Axis Webinar
User Guide

Introduction

Joining an Axis Webinar is a quick and easy way to gain additional knowledge about more than just new products, and technology. These webinars allow attendees to view visual presentations while listening to a presenter, participate in discussions and ask questions. To join a webinar, a computer with Internet connection and if the meeting is set up for the use of a traditional conference call, also a telephone is required.

Attending a webinar is free of charge. The only cost occurring is for the telephone call, if this is used, which in most cases will be a local telephone call.

Axis is using a webinar solution built on the Adobe Connect 8 platform utilizing either embedded Voice Over IP or combined with a conference call solution provided by PGI (former Premier Global). The invitation will clearly identify if the meeting is using VOIP or a traditional conference phone call. This guide provides instructions on how to join an Axis webinar as well as preparation required prior to joining.

The guide is divided into three sections:

1. Joining the visual part of the webinar
2. Joining the conference call
3. Asking questions during a presentation

Preparations

Participation in the visual part is supported in Windows, Apple and Linux environments, and requires Adobe Flash 10.1 or higher to be installed. Attendance using iPhone and iPad by Apple is supported by installing an additional application, which can be downloaded without cost from AppStore.

To download Adobe Flash, please visit: http://get.adobe.com/flashplayer/.

By installing an additional Add-In, users will receive improved functionality and performance. But for general attendance, this is not required.

To download Adobe Connect 8 – Add In, please use this link:
http://www.connectusers.com/downloads/

You can verify your computer's ability to attend a meeting by doing a connection test found at this link:
http://axis.adobeconnect.com/common/help/en/support/meeting_test.htm

If the meeting is using Voice Over IP through the Connect Pro-platform, please ensure that you have working loudspeakers or headset connected to the computer.

Joining the visual part

Once ready to join the session, which should be done **10 minutes prior to the starting time**, please click on the **Join the meeting link** found in the invitation. This link contains the correct address for the meeting. If the meeting will use audio provided through the meeting system and Internet, please ensure you have head-set or loudspeakers connected.
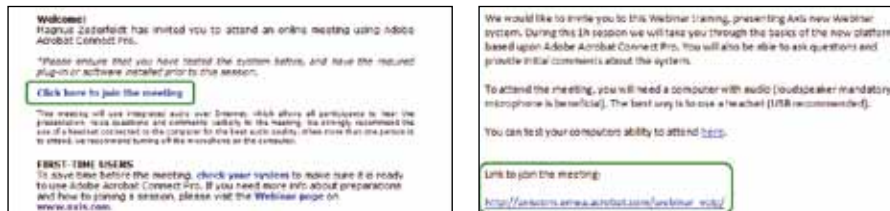

When clicking the link, you will be taken to the login page for the meeting. Please enter your correct name in the Guest window, which will be displayed to the host and other attendees, and click **Enter Room**. The host will be notified of your arrival and will grant access to each person who is to participate in the webinar.

If the meeting will use internet-based audio through the application we recommend that you once you have joined the meeting perform an audio test. This will verify and fine-tune the audio functionality of the computer to work with the webinar system. Just select the option from the menu and follow the instructions in the Audio Setup Wizard.

As part of this test, you will be required to indicate if you would like to activate your microphone (and web camera if available). If you do not want to do this, you can cancel the test. If you would like to attend verbally, you will have to select **Allow.**
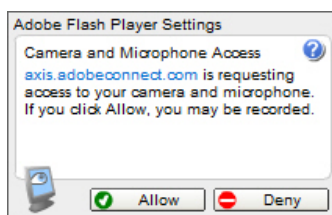
Joining the conference call

If your meeting will be using a conference call for the audio part of the meeting, this will be clearly indicated in the invitation. If no dial-in information is found in the invitation, the webinar will use Voice over IP, in what case the following information is to be ignored.

If the invitation holds dial-in information, please find instructions on how to join the call below.

Start by dialing into the session using one of the numbers found in the invitation or in the below table. Once connected, you will be asked for a **pass code** which should be found in the invitation.

| COUNTRY	PHONE NUMBER
Australia – Melbourne	+61 (0) 3 9001 0008
Australia – Sydney	+61 (0) 2 9037 1609
Austria – Vienna	+43 (0) 1 2530 10159
Belgium – Brussels	+32 (0) 2 789 2132
Bulgaria – Sofia	+359 (0) 2 491 7508
Brazil – Sao Paulo	+55 11 3351 7237
Canada – Montreal	+1 514 315 3144
Canada – Toronto	+1 416 849 5098
China	+86 400 810 2675
Czech Republic – Prague	+420 246 019 982
Denmark – Copenhagen	+45 32 71 16 39
Estonia – Tallinn	+372 698 7425
Finland – Helsinki	+358 (0) 9 2310 1507
France	0811 657 726
France – Paris	+33 (0) 1 7037 1457
Germany	01801 003 813
Germany – Frankfurt	+49 (0) 69 66777 5744
Germany – Munich	+49 (0) 89 7104 24678
Greece – Athens	+30 210 969 6471
Hong Kong	+852 3011 4688
Hungary – Budapest	+35 1808 8383
India – Bangalore	+91 (0) 80 6127 5021
India – Mumbai	+91 (0) 22 6150 1577
Ireland	1890 907 122
Ireland – Dublin	+353 (0) 1 553 0139
Israel – Tel Aviv	+972 3763 0564
Italy – Milan	+39 02 3046 4823
Italy – Rome	+39 06 4523 6618
Japan – Tokyo	+81 (0) 3 3298 4873
Latvia – Riga	+371 6778 2537

COUNTRY	PHONE NUMBER
Lithuania – Vilnius	+370 5205 4235
Luxembourg	+352 2088 0577
Malaysia – Kuala Lumpur	+60 (0) 3 6207 4452
Netherlands – Amsterdam	+31 (0) 20 708 5039
New Zealand – Auckland	+64 (0) 9 912 6873
Norway – Oslo	+47 2100 0093
Poland – Warsaw	+48 (0) 22 212 0616
Portugal – Lisbon	+351 2178 10253
Romania – Bucharest	+40 (0) 31 810 3511
Russia – Moscow	+7 495 705 9458
Singapore	+65 3158 1262
Slovakia – Bratislava	+421 (0) 2 3345 6355
Slovenia – Ljubljana	+386 1 600 9348
South Africa – Jo.burg	+27 11 019 7011
South Korea – Seoul	+82 (0) 2 3483 1295
Spain – Barcelona	+34 93 545 2565
Spain – Madrid	+34 91 791 7469
Sweden – Stockholm	+46 (0) 8 5051 5094
Switzerland – Geneva	+41 (0) 22 592 7957
Switzerland – Zurich	+41 (0) 43 456 9234
UK	0845 351 0347
UK – Belfast	+44 (0) 28 9595 0014
UK – Edinburgh	+44 (0) 13 1460 1111
UK – London	+44 (0) 20 3059 5714
UK – Reading	+44 (0) 11 8370 1111
USA – Houston	+1 713 454 7760
USA – New York	+1 212 444 0108

Providing feedback and asking questions during a presentation

While in the presentation, the presenter will indicate if verbal questions are to be addressed right away or at the end of the session. To improve the audio experience, the presenter may mute the call for attendees while the presentation progresses, and open the call up for verbal questions at the end. Attendees can always provide feedback to the presenter using the feedback options in the menu, useful if/while the call is muted. Attendees can easily mute audio by using the mute button in the interface. When mute is active, this is indicated in the upper right corner of the screen.
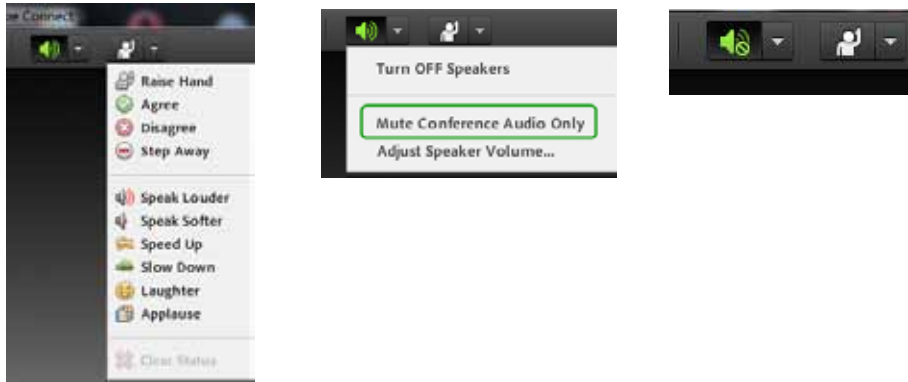
In addition to verbal questions, which will be heard by all attendees, there is also an ability to provide written questions to the presenter privately or to everyone in the meeting. This can be done by using the Chat-part of the window. Type in your question (or comment), select the recipient from the drop-down menu and click the Enter button. The presenter can then decide to answer the question in writing, or repeat the question verbally to the audience and answer it. Depending on which layout is being used by the presenter, this chat window may not be visible during all parts of the presentation.
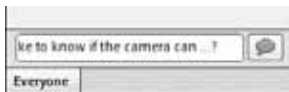
About Axis Communications

Axis is an IT company offering network video solutions for professional installations. The company is the global market leader in network video, driving the ongoing shift from analog to digital video surveillance. Axis products and solutions focus on security surveillance and remote monitoring, and are based on innovative, open technology platforms.

Axis is a Swedish-based company, operating worldwide with offices in more than 20 countries and cooperating with partners in more than 70 countries. Founded in 1984, Axis is listed on the NASDAQ OMX Stockholm under the ticker AXIS. For more information about Axis, please visit our website at www.axis.com.