

# Latitude Bridge Data Conference Instructions

## Participating in a Data Conference

Participating in a data conference can be thought of as a distance-learning lecture hall. The audio comes over the telephone and the visuals over the Internet. This combination is called teleconferencing, internet-visual-conferencing, or E-conferencing.

To participate you will need to:

- Make a telephone connection to the teleconference as shown in Step 1 below.
- Make a computer connection to the Internet as shown in Step 2 below.
- The viewing window for the visuals is your Internet browser, such as Internet Explore.

## Step 1 – Accessing the Telephone Conference

1. Dial **1-800-347-8268** (DISTANT).
2. At the greeting, press “**1**” to attend a live meeting.
3. Enter the **Meeting ID number** followed by the “**#**” sign.
4. You will be asked to enter the **Meeting Password** followed by the “**#**” sign.
5. You have now joined the conference. If you are the first online, music will play.
6. Once the conference is underway, please **mute** your line by pressing “**#5**” so background noise is not a distraction. Pressing “**#5**” again will **unmute** your line.

## Step 2 – Accessing the Data-Conferencing Web Page (Meeting Place)

1. Bring up your web browser, preferably any version of Internet Explorer. Netscape can also be used except for versions 6 & 7.
2. Type in the Meeting Place website: <http://meetingplace.aces.uiuc.edu/>
3. This will open a “Welcome to Meeting Place” page. Click on the “**Attend Meeting**” tab. *First time users should scroll down to the bottom of the page and click on “Browser Test” to make sure your security settings are open before clicking on the “Attend Meeting” tab.*
4. On this page, **enter your name in the “Guest Name”** blank box on the left side of the screen and enter the **Meeting ID** (*same Meeting ID that you entered above to attend a live meeting, Step 1, #3*) in the box and **hit “Enter/Return/Find Meeting.”** *You must enter a name in the “Guest Name” box or the program will not move forward.*
5. The Welcome page will greet you by name and show today’s meetings with the ID you entered. **Click on the blue Meeting ID numbers.** This serves as a hotlink to the conference.
6. **Enter the Meeting Password** (*same Meeting Password that you entered above to attend a live meeting, Step 1, #4*).
7. An information block about the meeting will appear. Click on “**Join Web Conference**” box. *Answer “yes/ok/grant” to any security questions that may appear.* Now you have entered the data conference sharing session. It may take several minutes to load the program, depending on the speed of your Internet connection.
8. Once the program is loaded, you will see a “Welcome to Meeting Place Application Sharing” message window. The Participant List will be on the left side of the screen. Click on the black triangle to make the list disappear or

reappear. You will want to toggle between Zoom Out and Full Size to adjust for the best viewing according to your screen size.

### **Additional Suggestions**

1. The data conference system requires Java script to be enabled on your local computer. Some computers may have the security level set too high to participate in a data conference, and will need to be adjusted lower to receive a picture in the window.
2. Set your screen resolution to 1024x768. To do this, right-click on your desktop and select Properties. Then click the Setting tab. Under the Screen resolution section, move the slider until it says 1024x768. If your screen resolution is set lower than this, you will not be able to see the presenter's visuals completely.
3. Please quit other software that is running on your computer to give the data conference system maximum memory size.
4. If you have any trouble, let us know via the telephone audio part of the conference. We will try to provide assistance to you. You can also redial 1-800-347-8268 and press #0 for operator assistance. If your computer crashes during the conference, reboot your browser and start over at <http://meetingplace.aces.uiuc.edu/mpweb/scripts/mpx.dll>