

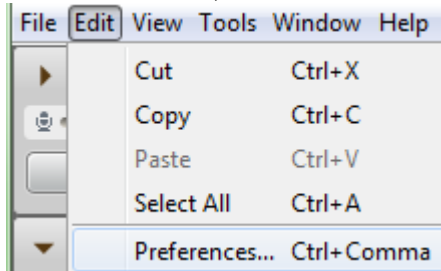
AUDIBLE and VISUAL NOTIFICATIONS

Audible Notifications

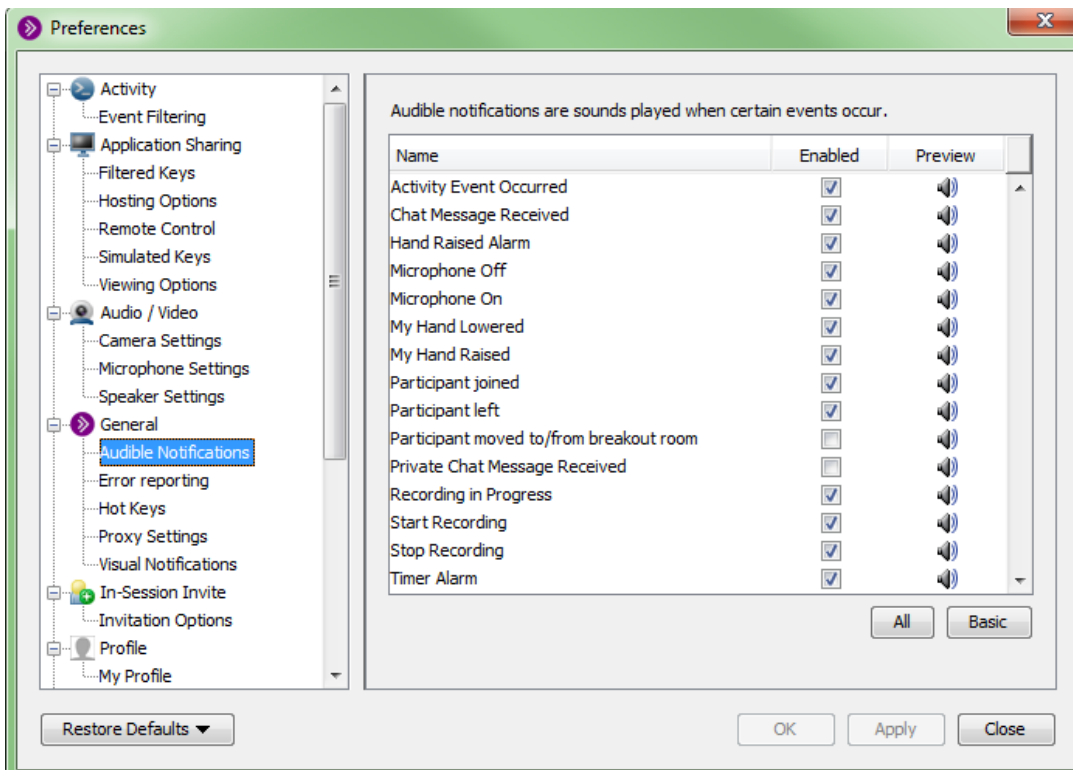
Audible notifications are system messages sent by Blackboard Collaborate Web Conferencing to notify users when certain important events occur within the session. These notifications are presented as sounds.


In the Preference dialog, you can listen to what each notification sounds like as well as enable or disable the notifications. There are two built-in sets of notifications: Basic and All.

- Open the Preferences dialog in one of the following ways:
 - From the *Edit* menu, select *Preferences...* (Windows & Linux)



- From the Blackboard Collaborate Web Conferencing menu, select *Preferences* (Mac OS X)
- Enter Ctrl+Comma (Windows & Linux)
- Enter Command-Comma (Mac OS X)
- In the left pane of the Preferences dialog, under *General* select *Audible Notifications*. The Audible Notifications preferences panel appears on the right side of the main Preferences dialog.



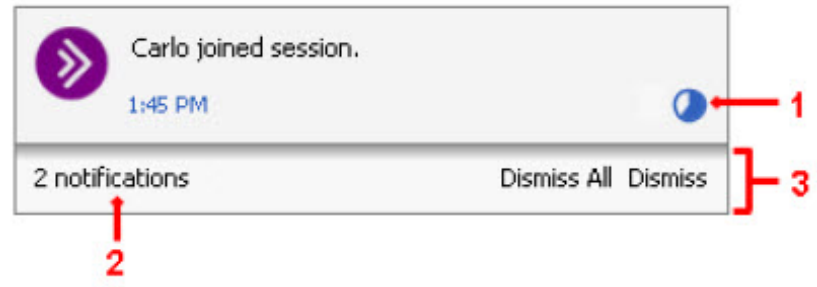
- To hear the sound used for a notification, click on its Preview icon  in the right column of the panel.
- Enable and disable the notifications for the various events in the following ways.
 - To create a custom set of notifications, click on the *Enabled* checkbox (middle column) associated with the desired individual events.
 - Click on the **Basic** button at the bottom of the panel to select the Hand Raised Alarm, Recording in Progress, Start Recording, Stop Recording and Timer Alarm events. This is the default setting.
 - Click on the **All** button at the bottom of the panel to select all events.
- 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 preferences, Blackboard Collaborate Web Conferencing will remember the settings each time you join another session on the same computer.

Visual Notifications

Visual notifications are system messages sent by Blackboard Collaborate Web Conferencing to alert users when certain important events occur within a session. These notifications are presented in a floating window. Multiple notifications get queued: the first one is displayed until it times out or you dismiss it (by clicking on the **Dismiss** button in the bottom right corner of the notification), then the next one is displayed, and so on. When there is more than one notification, the window will have a **Dismiss All** button beside the **Dismiss** button and display the number of notifications in the queue in the bottom left corner of the notification.

You can judge how long the message will remain open by looking at the Timeout Indicator. You either can dismiss a notification manually (by clicking on the **Dismiss** button) or wait for it to close itself automatically (when the Timeout Indicator runs its course).



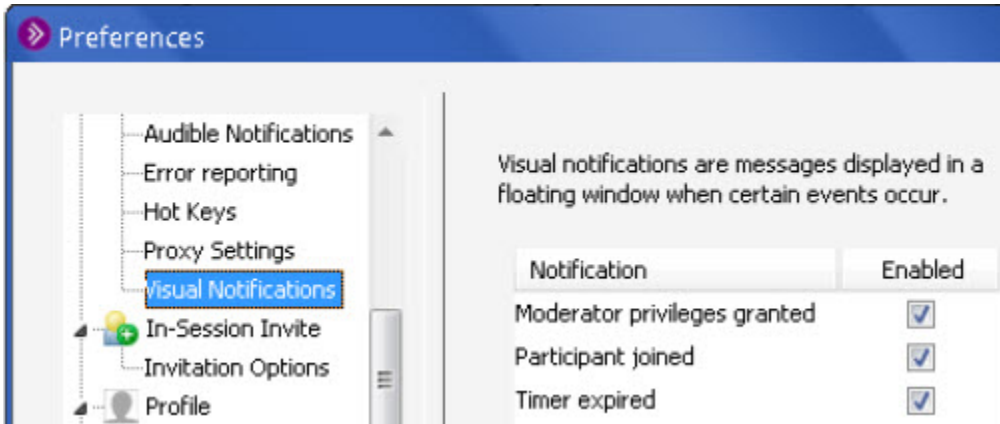
1 Timeout Indicator

3 Dismissal buttons

2 Number of notifications in the queue

In the Preference dialog, you can enable or disable the notifications. By default, all notifications are enabled.

- Open the Preferences dialog in one of the following ways:
 - From the *Edit* menu, select *Preferences...* (Windows & Linux)
 - From the Blackboard Collaborate Web Conferencing menu, select *Preferences* (Mac OS X)
 - Enter Ctrl+Comma (Windows & Linux)
 - Enter Command-Comma (Mac OS X)
- In the left pane of the Preferences dialog, select *Visual Notifications* under *General*. The Visual Notifications preferences panel appears on the right side of the main Preferences dialog.



- Enable and disable the notifications for the various events as desired by selecting/deselecting the check boxes in the Enabled column on the right side of the panel.
 - Note:** The changes you make in the Visual Notifications Preferences panel will not affect what is displayed in the Event panel of the Activity Window.
- 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 preferences, CCC Confer will remember the settings each time you join another session on the same computer.