Roadmap

1. Register

First of all you need a Teminar account. You can ➔ *register free* and choose between an account type where you pay per session or account types where you can organize an unlimited number of sessions for a fixed amount per month. When registered you receive the login credentials of your account. You now can add information about the speaker. This generic information that will be added to the session page of each planned session.

2. Plan session

Login and choose menu-item "Plan Teminar". You make the following choices:

- **Planning**: Date/time/duration

- **Recording**: if you record your session you can choose to allow participants to request a download link. The alternative is that only you can download the recording.

- **Call me**: you can choose pay the call charges of your participants. The participants can have themselves called Teminar. You can limit the phone costs by selecting a maximum category. Category 1 i.e. allows fixed lines in many countries. Read more about ➔ *Call me*

- **Information about your Teminar**: Here you can add a title and a description of your session. This information will be shown on the session page of your session.

Once you have scheduled the session, it is visible in the overview under menu item "Planned Teminars". Here you can also find the session access codes: the speaker code and the Teminarcode (for the participants).
As long as the session has not started yet you can edit or delete the session.

3. Inform the participants

Informing the participants is simple. just send them session page link: https://www.teminar.com/1234567 where 1234567 is the Teminarcode (for the participants) of your session. On this page, participants find all the information about the session and instructions about how to join.

4. Prepare your session

Of course, you are preparing your session well. You can use the ability to share your desktop or a presentation. Please note presentations should be of type pdf. Find more ➔ *presentation hints*

5. Conducting the session

The starting point for you as speaker is the session page. The ➔ *session page of the speaker* contains a control panel to control the session. This becomes visible as soon as at least on participant has dialled in, Either by phone or by web-Phone. Dialing in is possible from 15 minutes before the scheduled start time of the session. From then on, the connection possibilities for sound will also be shown.

The session page

The session page is the cockpit for the participants and the speaker. The participant can see the webcam (if shared) and presentation or desktop of the speaker. Also information about how to get ➔ *audio* can be

found here. The speaker has full control over the session. Check this ➲ *explained screenshot* .

Which web browser

The session page runs on the latest technology supported by recent web browsers from Google Chrome, Firefox and Safari. Use Chrome if you want to share your desktop as a speaker. The first time you are invited to install the free plugin "NewTelco Desktopshare" from the Google Chrome store.
Microsoft Edge and Explorer are **Not** compatible.

Try first

If you didn't use Teminar before we suggest to play around in the live session page demo prior to your first session.
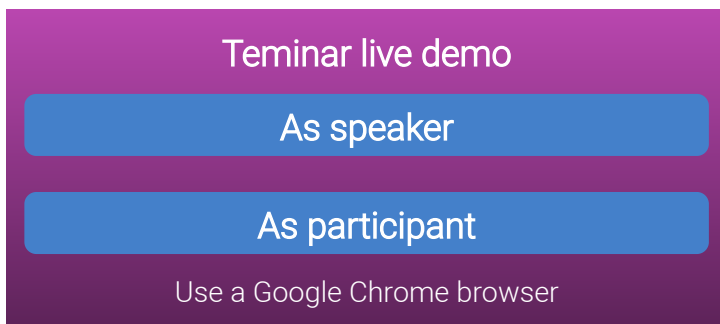
You can also plan a test Teminar (maximum duration 10 minutes) without any charges. For this purpose you need a (free) account.

How to get to the sessie page

Login as speaker and select "Planned Teminars" in the menu. Than select the presentation-icon from the Teminar that you want to conduct.

If the session has not started yet

For future sessions alle information about the session will be displayed on the the session page: what is the subject, who is the speaker and when does it take place.

When the session is passed

For sessions in the past still the information about the session and the speaker are visible. And if the organizer requested so participants can request for a download link to the audio recording.

Session page structure

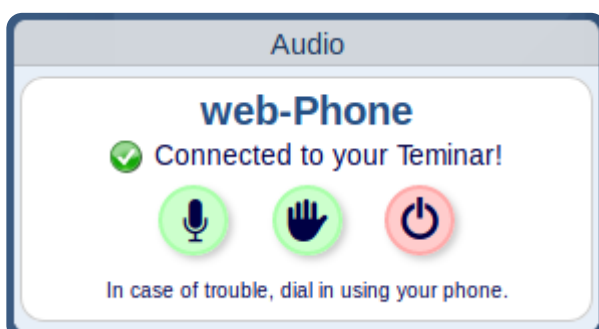The session page consists of different windows each having specific purpose.

About the session

In this window you can find the title of the session, the participant access code, the time and a logout button.
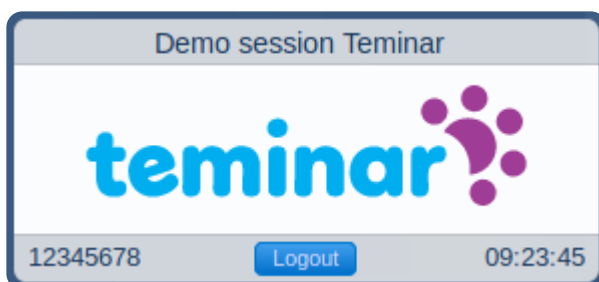
Audio

Here you see how to start audio and what options you have for listening and speaking. This example window shows an active web-Phone connection.

Webcam

This window shows the speakers webcam. If shared of course. Simply press the green button to start or stop sharing. The browser may ask your permission to share your camera. If the screen is large enough this window can be exchanged with the presentation window by clicking the title bar of one of these windows.

Chat

Chat window for all participants and the speaker.
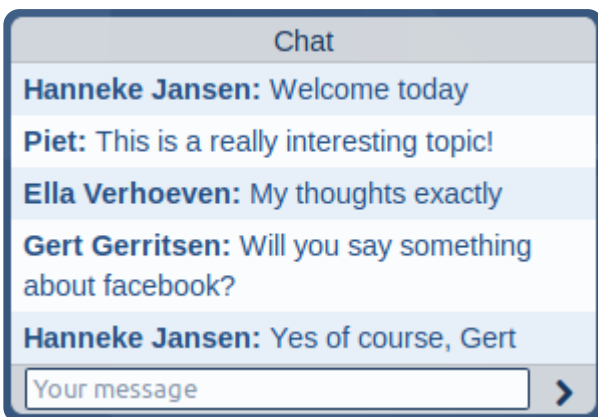
Presentation

This window can show three things: a presentation or desktop if shared or information about the session and the speaker. In case a presentation is shown also zoom buttons and next/previous slide buttons are visible. Please not that for presentations only the pdf-format is accepted.

Control Panel

This window is for session control purposes and is only visible for the speaker who can:

- mute/unmute microphones of all participants at once
- turn on/off mute on arrival for new participants
- turn on/off access for new participants
- erase question from participants
- terminate the entire session

Control		
Microphones participants	🔇 off	🎤 on
Meeting open for late participants		🔓
Erase all questions		🗑
Terminate this session		⏻

Video recording

Here you can start recording video. You may start and stop recording as often as you want. Afterwards you can download one file in which all fragments are merged.

Video recording
Start video recording
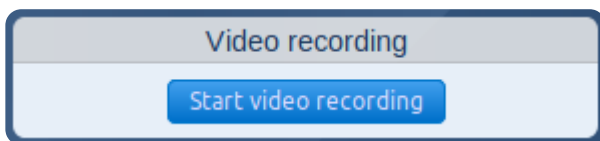
Participants

As the previous this window is only available for the speaker. All participants that have dialled in are visible: either with a phone or with web-Phone. The name of a participant that speaks gets a green glow. Phone numbers can be edited for example into names.
If a participant wants to ask a question a question mark appears before his name. The participant can indicate this by pressing one of the number keys of his phone.

Audio

You can listen/speak to Teminar with your phone or with you computer. In the Session page of your Teminar you can see the options for that specific session.

Use your phone...

Call one or the ➔ *local access numbers* of Teminar and only have the costs of a regular local call.

Or have yourself called by Teminar. The telephony costs are charged to the organizer. He or she determines if this is allowed for each session.

...or your computer/tablet

Web-phone allows you to call with your computer or tablet. This is free for the participant and for the organizer. Read more about ➔ *web-Phone*

Or if you want to listen only: Web-Cast

Web-Cast available for participants only since it is for listening only, not for speech. The audio is streamed to the computer or tablet of the participant. Web-Cast is free for everyone. Check if Web-Cast works on your system: