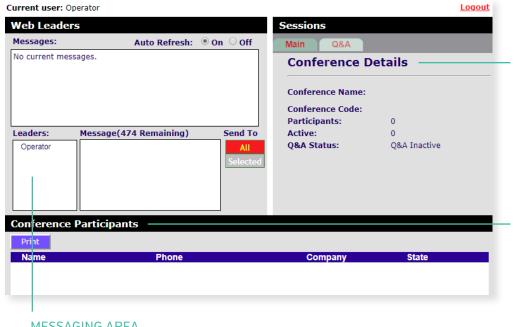


How-to Use View Q&A

Optimised for Windows desktops and tablets, and iOS for your iPad.

Open the link to the View Q&A page in your internet browser window and log in using your name and the access pin provided on the speaker attachment.





MESSAGING AREA

The names of all the people logged into View Q&A are displayed here. You can send messages to everyody or private messages to selected person with the relevant buttons.

MAIN/Q&A TABS AND **CONFERENCE DETAILS**

The conference details, number of active participans displayed in this area. The Main tab shows the participant list. The Q&A tab shows the Q&A window with the list of participants with questions in the queue.

PARTICIPANT LIST

Displays the participant list. A red X next to a name indicates that the line is not connected / has disconnected. A greyed out microphone indicates that the line has been muted. A darker coloured microphone indicates the line is in talk/listen.



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To view who has prompted to ask a question, click on the 'Q&A' tab and the bottom window (where conference participants are listed) will change to 'Question Queue'.



INSTRUCTIONS

- Once a conference participant registers to join the question queue (by pressing *1 on their telephone keypad), they will populate in the question queue.
- The operator will announce the first questioner in the queue by stating their name and company (or other information).
- The order can be changed by clicking on the questioner's name and use the up and down keys on the right hand side.
- You can also highlight a questioner and select first or last if the queue is quite large.
- Alternatively, you can select reorder and manually type in a new order number in the order column e.g. questioner number 1 can be replaced with a 3, then select submit for your changes to take effect.