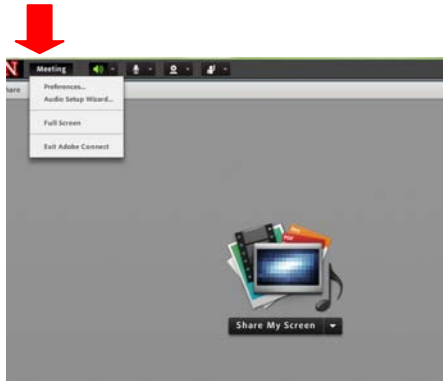


Raise Your Hand Feature:

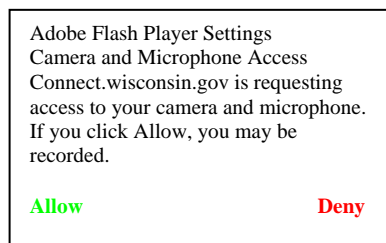
- If you have questions or comments you can request speaking time by raising your hand in the meeting room. You must have a working microphone to utilize this feature. After entering the room, run the Audio SetUp Wizard. Click on “Meeting” and then “Audio SetUp Wizard.” Follow the steps outlined.



- Click on the drop down arrow next to the “raised hand icon figure” at the top of your screen and click on Raise Your Hand



- When the presenter activates your audio, a box appears to the right of the screen that says “(your name), you now have the right to speak”, and the words “Speak Now.” Click on “Speak Now.” This box only is activated for about 5 seconds
- If you miss clicking on Speak Now, you will need to go back up to the top of the screen and click on the drop down arrow next to the green microphone and indicate “Connect My Audio.”
- A small box will appear as follows:



- When the presenter disconnects your audio, another box appears that indicates “Your Microphone is Disconnected.”