

Instructions for Participation in an **Illuminate Live!** Web-conferencing Session via the Internet

A. Computer Hardware for Individual Participants

1. Workstation or laptop with the following *minimum system configuration*:

Windows OS computer: Windows 2000/XP/Vista
Pentium III 500MHz processor
256 MB RAM

Mac OS computer: Mac OS X 10.2.8/10.3.9/10.4
G3, G4 G5, or Intel processor
256 MB RAM

In addition, all computers require:
20 MB free disc space
Sound card
min 28.8 kbps Internet connection

2. In-built (laptop) microphone or external microphone with noise-reduction/echo-cancelling feature
3. In-built (laptop) loudspeaker or two external PC loudspeakers
4. Or, instead of point 2 and 3:
Headset (which combines microphone and speaker providing noise reduction and echo cancellation) – **recommended**
5. Webcam

B. Operational Requirements

Preparation of your Workstation or Laptop

Illuminate *Live!* requires the installation of the *Java Web Start* software (or OpenJNLP for Mac). Computers which have been bought more recently have this software, like the normal Operating System, already pre-installed.

NB. It is good practice to prepare your computer at least a day prior to the intended Illuminate Live! session participation.

Checking procedure for Java Web Start or OpenJNLP for Mac:

- Access the Illuminate website on www.illuminate.com
- Select the '**Support**' button (on left hand side)
- Within the box '**First Time User**' under '**Step 1 – Java (or OpenJNLP) software check**', there will be a **green tick** or **red**

cross to indicate whether the required software **is** or **is not** installed on your computer.

In case the Java (or OpenJNLP for Mac) software is not installed on your computer (**red cross**), continue with *Point 1* below, otherwise go to *Point 2* followed by *Point 3*.

1. Downloading process for Java Web Start software (or OpenJNLP for Mac) -if required

This is a once-only process. Click the button '[Download & install required software](#)' which is displayed within the box '[Step 1 – Java \(or OpenJNLP\) software check](#)', then simply follow the instructions.

2. Testing Internet Connection and Audio-setup

With the required software now being installed on your computer, it is good practice to test your Internet connection and audio setup. The '[Support](#)' page makes it easy for you.

Simply continue with '[Step 2 - Complete your setup](#)' within the '[First Time User](#)' box. Click on '[Configuration Room](#)' and follow the instructions.

3. Familiarisation with Elluminate *Live!* Features for Participants

In order to get most satisfaction out of an Elluminate *Live!* session, some basic Participant knowledge of this e-learning and web-conferencing/collaboration tool is recommended.

Simply continue with '[Step 3 - Learn more about Elluminate *Live!*](#)' within the '[First Time User](#)' box. By clicking on the third item '[Recorded Instructions](#)' you will obtain a five minute overview of the basic features applicable to Participants. At the same time this will be the ultimate test whether your technical system setup is correct.

C. Joining an Elluminate *Live!* Session

One method of inviting to an Elluminate *Live!* session is for the organiser to send an invitation email to prospective Participants. This email contains an URL (web address), signifying the session room location.

The recipient of this invitation email simply clicks on the blue underlined URL (web address) to start the signing-in process to the Elluminate *Live!* session.

The prospective Participant is asked to provide a name to identify himself/herself for the benefit of the other session participants. This can be the first name or full name, and can also include the Participant's location (as part of the name).

As part of this signing-in process, the Elluminate server checks whether the Participant's computer has the latest Java software version (or OpenJNLP for Mac) and initiates automatically the required software downloads. This may take up to three minutes, depending on your Internet connection speed.

Important Advice:

1. As a *First Time User* it is good practice to prepare your workstation or laptop, ie to satisfy the technical requirements as outlined in Section B above, **at least a day prior to the intended session participation**. This is to ensure that there is enough time to take remedial action regarding any unexpected problems resulting from your particular computer configuration or network set-up.
2. It is also good practise to join an Elluminate *Live!* session **at least ten minutes before its official starting time**, also considering that the signing-in process can take up to three minutes depending on your Internet connection speed. The early session entry would also allow a last minute audio set-up check by clicking on '**Tools**' and then '**Audio Wizard**'. It is then a matter of simply following the instructions (you will already be familiar with this process from your earlier initial computer preparation – see Section B).