Standard Operating Procedures for the Centra Communications System

Getting Started:

1. Go to the web site link: http://webconference.tamus.edu/main/oces. Make sure to close any other windows currently open.
2. Select “Food Safety Roundup” from event date listed or go to calendar and choose event.
3. Click or select “attend” under Food Safety Roundup.
4. Enter your email address and select or click “attend.”
5. Follow prompts to open program. You might be asked to click “Run” to load software.
6. Audio wizard will appear. Follow the instructions to be able to have audio and to have verbal (a microphone) communication. A microphone or verbal communication is not necessary for participation.
7. Click “next” and finish.

During the Session:

Functions:

Speak:
Press and hold the Control key, and speak into your microphone OR click the Lock to Talk key to speak for an extended period of time. You must unlock this key when you no longer wish to be heard.

Sending Text Chat – If you do not have a microphone or if you lose microphone capabilities, interaction is available via the text chat feature.
1. Click the “Text Chat” button.
2. Type a message in the text box.
   Note: The message will appear for all participants and presenters unless you select a specific name from the “To” drop down list.
3. Click send.