

# Quick Start Guide for Hosts and Participants



1. **Launch your browser** (such as Internet Explorer v6.0.2900, Firefox 1.0.6 or higher).
2. **Log into IHETS Interactive** using one of these methods:
  - A. Go to <http://interactive.ihets.org>
  - B. Enter the login and password that has been given to you and click **Login**.
    - The login is your complete e-mail address (someone@ert.vet).
    - The password is the four- to 16-character password you were provided.
    - Passwords are case sensitive.

**OR:**

- A. Go to the URL you were provided: (i.e., [http://interactive.ihets.org/some\\_url](http://interactive.ihets.org/some_url))
- B. Enter the login and password given to you and click **Login**.
- C. **Login as guest** by:
  - Click the **Click to Enter** button.
  - Enter your name; click **Enter Room**.
  - You will immediately enter meeting room or be admitted by the host.

3. **Install the Breeze Add-in the first time you login** using one of the following methods.
  - A. Login as a participant
  - B. Click the **Meeting** drop-down at top left of screen
  - C. Select **Audio Setup Wizard**
  - D. Click **Install** at the bottom of dialog box.
  - E. Click **Yes** in the next dialog box.
  - F. The window will close and reopen.

**OR:**

- A. Log in as a presenter or host.
- B. Roll cursor over the blue down arrow in upper right corner of screen. (*Note: If the blue arrow does not appear, use method above*).
- C. In the dialog box that appears, click **Install**.
- D. In the next dialog box, click **Yes**. The window will close and reopen.

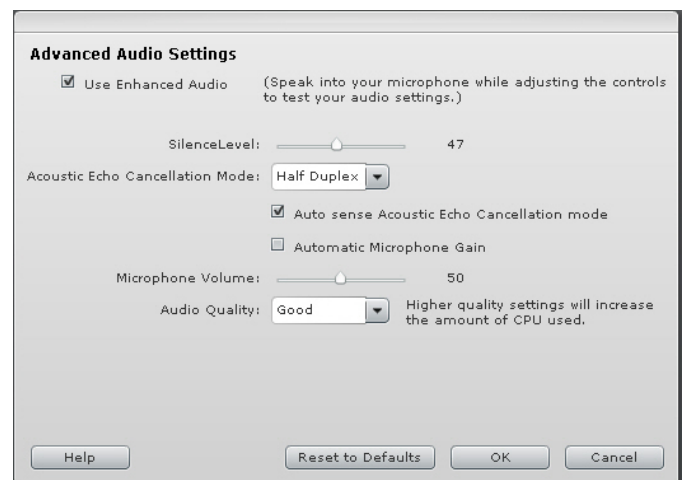
#### 4. Adjust Flash settings.

- A. Right-click anywhere on the screen. In the menu that appears, left click **Settings**.
- B. **Macromedia Flash Player Settings** will appear.
- C. From the icon of a computer screen with an eye at bottom left:
  - Select the **Allow** radio button and the **Remember** box below it.
  - Ignore the folder with green arrow icon and **Deny** and **Advanced** buttons.
- D. From the microphone icon:
  - Check the **Reduce Echo** box.
  - Select the microphone you are using from the drop-down list.
  - Test the microphone by speaking into it. The green bar on the left should move as you speak. It may turn yellow or red as sound increases. If there is no movement, select a different microphone.
- E. If you have a camera, from the fourth icon:
  - Select your camera from the drop-down list.
  - If you do not have a camera, take no action.
- F. Click **Close** button at lower right.



#### 5. Run the Audio Setup Wizard.

- A. For Windows PCs:
  - Click the Meeting drop-down in the upper left corner. Select **Audio Setup Wizard**. Click **Next**.
  - Verify **Install** button does not appear. If it does, add-in is not properly installed. Repeat step #3.
  - Step 1 of 5: Click **Test** to check the audio, then **Next**.
  - Step 2 of 5: Select your mic/headset from the drop-down, then click **Next**.
  - Step 3 of 5: Test your microphone by clicking **Record**. Read the sentence on the screen. Click **Stop**, then press **Play** to hear your recording. Click **Next** when done.
  - Step 4 of 5: Click the **Test Silence** button and remain quiet. Wait for the recording to finish. Click **Next**.
  - Step 5 of 5: Select the **Advanced Settings** button. Deselect **Automatic Microphone Gain**. Move the **Microphone Volume** to between 50–70. Click **OK**.
  - Click **Finish**.
- B. For Macintosh PCs:
  - Follow all steps for Windows PCs to step 5.
  - On Step 5 of 5, click the **Settings** button. Adjust **Microphone Volume** between 50 and 70. **Echo Suppression** should be checked. Click **OK**.
  - Click **Finish**.



*Note: For **My Connection Speed** in the **Meeting** drop-down list, select **LAN** or **DSL** according to your connection type (i.e., if you are on a LAN, choose **LAN**; if you are on DSL or cable, choose **DSL**).*