


# Commerce Training Institute Quick Reference Card

**MENU BAR:**  
Use the menu bar to access Training


**SHARE BUTTONS:**  
Click a share button to quick share that item (presenters only).



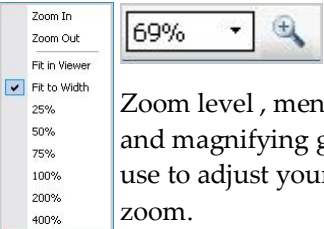
Document Desktop Application Whiteboard

**SESSION NUMBER, TELECONFERENCE CONNECTED INDICATORS:**  
Display the session number and indicates if you are connected to the teleconference.


**VIEW MENU:**  
used to control your view of the presentation.



Standard, Thumbnail and full screen views



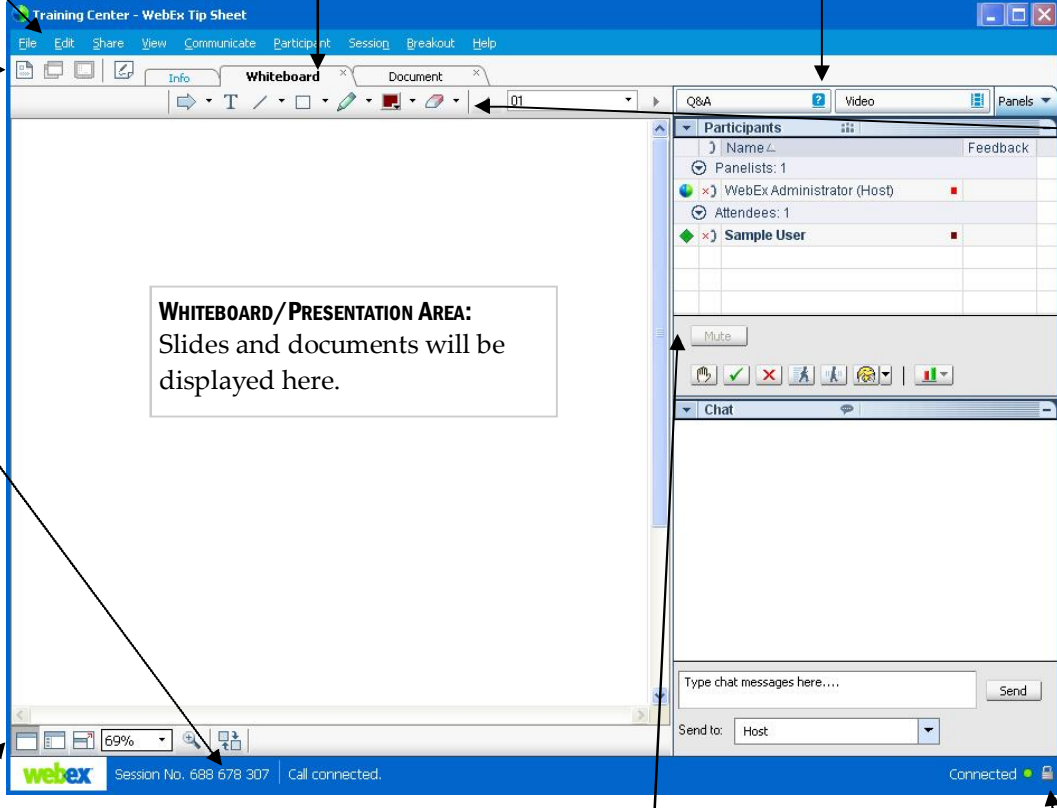
Zoom level, menu and magnifying glass, use to adjust your zoom.



Synchronize view, use to synchronize your view with the presenter.


**TABS:**  
If allowed, select which document, presentation or whiteboard to view.

**PANEL BUTTONS:**  
Click to open a panel. Use the dropdown to find additional panels.




**WHITEBOARD/PRESENTATION AREA:**  
Slides and documents will be displayed here.

**PARTICIPANT PANEL:**  
Contains the list of participants and feedback buttons.



Ready to participate  
Teleconference connected  
Participant name  
Default annotation color


Mute\* Go Faster Go Slower



Raise hand Yes No Emoticons Poll Results

\*Mutes your teleconference connection.

**ANNOTATION TOOLS:**  
If enabled allows you to draw or type on documents, presentations and whiteboards.



Use to place your pointer on the screen.

Use to type text

Use to draw straight lines and arrows

Use to draw shapes

Use to highlight items or draw freehand shapes and lines

Use to select the color of your annotations

Use to erase your pointers and annotations.

**CONNECTED, SECURE INDICATORS:**  
Indicate if you are connected to the network (session) and if the session is secure. All BHNSM sessions are secure.



### THE CHAT PANEL

Send chat messages

1. Type message in the message box.
2. Select recipients.
3. Click Send.

Chat from other users appears here.

Type chat here.

Click Send to send the message

Select who to send the chat to. Your choices will be limited based on the permissions the host has granted.

### VIDEO PANEL

Full Screen

Float video panel

### FLOATING VIDEO PANEL

Zoom

Freeze

Snapshot

Floating the video panel gives you more control over your view.

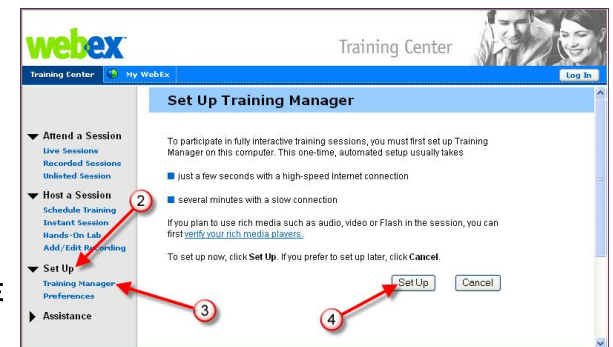
The Commerce Training Institute uses WebEx Training Center to deliver synchronous training. Below is a short list of requirements for participating in Commerce Training Institute classes.

#### BEFORE ATTEMPTING TO JOIN A CTI CLASS

- Verify your Internet connection
  - Make sure the WebEx Training Manager plug-in can install
  - Disable pop-up blocking software or allow pop-ups for the domain <http://nyvbcc.webex.com>
  - Be near a telephone to dial into the audio portion of the conference
- To participate in CTI classes you must be able to install Internet browser plug-ins. This typically requires that you have administrative rights over the computer you intend to use for the meeting. If you do not have rights to install software on the computer you intend to use, or are unsure if you can install software on that computer, please contact your information technology staff before attempting to connect to the meeting.

The required plug-in is called WebEx Training Manager and is designed to self-install upon joining a meeting. If you prefer, the plug-in can be downloaded and installed ahead of time at <http://nyvbcc.webex.com>.

1. Go to <http://nyvbcc.webex.com>
2. Click Set Up
3. Click Training Manager
4. Click Set Up



#### ADDITIONAL ASSISTANCE

For additional help please contact WebEx technical support at 1-866-229-3239.