

101HUB Online Collaboration

Key Features

Advanced Webinar Features

Use raise hands, live chat, participate in a poll, whiteboard, transfer files & Interactive annotation to improve collaboration experience.

Easy Invite

Send invitations through an email client, or secure link with prefilled meeting information.

Live Streaming

Broadcast content by one or multiple meeting panelists anywhere in the world in real-time via web browser to virtually unlimited attendees.

Meet & Collaborate

Participants in a meeting can display a desktop or a particular application and have anyone else control the presenter's desktop.

Record & Publish

Record everything in a meeting including desktop updates, audio, & webcam video & convert the recording to be published.

Secure Remote Access

Easy & secure remote access to computers (PC and MACs) & unattended remote support. Anywhere. Any time.

Secure Remote Support

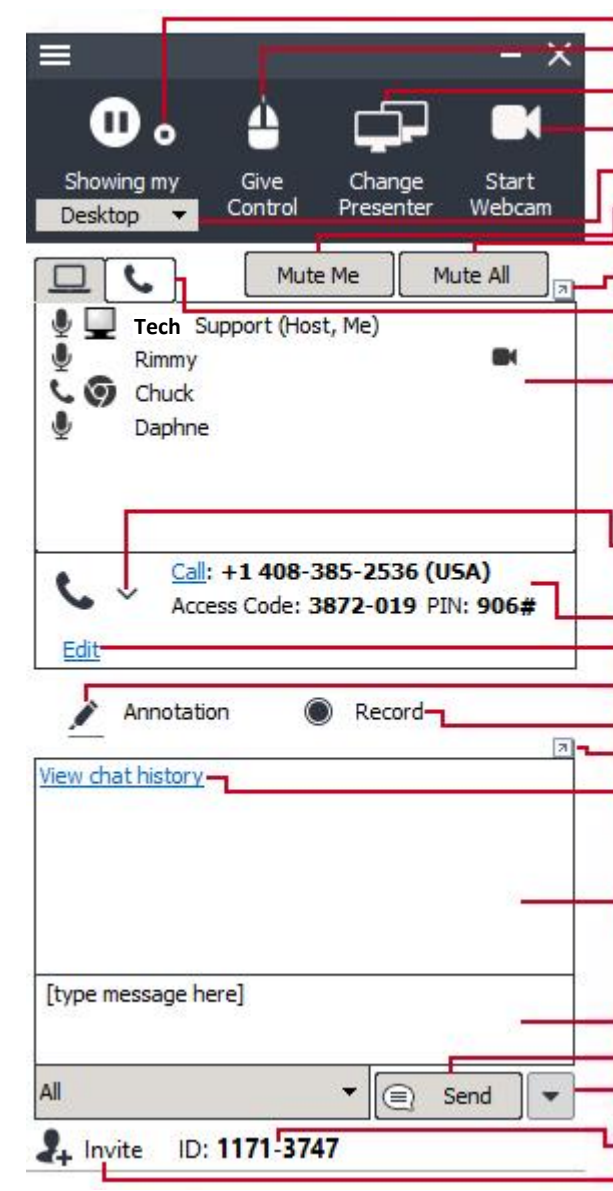
Provide robust, secure & fast remote support regardless of the computer location.

See Participants Face to Face

Use a webcam to meet & collaborate face to face up to 10 webcams for each meeting session.

Talk via Computers or Phones

Participants can talk using a computer or call into a telephone number.



The screenshot shows a meeting control panel with the following features and descriptions:

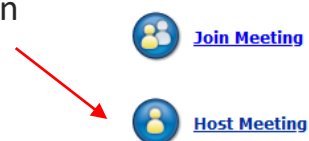
- Showing my Desktop**: Start, stop, or pause showing desktop/monitor/apps
- Give Control**: Grant keyboard & mouse to an attendee
- Change Presenter**: Grant presentation rights to an attendee
- Start Webcam**: Record presenter screen & webcams
- Mute Me**: Mute me (phone or mic of mine)
- Mute All**: Mute all (phones & mics of all attendees)
- Participant list**: Open complete participant list
- Participant icons**: List of phone callers, individually mutable; List of participants viewing screen and webcams
- Participant icons (mic)**: Participant using microphone
- Participant icon (phone)**: Participant using phone
- Participant icon (browser)**: Participant using browser-only
- Participant icon (webcam)**: Participant has started their webcam
- Call: +1 408-385-2536 (USA)**: Option to use mic or phone
- Access Code: 3872-019 PIN: 906#**: Audio conferencing information
- Edit**: Customize audio conferencing information
- Annotation**: Highlight anywhere on screen
- Record**: Start/stop webcam
- View chat history**: Enlarge the chat window
- View chat history**: View chat history all time
- [type message here]**: Display the current chat history
- [type message here]**: Chat input area
- All**: Send chat to one or all attendees
- Send**: Send Q&A or Push URL to attendees
- Invite ID: 1171-3747**: Meeting ID
- Invite**: Invite attendees via email/phone /copy-paste

Host a meeting

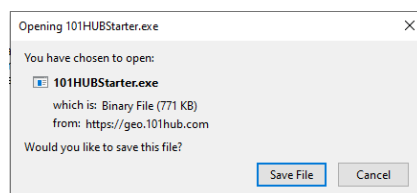
To host a meeting, you need a user account. Your system administrator can set up an account for you.

For first-time users, follow the steps below to host a meeting.

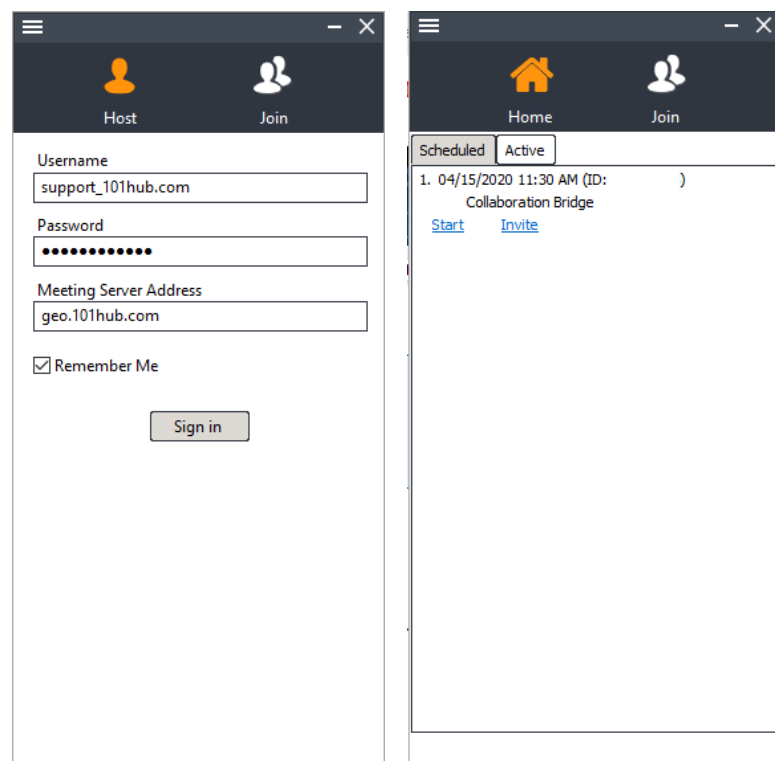
Step 1 Open your browser and in the browser address bar type geo.101hub.com address, which is provided by your administrator. Click the “Host Meeting” button



Step 2 When prompted to accept the 101HUB download, click “Save File” and run it.

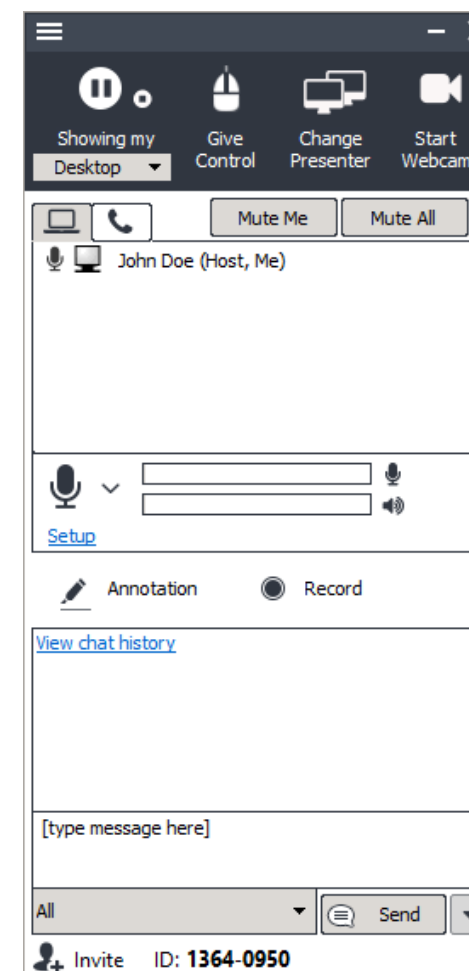


Step 3 Fill in Email Address and Password assigned by your system administrator. Click the “Sign In” button.



Step 4 Click the “Host” button (see the Figure above)

Step 5 Select start a meeting or click on invite to send invite to attendees
The launch of the above meeting control panel indicates that the meeting has started.
Click the “Invite” button at the bottom of the panel to invite your meeting attendees




Join a meeting

To join a webinar (view-only), simply click the meeting URL sent to you by the meeting host and there is no download or installation. The following steps are needed to join an interactive meeting for first time users.

Step 1 Open your browser and in the browser address bar type geo.101hub.com address, which is provided by your administrator. Click the “Join” Meeting button



Step 2 Fill in the Meeting ID, Meeting Password, and your name. Click the “Join Meeting” button



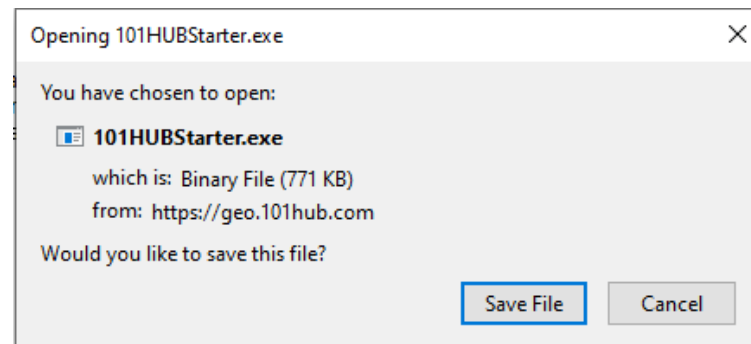
Join Meeting

Meeting ID:

Meeting Password:

Your Name: (the name shown in the meeting)

Step 3 When you are prompted to accept the 101HUB download, click “Save File” and run it.



Now you have joined the meeting. The meeting panel (the figure below) shows you the meeting information, meeting attendees and buttons to transfer files, start your webcam and record the meeting.

