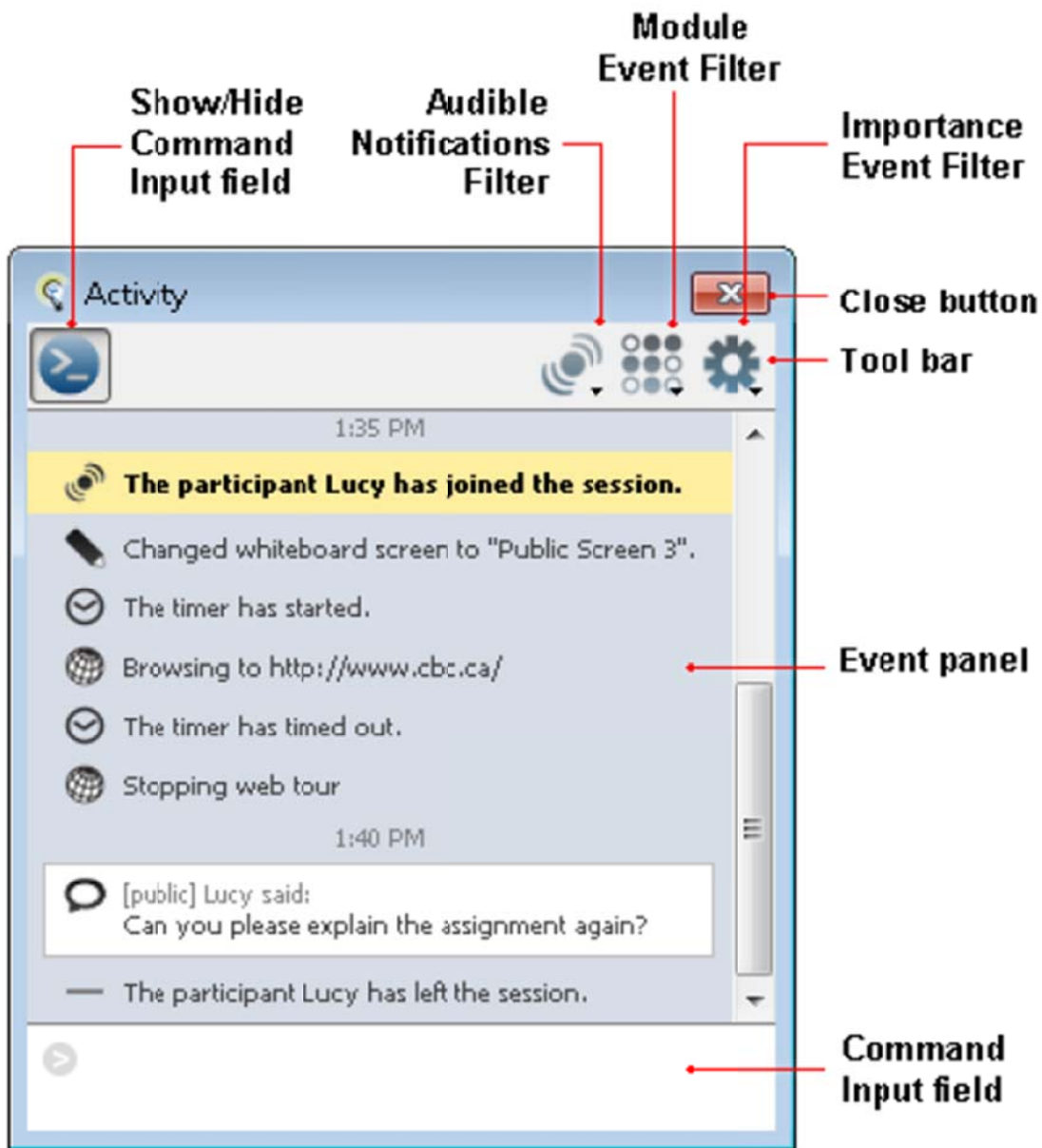


THE ACTIVITY WINDOW

The Activity Window is a stand-alone window in your CCC Confer room that reports various events that take place through the duration of your session. The window has a simple design so you can use a screen reader to navigate through the user interface and read the events as they occur. The Activity Window also enables you to perform simple functions through a command line interface.

The window consists of the following main components:



- **Tool Bar** contains the Show/Hide Command Input Field button, the Audible Notifications Filter, the Module Event Filter and the Importance Event Filter. (These are described a little later.)
- **Event Panel** reports the events that have occurred in the session.
- **Command Input Field** enables you to type commands to perform some basic tasks in your CCC Confer room.

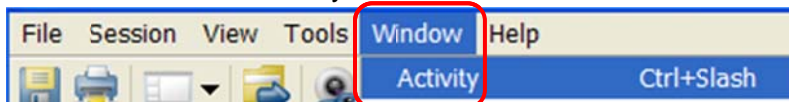
Opening and Closing the Activity Window

Opening and closing the Activity Window is simple so you can access it without your attention being diverted from the session in progress. If you move to a different window you can easily bring the Activity Window back by opening it again.

You can also move, resize or close the Activity Window so it is not obtrusive.

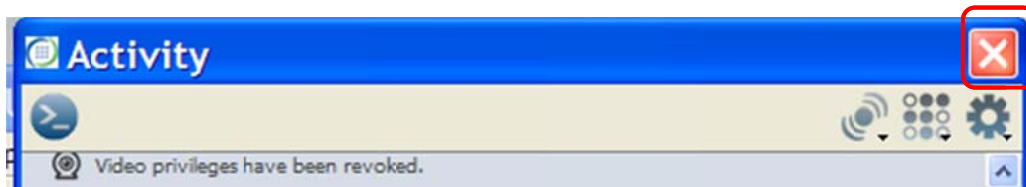
To open the Activity Window

- Click on Window > Activity



To close the Activity Window

- Click the Close button in the top-right corner of the window



Displaying Events

Notable events that occur in your CCC Confer session are displayed in the Event panel of the Activity Window. By default, events of all modules are displayed and the approximate time each event occurred is noted. Moderators can see all events and Participants can see only a subset of events.

When a new event is reported, keyboard focus stays at the last place you had placed your cursor. You need to manually move focus to the new event using your arrow keys or scroll bar to allow you to read the new text.

Filtering Events for Display

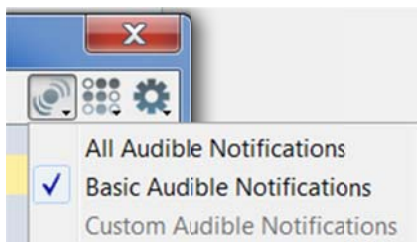
You can select which events you want displayed in **your own** Event panel through the Event Filtering preferences panel. Your selections will not affect what others see in their own Event panels.

Audible Notifications Filter

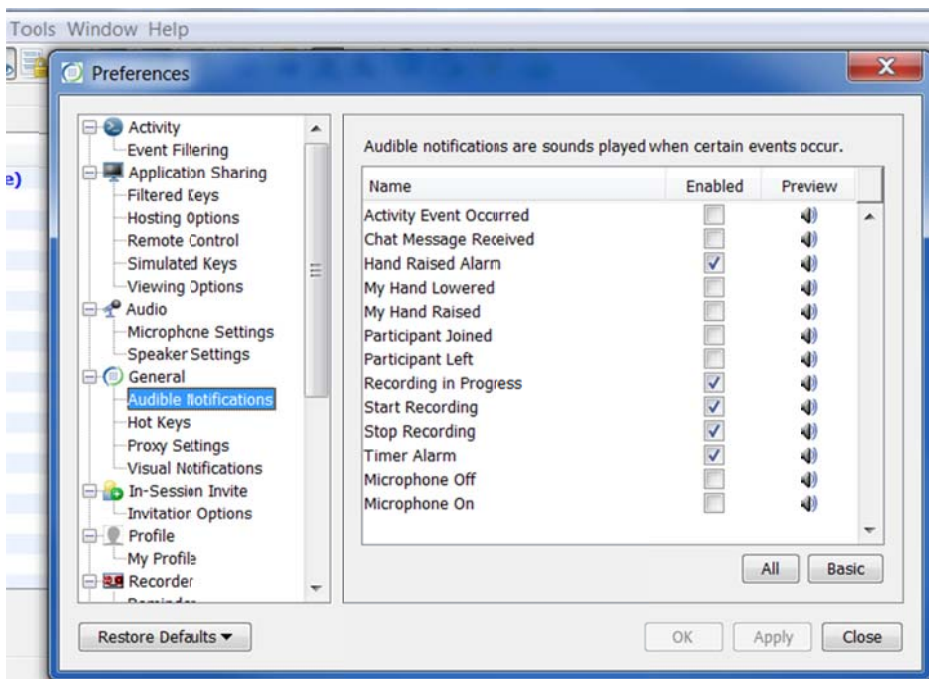
Audible Notifications are system messages sent by CCC Confer to notify users when certain important events occur within the session. These notifications are presented as sounds.


You can select which events for which you want to be audibly notified in one of two ways:

- Through the Audible Notifications Filter in the Activity Window



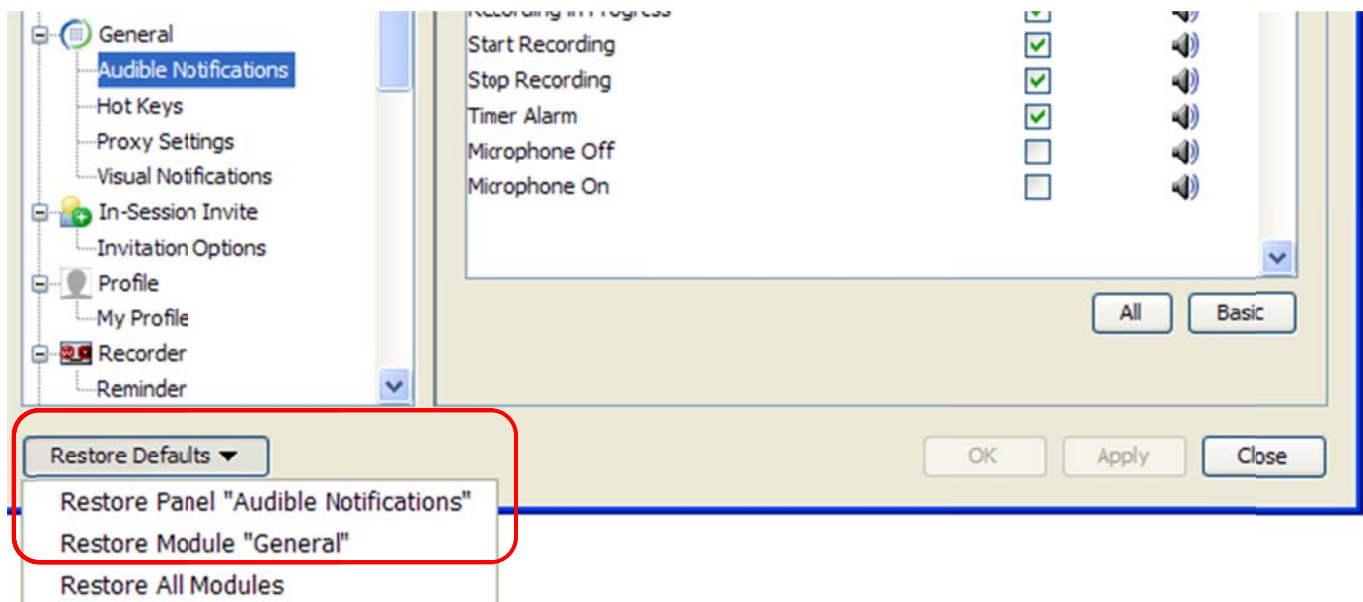
- Through the Audible Notifications Preferences panel. Click on **Tools > Audible Notifications** under the General tab.



1. To hear sound used for a notification, click on its Preview  icon.
2. Enable and disable the notifications for the various events in the following ways.
 - To create a **custom** set of notifications, click on the *Enabled* checkbox associated with the desired individual events.
 - Click on the **Basic** button to select the default events that include Hand Raised Alarm, Recording in Progress, Start Recording, Stop Recording and Timer Alarm.
 - Click on the **All** button to select all events.
3. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.


When you change the Audible Notifications, your new settings will be remembered each time you join another CCC Confer session on this computer.

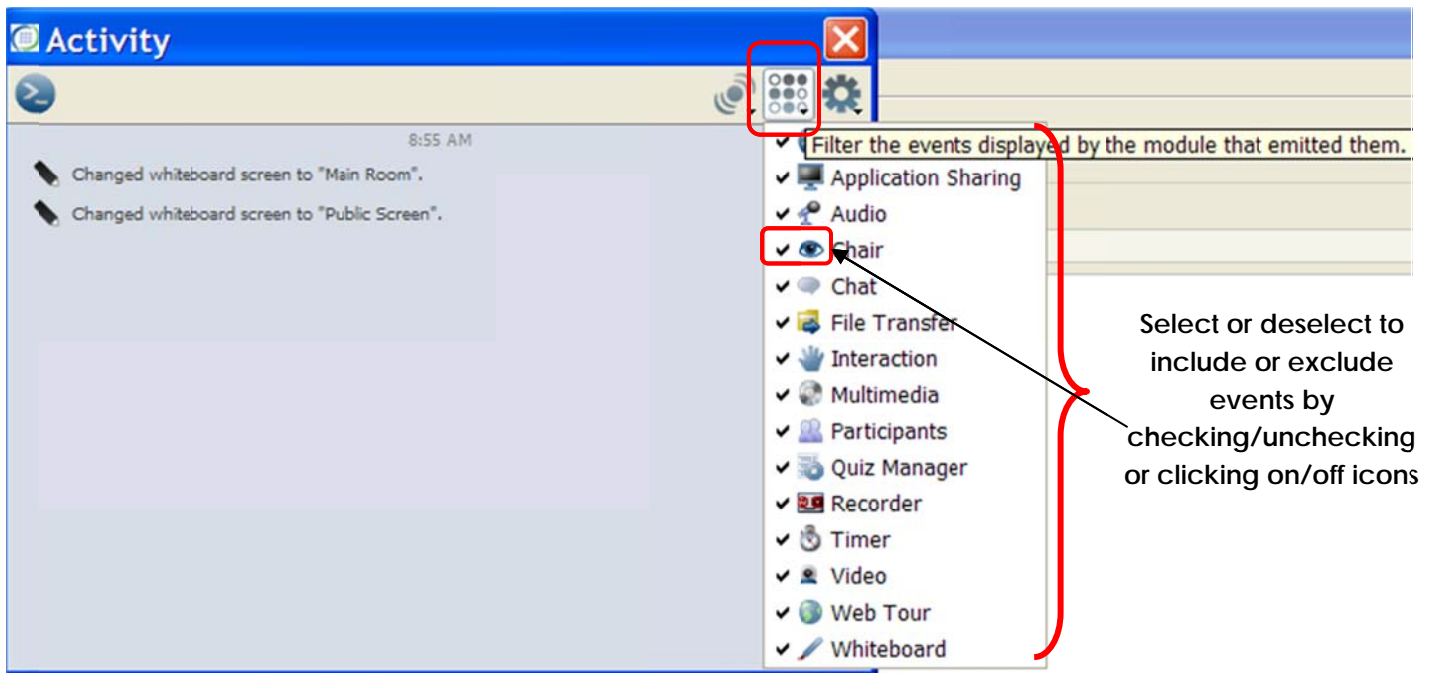
To restore the default settings, select either “Restore Panel “Audible Notifications” or Restore Module “General” from the *Restore Defaults* menu in the lower-left corner of the Preferences window.



Module Event Filter

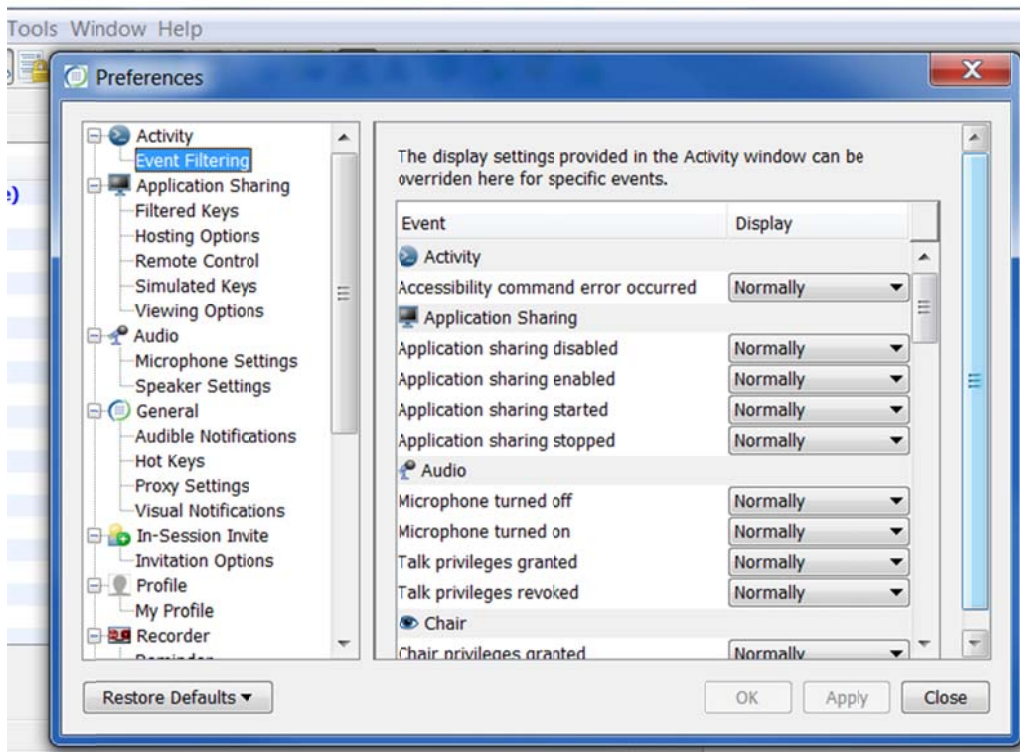
The Module Event Filter is used to include or exclude all events associated with a particular CCC Confer module. By default, all modules are included. The filtering options set in the Event Filtering Preferences panel *always* override the filtering set in Module Event Filter. To open the Module Event Filter from your

Activity Window, click on the Module Event Filtering icon . You can select or deselect the events you want to appear in your Activity Window.



To display some but not all events associated with a module, use the Event Filtering Preferences panel by doing the following:

- Click on Tools > Preferences > Activity > Event Filtering



- The events are listed according to the module to which they belong.
- Select the desired option for each of the events listed under the module names. *Normally* is the default option.

The filtering set in the Event Filtering Preferences panel **always** overrides the filtering set in the Activity Window menus.

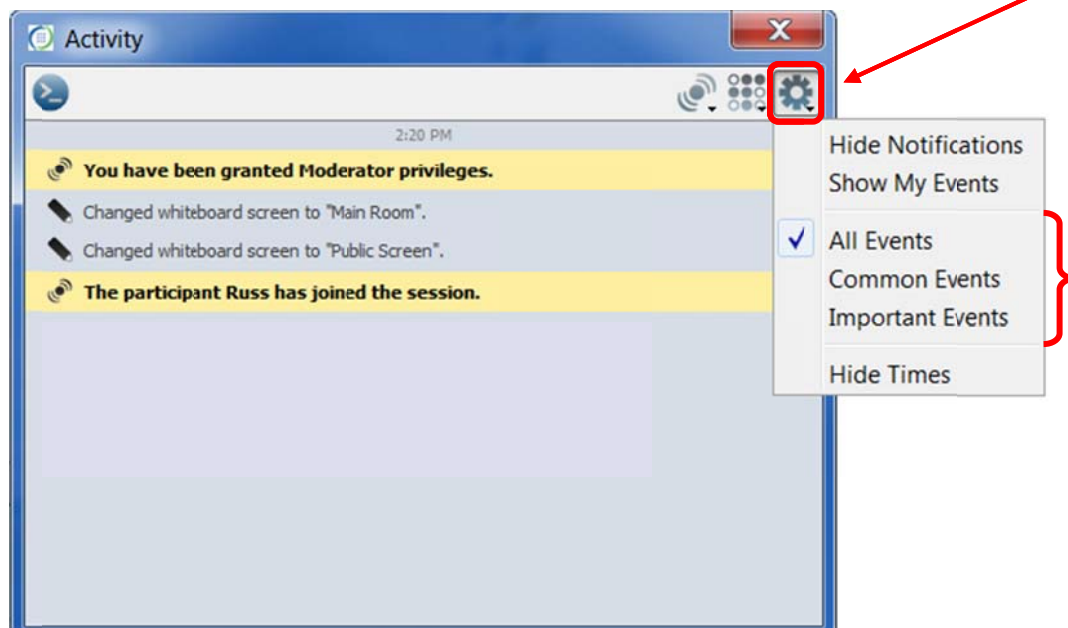
- *Normally* – Select this option if you would like to use the filtering defined by the Activity Window's Module and Importance Event Filters.
- *Always* – Select this option if you would like to always display this event, even if it has been excluded from display by the Activity Window's Module and Importance Event Filters.
- *Never* – Select this option if you would like to never display this event, even if it has been included for display by the Activity Window's Module and Importance Event Filters.
- Click **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you configure the Event Filtering preferences, CCC Confer will remember these settings each time you join another session from the same computer.

Importance Event Filter

The Importance Event Filter is a menu that enables you to filter events based on what is important or relevant. It also has an option to turn off/on the time stamps that appear in the Event panel.

To open the Importance Event Filter menu, click on the **Importance Event Filter** icon .



Hide Notifications and *Hide My Events* operate independently from *All Events*, *Common Events* and *Important Events*. For example, if you hide your own events, they will not be displayed even if you have selected *All Events*.

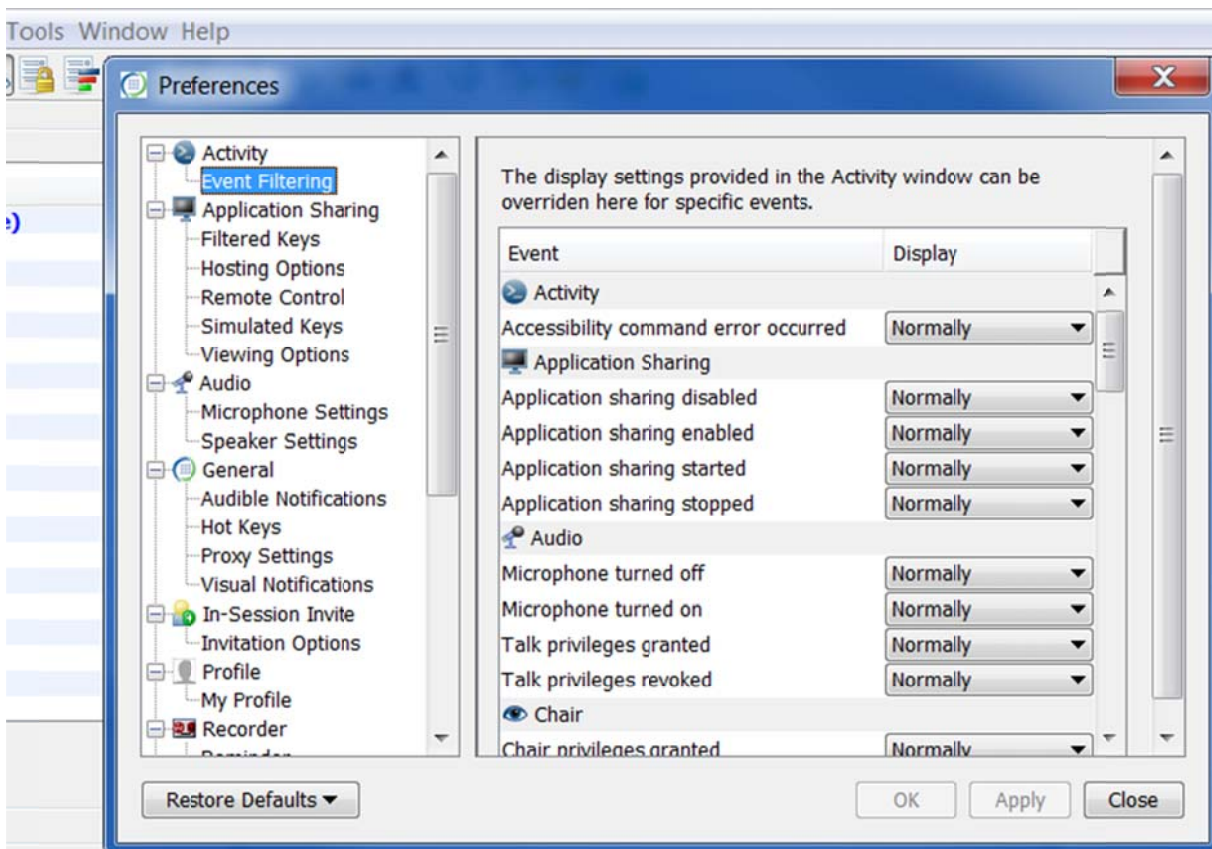
- *Show Notifications* – Notifications are system messages sent by CCC Confer to alert users when certain events occur; user joined or left the session, Moderator privileges granted, Timer expired and Chat announcement sent or received. By default, notifications **will** be displayed in your Event panel. If you don't want Notifications displayed in your Event panel, select *Hide Notifications*. The menu item will change to *Show Notifications*: select this to turn display of Notifications back on.
- *Show My Events* – By default, the events that you triggered (e.g., raise your hand or turn on your microphone) will **not** be displayed in your Event panel. (They may, however, be displayed in the event panel of others, depending on the event.) If you want to display these events in your own Event panel, select *Show My Events*. The menu item will change to *Hide My Events*; select this to turn display of your events back off.
- *All Events* – By default, events of all importance are displayed in the Event panel. If you don't want to see all events, select either *Common Events* or *Important Events*.

- *Common Events* – Select this option to display all events except the interaction events: Raise Hand/Lover Hand, Stepped Away/Came Back buttons and the emoticons Laughter, Applause, Confusion and Disapproval.
- *Important Events* – Select this option to display only a small subset of events, such as when a user has joined a session or when you have received a Chat message.
- *Hide Times* – Select this option to turn off/on the time stamps that appear in the Event panel.

Event Filtering Preferences Panel

If you want to filter events at a greater level of granularity than is offered by the Module Event Filter, you can do so in the Event Filtering Preferences panel. Here you can pick and choose which individual events in a particular module you want to be displayed in the Event panel.

1. Open the Preferences dialog by clicking on Tools > Preferences > Activity > Event Filtering



2. The events are listed according to the module to which they belong.
3. Select the desired option for each of the events listed under the module names. *Normally* is the default option.

The filtering set in the Event Filtering Preferences panel *always* overrides the filtering set in the Activity Window menus. For example, if you turn off the Audio module events in the Activity Window but have *Microphone turned on* set to display *Always* in the Preferences panel, whenever you turn on your microphone in the session, the event **will** be reported in the Events panel.

- *Normally* – Select this option if you would like to use the filtering defined by the Activity Window’s Module and Importance Event Filters.
 - *Always* – Select this option if you would like to always display this event, even if it has been excluded from display by the Activity Window’s Module and Importance Event Filters.
 - *Never* – Select this option if you would like to never display this event, even if it has been included for display by the Activity Window’s Module and Importance Event Filters.
4. Click on **OK** to save your preferences and close the Preferences dialog, **Apply** to save your preferences and leave the Preferences dialog open or **Cancel** to close the Preference dialog without saving any of your changes.

When you configure the Event Filtering preferences *CCC Confer* will remember these settings each time you join another session from the same computer.

To restore the default settings, select *Restore Panel “Event Filtering”* or *Restore Module “Activity”* from the Restore Defaults menu in the lower-left corner of the Preferences window.

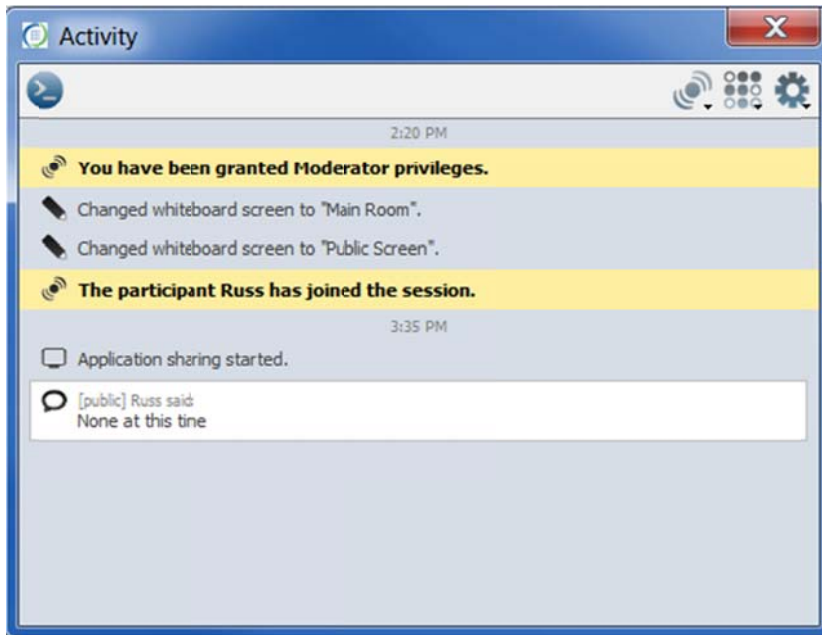
Resizing Activity Window Text

By default, the text in the Activity Window is determined by your operating system (typically 10 or 11 points).

- **To make the text larger**, right-click anywhere in the Activity Window to open the context menu and select *Make Text Bigger*.
- **To make the text smaller**, right-click anywhere in the Activity Window to open the context menu and select *Make Text Smaller*.
- **To return the text to the default size**, right-click anywhere in the Activity Window to open the context menu and select *Default Size*.

Showing/Hiding Time Stamps

By default, the Event panel displays a time stamp every 5 minutes. Any events that occur in the next five minute period will appear beneath that time stamp in the Event panel. For example, a time stamp will be reported at 1:00 PM and any events that occur between 1:00 PM and 1:05 PM will be listed beneath the 1:00 PM time stamp. If there is no activity in a 5 minute period, (for example, between 1:05 PM and 1:10 PM), no time stamp will be reported for that period (for example, 1:05 PM will not be reported). The next time stamp displayed will be for the next five minute period in which events occurred.



If you want to hide the time stamps in the Event panel, select *Hide Time* from the Importance Event Filter. The menu item will change to *Show Times*; select this to turn the display of times back on.

Reading Events with a Screen Reader

A screen reader will not automatically read an event as it appears in the Activity Window. To be notified that an event has just been added to the Activity Window, turn on the Audible Notification *Activity Event Occurred*.

When a new event is reported, keyboard focus stays at the place you last had it (the last cursor position is maintained and the window will not scroll to the new message at the bottom). You need to manually move focus to the new event using your arrow keys so your screen reader can read the new text.

Entering Commands

The Activity Window enables you to perform simple functions through the Command Input field. This field is normally hidden.

To enter a command, do the following:

- Open the Command Input field by clicking on the **Show/Hide Command Input field** button in the tool bar.



The field will remain open until you click on the **Show/Hide Command Input field** button again.

- Type / (forward slash). The /, which is the first character required to enter a command, will be entered into the Command Input field.
- Enter your command following the /. Press Enter or Return to process the command.

The field will close after you have entered your command and pressed **Enter** or **Return**.

If the command is unknown, has an unknown or invalid parameter or an error occurs while processing the command, a message to that effect will be displayed in the Event panel. If the command is successful, nothing is displayed.

After the command has been processed, focus returns to the Event panel.

Live Session Commands

These commands can be used only in a live session, not while listening to a recording.

Each command starts with a / (forward slash) and is followed by parameters. Where there is more than one available parameter, they are listed together and separated by a | (pipe). Enter only one parameter.

- **Raise or Lower Hand**

/hand up|down

- **Set Audio Mode**

/audio computer|phone

- **Talk or Stop Talking**

/talk on|off

- **Send Chat Message**

/chat @<recipient> <message>

where

<recipient> is one of the options in Chat's *To* menu: "This Room", "All Rooms", Moderators, "Selected Participants" or the name of a current session attendee (which will appear in the menu). These options are **not** case-sensitive.

"This Room" is the default so, if you want to send to "This Room" you don't need to enter @<recipient>. Example:/chat This is my message.

Enclose <recipient> in quotation marks if it contains an ambiguous term. For example, let's say there are two Participants, one named Mary and one named Mary Hansen. If you want to send Mary Hansen the message "Hello Mary", enclose her name in quotation marks:/chat @"Mary Hansen" Hello Mary If you enter /chat @Mary Hansen Hello Mary you will send the other Mary the message "Hansen Hello Mary".

<message> is the text of your message.

- **Display Video**

/video preview|on|off

- **React** (show emotion)

/react laughter|applause|confusion|disapproval

- **Enter Polling Response**

/answer none|yes|no|a|b|c|d|e|faster|slower

- **Step Away or Come Back**

/status away|back

Recording Playback Command

This command can be used only while listening to a recording. It starts with a / and is followed by one of three parameters, listed together and separated by a | (pipe). ***Enter only one parameter.***

- **Start, pause or stop**

/playback start|pause|stop