

Axis Webinar

User guide



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1. 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

2. 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.

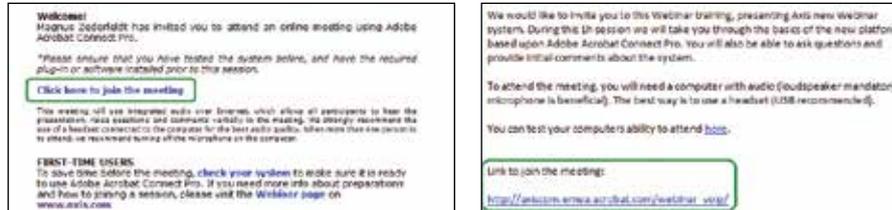
To download Adobe Connect 8 – Add In, please use this link:
<http://www.connectusers.com/downloads/>

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.

2.1 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 headset or loudspeakers connected.



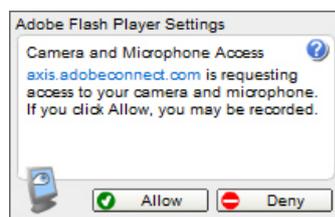
When clicking the link, you will be taken to the login page for the meeting. Please enter your correct name in the Guest window, which will be displayed to the host and other attendees, and click Enter Room. The host will be notified of your arrival and will grant access to each person who is to participate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



2.2 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.

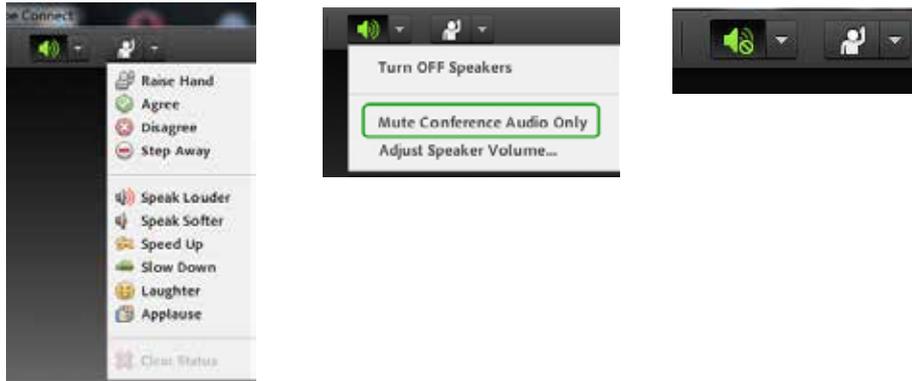
Start by dialing into the session using one of the numbers found in the invitation or in the below table. Once connected, you will be asked for a pass code which should be found in the invitation.

COUNTRY	PHONE NUMBER
Australia - Brisbane	+61 (0) 7 3015 0608
Australia - Melbourne	+61 (0) 3 8687 0614
Australia - Sydney	+61 (0) 2 8017 6391
Austria - Vienna	+43 (0) 1 25302 1775
Bahrain - Manama	+973 1650 0402
Belgium - Brussels	+32 (0) 2 400 1980
Bulgaria - Sofia	+359 (0) 2 491 7244
Brazil - Rio de Janeiro	+55 21 2730 0291
Brazil - Sao Paulo	+55 11 3172 5571
Canada - Calgary	+1 403 407 5780
Canada - Montreal	+1 514 669 5909
Canada - Toronto	+1 416 915 3615
Canada - Vancouver	+1 604 205 5118
China (national)	+400 681 8104
China - Beijing	+86 10 5667 0005
China - Shanghai	+86 21 2039 7079
Czech Republic - Prague	+420 225 986 505
Denmark - Copenhagen	+45 32 71 16 70
Estonia - Tallinn	+372 622 6519
Finland - Helsinki	+358 (0) 9 2310 1611
France (national)	0811 655 134
France - Paris	+33 (0) 1 76 77 22 50
Germany (national)	01801 001 378
Germany - Frankfurt	+49 (0) 69 5060 9515
Germany - Munich	+49 (0) 89 24443 2900
Greece - Athens	+30 211 181 3815
Hong Kong	+852 3018 9103
Hungary - Budapest	+36 1 808 8134
India - Bangalore	+91 (0) 80 6127 5084
India - Chennai	+91 (0)44 6688 6057
India - Delhi	+91 (0) 11 6641 1378
India - Mumbai	+91 (0)22 6187 5027
Ireland (national)	1890 907 722
Ireland - Dublin	+353 (0) 1 246 5614
Israel - Tel Aviv	+972 (0)3 763 0384
Italy - Milan	+39 02 3046 4837
Italy - Rome	+39 06 4523 6635
Japan - Osaka	+81 (0) 6 4560 0303
Japan - Tokyo	+81 (0) 3 4560 1274
Latvia - Riga	+371 6778 2598

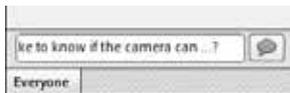
COUNTRY	PHONE NUMBER
Lithuania - Vilnius	+370 5205 5239
Luxembourg	+352 2730 2276
Malaysia - Kuala Lumpur	+60 (0) 3 7723 7140
Mexico - Mexico City	+52 55 4777 2659
Morocco - Casablanca	+212 (0)520 480 128
Netherlands - Amsterdam	+31 (0) 20 716 8266
New Zealand - Auckland	+64 (0) 9 929 1769
New Zealand - Christchurch	+64 (0) 3 974 2597
New Zealand - Wellington	+64 (0) 4 909 4676
Norway - Oslo	+47 2162 4054
Philippines - Manila	+63 (0)2 395 3365
Poland - Warsaw	+48 22 295 3504
Portugal - Lisbon	+351 21 316 4041
Romania - Bucharest	+40 (0) 21 529 3969
Russia - Moscow	+7 495 213 0988
Singapore	+65 6622 1773
Slovakia - Bratislava	+421 (0)2 3321 5333
Slovenia - Ljubljana	+386 1 600 1622
South Africa - Jo.burg	+27 (0)11 019 7087
South Korea - Seoul	+82 (0) 2 6007 0072
Spain - Barcelona	+34 93 800 1935
Spain - Madrid	+34 91 114 6640
Sweden - Stockholm	+46 (0) 8 5065 3944
Switzerland - Geneva	+41 (0) 22 595 4857
Switzerland - Zurich	+41 (0) 44 580 7246
Taiwan - Taipei	+886 (0) 2 2656 7213
Turkey, Istanbul	+90 212 375 50 13
UK - (03)	+44 (0)330 336 6010
UK - (national)	0844 581 8053
UK - (national)	0845 351 2816
USA	+1 719 325 2630

2.3 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 offers intelligent security solutions that enable a smarter, safer world. As the global market leader in network video, Axis is driving the industry by continually launching innovative network products based on an open platform – delivering high value to its customers and carried through a global partner network. Axis has long-term relationships with partners and provides them with knowledge and ground-breaking network products in existing and new markets.

Axis has more than 1,900 dedicated employees in more than 40 countries around the world, supported by a network of over 75,000 partners across 179 countries. Founded in 1984, Axis is a Sweden-based company listed on NASDAQ Stockholm under the ticker AXIS.

For more information about Axis, please visit our website www.axis.com.