

1. Click the link found in the e-mail invitation sent to attend the Centra event
2. Click **Attend** a meeting  
(Do Not Attempt to Login with a Login and Password Click **Attend** to join the event)

**Log In**  
If you are already a registered user, **Log in** to Centra 7.  
Login:   
Password:   
 Remember me  
 [Forget your password?](#)

**Attend**  
[Attend](#) a meeting.

3. Enter either your e-mail address or a given event ID as instructed from the invite e-mail

**Attend**  
Event ID: MPR806985  
Email Address:

Or

**Attend**  
Event ID:

4. Click
5. New Centra attendees are required to enter information in all the blank fields

**Attend**  
Event ID: SQL599711  
Email Address: colemaad@123.com  
First Name:   
Last Name:   
Display Name:  (Name seen by other attendees)

6. Click
7. Wait for the Centra event to load then follow any on screen instructions.

1 The Audio Wizard should automatically display. Run this wizard to set-up your audio starting with Step #3

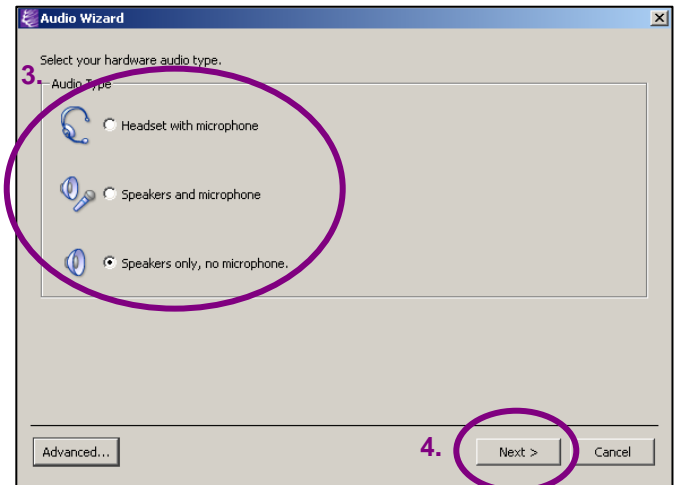
*Or*

2 Click the Audio icon found on the Toolbar



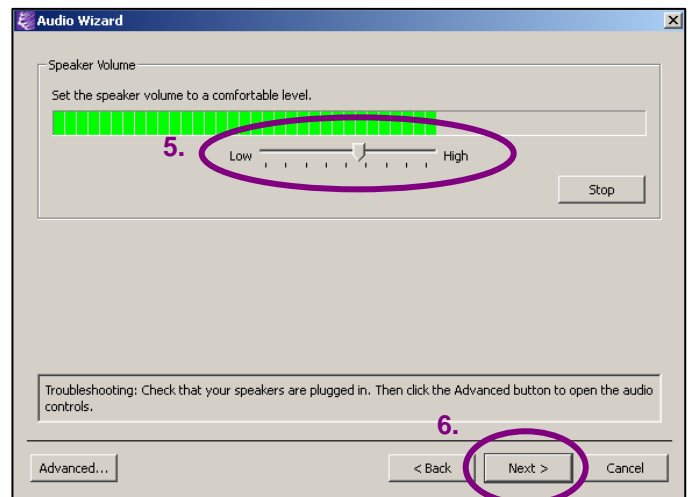
3 Select your Hardware Audio Type from the three options listed. **(NOTE: Make sure your computer has speakers integrated internally or are connected externally)**

4 Click Next

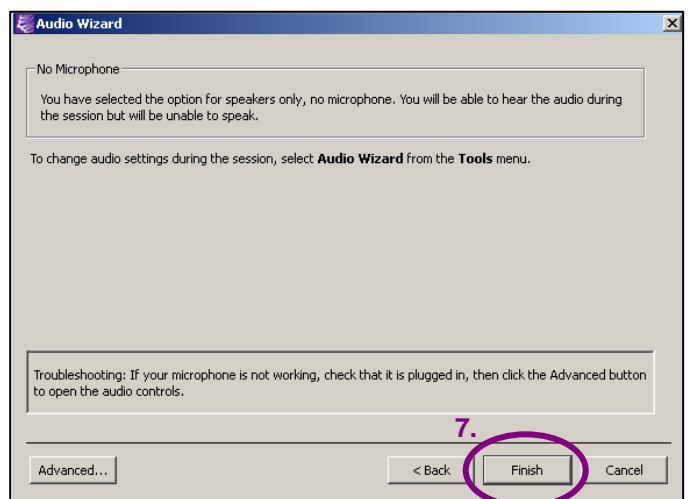


5 Make volume adjustments as instructed

6 Click Next



7 Click Finish



**Audio Troubleshooting Guidelines**

- Run the Centra Audio Wizard, click Tools and choose Audio Wizard.
- Verify hardware requirements.
- Verify or replace headset, speakers or microphone.
- Shut down all applications not needed for the event.
- Verify the Sounds and Multimedia properties on the computer.
- Check possible connection problems.

## eMeeting Participant Tips

- Make sure you can clearly 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 the meeting can slow your session.
- If you experience a technical problem, close the meeting and then rejoin it.

The screenshot shows the Centra 7 interface for a meeting titled "Centra 7 - Centra Tutorial (NLH733360)". The interface includes a menu bar (File, Edit, View, Actions, Tools, Help), a toolbar with icons for Hand, Yes, No, Laugh, Applaud, Step Out, Text Chat, Feedback, Audio, and Full Screen, and a main content area with sections for Participants, Agenda, and a Status Bar at the bottom. The Status Bar shows "Paused", "In Session", "Currently speaking:", and "Network:" with a signal strength indicator.

Numbered callouts (1-9) identify the following components:

- Title Bar**: Appears at the top of the Centra interface. The Title bar includes the name of the Centra event and ID.
- Menu Bar**: Contains many of the functions found on the Toolbar.
- Toolbar**: Buttons allow quick access to many of the Centra functions.
- Audio Area**: Indicates microphone or speaker activity. The speaker and microphone levels are adjusted in this area.
- Presenters Area**: Lists the Leader and Co-Presenters for an event.
- Participants Area**: Lists the Participants attending an event.
- Agenda Area**: Shows and displays the content during an event.
- Media Window**: Displays the Agenda items or any tools currently being used.
- Status Bar**: Indicates whether the event is in pre-session or in-session mode, or if the event is being recorded.

The Participant Toolbar icons allow quick access to many of the Centra functions. Use the Toolbar icons to communicate while an event is in progress.



1. Click the Hand icon to get the Presenter's attention



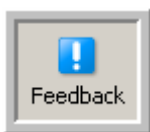
2. Click Yes, No, Laugh, or Applaud icons to respond to a question or action



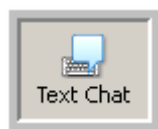
3. Click the Step Out icon to indicate you have temporarily left the event and/or returning



4. Click the Feedback icon to send anonymous feedback



5. Click the Text Chat icon to communicate by typing a text message



#### **Sending Text Chat**

1. Click the **Text Chat** icon button.
2. Select **All, All Presenters**, or the name of another participant to specify the recipients of your message.
3. Type a message in the **Message** text box.
4. Click **Send**.

6. Click the Audio icon to open the Audio Wizard and set up your audio options



7. Click the Full Screen icon to maximize the Centra window

