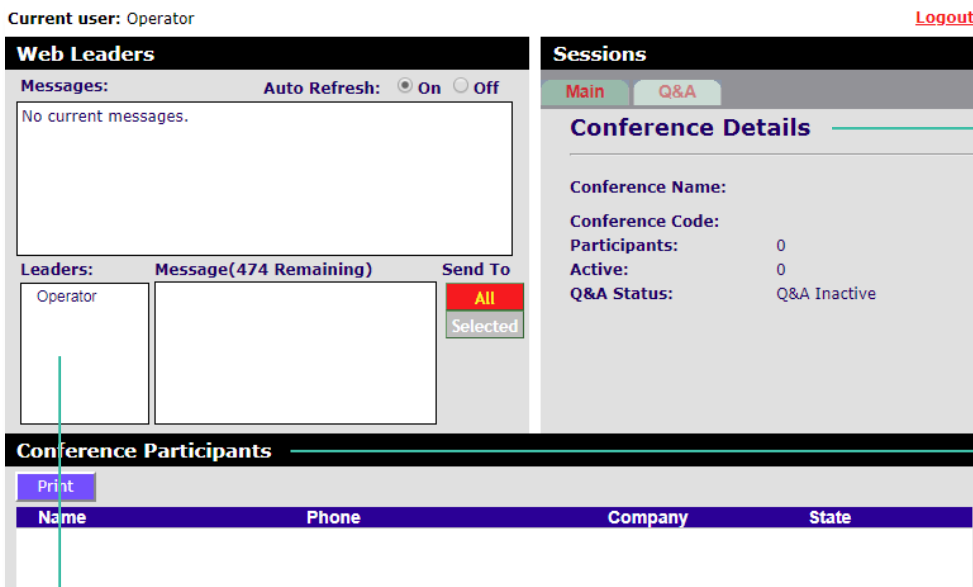


How-to Use **View Q&A**

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.



MAIN/Q&A TABS AND CONFERENCE DETAILS
 The conference details, number of active participants 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.

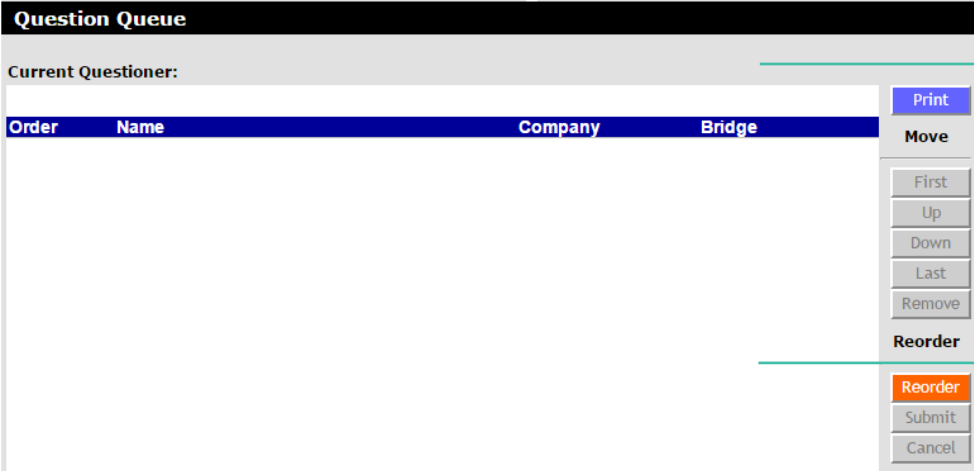
PARTICIPANT LIST
 Displays the participant list. A red X next to a name indicates that the line is not connected / has disconnected. A greyed out microphone indicates that the line has been muted. A darker coloured microphone indicates the line is in talk/listen.

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

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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'.



CURRENT QUESTIONER
Shows person currently in talk/ listen to ask a question.

QUESTION QUEUE
Bottom window displays the list of participants waiting to ask a question.

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.