

Consults for successful video conference

1. Use a compatible system and browser. Visit <http://centra.eap.gr/welcome/requirements.html> to check the requirements. In case of web interface (Java, browser) use [System Check](#) before attending the meeting (Windows 10 may return a warning in System Check results, this is normal and you may continue using Saba Meeting)
2. Make sure you use the latest version of [Java](#). Uninstall any older version
3. When running Java in browser make sure you accept any message to allow plugin to execute
4. Connect with a representative name
5. Make sure that you have made correctly the software and device installations
6. Before you join the conference, make sure that your environment doesn't have interfering sounds and the equipment you use is normally working and doesn't obstruct you.
7. Speak clearly and with confidence
8. Wait for your turn and always ask to speak
9. Use the interaction buttons (hand, Yes, No, laughter, applause)
10. Keep pressing Ctrl button to speak to the microphone (the microphone icon on the left of your name is green)

Press the microphone button on your upper left for continuous speaking (so you don't need to press the Ctrl button all the time)

Release the Ctrl button or the microphone button to let others to speak without any interference

Extensive browsing instructions:

http://centra.eap.gr/welcome/pdf/SabaMeeting_83_LeadersGuide.pdf and

http://centra.eap.gr/welcome/pdf/SabaMeeting_83_ParticipantsGuide.pdf