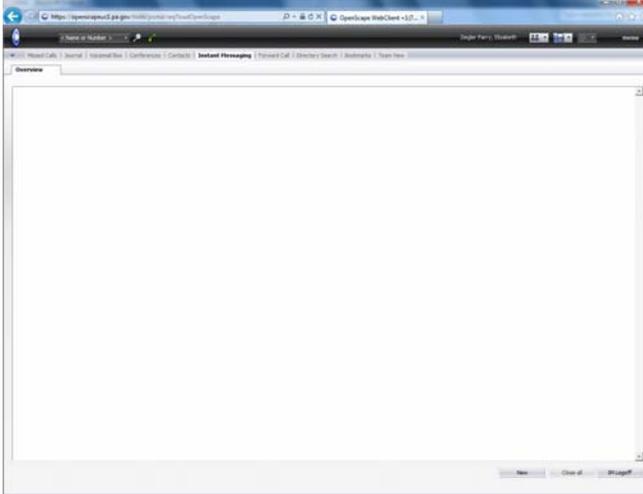


Moderating a Web Collab Session From Web Client

The following will give you step-by-step instructions for moderating a Web Collab Session from the UC Web Client.

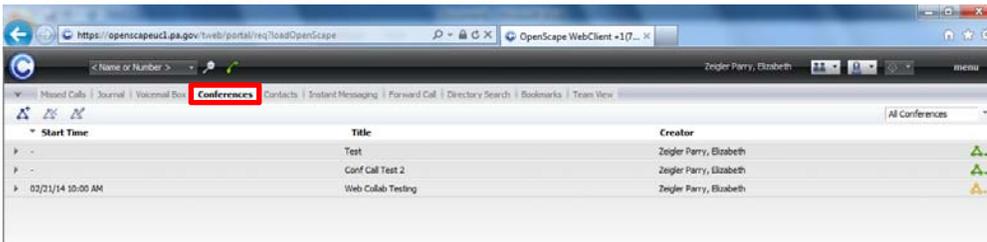
Step 1: Log Into UC Web Client

1. Log into conference room PC using your CWOPA credentials.
2. Open the following link: See last page to determine if you are System A or System B
 - a. System A: <http://openscapeuc1.pa.gov/>
 - b. System B: <http://openscapeuc2.pa.gov/>
3. You will be automatically logged into your UC Web Client.

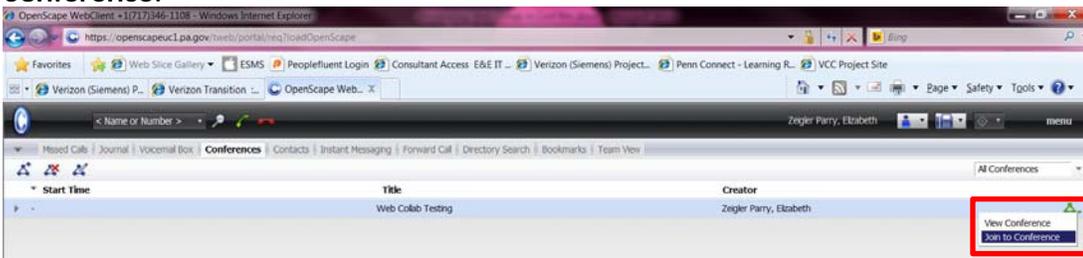


Step 2: Start and Moderate Your Conference

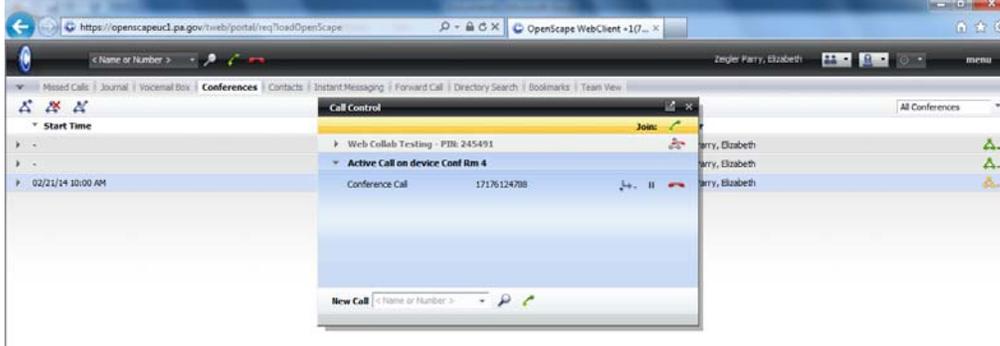
1. Click on the **Conferences** tab on the main screen.



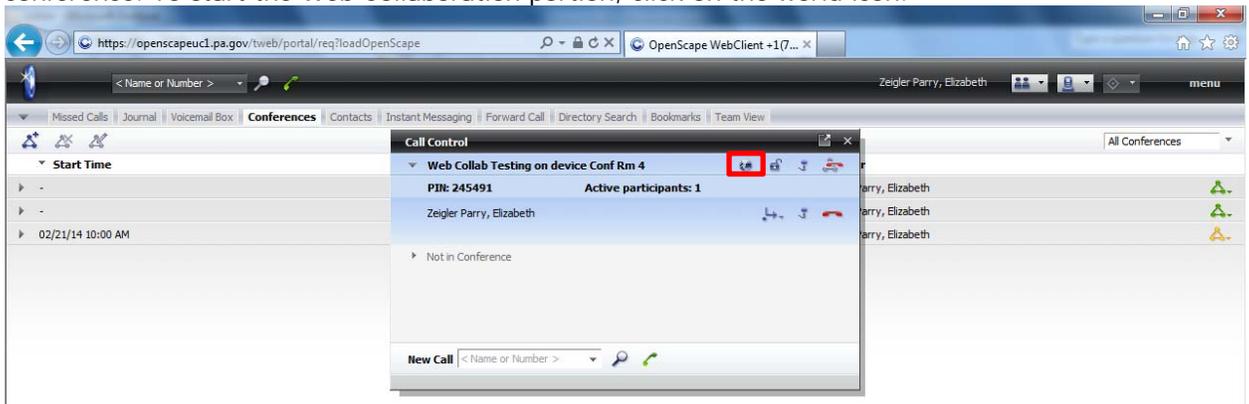
2. Click the drop down arrow next to the conference you would like to start and select **Join to Conference**.



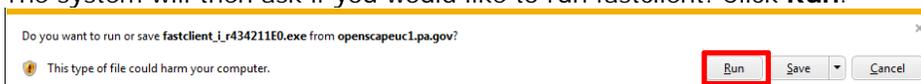
- A call control box will appear and the system will call your phone. Simply answer the call.



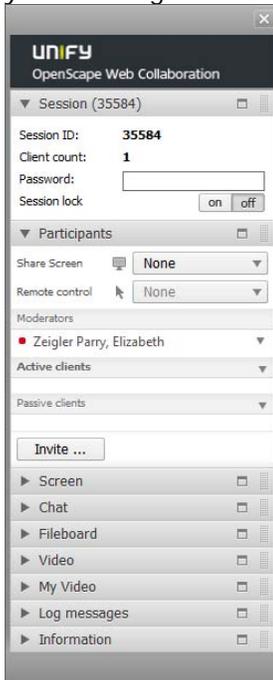
- Once you are joined to the conference, the call control box will display the details of your conference. To start the Web Collaboration portion, click on the world icon.



- The system will then ask if you would like to run fastclient. Click **Run**.



6. Web Collaboration will launch on your screen and provide you with the tools necessary to run your meeting.



System by Agency

Use the following tables to determine if you are on System A or System B from Step 1.

System A

10	Aging
15	General Services
19	State
21	Public Welfare
31	PEMA
32	Civil Service Commission
33	PennVest
35	Environmental Protection
36	State Tax Equalization Board
37	Environmental Hearing Board
38	Conservation & Natural Resources
40	State Ethics Commission
65	Gaming Control Board
67	Health
72	Public School Employees Retirement System
79	Insurance
81	Office of the Inspector General
81	OA Executive Offices
83	Patient Safety Authority
92	Auditor General

System B

12	Labor & Industry
16	Education
17	Public Utility Commission
18	Revenue
20	State Police
22	Fish and Boat Commission
24	DCED
25	Probation & Parole
26	Liquor Control Board
27	Milk Marketing Board
28	Lt Governor's Office
30	Historical & Museum Commission
63	Independent Regulatory Review Commission
66	Securities Commission
68	Agriculture
71	Municipal Retirement System
75	Banking
78	PennDOT
99	Governor's Office