

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.

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Welcome to Chorus Call web-based interface for viewing conference call event with Sort Control. Enter Your Name and Conference Number below to login: Vour Name: Jane Doe Access Pin: attact Submit Cear Web Leaders Sessions Messages: Auto Refresh: No current messages. On Off Operator Operator Operator Auto Refresh: Out Auto Refresh: Operator Auto Refresh: Auto Refresh: Out Auto Refresh: Out Out Auto Refresh: Operator Auto Refresh: Auto Auto Auto Auto	t Control	With Sort Cor	liew Q&A	CALL	CHORUS I			
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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

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'.

Question Queue				- CURRENT QUESTIONER
Order Name	Company	Bridge	Print Move First Up Down Last	Shows person currently in talk/ listen to ask a question.
			Reorder Reorder Submit Cancel	 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.