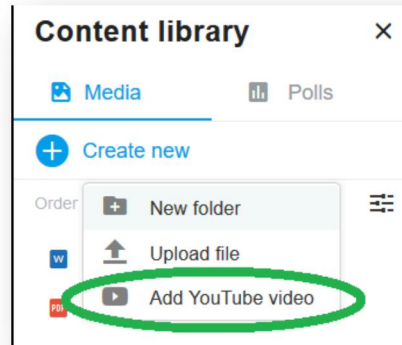
Also, there are left and right arrows to hide either the left or right section of the page -

- 6 – Hide page thumbnails
- 7 – Hide whiteboard icons

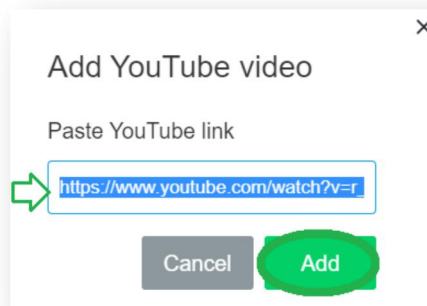


A. Add "YouTube" video – include a video presentation coming from the "YouTube" website by doing the following steps:

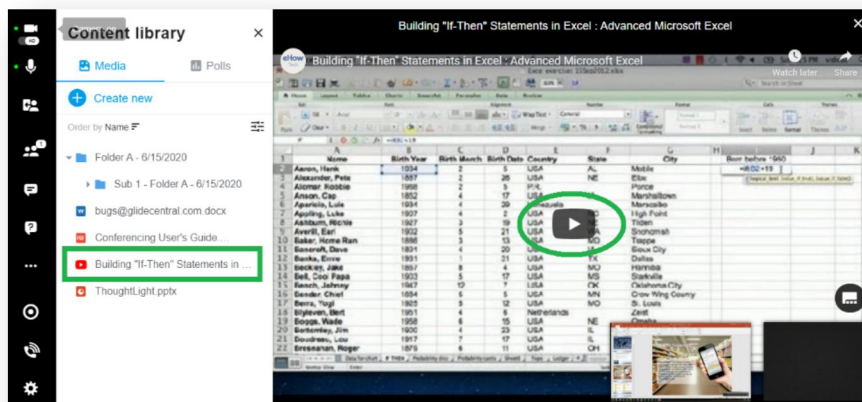
1. Click on "Add YouTube video."



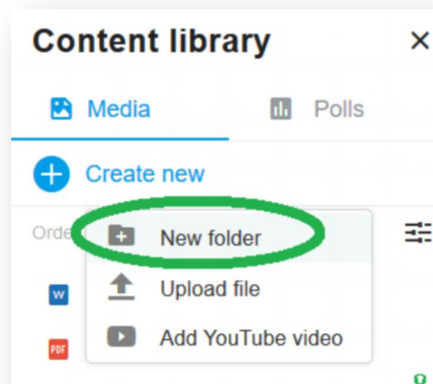
2. A window comes up then enter the YouTube URL inside the field then click "Add."



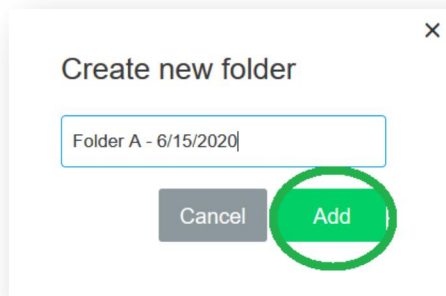
3. Link displays under the media library tab. Double click the link to have the video displayed on presentation view then click the play button.



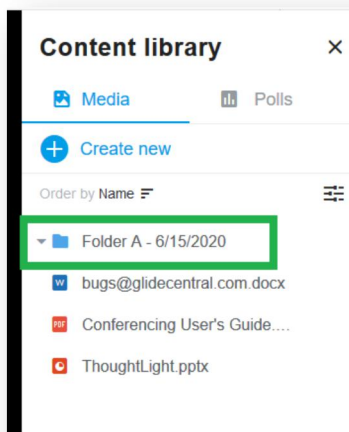
- B. Create folder – in case there are multiple files uploaded inside the library, you may create various folders as a way to organize your media library. Below are the steps:
1. Under media tab, click “Create new” then select “New Folder.”



2. Enter name of folder then click “Add.”

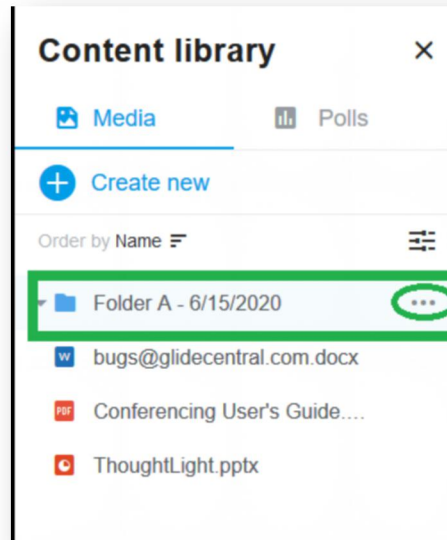


3. Folder created should display under the media library tab.

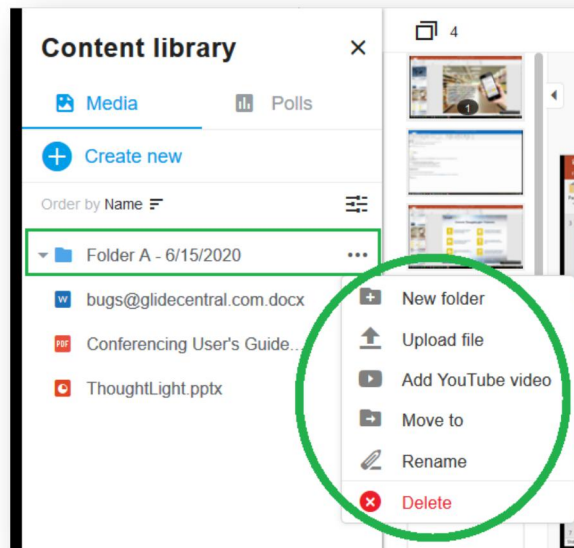


TOOLS TO FURTHER ORGANIZE YOUR LIBRARY

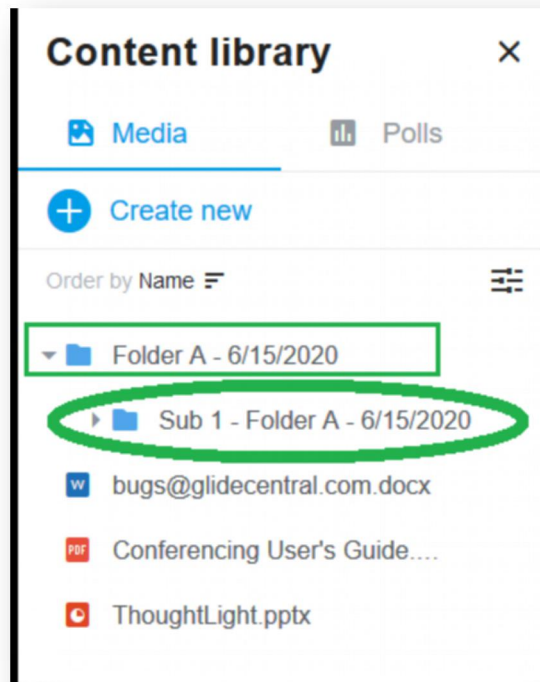
1. Hover your mouse at the right side of the folder file name. An ellipsis (...) icon appears.



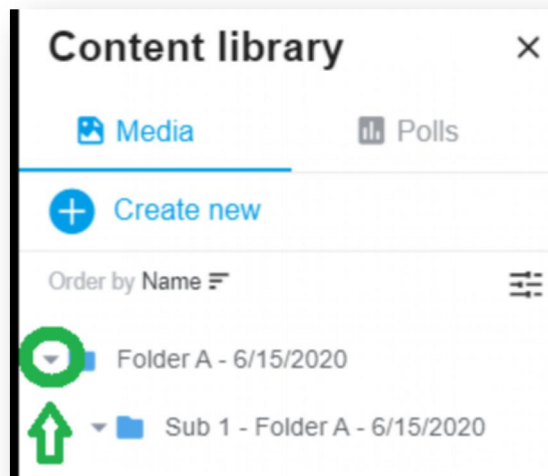
2. Click on the icon and a drop-down menu comes out. It should display a list of tools that can be used and directly on the folder created – either from the main, subfolder, and/or even on your individual files.



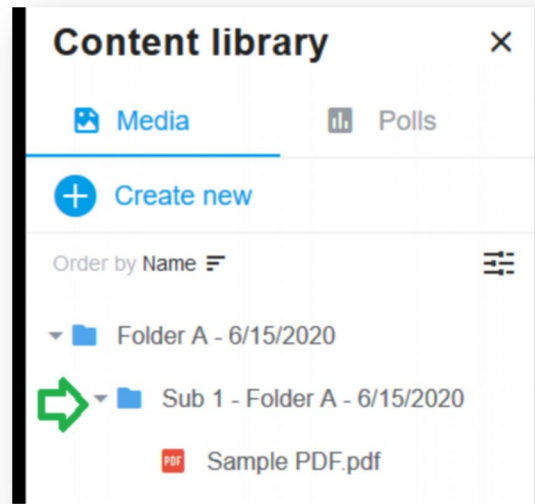
- New folder – option to create a “Sub-folder” under the main folder created. Steps are similar to how the [main folder](#) is created.



- ✓ Click on the down arrow beside the “Main” folder to either expand/collapse the subfolder/s under it.

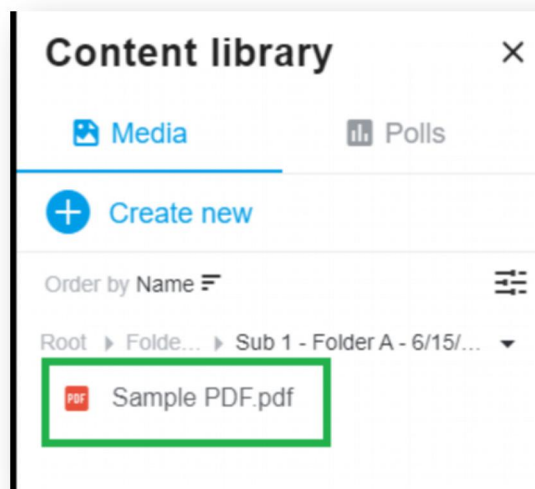


- Upload file – Have your materials uploaded directly to the subfolder. [Follow steps 1 – 6](#) (from pages 7-10) on how to upload files. Once file is directly uploaded to the subfolder, you can do either of the following –
 - ✓ Click on the down arrow at the left side of the folder –

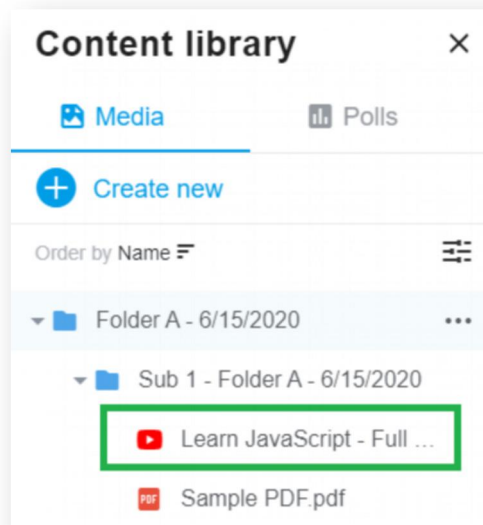


OR

- ✓ Point your mouse on the sub-folder filename then double click to see the file inside that folder.



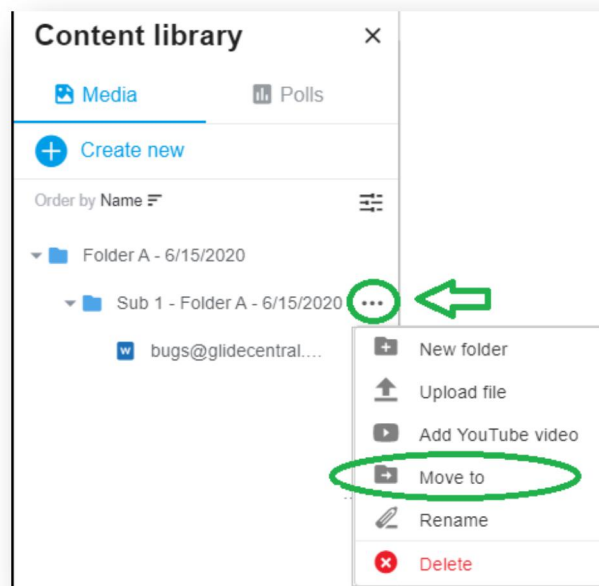
- Add a YouTube video and place it directly to the applicable folder selected (either the main or subfolder). [Follow steps 1 – 3](#) (from page 13) on how to add the link. Once the link is added, it goes straight to the folder selected.



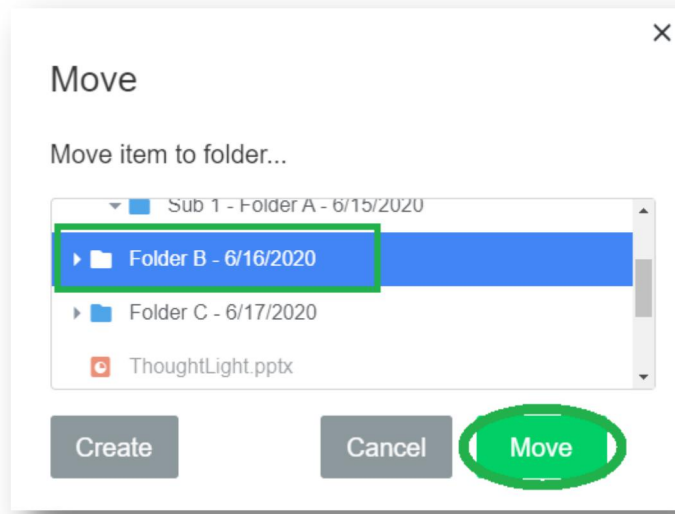
- “Move to” – you have the flexibility to transfer either specific files inside the library to any folders or even the whole folder (together with its content) to another folder. See the steps below:

MOVE FOLDER TO ANOTHER

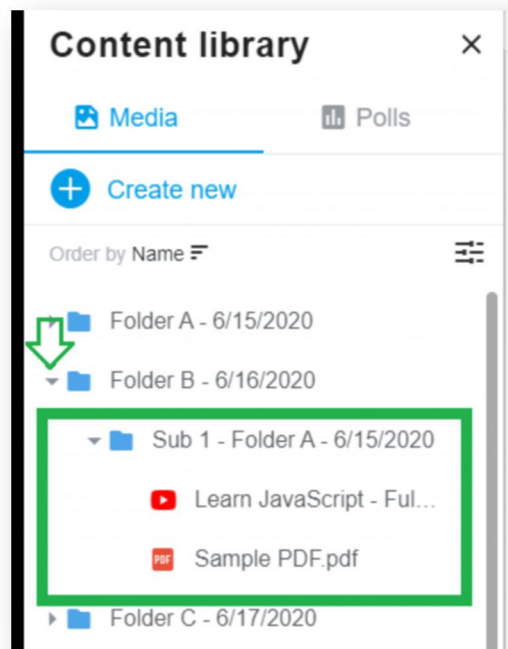
- ✓ Click on the (...) beside the selected file the select “Move to.”



- ✓ Window below comes up –



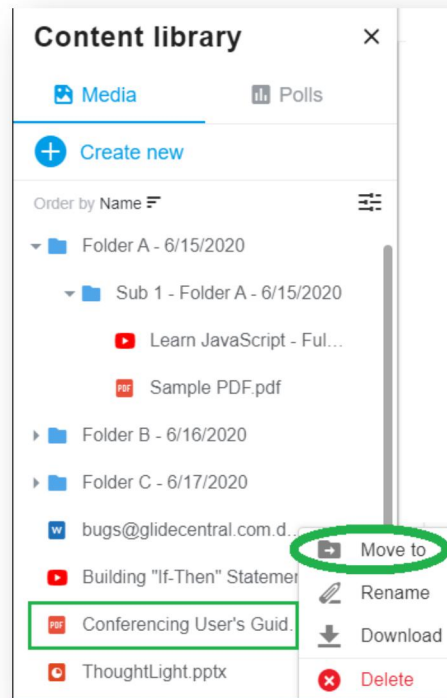
- ✓ Click the selected folder then click "Move." The subfolder is now moved to another folder. Just click on the down button to check the folder including its content are moved.



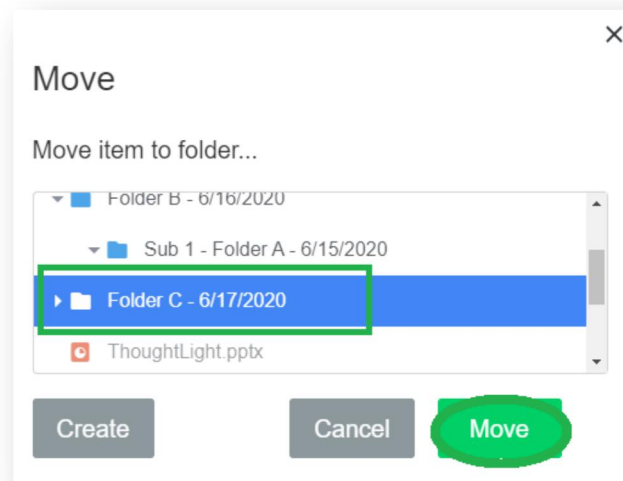
MOVE FILE/S INSIDE A FOLDER

You can also move those files displayed in media tab and place them inside the folder.

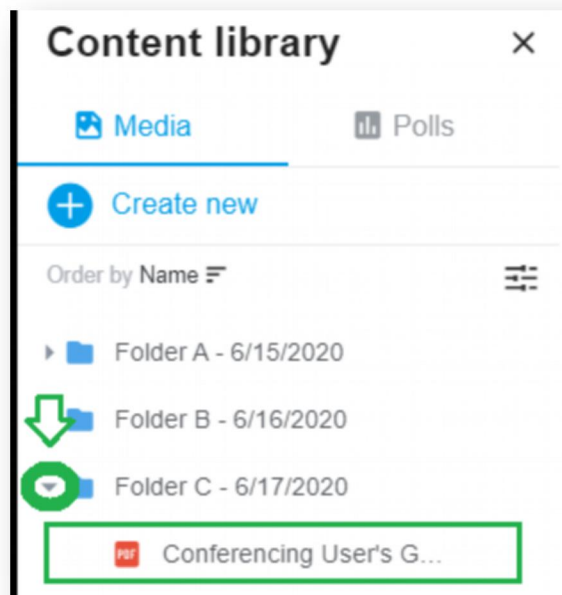
- ✓ Click on the (...) beside the selected file then select "Move to." Window below comes up –



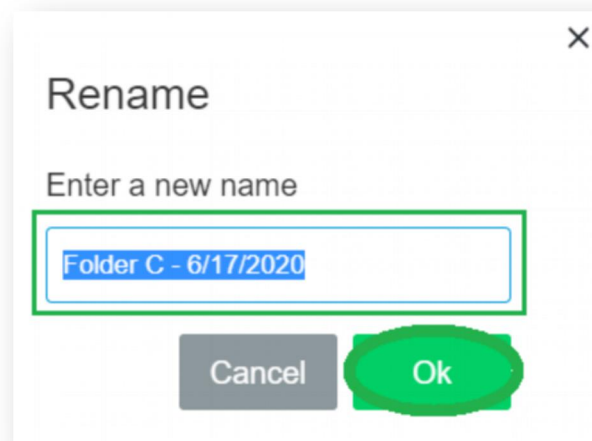
- ✓ Click to highlight the selected folder then click "Move."



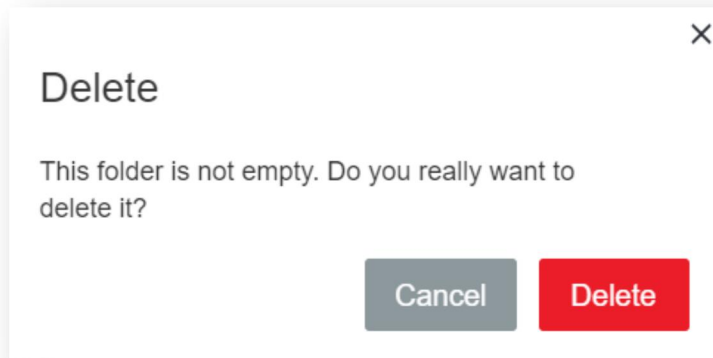
- ✓ The file is now moved to the designated folder. Just click on the down button to check file inside the folder.



- Rename – in case you need to modify the name of your folder, just click on "Rename." Window comes up then enter the preferred name for that folder then hit "Ok." This step also applies in renaming a file.

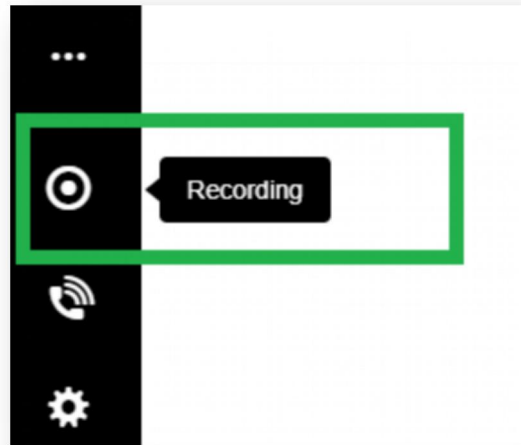


- Delete – select the folder to you opt to remove inside the library. Note that this should include remove all files inside that folder. A validation comes up before totally removing the folder. This also applies when deleting a specific file from the library.

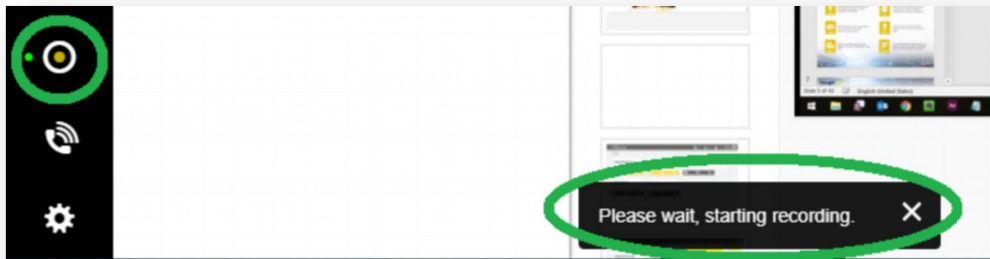


III. Start a recording

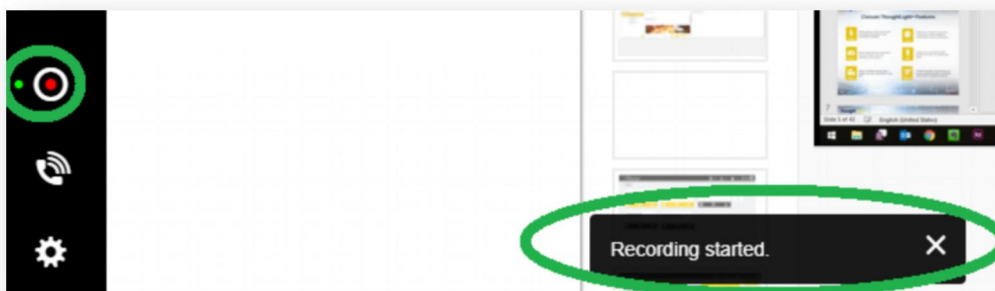
1. Click the recording button (circle).



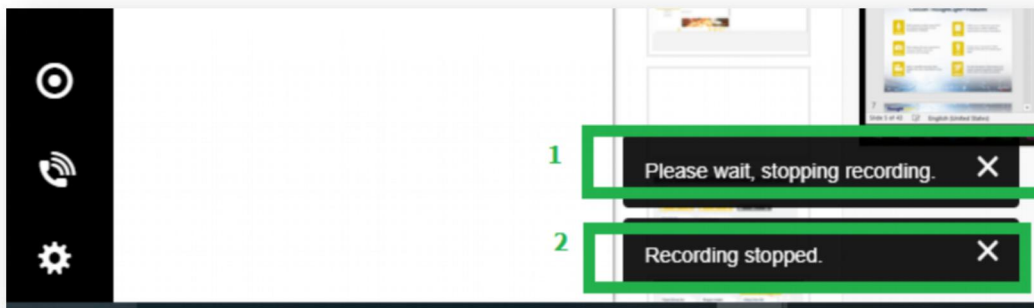
2. The button blinks (showing yellow) and a message comes up that recording is about to begin.



3. The button turns red which signifies that the recording has started. Plus, a message also comes up. It shall record both the screen and audio which output is to create an MP4 file.

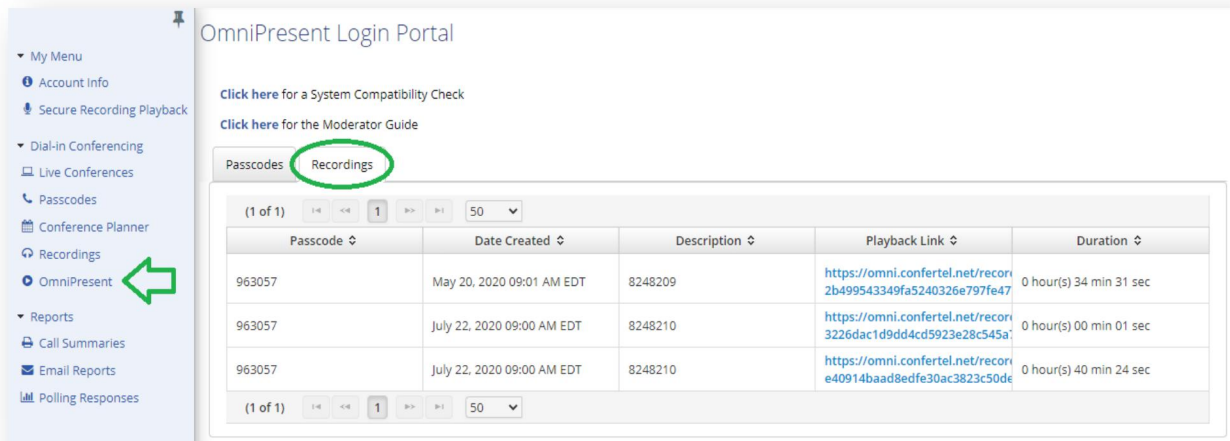


- Click the same button to stop the recording. A message also comes up to confirm once recording stops.

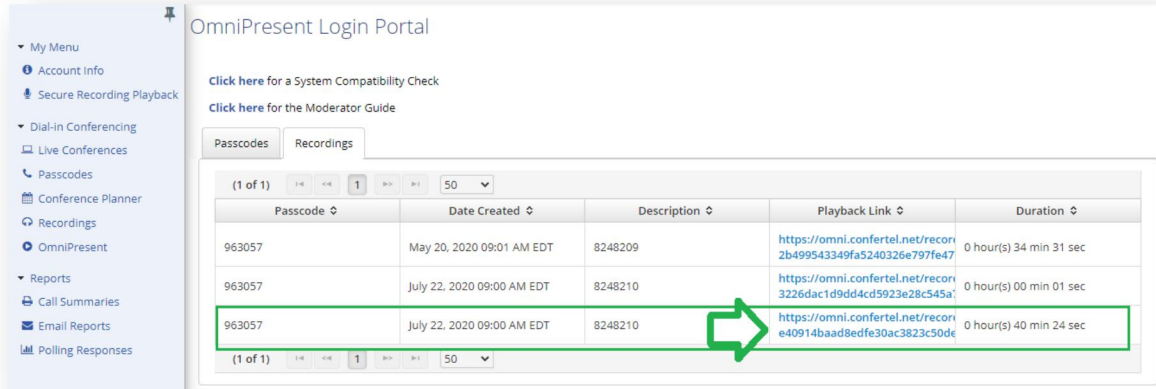


Retrieving your recordings

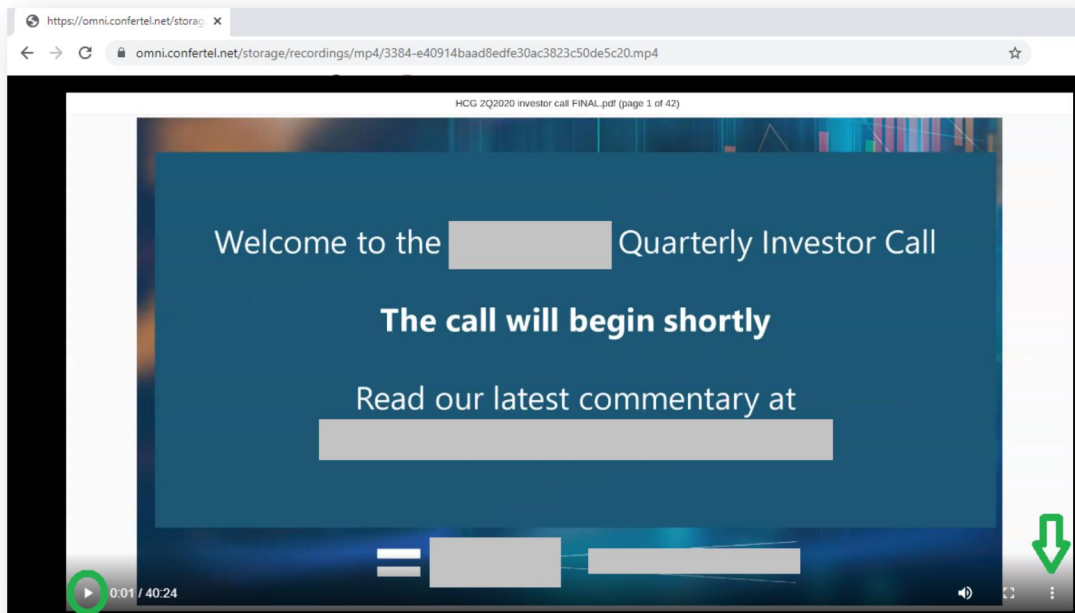
- To access the webinar recording, go to this link - <https://af.confertel.net/restricted/index.jsf> and use your conferencing credentials to login into your account.
- Go to "OmniPresent" page then select "Recordings" tab.



3. Select the date then click on the playback link.



4. An MP4 file comes up which you can either choose to play or download. To download, just click on the ellipsis button at the right side of the bottom page.

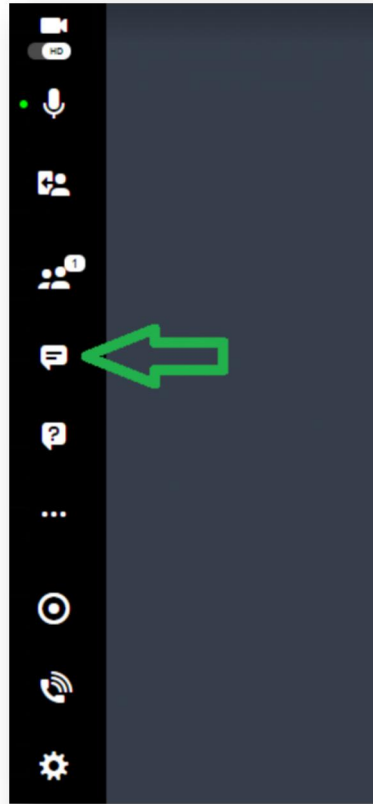


5. A small drop-down window comes up then select "Download."

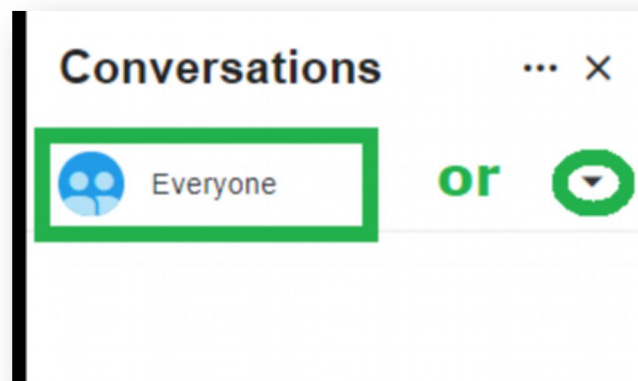


IV. Chat channels

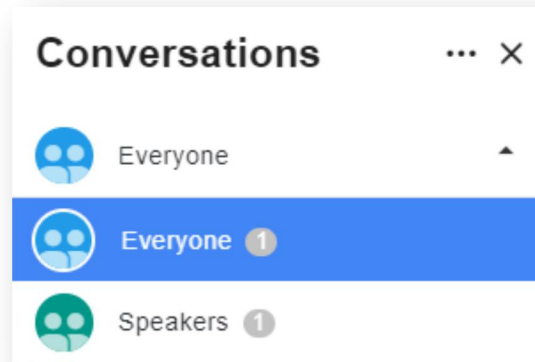
1. Click on the "Conversation" icon through the toolbar to open chat room.



2. Either click on the down arrow at the right side that says "Everyone" or point your mouse on the word then double click it.



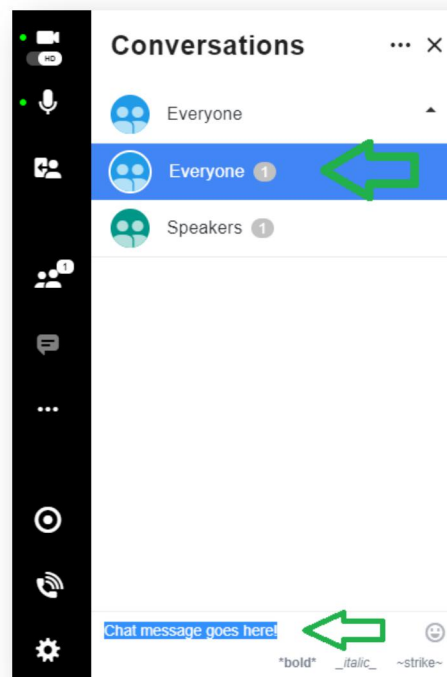
- Two chat channels are displayed which can be used by the host during the meeting -
 - ✓ Everyone - public channel to chat with attendees inside the meeting.
 - ✓ Speakers - private channel available to hosts only and chat directly to a specific attendee.



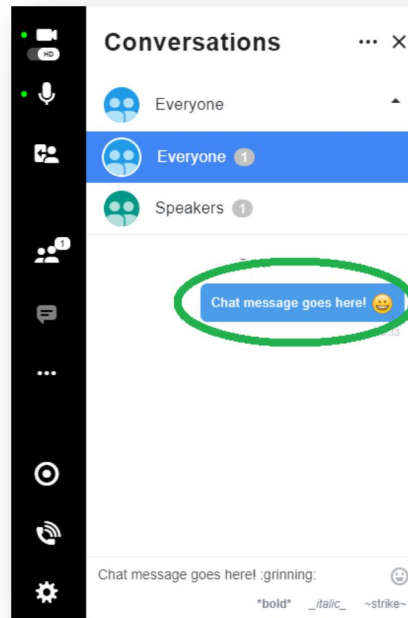
Create chat based on the channel (public or private)

EVERYONE (public chat) – all attendees inside the meeting will be able to view the message trail.

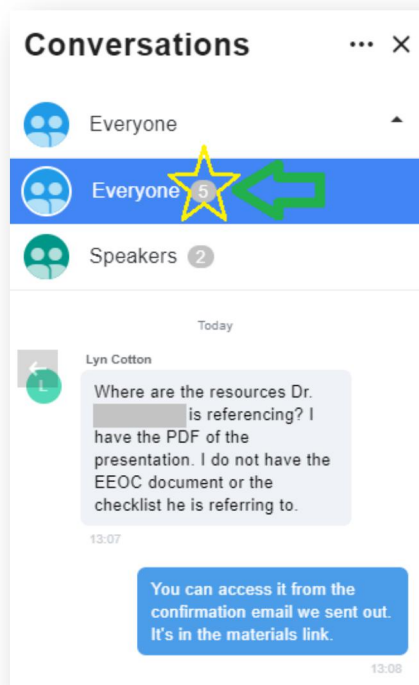
- Select and click "Everyone," input your message, then hit enter. *(Note: You may also include an emoji through your message).*



2. Message gets displayed –

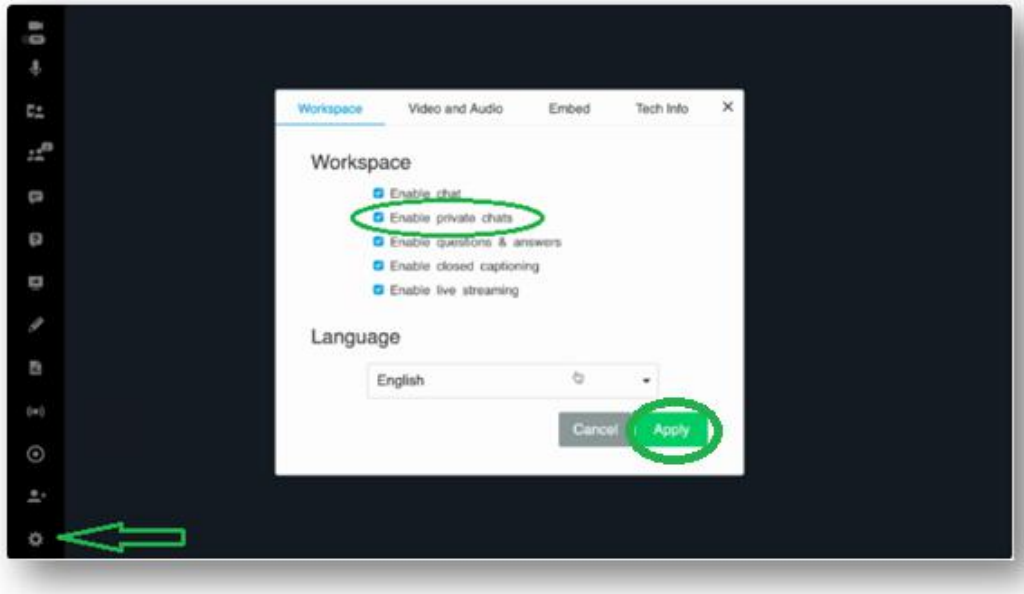


3. Since "Everyone" is the highlighted, the message trail by all participants for this channel is displayed. Note that the number shown are the number of participants in that meeting (see example below) –

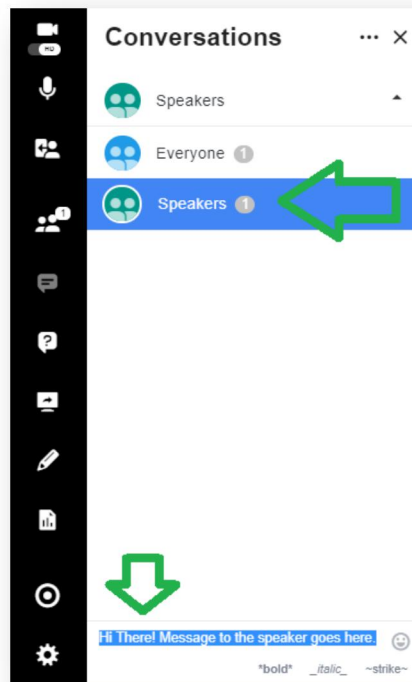


SPEAKERS (Private chat) – this channel can **only** be seen by the host and speaker.

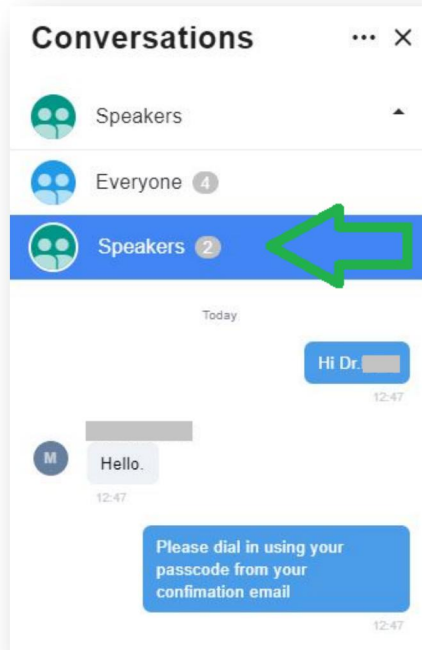
1. Make sure to check settings first and have this feature enabled. Just go to settings, then under “Workspace,” place a check mark on “Enable private chats,” then click “Apply.”



2. Select and click “Speakers,” input your message, then hit enter. (Note: You may also include an emoji through your message).



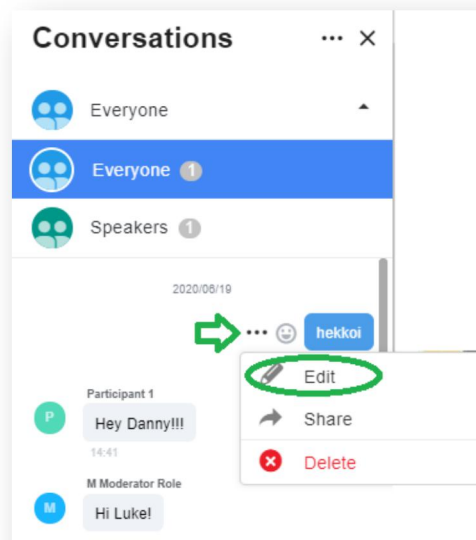
3. Message gets displayed and sent directly to the speaker only.



Edit chat messages – you may edit a message that is already posted (whether public or private). The edit features included though may vary depending on whether if you’re editing your own chat or another attendee’s message.

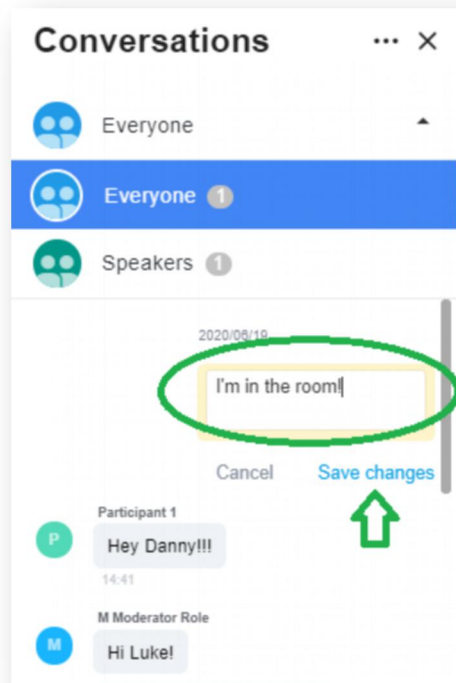
- *Edit your OWN message*

1. Hover your mouse for ellipsis (...) icon to appear, click it, then select

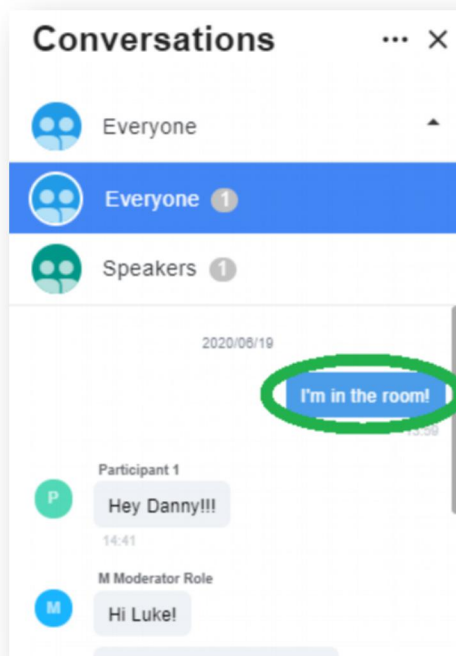


“Edit.”

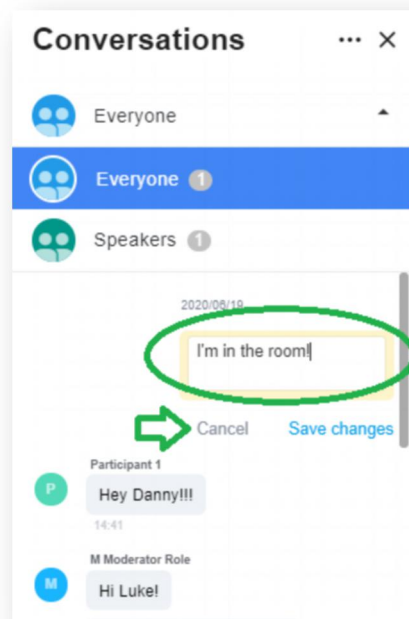
2. Input your message then click "Save changes" once done.



3. Message gets saved and displayed.

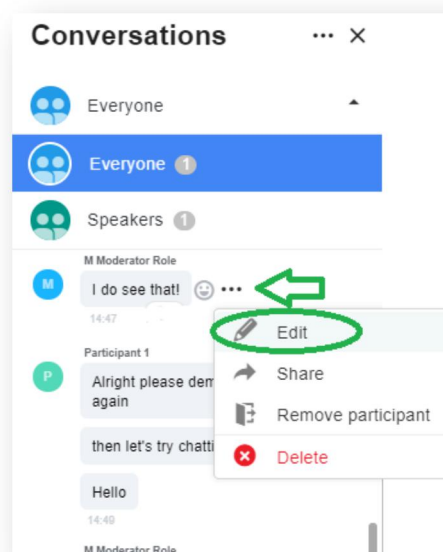


4. However, in case you opt to discard the entry, just click on "Cancel." This should keep the original message.

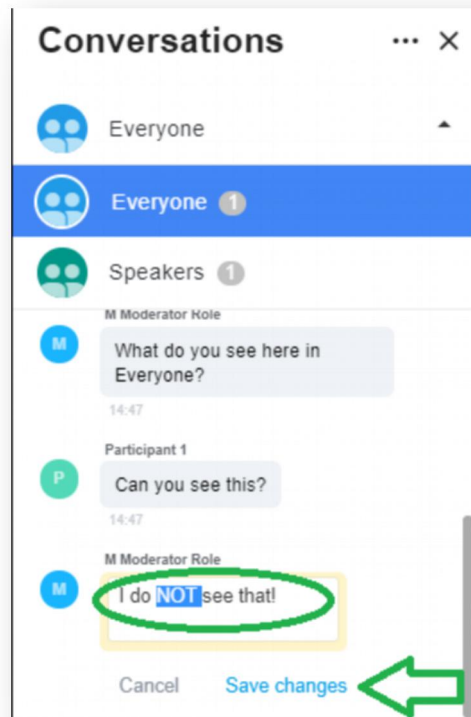


- *Edit another attendee's message* - steps are similar to editing your own message. However, in this part, you'll select the message entered by another attendee then have it edited.

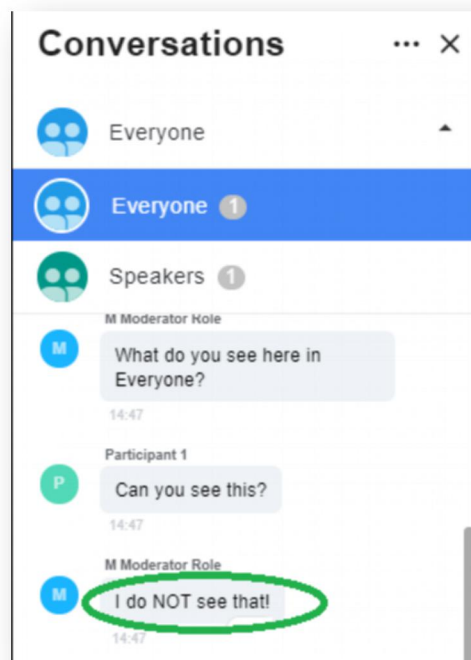
1. Hover your mouse for ellipsis (...) icon to appear, click it, then select "Edit."



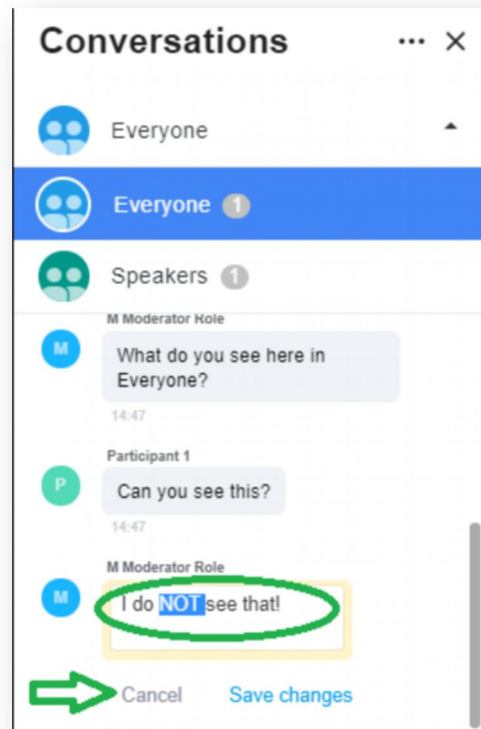
2. Input your message then click "Save changes" once done.



3. Message gets saved and displayed.

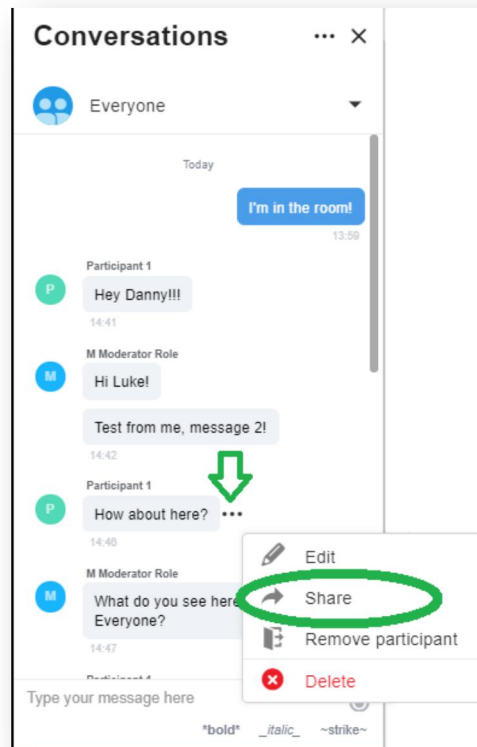


4. Click "Cancel" in case you want to discard your entry.

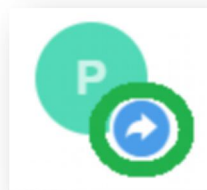


Share chat message/s – in case there is any previous message (either you own or from any of your attendees) inside the trail that you either want to - specifically respond on, highlight, or probably share to the other attendees –

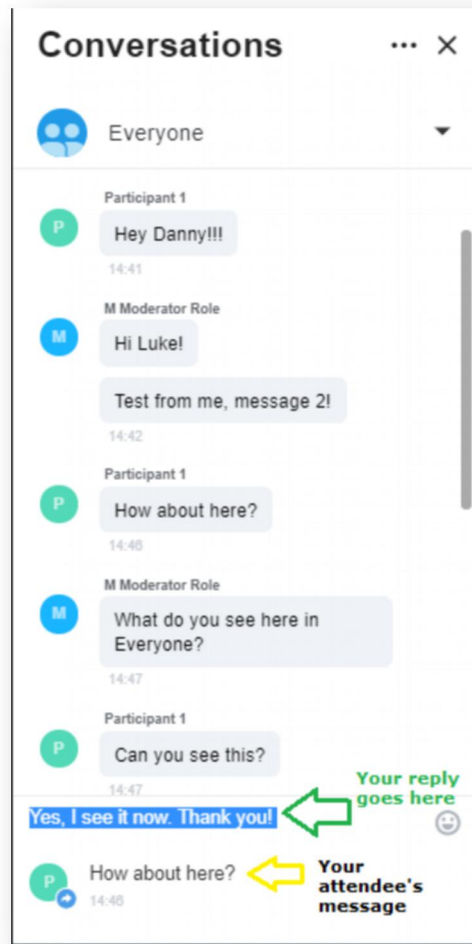
1. Hover your mouse on the selected message for ellipsis (...) icon to appear, click it, then select "Share."



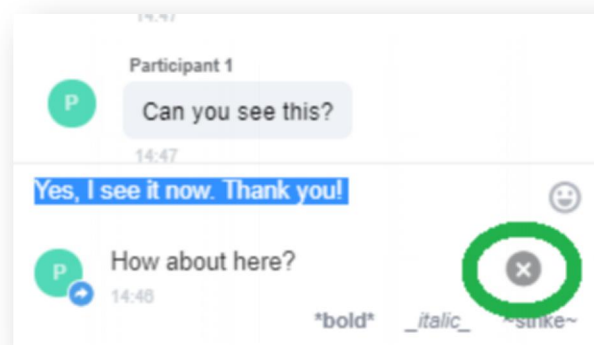
2. The blue arrow (see below) is your indicator that the selected message is about to be shared –



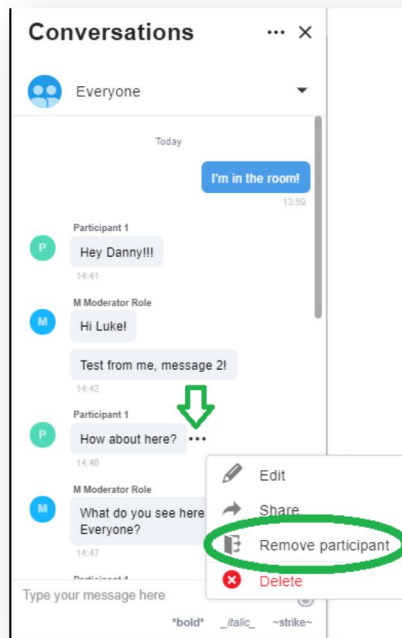
- Place your reply above the selected message then hit "Enter" in your keyboard to save the message. (Note: You may also include an emoji through your message)



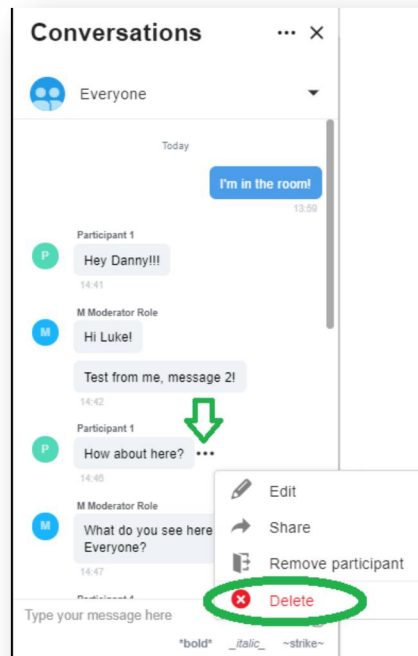
- If you do not want to proceed, click the small X button at the right to discard sharing that chat message.



Remove participant – you may remove an attendee by using the chat feature. Just hover your mouse for ellipsis (...) icon to appear, click it, then select "Remove participant."

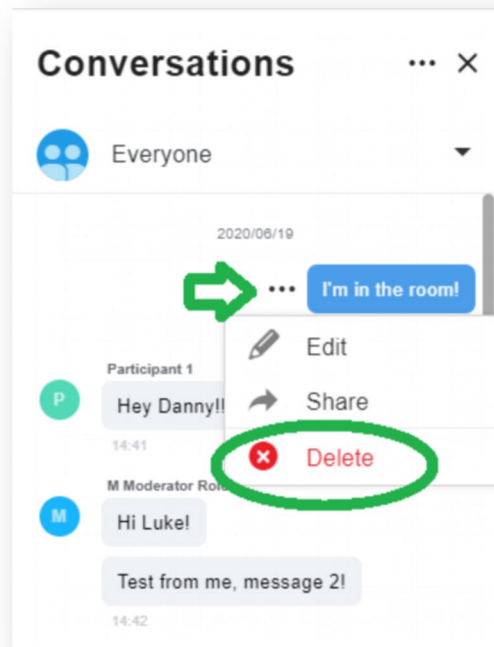


Delete message – have the ellipsis icon (...) to appear by hovering your mouse at the right side of the attendee's message, click it, then select "Delete" –

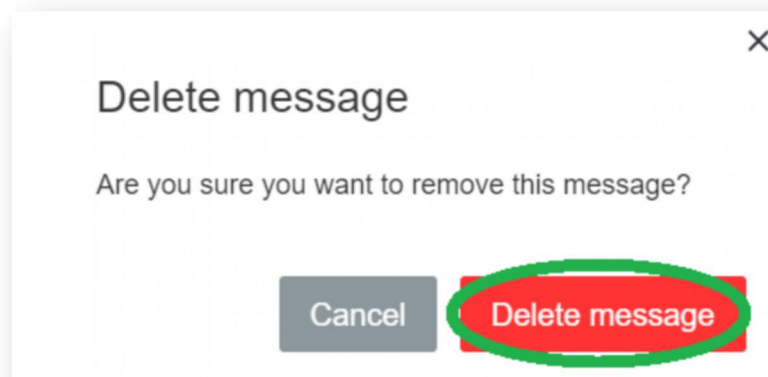


OR

If you want to delete your own message, hover the mouse at the left side of your message for ellipsis icon (...) to appear, click it, then select "Delete" –

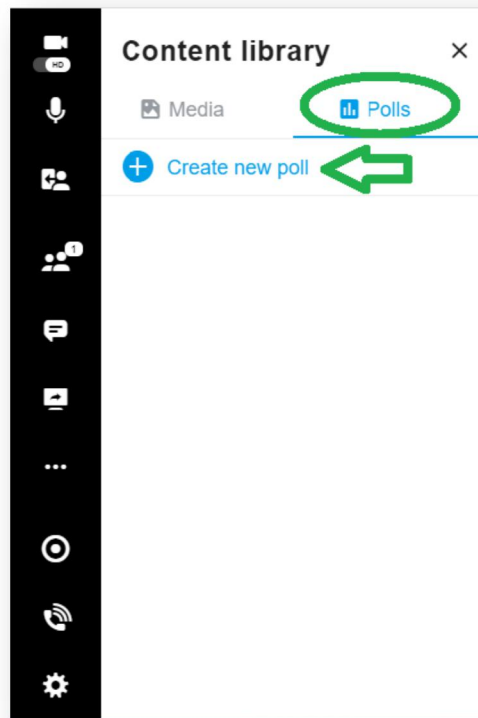


A dialog comes up to confirm if you want to proceed on removing the message. Select and click "Delete message" or "Cancel" to keep the it.

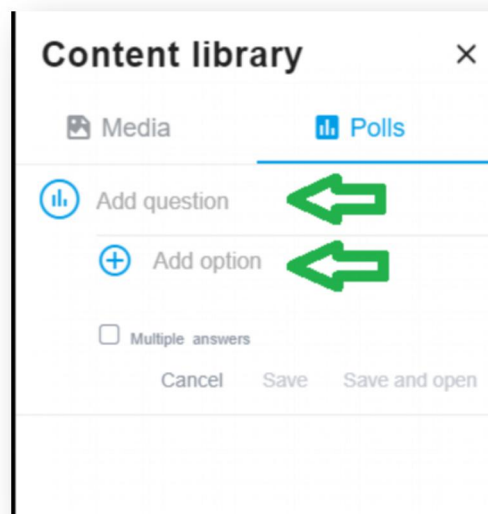


V. Polls

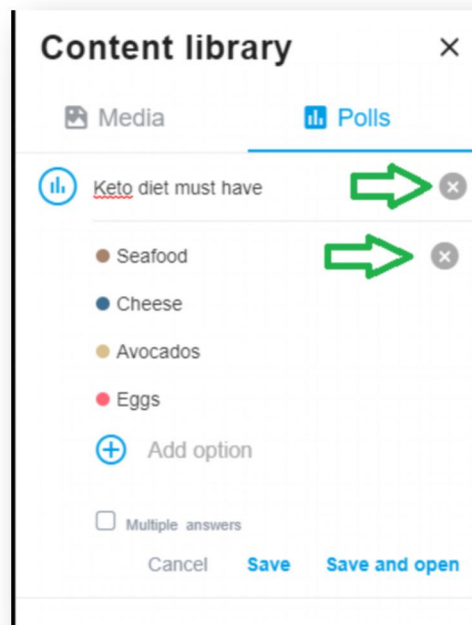
1. Click on the content library icon (refer to [page 5-6](#) on how to access look for this icon) then go to "Polls" tab.



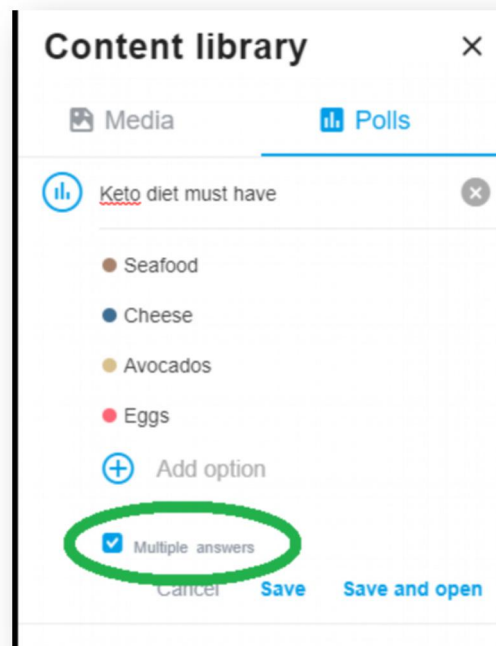
2. Click "Add question" field to enter your polling question then click on "Add option" to place choice of answers. Either hit enter through keyboard or click "Add option" to add more answer choices.



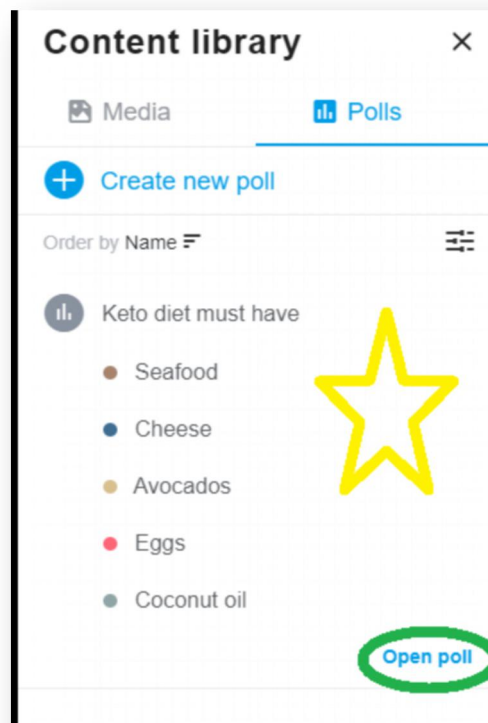
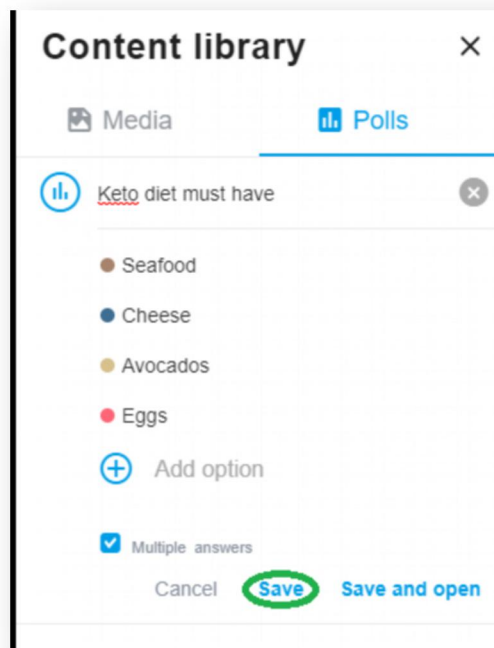
- In case you wish to change or discard those entries (either the questions or options), hover you mouse at the right side for the small X button to appear then click it.



- In case you want to have your participants select multiple response from your polling questions, place a check mark on "multiple answers."

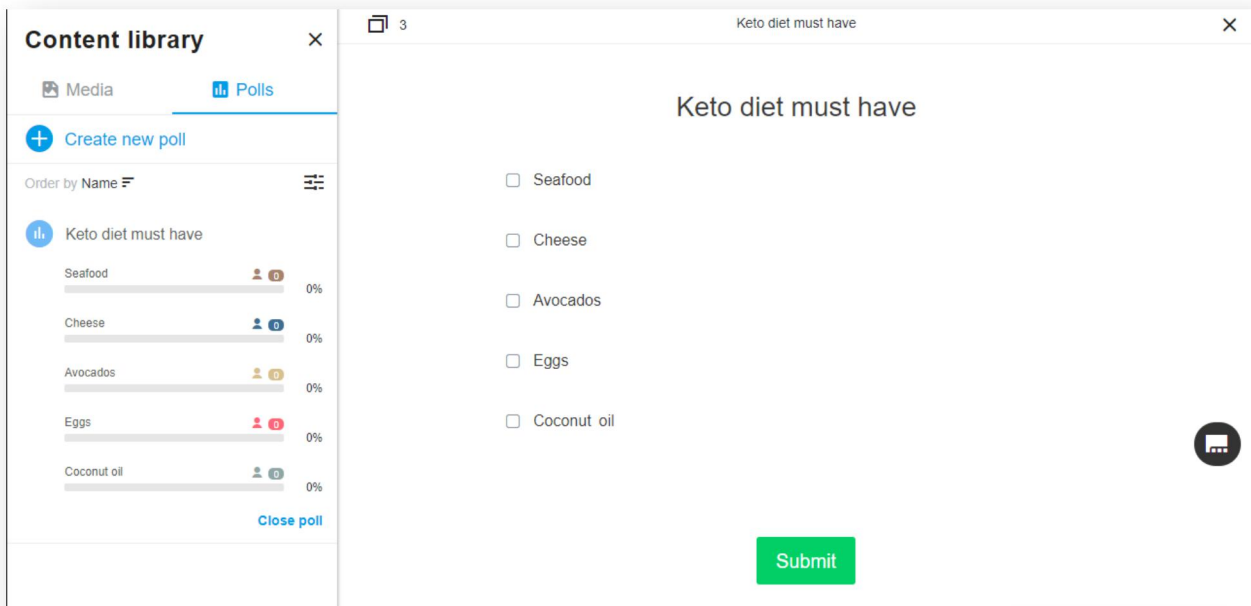
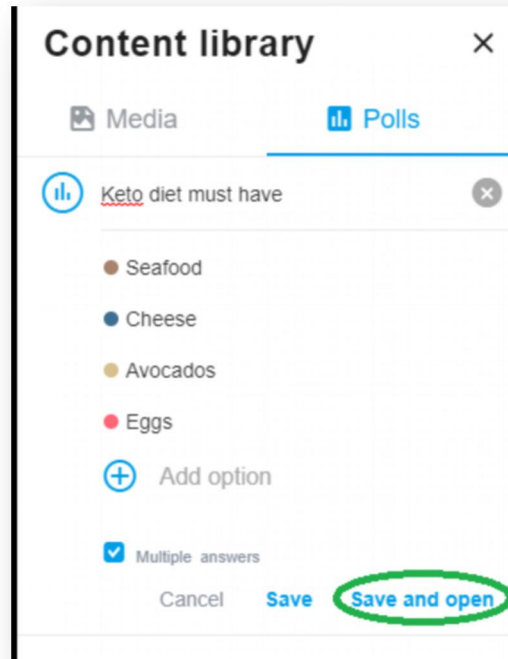


- Click on "Save" to save the polling questions and access it later during the presentation by clicking "Open poll." -

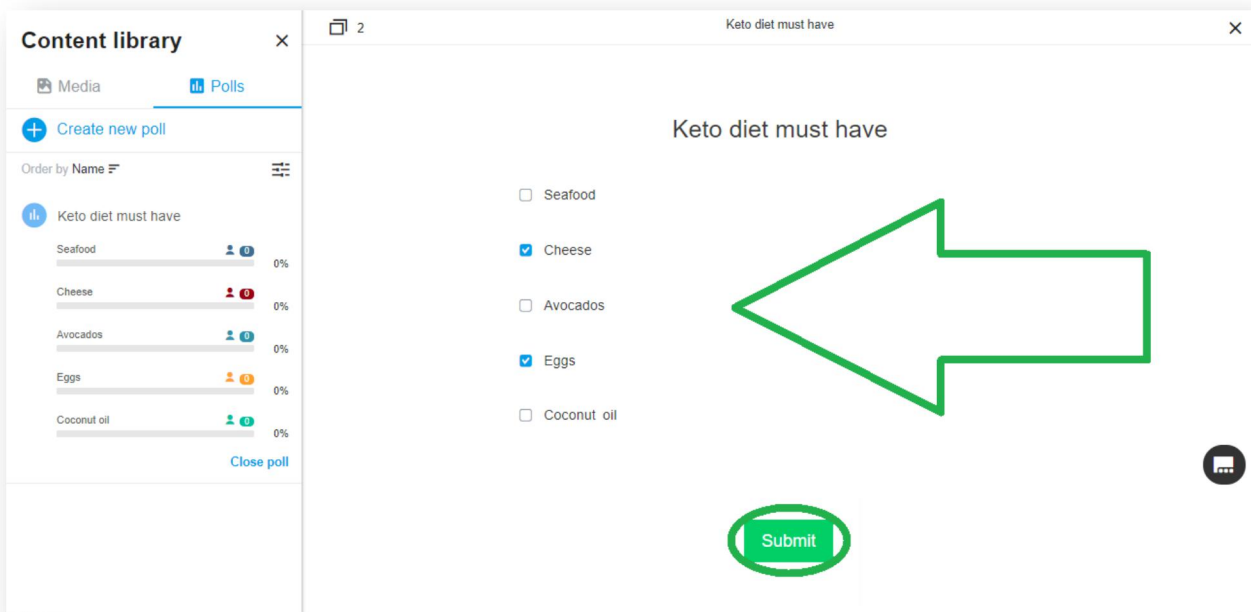


OR

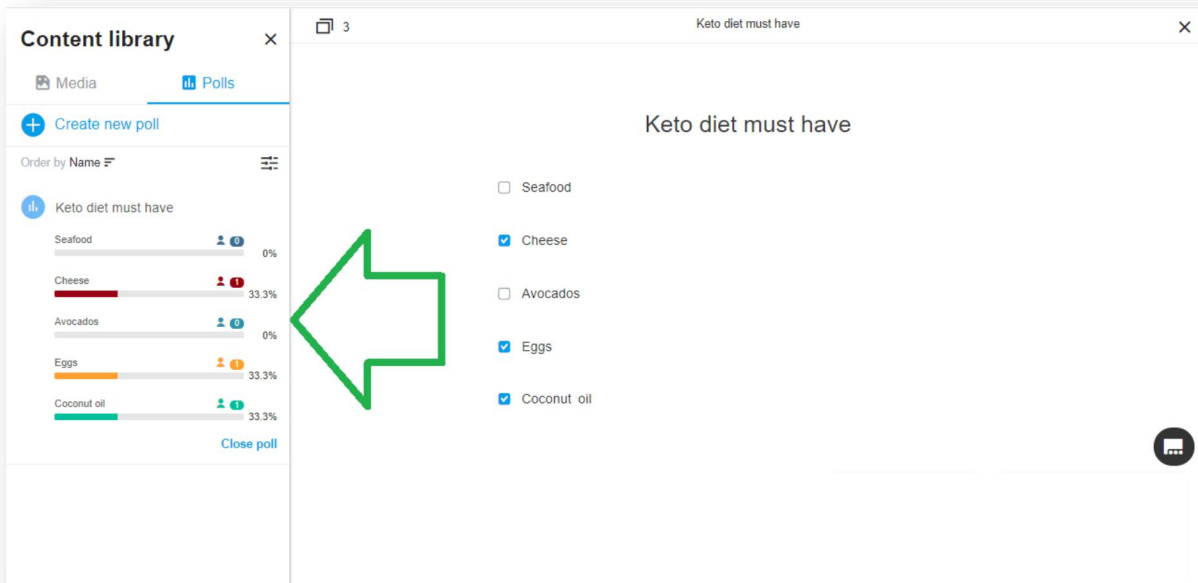
- After creating the polling question, click "Save and open." This should open the polling presentation –



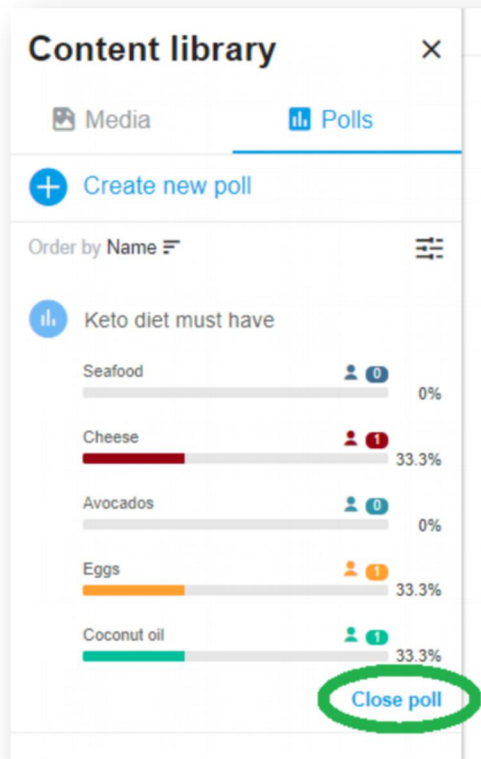
- Click from the choice of answers based on your participant's response then click "Submit."



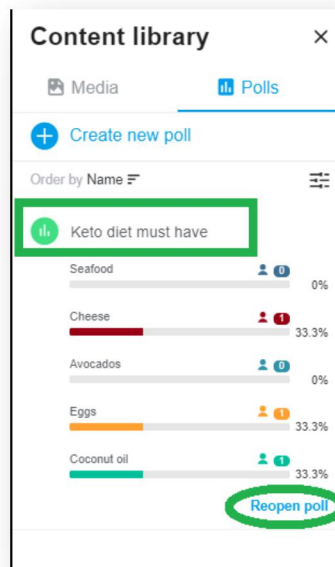
- The response statistics shows up at the left side of the page after submitting the answers.



9. Once done, click "Close poll" then proceed to the next polling question (if any).

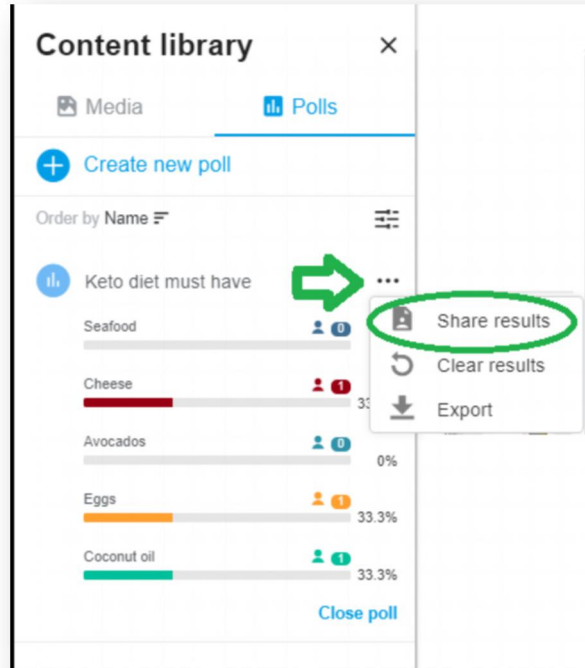


10. In case you need to reopen the polling question, just click the question, then click "Reopen poll."

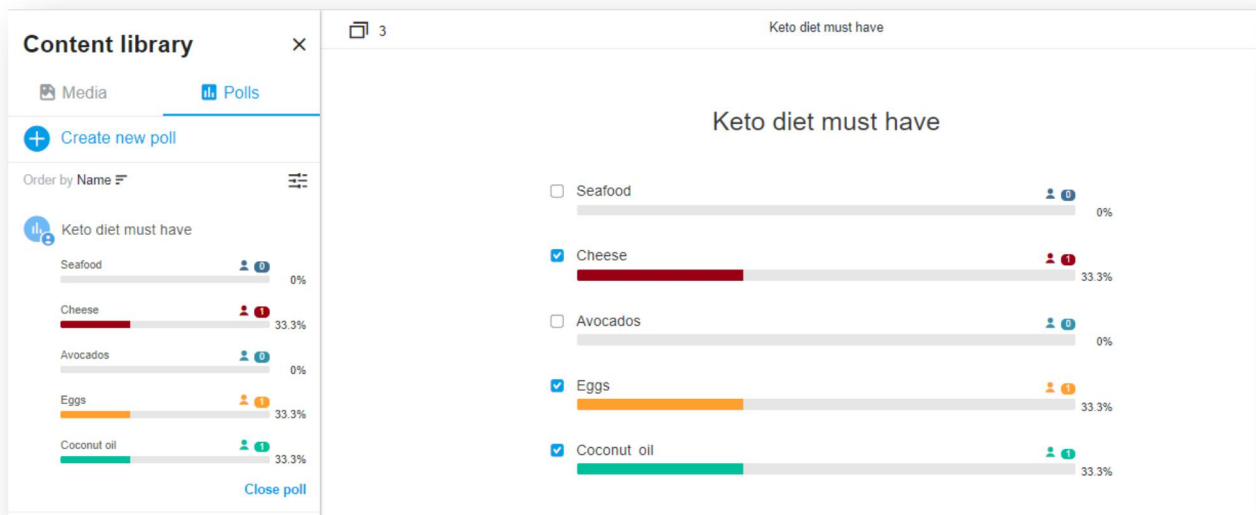


You may present the polling results to your participants by doing the steps below:

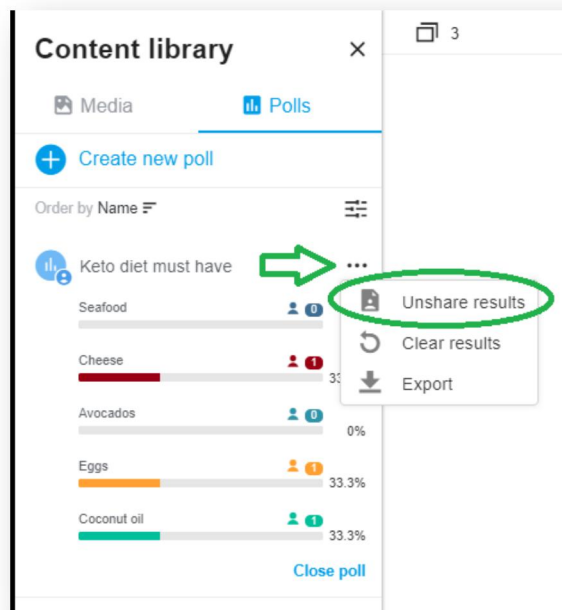
1. Hover the mouse at the right side of the polling question for ellipsis icon (...) to appear, click it, then select "Share results"



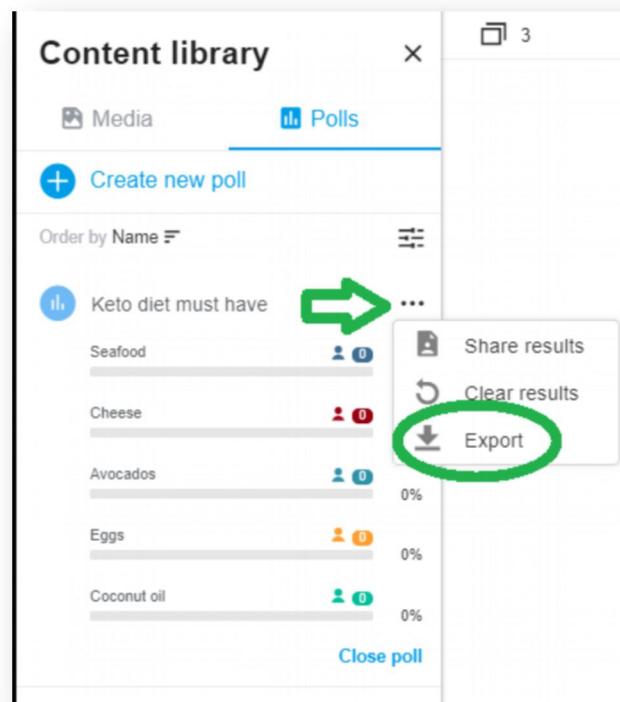
2. The results shall display at presentation page –



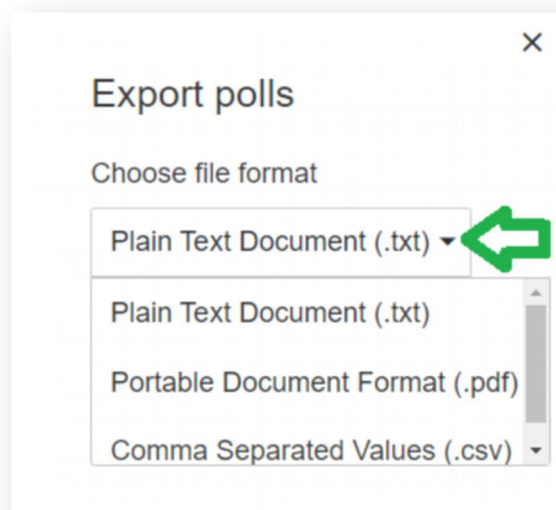
- Once done, hover your mouse again at the right side of the polling question for the ellipsis icon (...) to appear, click it, then select "Unshare results."



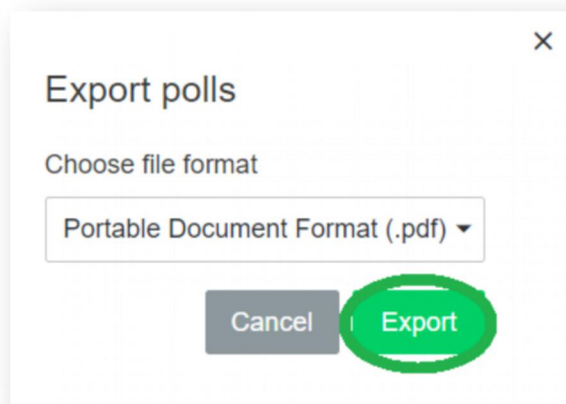
- You may export the polling results by selecting "Export" from the dropdown list.



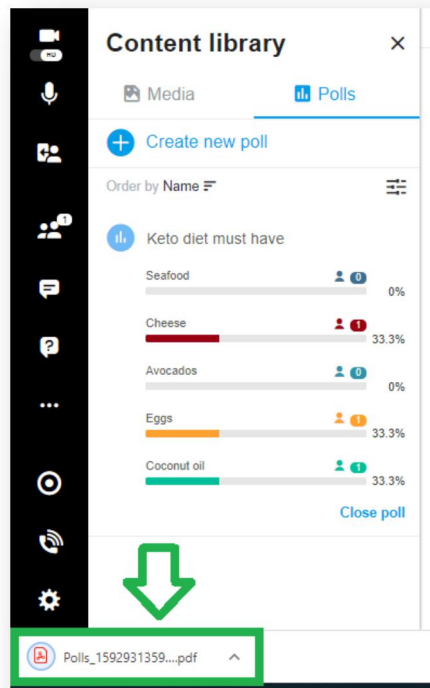
5. A window comes up then click on the drop-down arrow to select the file format you wish to extract for the polling results.



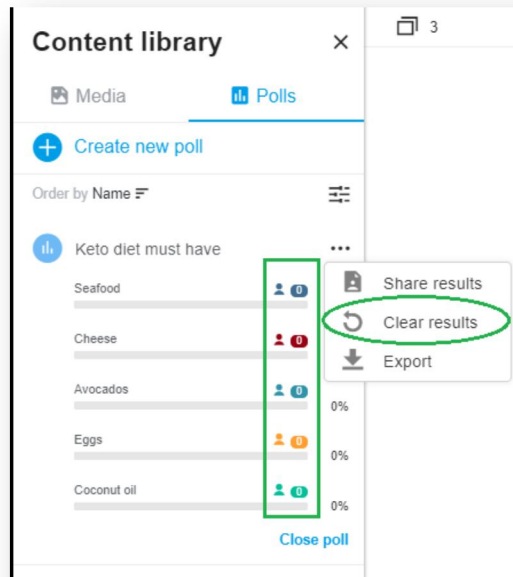
6. After selecting the file format click on "Export" button.



- Depending on the browser in use, the file should start to download. You may open the file right after.

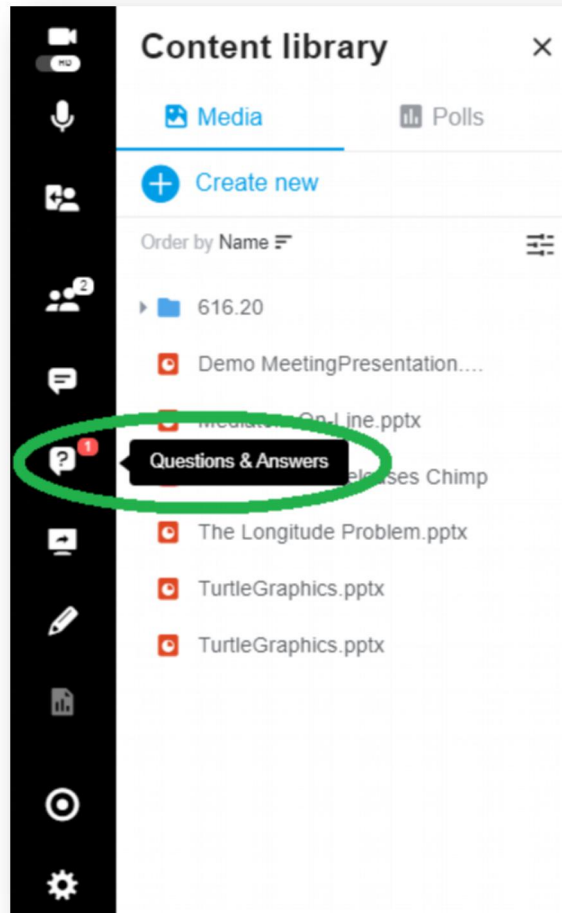


- In case you'd like to restart the same polling question, hover your mouse again at the right side of the polling question for the ellipsis icon (...) to appear, click it, then select "Clear results." You'll see that response choices goes back to zero (0).



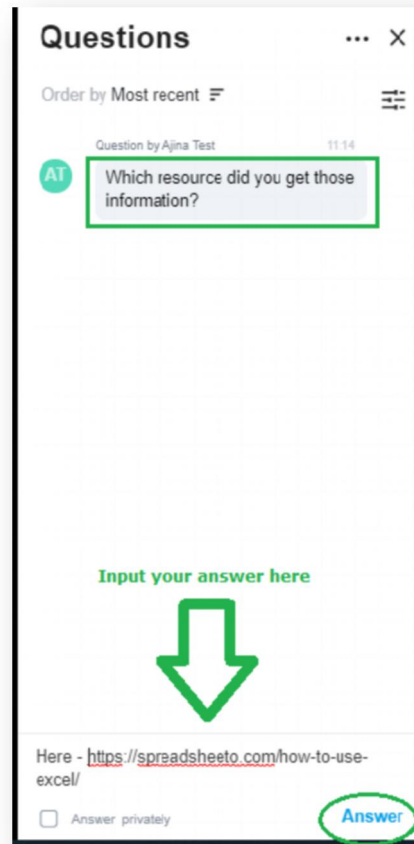
VI. Question and Answer

Once question is raised by any of your participants, a number (in red) will appear above question icon as indicator for a new question. Click on that icon to open the page. –

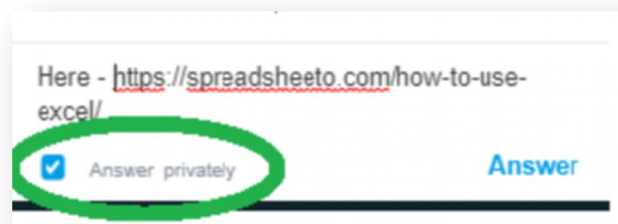


TYPE-IN YOUR ANSWERS -

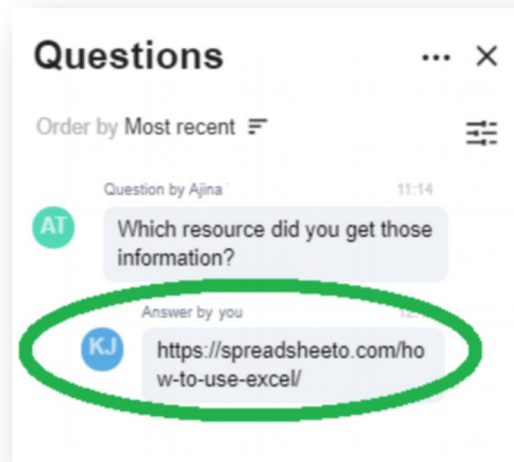
1. Select and click on the question you'd like to answer then type in your answer at the bottom of the page. Hit enter using your keyboard or click "Answer" to post it. Note that the answer you posted will be seen by all participants.



2. In case answer needs to be sent directly and privately to your participant, do not forget to place a checkmark in box that says "Answer privately" at the left side.

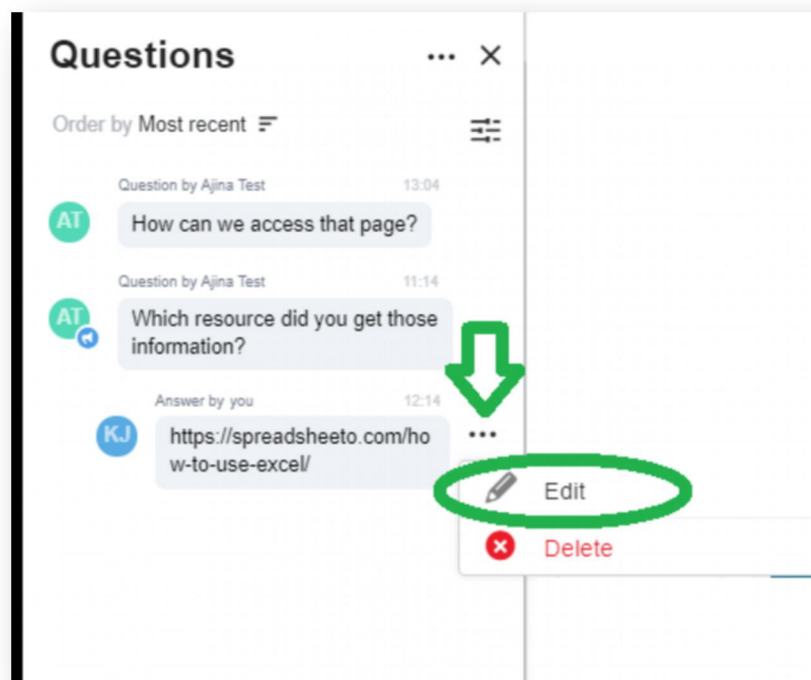


- Your answer shows up under the question.

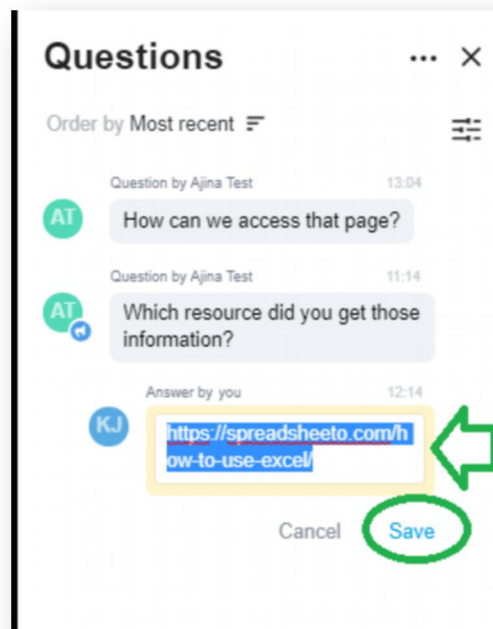


Editing your answers

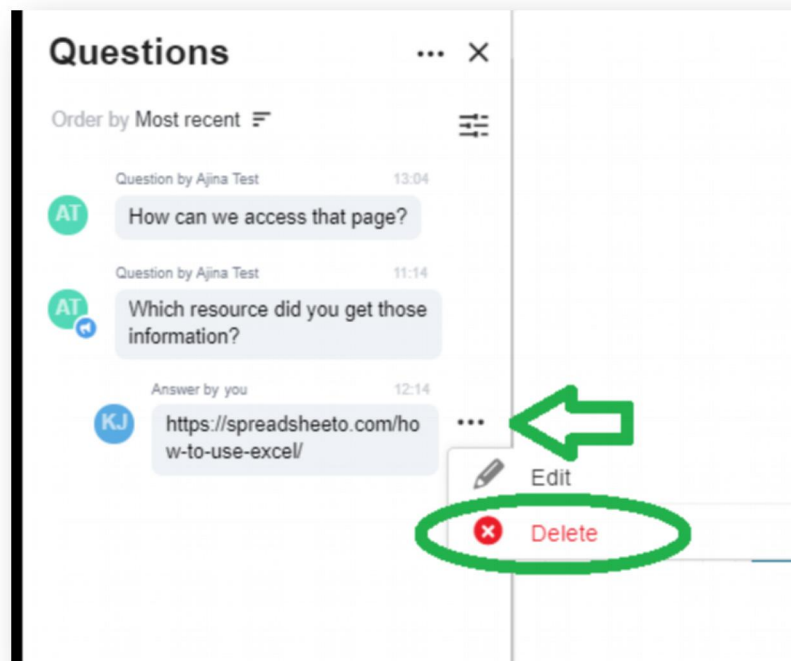
- You may modify the answer you've entered. Just hover your mouse at the right side of your answer for ellipsis icon (...) to appear, click it, then select "Edit."



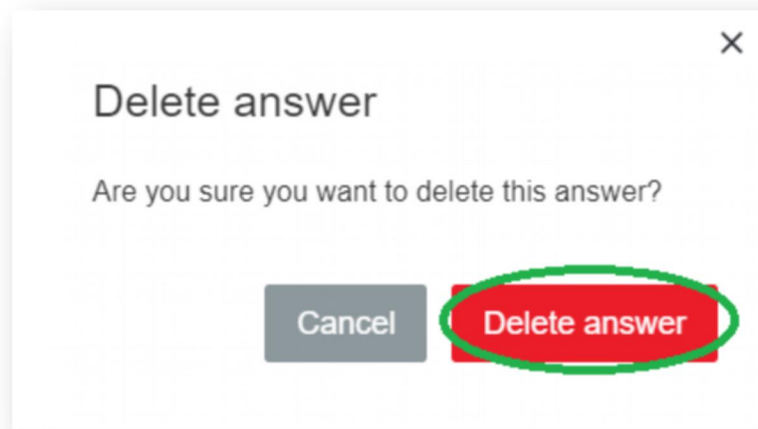
5. The answer editor appears then input the change needed then click "Save." Otherwise, click "Cancel" to discard changes.



6. In case you wish to delete your answer, hover your mouse at the right side of your answer for ellipsis icon (...) to appear, click it, then select "Delete."

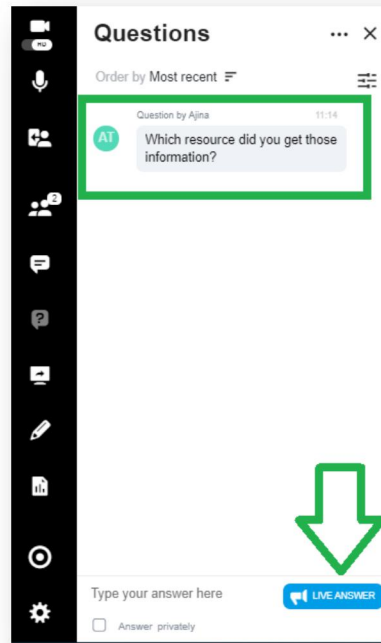


7. A dialog comes up confirming whether or not to proceed removing the answer. Click on "Delete answer." Otherwise, click "Cancel" to undo deletion.

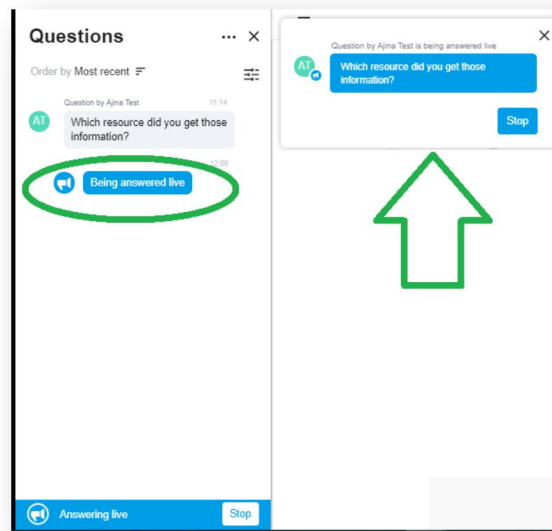


ANSWER THE QUESTION LIVE

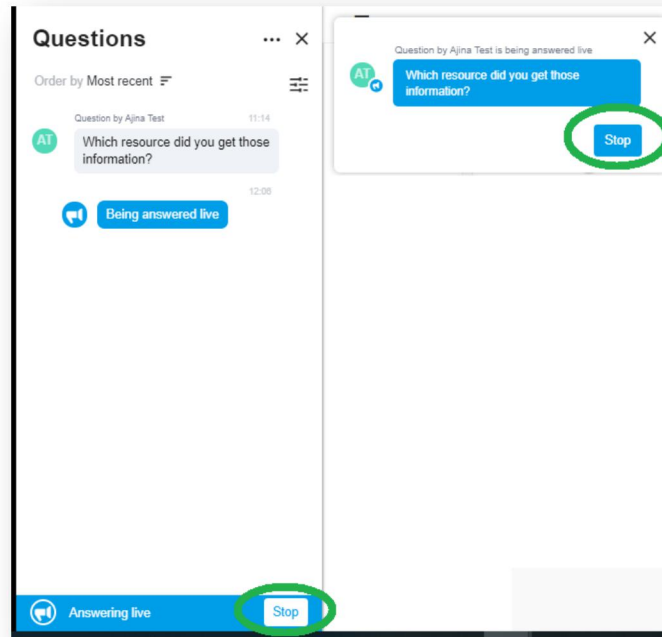
1. In case you'd like to answer a question verbally, select and click on the question then click "Live answer" button. –



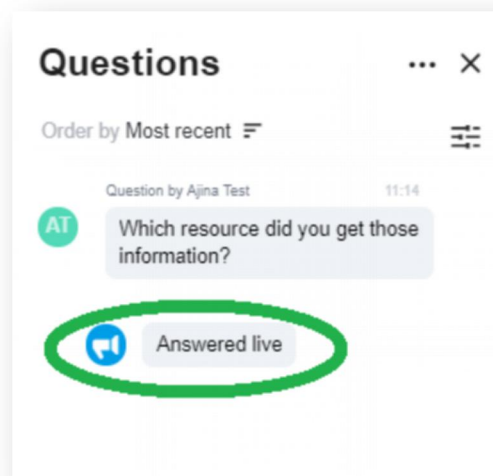
2. Window comes up at the right side of the page which question is answered at that moment and message "Being answered live" also shows under the question at the left side.



- Once done, click "Stop" either at the window or at the bottom of the page.

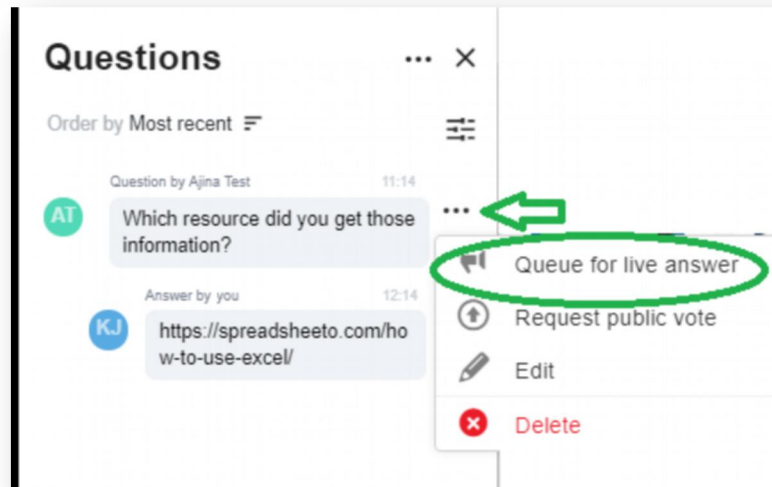


- Display will show as "Answered live" below the question.

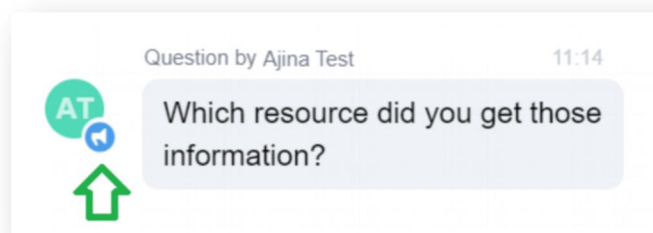


Question on queue – there can be instances where in questions may line up. You may queue them by doing the steps below:

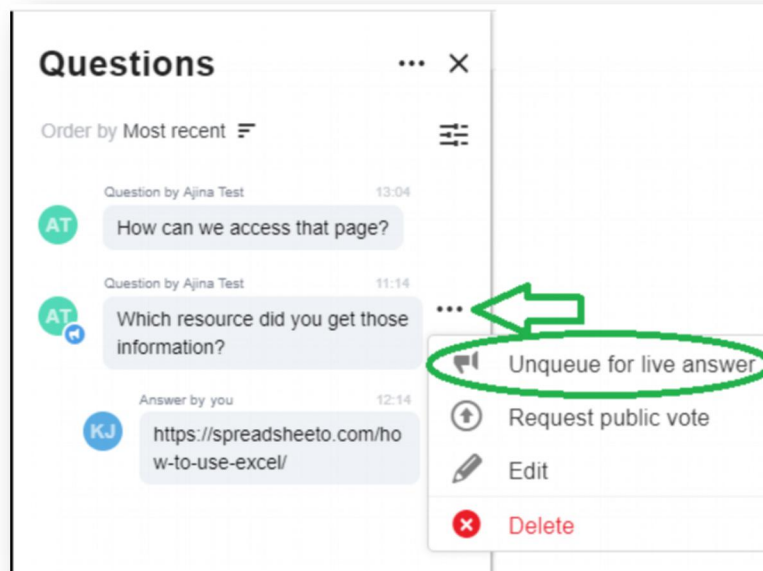
1. Hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Queue for live answer."



2. A "Blue horn" icon appears below the participant's initial as indicator that such question is on queue for live answer.

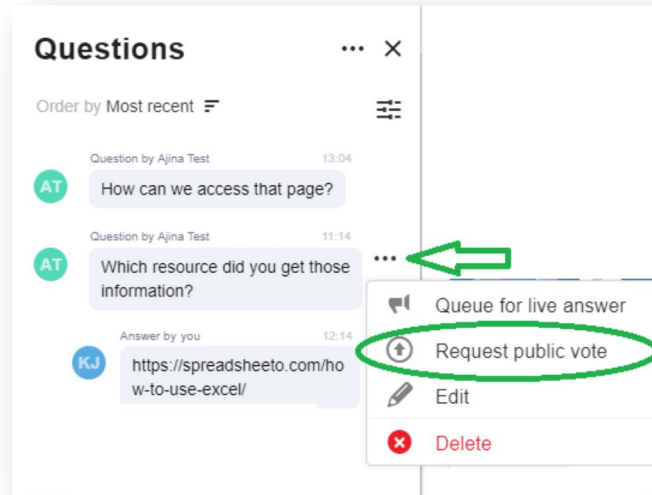


- To remove the question on queue, hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Unqueue for live answer."

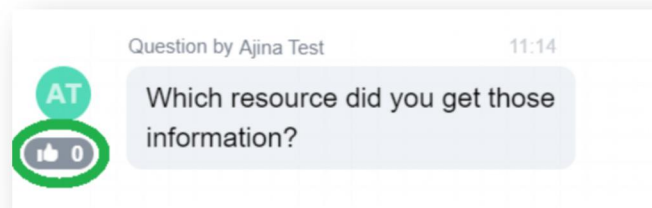


Public voting – you may ask your attendees to participate for questions that may need some “Votes.” Just do the following steps:

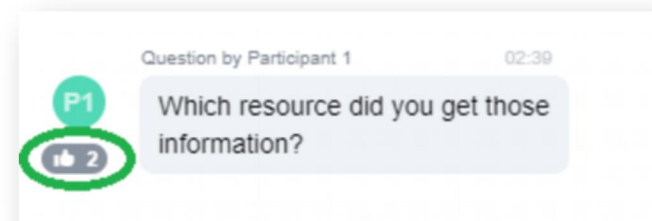
1. Hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select “Request public vote.”



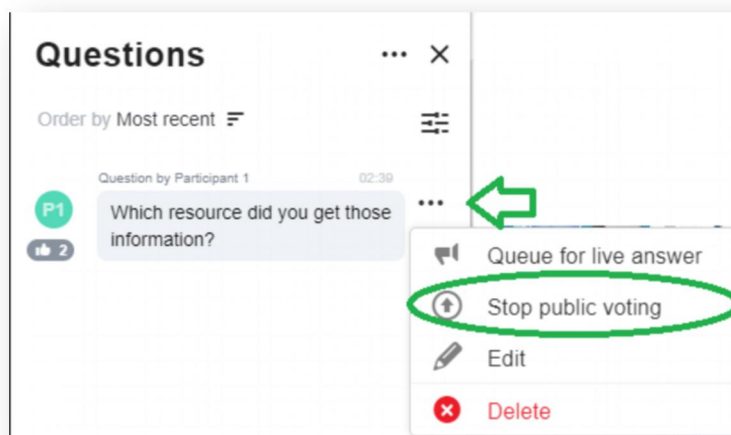
2. The “Like” icon with a number appears at the left side of the question.



3. Once the polling begins, inform your participants to place their vote using their web access to click on that same icon through the “Questions and Answers” page. Once they’ve cast their votes, the icon will show the number.

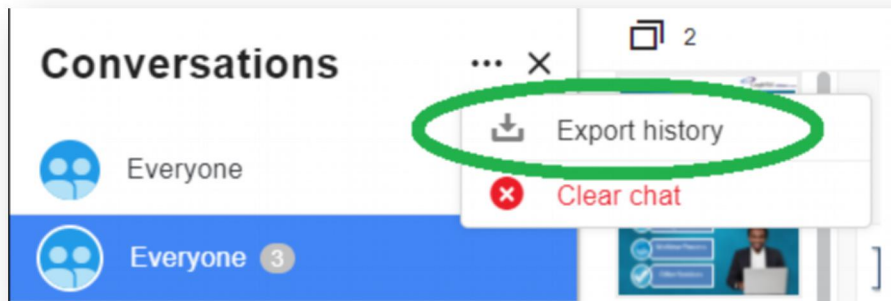
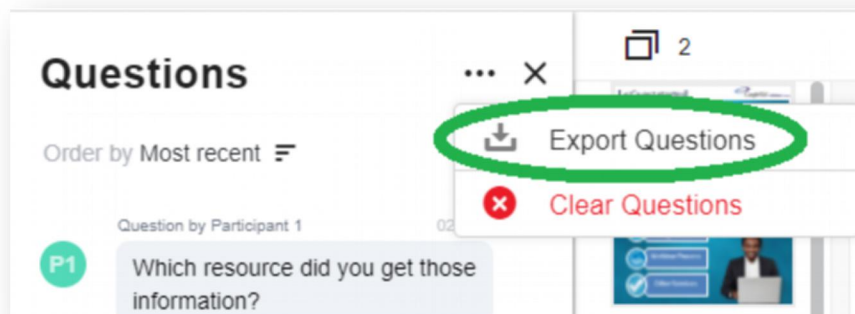


- Once done, just hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Stop public vote."



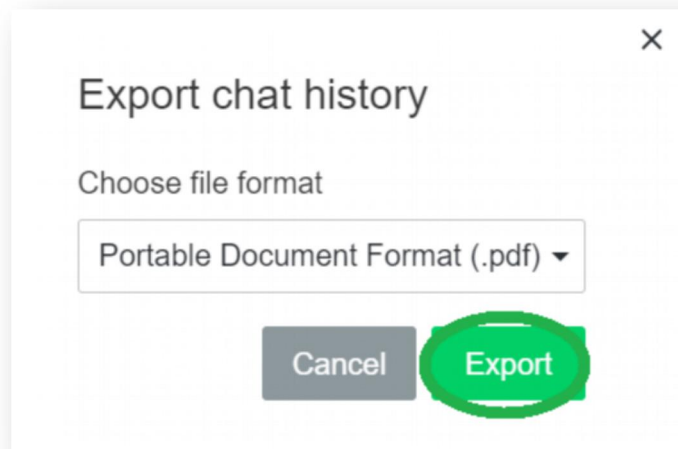
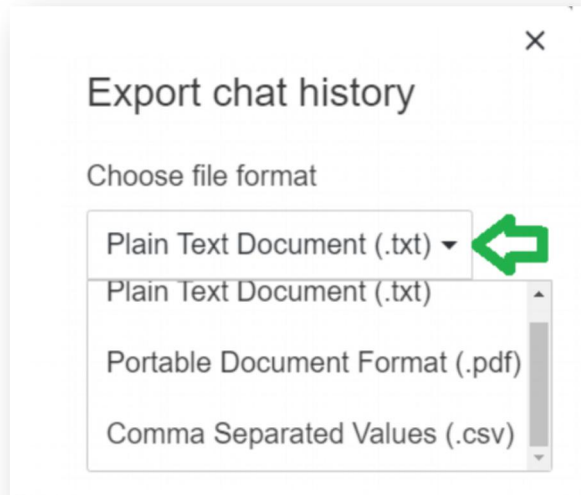
VII. Other functions

- Export history – chat and Q&A pages have this feature available. If you'd like to export those trails of information from your meeting just do the steps –
 1. Hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Export history."

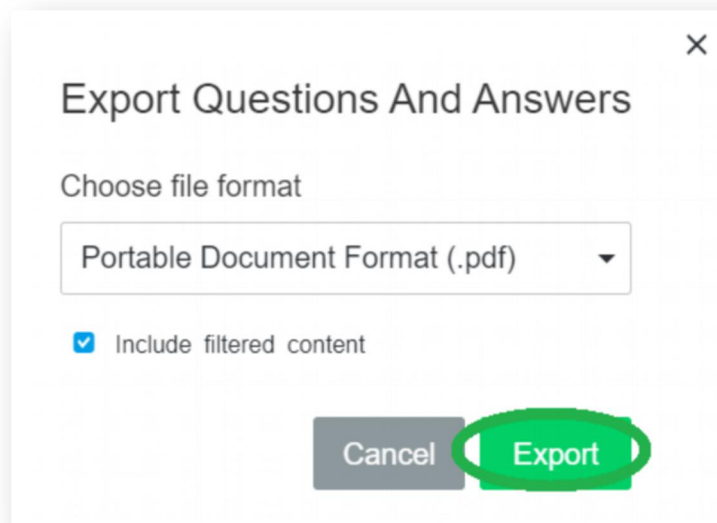
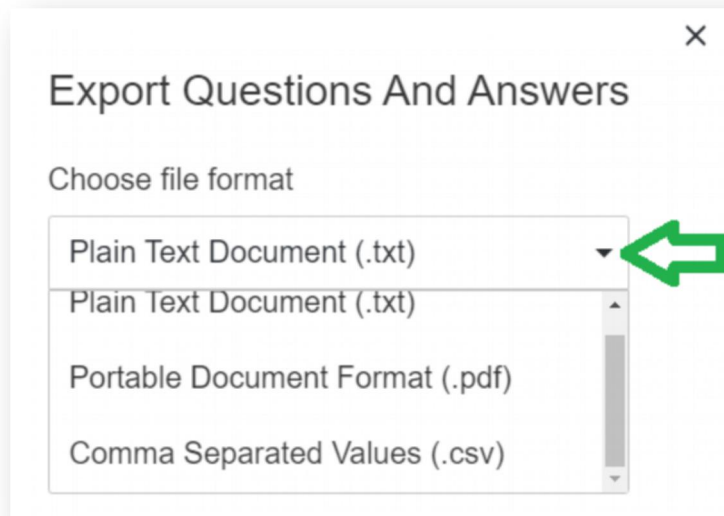
CONVERSATIONS (Chat)**QUESTIONS AND ANSWERS**

2. A window comes for you to select the file format available for extraction then click "Export."

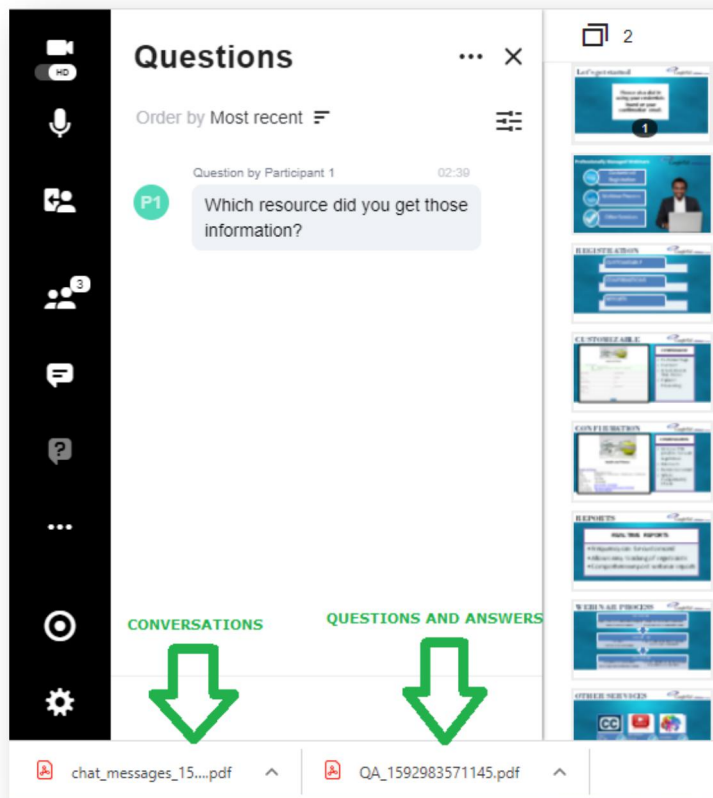
CONVERSATIONS (Chat)



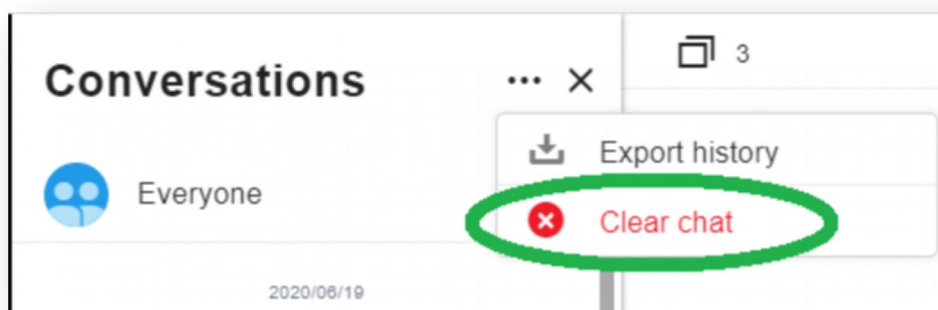
QUESTIONS AND ANSWERS



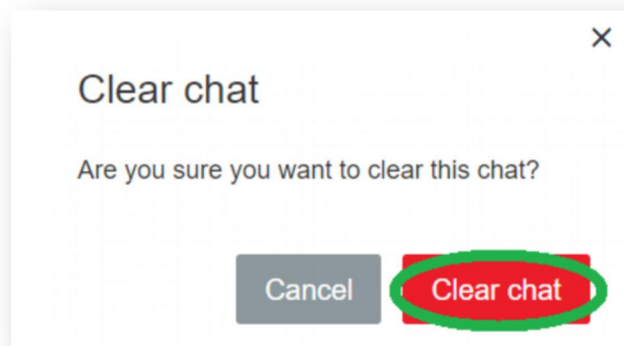
- Depending on the browser in use, the file should start to download. You may open the file right after downloading it.



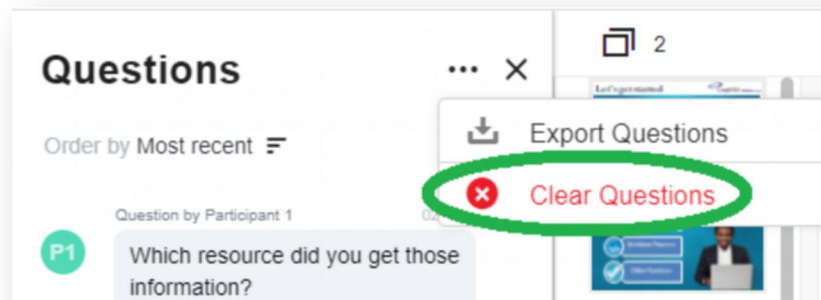
- Remove chat
 - Hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Clear chat."



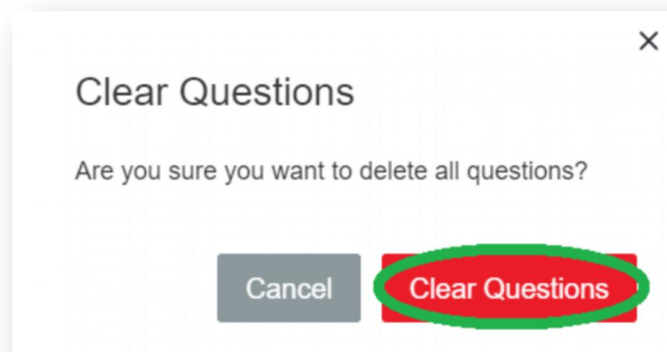
2. A confirmation dialog comes up. If you want to proceed, click on "Clear chat." Otherwise, click "Cancel" to close the window.



- Remove questions
 1. Hover your mouse at the right side of the question for ellipsis icon (...) to appear, click it, then select "Clear questions."




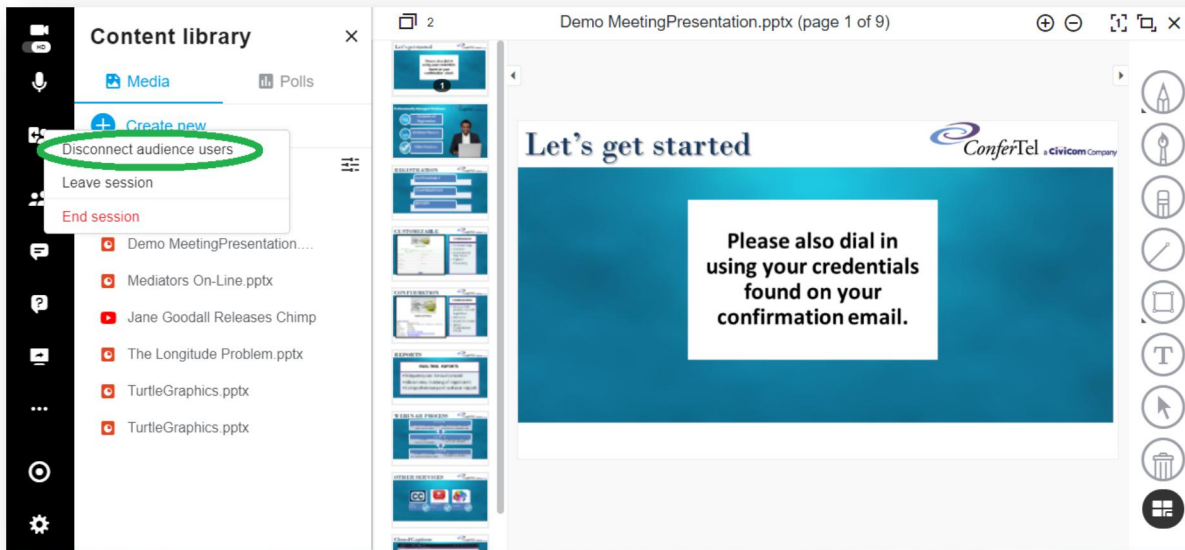
2. A confirmation dialog comes up. If you want to proceed, click on "Clear questions." Otherwise, click "Cancel" to close the window.



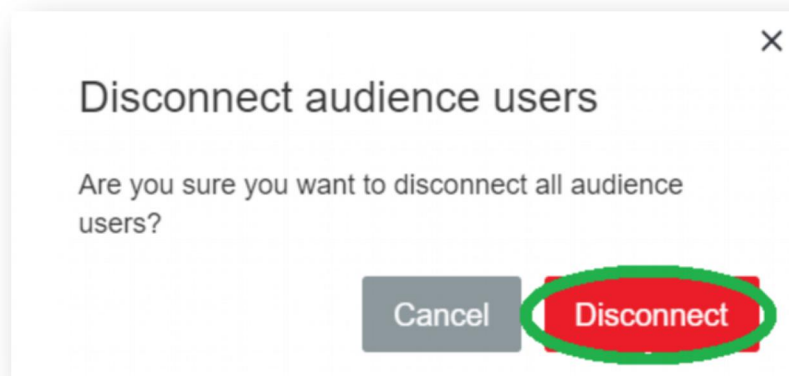
VIII. Ending the session – there are 3 options on how to close the meeting. Follow the applicable steps on which option you choose.

A. Disconnecting your attendees from the session – this will drop all the participants from the meeting except you.


1. Click on the door icon  at the menu (left side of the page) then select and click "Disconnect audience users."

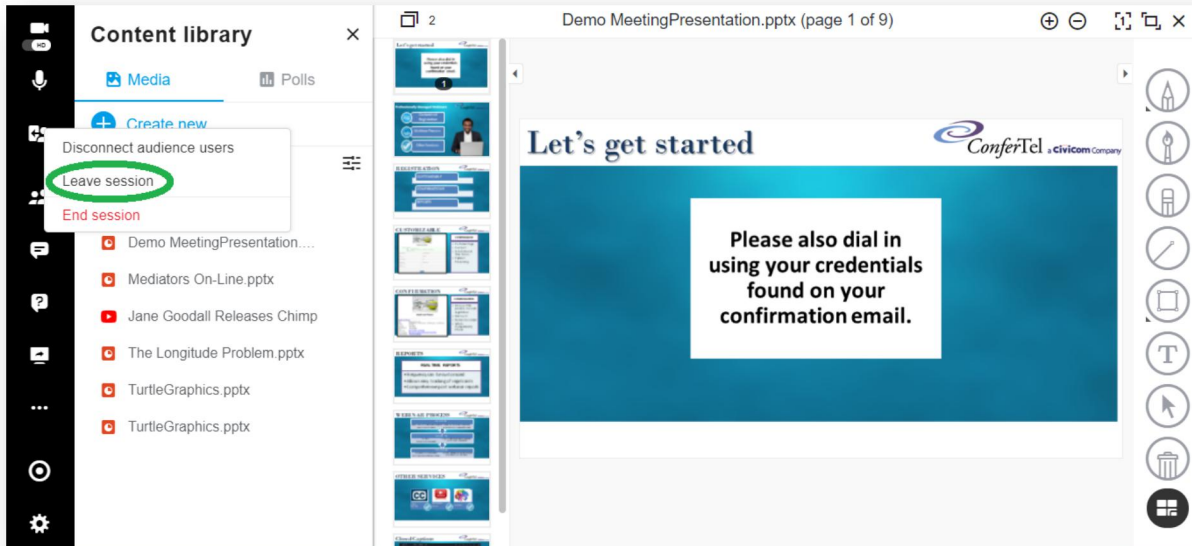


2. A confirmation dialog comes up. If you'd like to proceed, click on "Disconnect." Otherwise, click "Cancel" to close the window.

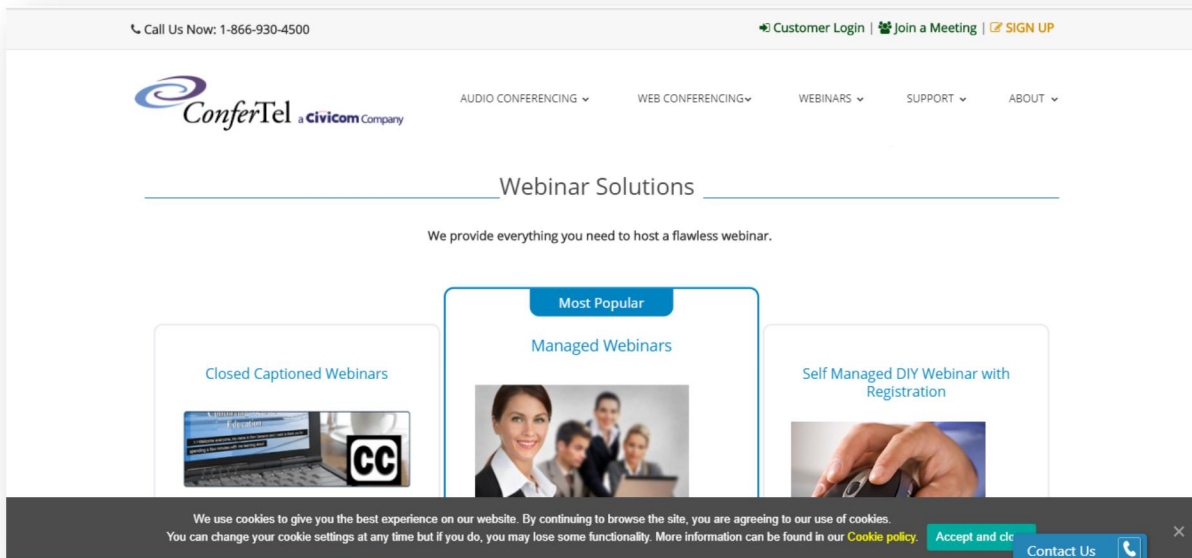


B. Leave session – this will exit you only from the meeting and keep your participants in the meeting.


1. Click on the door icon  at the menu (left side of the page) then select and click "Leave session."

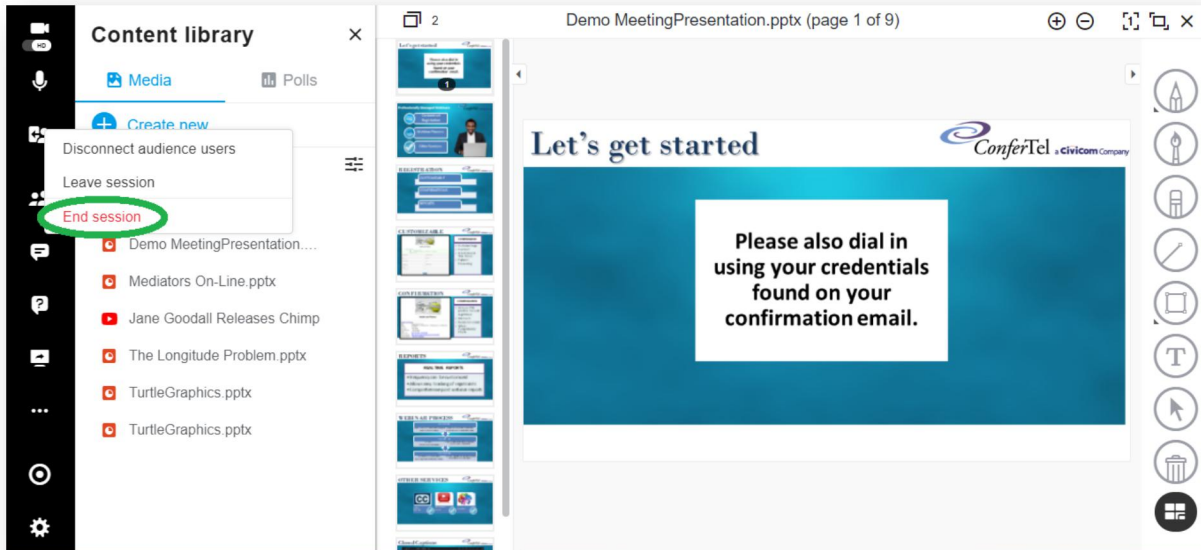


2. The session closes then will be routed to the ConferTel website.

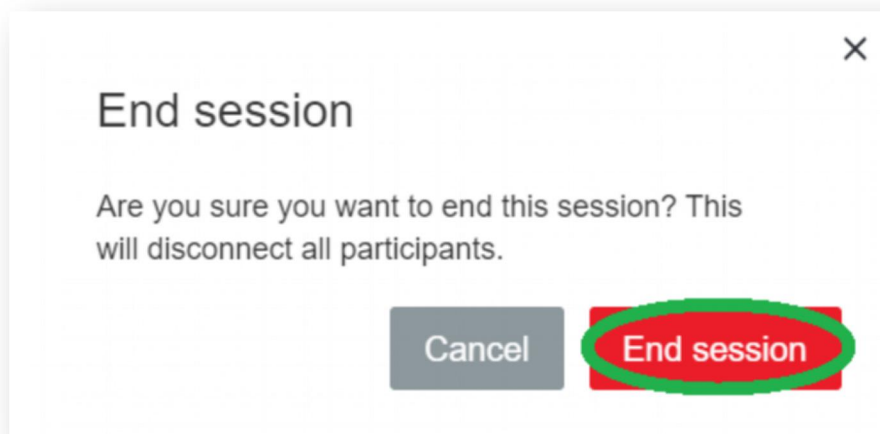


C. End session – choosing this option will exit both you and your participants from the meeting.

1. Click on the door icon  at the menu (left side of the page) then select and click “End session.”



2. A confirmation dialog comes up. If you'd like to proceed, click on “End session.” Otherwise, click “Cancel” to close the window.



3. Message comes up confirming that meeting is closed. Click "Ok" to close the window.

