

US EPA ARCHIVE DOCUMENT

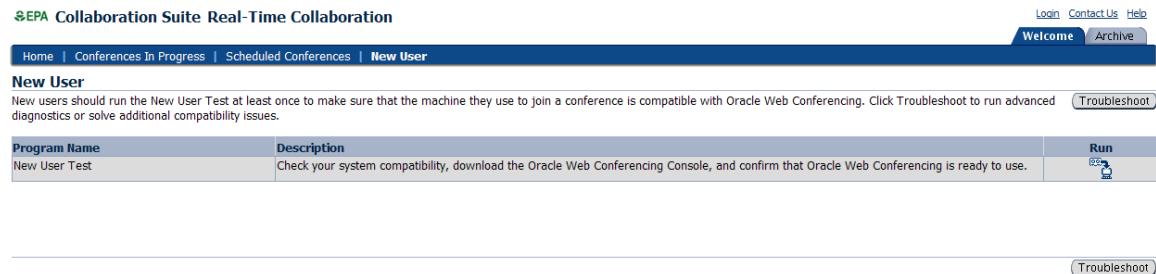
Bedbugs Webinar
April 14, 2009
9:00 AM

Please note that the web conference will be available starting at 8:00 AM. Before the start of the conference, you will only observe a “conference in progress” message with an Oracle three circle graphic.

For audio, use your PC headphones or speakers – please make sure that they are operating properly before the event.

To join the web conference:

1. Go to: <http://portal.epa.gov/webconference>
2. Please test your PC (software will not work with MAC) before April 10. Select New User tab and then select run the RUN icon.



The screenshot shows a web-based interface for the EPA Collaboration Suite. At the top, there is a blue header bar with the EPA logo and the text 'Collaboration Suite Real-Time Collaboration'. Below the header, there is a navigation bar with links for 'Home', 'Conferences In Progress', 'Scheduled Conferences', and 'New User'. The 'New User' link is highlighted. The main content area is titled 'New User' and contains a sub-section titled 'New User Test'. It includes a note: 'New users should run the New User Test at least once to make sure that the machine they use to join a conference is compatible with Oracle Web Conferencing. Click Troubleshoot to run advanced diagnostics or solve additional compatibility issues.' Below this note is a table with three columns: 'Program Name' (containing 'New User Test'), 'Description' (containing the compatibility note), and 'Run' (containing a blue 'Run' button with a play icon). At the bottom right of the content area, there is a 'Troubleshoot' link.

Any noted test errors will need to be corrected before the event.

3. On the right in the Join Conference box, complete:



The screenshot shows a 'Join Conference' form. The form has a title 'Join Conference' and a note: '* Indicates required field'. It contains three text input fields: '* Conference ID' (empty), 'Conference Key' (empty), and '* Your Name' (empty). Below these fields is a 'Join Conference' button.

Conference ID: 389863
Conference Key: 12345
Enter: **Full Name**
For example: John Smith
Select: **Join Conference**
The web conference console will load within several seconds (be patient)

Please note that the web conference software only works with PCs. Your monitor resolution should be set to a minimum of 1024 X 768. Please use MS Internet Explorer Ver. 5.5 or higher. The web conference software may not work with other browsers. If you are using the Vista operating system, please contact Art Donner by April 10 (see below) for additional instructions.

If you have any additional questions regarding access to this web conference, please contact Art Donner at 703-305-5476 or email at donner.art@epa.gov