

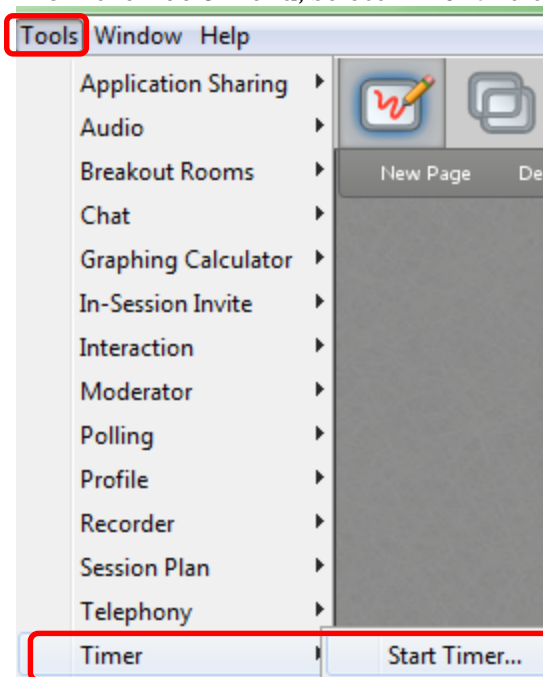
## TIMER

The Timer is a clock you can use to help pace your own presentations, coordinate multiple presenters or time student work activities by tracking the allotted time. Only one Timer can be running at a time in a session.

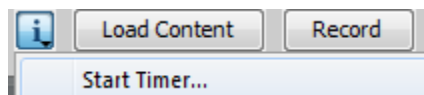
### Start the Timer

Open the Timer Settings dialog in one of the following ways:

- From the *Tools* menu, select *Timer* and then *Start Timer...*

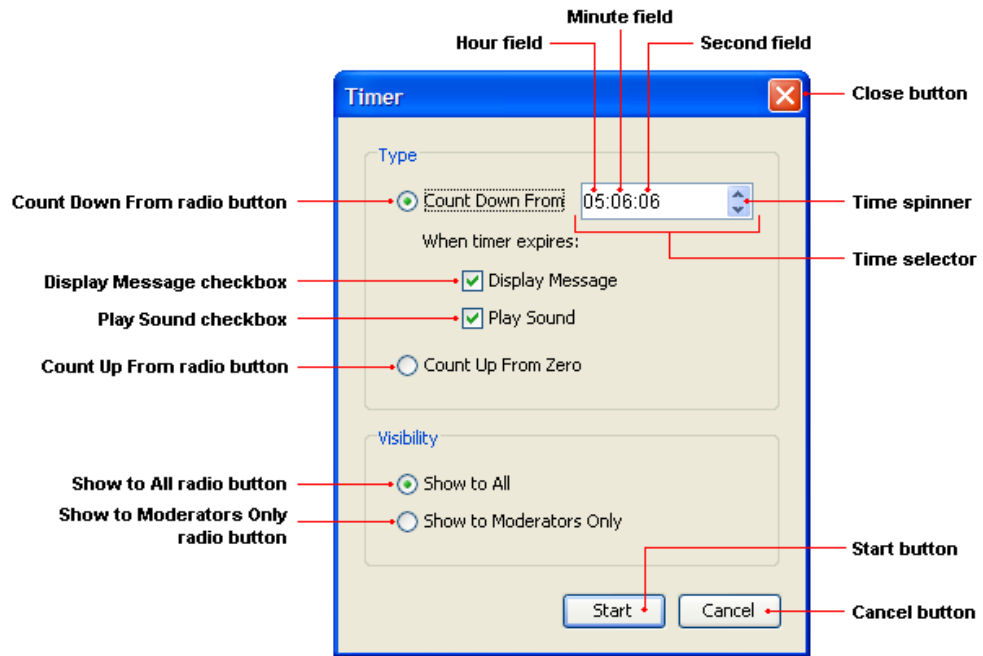


- From the Information menu in the Collaboration toolbar, select *Start Timer...*

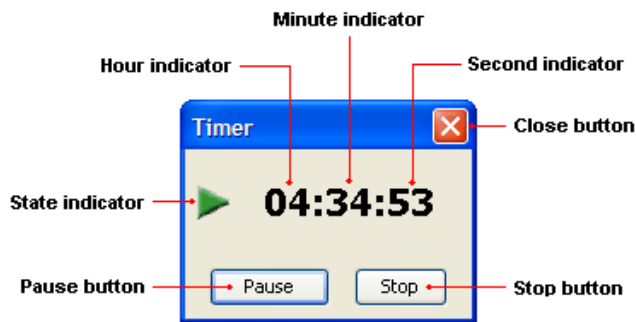


The Timer Settings dialog has the following components:

**Dialogue Box**

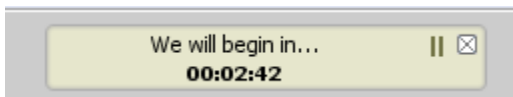


**Timer Window**



The Participants' Timer window looks like yours except it doesn't have the **Pause** and **Stop** buttons.

The Timer dialog box appears in the Collaboration toolbar above the Whiteboard.

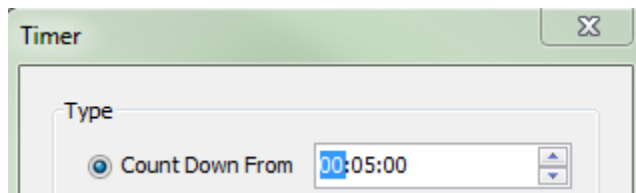


You can set the Timer to work in one of two modes:

- You can have the Timer **Count down** from the number you specify to zero.
- You can have the Timer **Count up** from zero to an indefinite time.

## Counting Down

1. Click on the *Count Down From* radio button.
2. Move to the time field (Hour, Minute or Second) you want to change. Either click in the desired field with your mouse or use your Right and Left Arrow Keys.



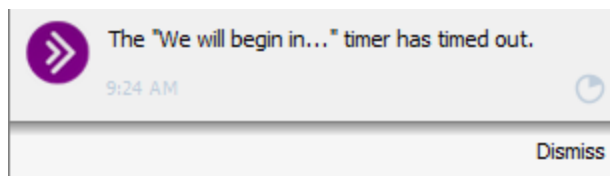
## Counting Up



## Select your Timer expiration indicator options.

Choose none, one or both options:

- Choose *Play Sound* if you want a “beep” to sound when the Timer has expired.
- Choose *Display Message* if you want to display a visual message when the Timer has expired. (This is the default option.)



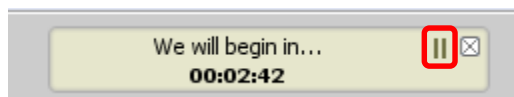
## Select your visibility options

Choose one:

- Choose *Show to All* if you want everyone in the session, including Participants, to see the Timer. This includes showing in Breakout Rooms.
- Choose *Show to Moderators Only* if you want only Moderators to see the Timer.

## Starting, Pausing and Resetting the Timer

1. Click on the Start button. The Timer will end when zero is reached.
2. To pause the Timer, click on Pause. When paused, the time can be changed.



3. To resume it again, click on Resume.