



How to Test and Use the Cisco WebEx Client

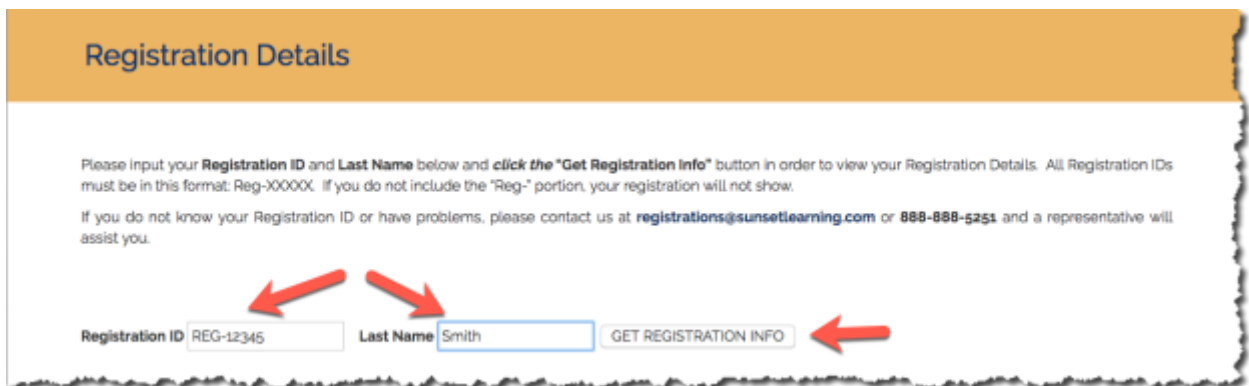
Introduction

When you register for one of our classes, all of the information you need to attend the class, access labs and reach out for support are centralized on your personal registration page. Upon registration you will receive an email providing a link to your personal registration page and your unique registration ID. You will use your registration ID and your last name to access all of your course information.

We recommend that you log into your personal registration page as soon as you receive your registration information to verify all the details of your upcoming class, and to test your ability to connect to your HD-ILT classroom:



The simplest way to access your personal registration page is to go to www.sunsetlearning.com and click on the login link in the upper right corner of the screen.



From this page you can enter your registration ID in the form: reg-xxxxx
And your last name and click on the Get Registration Info button.



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Registration ID: REG-14561 Last Name: Glauser GET REGISTRATION INFO

- + GENERAL INFORMATION
- + COURSE CONNECTION & LINK INFORMATION
- + EQUIPMENT INFORMATION
- + STUDENT MATERIALS & DIGITAL KIT INFORMATION
- + FREQUENTLY ASKED QUESTIONS & CONTACT INFORMATION

Once the page refreshes you will see multiple selections on the page where you can get more information.

GENERAL INFORMATION

Registration ID: REG-14561
Student Name: Aaron Glauser
Course: ICND 130 - Interconnecting Cisco Networking Devices, Part 1 (ICND1)
Start Date: Monday, 09-12-2016 End Date: Friday, 09-16-2016 Start Time: 8:00 AM End Time: 4:00 PM Time Zone: Mountain Time Time Zone Chart
Registrant Type: Student
If you are registered as an Audit student, you MUST bring your student kit to class. Please refer to our Audit re-sit policy and availability guidelines in our TERMS & CONDITIONS.
Instructor Delivery Location: Sunset Learning Institute - Reston
Training Facility for Your Class: Sunset Learning Institute - Reston
Training Facility Address: 12120 Sunset Hills Rd, Suite 100 Reston, VA 20190

By clicking on the General section you will see:

- A summary of the course you are attending including the course dates, and hours in the Mountain time zone, please be sure to adjust for your time zone.
- Where you will be attending class from, and where the Instructor will be delivering the class from, these will often be different locations.
- A summary of options for how you can attend class – please contact your sales consultant if you would like to change this

Sunset Learning uses Cisco’s cloud-based Collaboration Meeting Room (CMR) platform to provide a rich educational experience for students that prefer to attend training from remote locations. A number of hardware platforms, operating systems and SIP clients are supported by CMR, enabling students to use the device of their choice when attending our classes.



How to Test and Use the Cisco WebEx Client

If you have chosen to attend your classroom using our Virtual Remote option, you will be using the Cisco WebEx client. The focus of this document is to show you how to test Cisco WebEx client to ensure your equipment is appropriately configured to access class. That information is under the **Course Connection and Link Information** selection.

COURSE CONNECTION & LINK INFORMATION

Please test your connection PRIOR to class: <https://www.webex.com/test-meeting.html>

System Requirements Questions for Video/Audio: <https://help.webex.com/docs/DOC-6336>

You can click on the URL below prior to your start date in order to add it to your calendar, simply click on the link and then click on "Add to my Calendar" on the subsequent page.

URL for Remote Connection using Browser or Client: <https://sli.webex.com/sli/j.php?MTID-me08f5bif3bagb39731bd42fd183449f>

SIP Dial String for calling from a Hardware Endpoint: [286867464@sli.webex.com](tel:286867464@sli.webex.com)

Note that the first link provided will help you test your WebEx client to help ensure that you can connect to your virtual training room on the day of class.

When you click on this link, you will be taken to the Cisco WebEx Test a Meeting web page.

Test a WebEx meeting on your device.

Then start hosting your own meetings – free!

Take a minute and try joining a meeting from this system. Just enter the information below to get started.

Bob

Bsmith@sunsetlearning.com

Test a Meeting

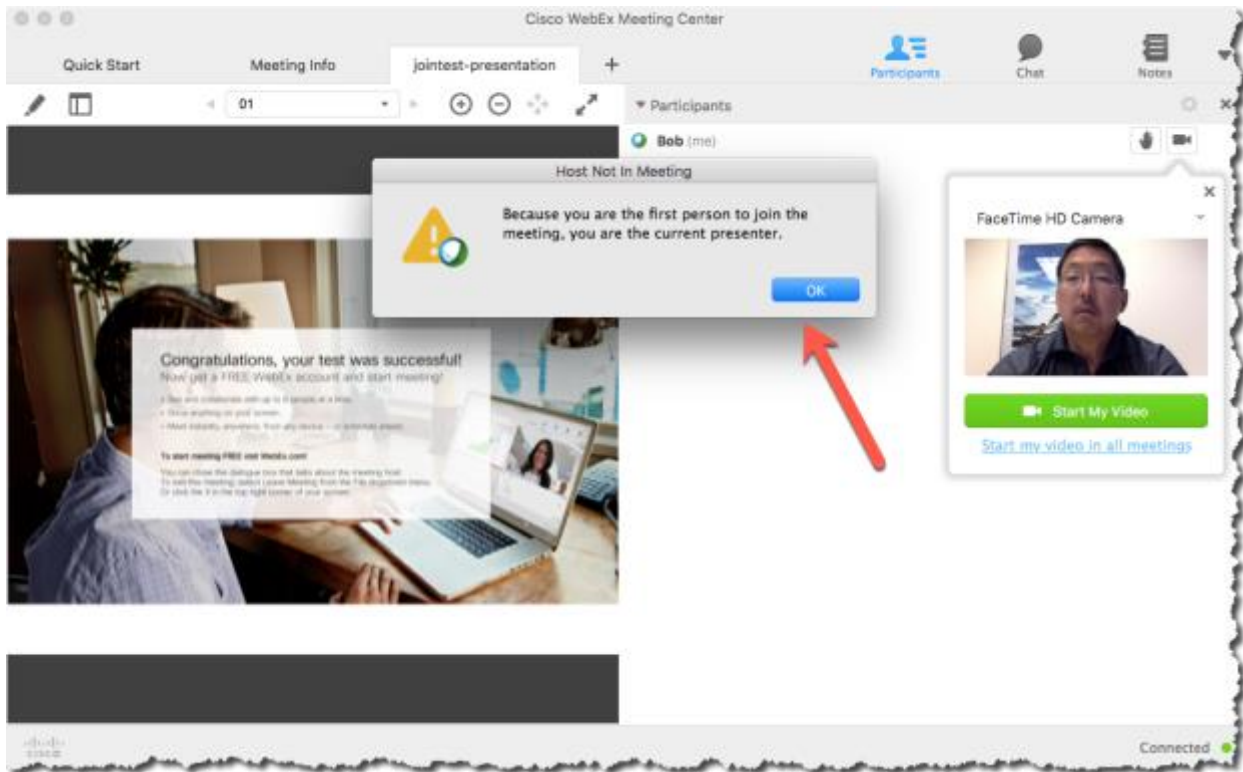
Enter your first name and email address (or make one up, the system doesn't validate this information), then click the green test a meeting button.

Note: The self-test operates slightly differently when using a Mac vs. Windows in that there is no way to test audio for a Mac client, but for Windows machines you can record some audio and play it back later.



How to Test and Use the Cisco WebEx Client

If you have a Mac, you will see this:



You can clear the dialog box indicating that you are the first participant in the meeting by clicking the OK button.

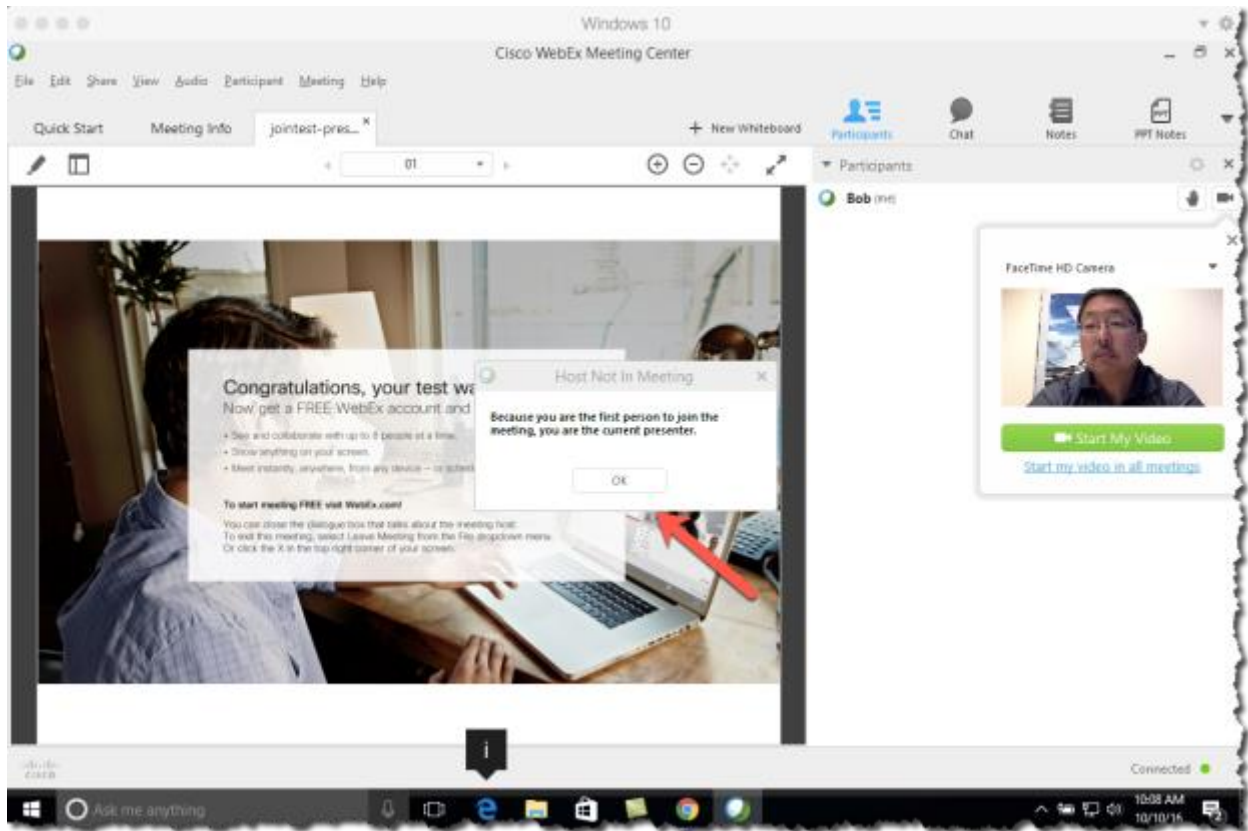
Then go ahead and click the green Start My Video Button and make sure you can see your image in the video portion of the screen – this validates that your camera is working properly.

You should also see a note in the presentation window indicating that your test was successful, and you can now exit this session.



How to Test and Use the Cisco WebEx Client

If you have a Windows Machine you will see this:



You can clear the dialog box indicating that you are the first participant in the meeting by clicking the OK button.

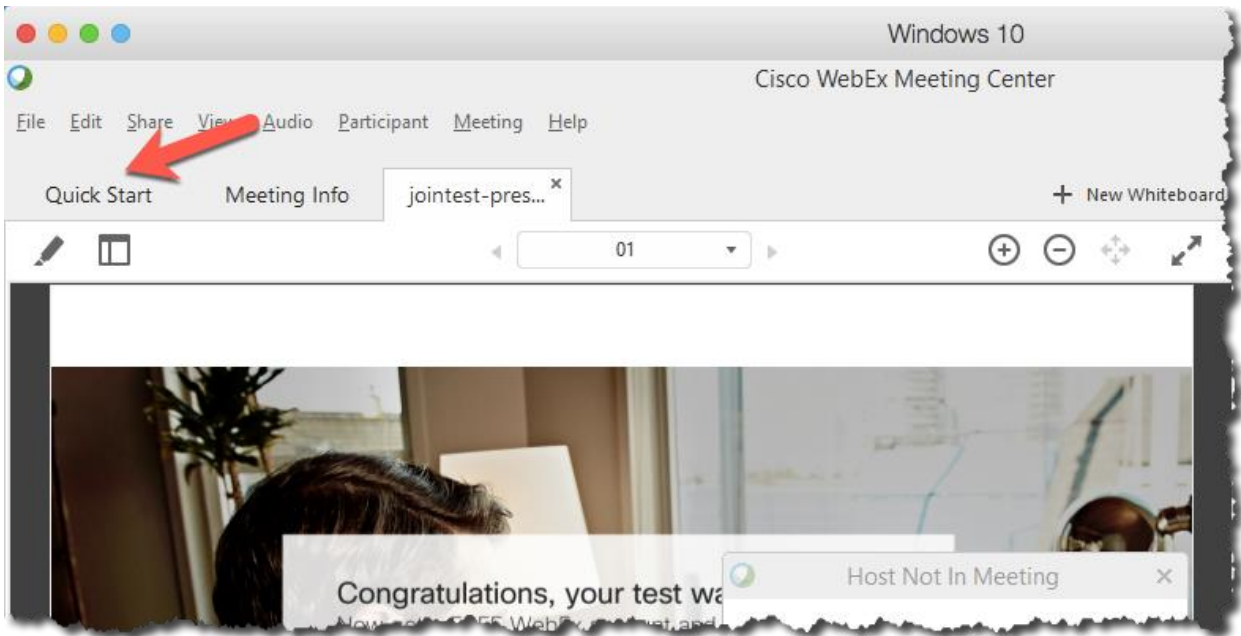
Then go ahead and click the green Start My Video Button and make sure you can see your image in the video portion of the screen – this validates that your camera is working properly.

You should also see a note in the presentation window indicating that your test was successful, and you can now exit this session.

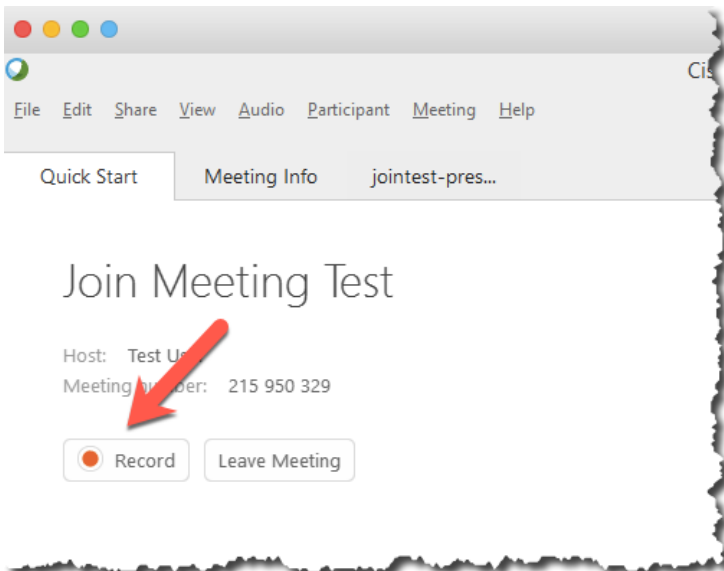
At this point, if you wish to check your speakers and microphone, click on the tab in the upper left of the screen labeled “Quick Start”



How to Test and Use the Cisco WebEx Client



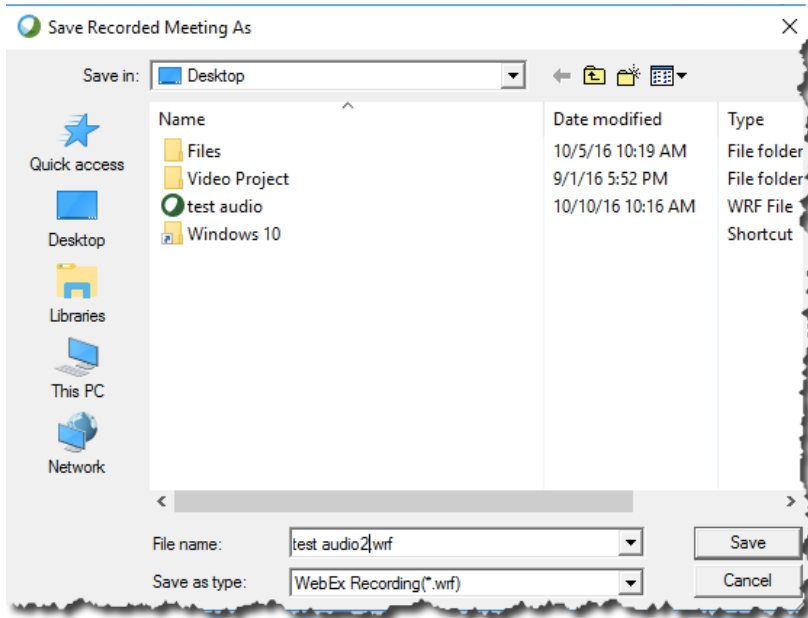
Here you will see a record button:



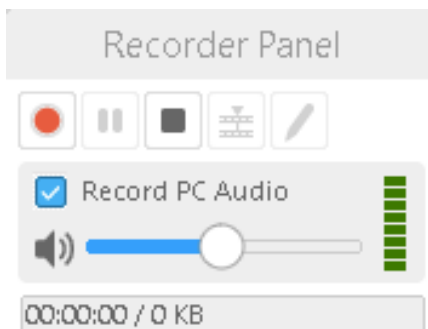


How to Test and Use the Cisco WebEx Client

You can click this button and a normal file -> save dialog box will appear, prompting you for a location and name of your test audio file. Give your file a name and select a location you can remember of where you would like to save the file. Note that the default is to save to the desktop.



A small dialog box will appear that will enable you to record some audio.

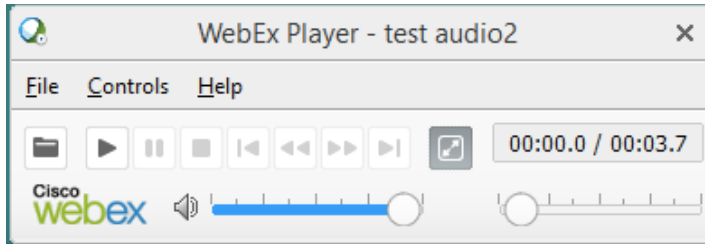


Click on the red record button and record a few seconds of audio, then hit the stop button. This dialog box will disappear and your audio file will be stored under the filename and location you chose in the previous step. You can now exit the WebEx test.



How to Test and Use the Cisco WebEx Client

Find your audio file, and double click it. The WebEx audio dialog box will open and play back your audio.



If you heard the audio you previously recorded, your speakers and microphone should be all set for your upcoming class.

For both Mac and Windows:

If the test was not successful and you would like additional assistance, please click on the **Frequently Asked Questions and Contact Information** selection on your personal registration page and contact our HD-ILT support team for assistance prior to class.

Congratulations! Now that you have successfully tested your client and resolved any technical issues you are ready to attend your class.



How to Test and Use the Cisco WebEx Client

How to Join Your HD-ILT Classroom

Now that you have successfully tested your client and resolved any technical issues you are ready to attend your class.

On the day of class, return to your personal registration page and navigate to the Course Connection and Link Information section.

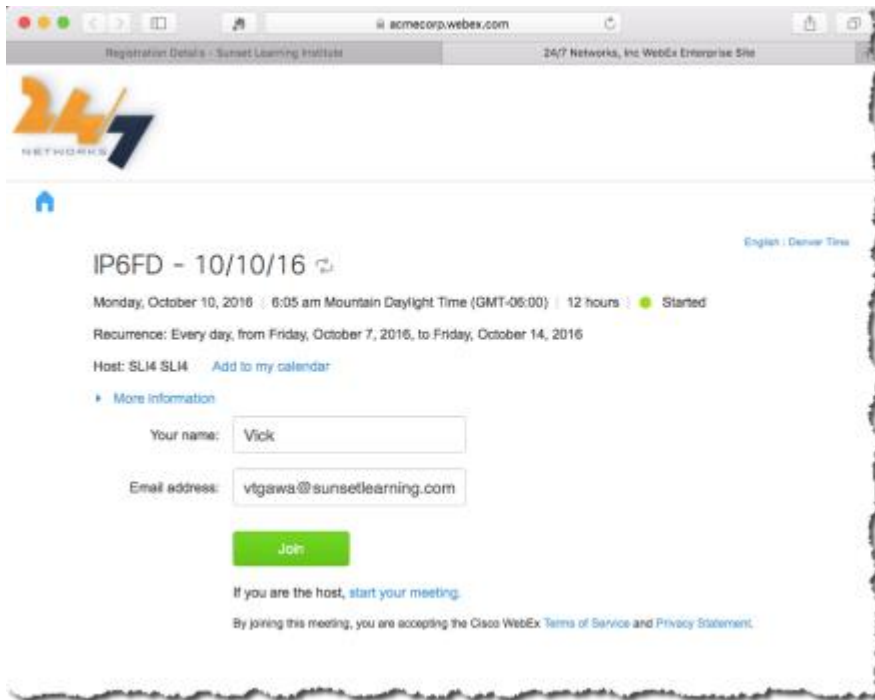
A screenshot of a web application interface. At the top is a yellow header bar with a minus sign icon and the text "COURSE CONNECTION & LINK INFORMATION". Below this is a white content area with a torn-edge effect on the right side. It contains several lines of text: "Please test your connection PRIOR to class: <https://www.webex.com/test-meeting.html>", "System Requirements Questions for Video/Audio: <https://help.webex.com/docs/DOC-6336>", "You can click on the URL below prior to your start date in order to add it to your calendar, simply click on the link and then click on 'Add to my Calendar' on the subsequent page.", "URL for Remote Connection using Browser or Client: <https://sli.webex.com/sli/j.php?MTID=me08ff5bff3ba9b39731bd42fd183449f>", and "SIP Dial String for calling from a Hardware Endpoint: 286867464@sli.webex.com". A red arrow points to the URL for Remote Connection. Below the white area are three grey buttons with plus signs and the following text: "EQUIPMENT INFORMATION", "STUDENT MATERIALS & DIGITAL KIT INFORMATION", and "FREQUENTLY ASKED QUESTIONS & CONTACT INFORMATION".

You will notice that the URL for Remote Connection using Browser Client link is now populated with a link you can click on, or copy and paste into the browser of choice.



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Upon clicking on the link, or pasting the link into your browser and hitting the enter or return key, you will be taken to your meeting room page.



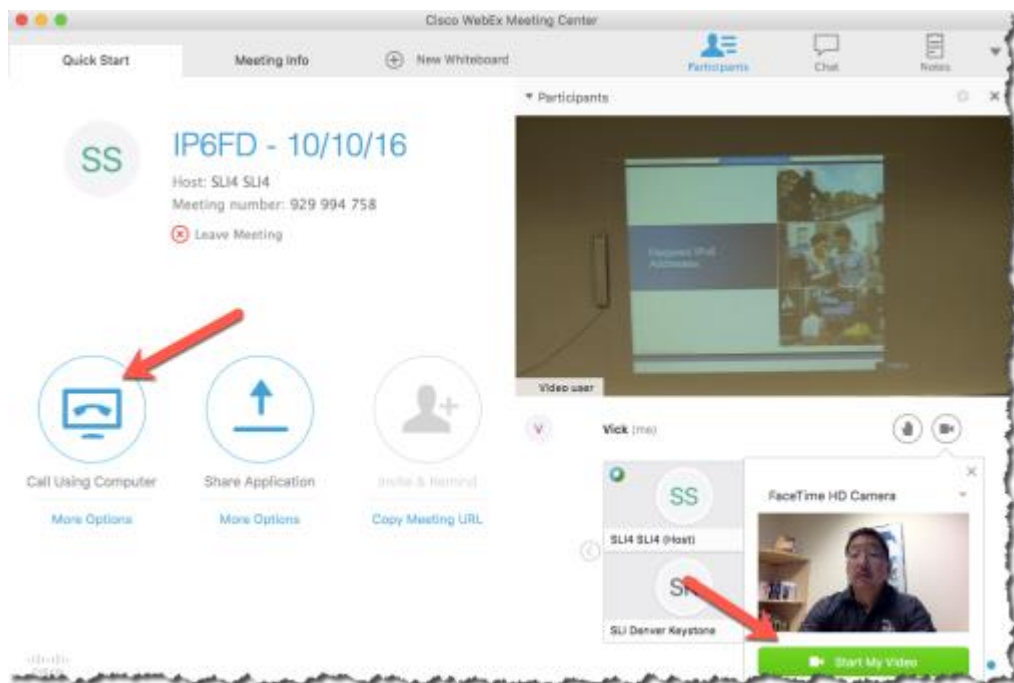
Verify that this is the class you signed up for and fill in your name and email address, then click on the Join button.



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At this point you will see one of two things:

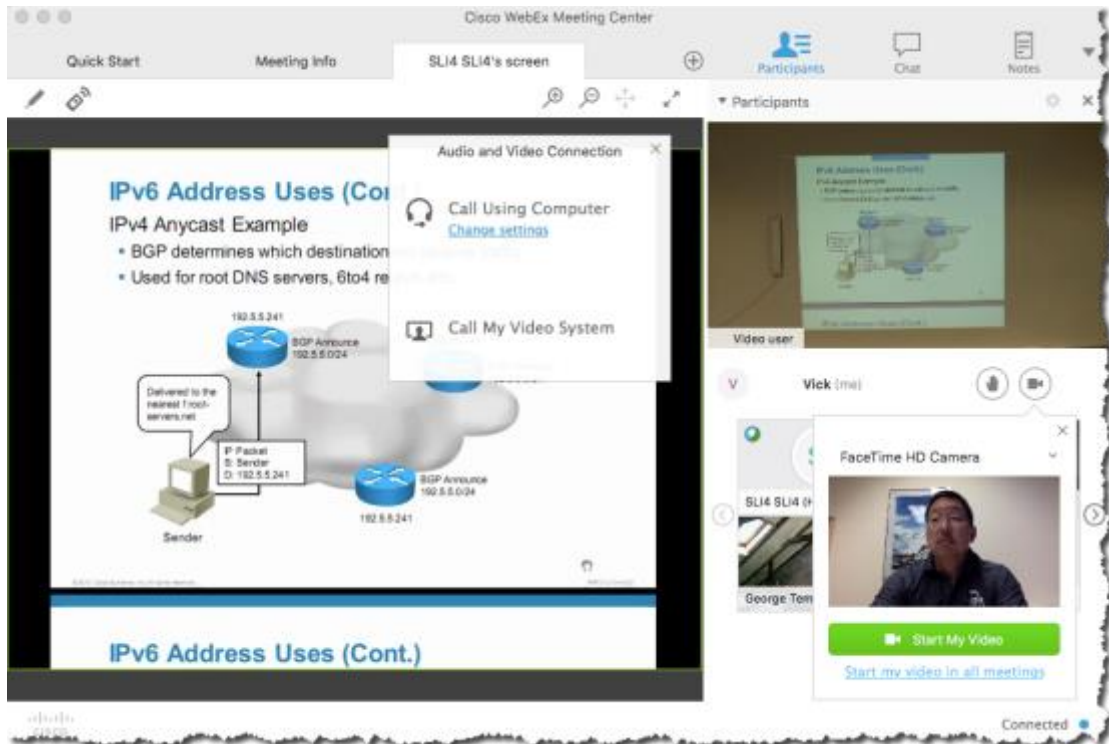
1. If you are joining before the class starts, you will be on the Quick Start page where you need to complete two tasks:
 - a. Connect to the audio portion of the meeting by clicking on the **call using computer button** on the left side of the page, this will make a Voice over IP connection to the classroom. Note: don't click on the more options link now.
 - b. Click on the green **start my video button** on the right side of the page under the instructor's video window. This enables the Instructor and other students to see you when you, creating a much more interactive experience for everyone.





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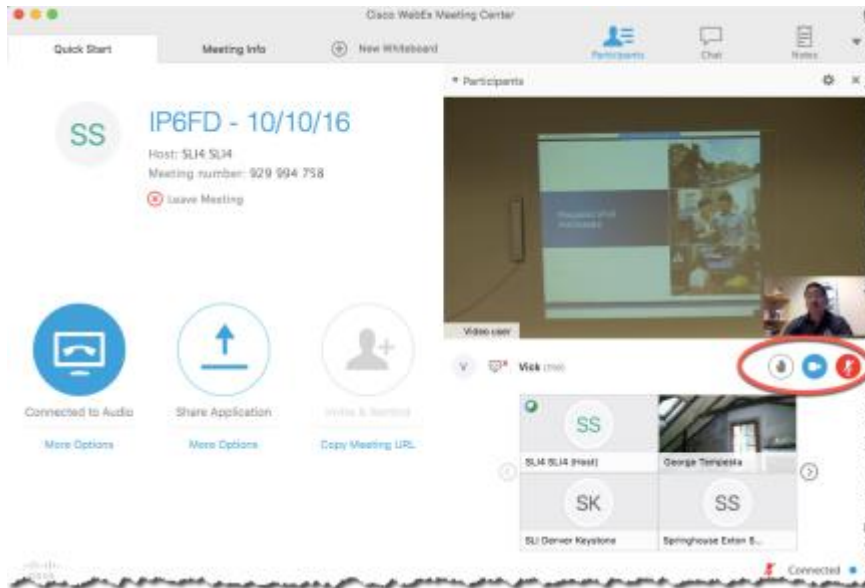
2. If you entered the room after the Instructor started teaching you will see the instructor teaching and possibly a shared presentation and you will be given the option to join video as you did during your test, and you will also see a dialog box asking you to “Call Using Computer”. Click on both of these options to participate in class.



Hint: **Do not click on the Change Settings link** when joining Audio, just click on the words “Call Using Computer” to join the audio call.



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Note: that you have the ability to mute both your audio and video by using the buttons to the right of your name in the participant list. Keep these buttons in mind so that you can mute yourself when asked by the instructor, or when you have noise in your background that may disrupt others in the classroom.

You are now successfully connected to your classroom, have a great class!