

RMIT UNIVERSITY: GREEN BUILDING AND DESIGN CONFERENCE 2009

There are a couple of preliminary actions you need to take to ensure you are able to maximise your participation in the conference.

Actions to be taken 24 hours prior to participating

You need to have access to the internet. If you are inside a work or university environment, you will need to speak to your IT staff. See below for the technical instructions to show your IT section if necessary.

Copy your web link from your emailed induction invite and paste it into your address bar of your web browser. The system checks whether you have Java or not. If not, it invites you to download it. The download takes around 5 to 10 minutes, depending on your internet connection and hard drive space.

NB: If you are logging in from your workplace or other shared space, you may experience permission problems.

Audio Setup Wizard

Please adjust the audio for your headphones using the Audio Setup Wizard.

To do this:

- Click Tools
- Audio
- Audio Setup Wizard and follow the directions.

Define your internet speed

Please ensure you select the correct internet connection/speed you have. Consult your I.T. technician if you are unsure. Ensure you select the correct speed as this can affect your experience with Elluminate. This can be changed

Mac: Click (Elluminate Live → Preferences: click “Connection”) and select which connection you have.

PC: Click (Tools → Preferences: click “Connection”) and select which connection you have.

Technical Support

Enquire with your technical team at your workplace if you are running a Proxy. If you are the proxy settings will need to be entered into the Elluminate software. It is best to have a Technical staff member do this for you.

To do this, follow these instructions:

Mac:

- Click (Elluminate Live à Preferences :
- Choose “Proxy Settings”) and
- Select which Proxy you are using from the drop down menu. (A box to enter your proxy may not be visible at the time. Enlarge the Preferences window by clicking and dragging the bottom right corner of the preferences window.)
- Enter your PROXY and port number.

PC:

- Click (Tools à Preferences : click “Proxy Settings”)
- Select which Proxy you are using from the drop down menu.
- Enter your Proxy and port number.