

To determine the version of windows you have, the type of central processing unit (CPU) you have, and the amount of RAM you have installed:

1. Right click on the desktop icon labeled "My computer".
2. Under "System" you should see the type and version of Operation System you have installed (Win 95, 98 or NT).
3. Listed under the label "Computer" you will see the type of processor you have and the amount of RAM installed.
4. You can also refer to the original written documentation that came with your computer

Determining the video settings on your computer if you have Windows 95 or 98:

To determine the screen resolution (size) and color depth you are currently showing:

1. Right click anywhere on the desktop (not on a program icon or shortcut) and select "Properties" from the pull down menu that appears. A control panel appears; select the tab at the top labeled "Settings".
2. Inspecting the control panel, it should reflect at least 256 colors under the Color Pallet box, and 800 X 600 pixels under the Desktop Area box. Should you have more video ram available, you can left click on the arrow to the right of "256 Color" and increase this setting to "High Color 16 bit". You may also want to increase your screen resolution to "1024 X 768 pixels" by sliding the bar to the right under the "Desktop Area" box if available. Enlarging the Desktop Area increases the workspace area on your screen (also making your screen desktop icons appear smaller).

Determining the browser version on your system:

To determine your browser version for Internet Explorer or Netscape Communicator, with the browser open go to the "Help" pull down menu and select "About Internet Explorer" or "About Communicator". A page or box will open indicating the current browser version you are running. Determining your Sound Card capabilities: To determine if you have a capable sound card installed on your system (most modern "multimedia" computers come equipped with a 16 bit sound card) refer to your written documentation that came with your computer.)

Turn off any PowerSave functionality

A hard drive entering powersave mode can interfere with the Symposium download. To prevent this, right click your desktop and choose "Properties". Select the "Screen Saver" tab and left-click the "Settings" button near the bottom of the window. At the bottom of the Settings window where it says "Turn off hard disk" scroll the small window to select "Never".

II. Installing Centra Symposium:

Now that you know your system has the minimum hardware and software requirements and you have disabled any powersave functionality, this section will guide you through the step-by-step procedure to install the Symposium software on your system.

1. Go to <http://symposium.iddl.vt.edu/> and under the heading "Register" click on the link titled "Create your Centra 99 account"
2. A new screen will appear prompting you to complete the requested information. Be sure to fill in all boxes that have an asterisk by them, as they are required fields before downloading.
3. Email field: Enter your complete e-mail address
4. Password/Reenter Password fields: The password field is a choice you make, retyping your password to confirm your entry. Be sure to physically write your password down in a secure spot, such that you may be able to refer to it later should you forget your password sometime during the course.
5. Nickname field: The nickname entry box allows you to enter the name by which you will appear to others on the Symposium class screen in a live Symposium session. This name is for class administrative purposes also and should not be an esoteric connotation, but something simple like your first name "John", "Susan", etc.
6. Once you have completed this form, click the "Submit" button at the bottom of the page.
7. A new page titled "Centra Symposium Installation" displays. You want to select the link titled "Click Install to install Symposium Client Software on this machine." Be sure to read and click the "Accept" button that follows.
8. A new page now appears and soon (approximately 30 seconds on a 56K line connected at 40000 bps) a security-warning box appears, "Do you want to install and run Centra Installer". Select "Yes". (Please note that you may receive the following message: "JavaScript or a Java applet from Centra Software, Inc. is requesting additional privileges. Granting the following is a high risk." You will need to select "GRANT" to proceed with the installation.)
9. You'll then be prompted to choose a folder for installation. The default selection is C:/Program Files/Centra 99. If this is suitable to you, select the "Install" button. If not, click the "Browse" button and select where you would like the Symposium program installed (the default location usually is the best choice).

Upon selecting the Install button a gray box with a spinning world should appear. You'll see the words "Downloading" across the top of the box, and a horizontal completion bar across the bottom. As the downloading continues, the horizontal bar will increase to the right, and the percentage downloaded (i.e. 10%) displays to the right of this horizontal bar until the entire file is downloaded.

10. The download may take as long as 70 minutes when downloading via a 56K modem connected at 40000 bps. This time will be significantly decreased when downloading over an on campus or local Ethernet connection. In either case the Symposium download screen (revolving world) will not indicate download time remaining.
11. Upon download completion you'll see a box saying, "Centra 99 installation requires that the computer be rebooted before you use the software. Would you like to reboot now? You may either indicate yes or no, but regardless, you must restart your system prior to using the Symposium software.

When you first install Symposium you may be prompted to go through the Audio Tuning wizard to make sure your microphone and speakers are working correctly. The Centra Audio Wizard

program can be launched by going to your Start Menu>Programs>Centra99>Centra Audio Wizard. Simply read the screen wizard directions as instructed. Tuning your audio with the Centra Audio Wizard is a critical step. (For detailed instructions on tuning your audio, see end of this document.) Congratulations! You've now completed the Symposium installation.

III. Logging into Symposium for a New Session:

After you've installed the Centra Symposium software and restarted your computer you're now ready to begin using the software. To log into Symposium you'll need to complete the following steps.

1. Start your web browser, connecting to the Internet
2. Go to the following URL: <http://symposium.iddl.vt.edu>
3. Underneath the "Enter" icon, enter your Username and Password and select "Enter".
4. If you enter your password incorrectly you'll see a gray box saying, "The password you entered does not match the password ". Simply select "yes" to "use the password you stored in Windows to your new entry" or reenter your correct password. (Remember to make sure your Caps Lock key is not on!)
5. Once you're logged on, you'll see a page titled "View My Schedule". Select "View Event List" to determine in which event you wish to enroll. Click on "Enroll" to the right of the event you wish to attend. You will then see the Centra 99 Smart Client checking your version of the client software. When it is finished, you will see that you are "enrolled" for the event.
6. To attend the event for which you have enrolled, select "View My Schedule" and you will see the event, start time, duration, and the "attend" option. Click on "Attend" and you will connect to this event through the server. (Remember to press the control key on your keyboard when you wish to speak.)

*Find an overview of Symposium's product features at:
<http://www.centra.com/product/features.html>*


IV. Tuning the Audio for Symposium

Step I-

Symposium comes with its own Audio Tuning Wizard that can be launched from your "Start" menu or from within a Symposium event. To launch the Audio Wizard from the Start menu, select "Start", "Programs", "Centra 99", and "Centra Audio Wizard". Follow the screen prompts to set the volume levels for the playback and record functions. If you can't hear the female voice during "Play" or your voice after "Record" you need to move to step II.

Step-II

If you have run the audio wizard and can't hear the playback or your own voice on the recording test, and you are sure you have the headset jacks (or speaker and separate mic jacks) plugged in securely to the correct holes, try this:

1. Right click the volume icon  the lower right menu bar. (If there is no icon there in Windows 98 go to the Start Menu, Programs, Accessories, Entertainment, and choose Volume Controls.)
2. Left click "Open Volume Controls".
3. Under the "Options" menu select "Properties".
4. Select Playback and make sure all the boxes are checked. Click "okay".
5. Mute mic, mono-in, and serial-in.
6. Master out, wave, synth, CD, and line-in should not be muted.
7. Next, under the Options menu select Properties.
8. Select Recording and make sure all the boxes are checked.
9. Wave, synth, and serial-in should be muted.
10. CD, line-in, and mic should not be muted.