



TelSpanExpress Host/Moderator Quick Access Guide

(For Host/Moderator Use Only)

Please start your conference 30 minutes prior to the scheduled start time.

We highly recommend testing your system the day before your event

To test your system go to <https://www.telspan.com/express>

If your system is compatible, you will see three green checkmarks: ✓ If anything is not configured correctly, you will receive a message stating how it can be corrected. If you make any corrections, you must then re-check your compatibility by clicking on the “**Re-check your configuration**” link at the bottom of the page.

If you continue to experience problems, please call 800-898-2315 and **TelSpan** will assist you.

A. START YOUR AUDIO TELECONFERENCE:

1. Use your telephone to dial your audio TeleConference number
2. When prompted, enter your **Host/Moderator** audio TeleConference code, followed by the pound sign (#)

B. START YOUR WEBCONFERENCE: **Please note that if you have any “pop-up blocker” software on your system, you must disable it, close all windows, and restart your browser before using **TelSpanExpress**.*

1. Address your computer's Internet browser to: <https://www.telspan.com/express>
2. Enter your **Host/Moderator** Conference Reference
3. Enter your **Host/Moderator** Conference Code
4. Enter your **Name** in the text box provided. (Limit 30 Alpha, Numeric and Spaces, No Punctuation Marks or Special Characters).
5. Enter your **Phone Number** (Optional) in the text box provided.
6. Click on the button entitled “**Enter Conference**”.
7. When using **TelSpanExpress**, security warnings may appear:

Security Pop-up Window:

- Click “Yes” to indicate you trust the Conferencing provider (**TelSpan** and Spectel).
- Choose “Always Trust” or “Grant Always” to avoid this warning in the future.
- A Second Security Pop-up Window May Appear: Click “Yes” again if prompted.

Note: Clicking “Yes” will have **NO** effect on your system’s overall security; it is only for access into the WebConference.

***Please note:** In order to fully see any slides that you may be presenting, it **may** be necessary to click on “Slide” and then “Fit Slides to Window” after entering the conference.



C. CONFERENCE CONCLUSION: Please select "**Conference**", then "**Exit and Close**" from the Conference Desktop menu bar to ensure that you are not billed for unintentional use. **Do Not** simply "X" out of the conference window as this will not disconnect you from the conference.

D. QUICK REFERENCE CONFERENCE DESKTOP INSTRUCTIONS:

Upload Presentation Slides

1. Choose "Slide" from the Conference Desktop Menu.
2. Click on "Upload PowerPoint Presentation."
3. Navigate to the location where the slides reside. Click on the file name, then click Open."
4. The slides will convert, upload and then appear in the Presentation window.

Giving a Slide Presentation

1. Select the tab on the far right of your Conference window called "Slide Show" or click "View" then "Slide Show" from the menu tool bar.
2. Use the arrows to advance a slide or go back to a previous slide.

Sharing Applications*

1. Open the application you wish to share.
2. Select the middle tab in your Conference window, called "Applications"
3. Choose "Share" from the Conference Desktop menu bar.

*You can only share applications that are from Windows systems. You can choose to share either your "Whole Desktop", or click "Application" to choose an application from a list.

E. SYSTEM REQUIREMENTS:

1. **Equipment Requirements:** In order to participate in the WebConference, you must have two (2) separate connections: one telephone line with a Touch-Tone™ or cellular telephone for the audio connection and a separate connection for Internet access.
2. **PC and Browser Requirements:** MS Windows XP Home, Pentium 1 Ghz, 256 MB RAM, 1024x768 Screen Resolution, Internet connection: at least 56K modem, Microsoft Internet Explorer (IE) 6.0 or higher; Firefox 1.0.6 or higher; (Does not work with AOL versions. AOL users will need to minimize AOL and open IE)
3. **Minimum Java Requirements:** Sun Java 1.5. Internet Explorer Java permissions should be set no higher than "Medium."
4. **General Settings Requirements:** Perform this check: under IE Explorer-->Tools-->Temporary Internet Files--> Settings. "Check for new versions of stored pages" should be set to 'Every visit to the page.'

***If you feel your system does not meet the minimum requirements and you need assistance, please call: 1-800-898-2315 between the hours of 9-5 ET.
Please do so at least one week prior to the event.**