

Setup Prior to First Class Attendance (Recommended)

Omega University classes are generally scheduled to start on the hour. Students can login to the classroom 15 minutes prior to the start time of the class.

AT&T Connect requires the installation of a participant module on the workstation connecting to the classroom. This module can be downloaded at any time to the participating workstation. This is a one time download and installation per workstation. AT&T Connect checks for the existence of the application at classroom entry and automatically downloads and installs the application on the workstation if it is not found.

We strongly recommend that the participant application be downloaded prior to the first class login as the download time can vary based on the speed of your Internet connection.

Use the following steps to pre-load the participant application.

1. Access the website <http://uc.att.com/>
2. Click **Support** at the top of the page.
3. Select **Download Participant Application** under **AT&T Connect Software Downloads**
4. Select Run on all options and accept any security certificates and license agreements.

The program will download and install on the workstation.

Download Information/Troubleshooting

Requirements/Exceptions

To setup the AT&T Connect Participant application, a user's PC must run either Windows 2000, Windows XP (SP1, SP2, SP3 are supported), or Vista with either Internet Explorer 6.0 (or higher) are supported. The computer must have at least 64 MB of RAM and the monitor must support at least High Color (16 bit) at 800 by 600 resolution.

There is further troubleshooting information under the Frequently Asked Questions link in the AT&T Communications Support area.

View and Access Class Listings

Classes are scheduled by student e-mail address. If you are a new Omega client, your Project Manager will work with you on calendaring all of the classes for your firm. If you are an existing client, someone in the training department will schedule any classes you have requested.

Students receive an e-mail invitation to scheduled classes 4 to 7 days in advance of the date of the class. This e-mail not only serves as a reminder of the class, but also contains a link to the classroom and login information. **NOTE:** AT&T Connect does not interface with GroupWise software. If you are using GroupWise as your e-mail client, please open your browser and enter the link below to access the portal.

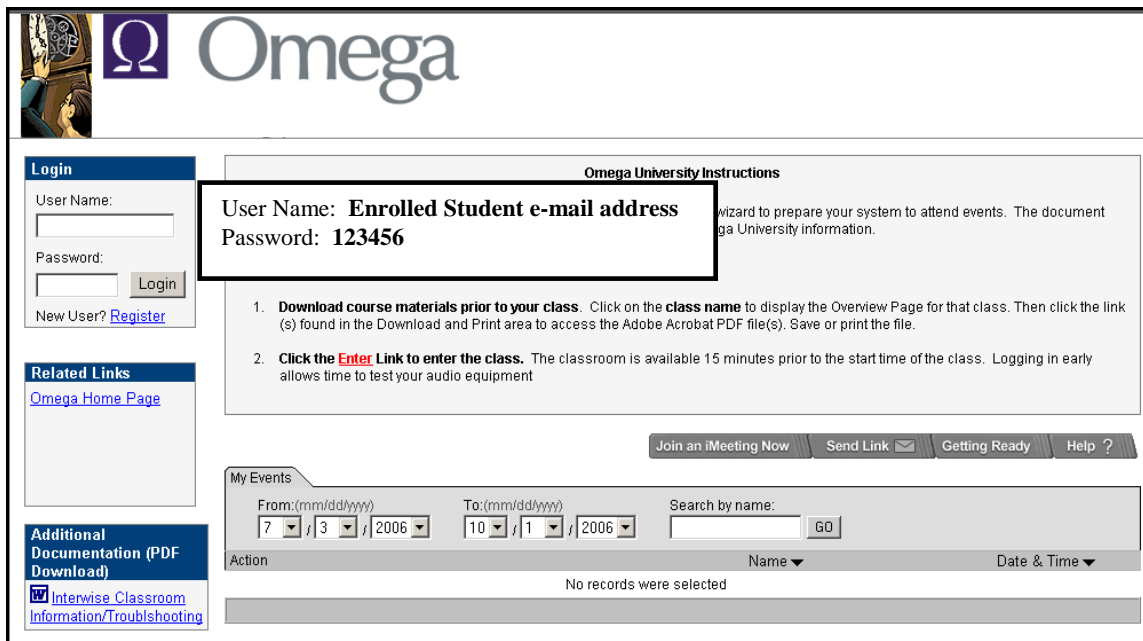
Students taking a single class can use the e-mail link to access the portal page and print any documentation or courseware provided for the event. Documentation can be accessed and printed at any time after access to the portal page is delivered via the email. See below for instructions on access and printing documentation.

Students enrolled in multiple classes (and especially new clients enrolled in the entire training track) should access the address below and bookmark the page.

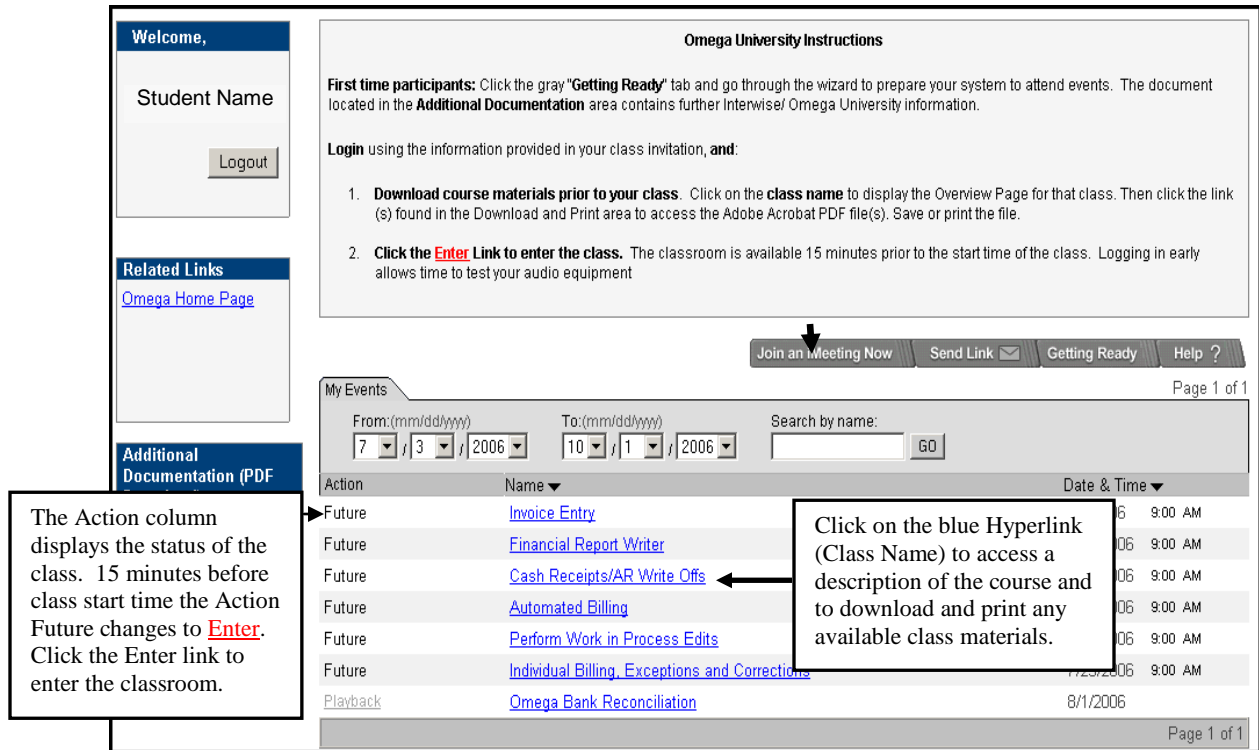
http://omegalegal.uc.att.com/omegalegal/Portal/Omega_university

This address displays a login page and instructions regarding Omega University.

When an enrolled student logs into their portal page they can view the list of classes they are enrolled in with dates and start times for each of the classes. Students can also view course descriptions and print any documentation needed for the class.



A successful login displays all of the currently scheduled classes for the student. The class list defaults to date order and as classes are completed they will drop from the list.



Welcome,

Student Name

Logout

Omega University Instructions

First time participants: Click the gray "Getting Ready" tab and go through the wizard to prepare your system to attend events. The document located in the **Additional Documentation** area contains further interwise/ Omega University information.

Login using the information provided in your class invitation, and:

- Download course materials prior to your class.** Click on the **class name** to display the Overview Page for that class. Then click the link (s) found in the Download and Print area to access the Adobe Acrobat PDF file(s). Save or print the file.
- Click the Enter Link to enter the class.** The classroom is available 15 minutes prior to the start time of the class. Logging in early allows time to test your audio equipment

Join an Meeting Now Send Link Getting Ready Help ?

My Events Page 1 of 1

From: (mm/dd/yyyy) 7 / 3 / 2006 To: (mm/dd/yyyy) 10 / 1 / 2006 Search by name: GO

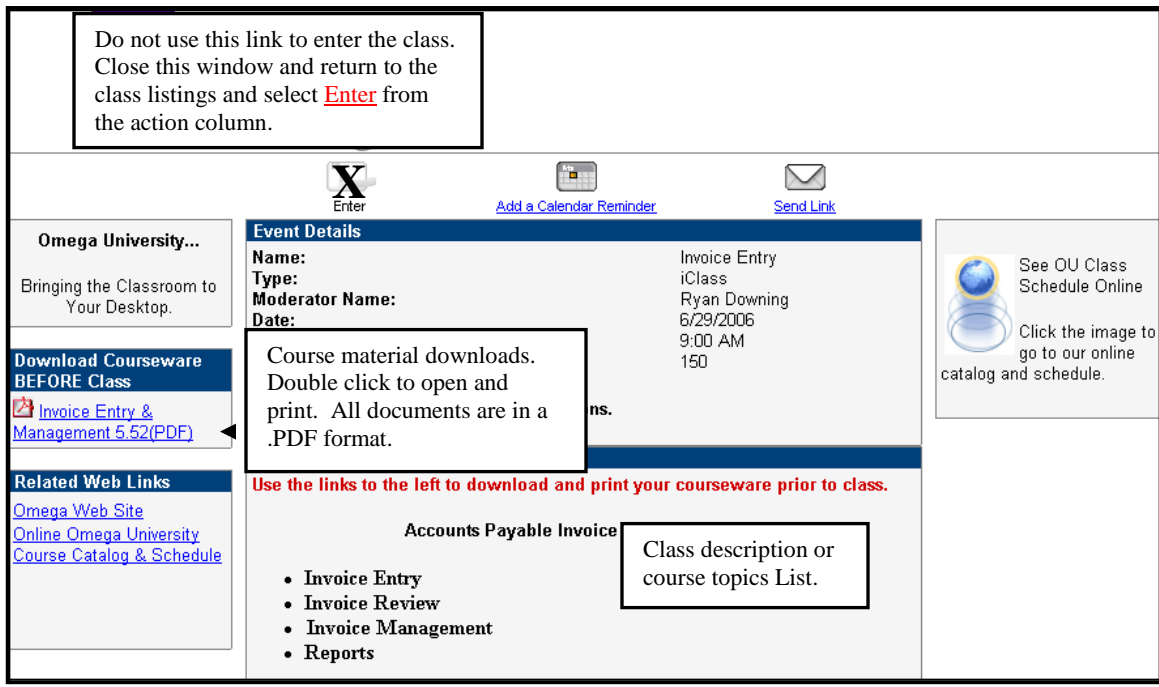
Action	Name	Date & Time
Future	Invoice Entry	06 9:00 AM
Future	Financial Report Writer	06 9:00 AM
Future	Cash Receipts/AR Write Offs	06 9:00 AM
Future	Automated Billing	06 9:00 AM
Future	Perform Work in Process Edits	06 9:00 AM
Future	Individual Billing, Exceptions and Corrections	06 9:00 AM
Playback	Omega Bank Reconciliation	8/1/2006

Page 1 of 1

Callouts:

- The Action column displays the status of the class. 15 minutes before class start time the Action Future changes to **Enter**. Click the Enter link to enter the classroom.
- Click on the blue Hyperlink (Class Name) to access a description of the course and to download and print any available class materials.

The Class Name hyperlink displays the course overview with course descriptions and documentation. After printing the course materials, close the window to return to the class listing.



Do not use this link to enter the class. Close this window and return to the class listings and select **Enter** from the action column.

Enter Add a Calendar Reminder Send Link

Omega University...
Bringing the Classroom to Your Desktop.

Download Courseware BEFORE Class

[Invoice Entry & Management 5.52\(PDF\)](#)

Related Web Links

[Omega Web Site](#)
[Online Omega University Course Catalog & Schedule](#)

Event Details

Name: Invoice Entry
Type: iClass
Moderator Name: Ryan Downing
Date: 6/29/2006 9:00 AM 150

Course material downloads. Double click to open and print. All documents are in a .PDF format.

Use the links to the left to download and print your courseware prior to class.

Accounts Payable Invoice

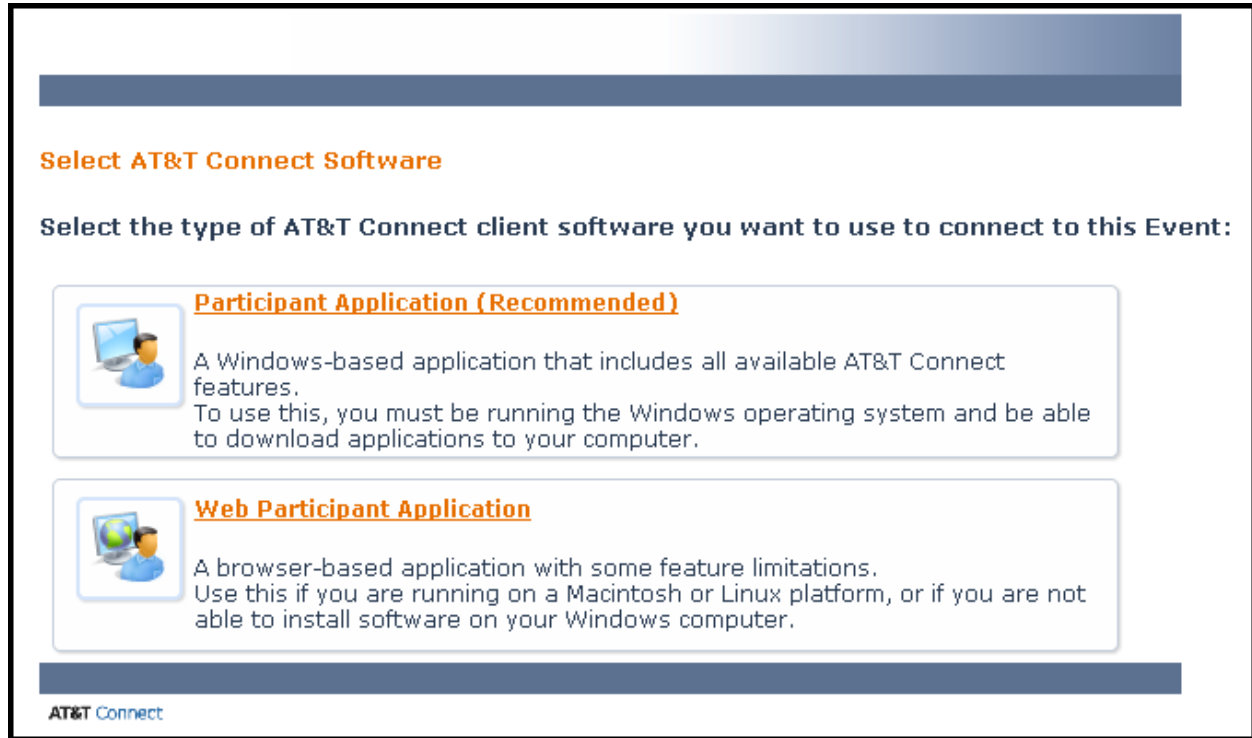
- Invoice Entry
- Invoice Review
- Invoice Management
- Reports

Class description or course topics List.

See OU Class Schedule Online
Click the image to go to our online catalog and schedule.

Entering the Classroom


You will be prompted to select the method of classroom entry.




Select AT&T Connect Software

Select the type of AT&T Connect client software you want to use to connect to this Event:

Participant Application (Recommended)

 A Windows-based application that includes all available AT&T Connect features. To use this, you must be running the Windows operating system and be able to download applications to your computer.

Web Participant Application

 A browser-based application with some feature limitations. Use this if you are running on a Macintosh or Linux platform, or if you are not able to install software on your Windows computer.

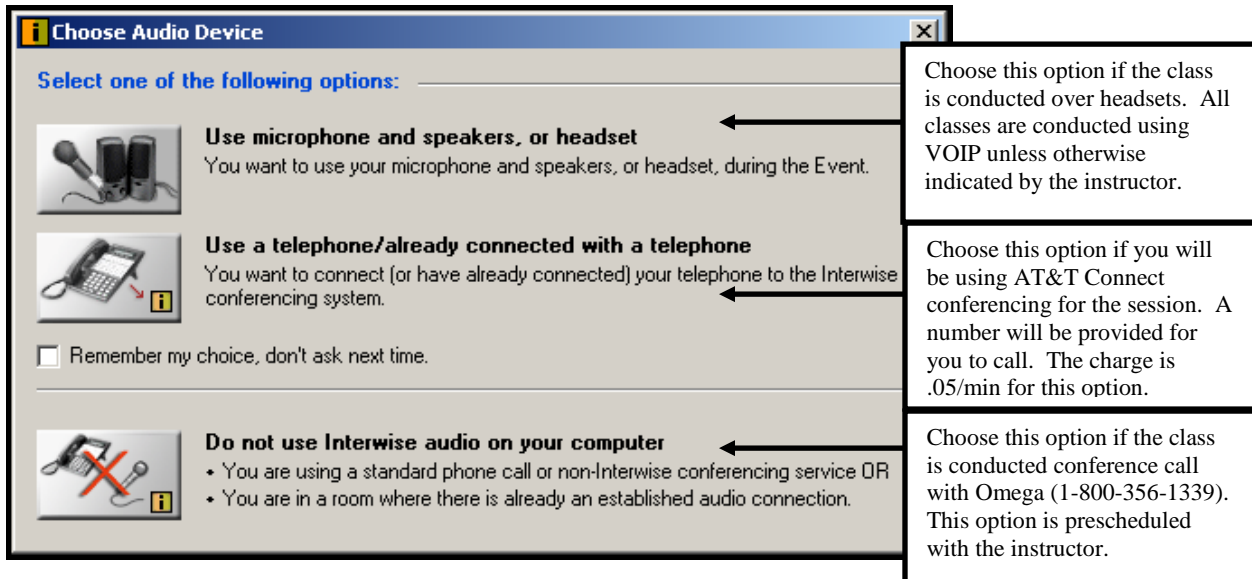
AT&T Connect

The **Participant Application** choice recognizes a prior download of the application or will download the application as you enter the classroom. This option allows the student to use all methods of audio (see below) – headset, AT&T conference call or other conference call audio connections.

The **Web Participant Application** allows you to participate without a download, but restricts audio to an AT&T conference or other conference call audio connection (conference call with Omega). VOIP (headset technology) is not available with this option. AT&T conference calling is charged at .05/minute per connection.

Audio Needs (Participant Application)

Omega University Instructor led classes are conducted via the Internet using “voice over internet protocol (VOIP). Our classes are set to allow the use of telephone audio and each student will be prompted to choose their audio device – Microphone/speakers or headset, AT&T Conferencing or No AT&T Audio.



The screenshot shows a dialog box titled "Choose Audio Device" with three radio button options. Callout boxes on the right provide detailed instructions for each option:

- Use microphone and speakers, or headset**: Choose this option if the class is conducted over headsets. All classes are conducted using VOIP unless otherwise indicated by the instructor.
- Use a telephone/already connected with a telephone**: Choose this option if you will be using AT&T Connect conferencing for the session. A number will be provided for you to call. The charge is .05/min for this option.
- Do not use Interwise audio on your computer**: Choose this option if the class is conducted conference call with Omega (1-800-356-1339). This option is prescheduled with the instructor.

If you select the “Use **microphone**” option the attending student workstation will need one of the following:

1. A PC with External speakers and an attached microphone

-OR-

2. A computer headset with audio/microphone capabilities attached to the PC sound card. Headsets can be purchased at any office supply store for approximately \$15.00 to \$20.00. (See the resource list at the end of this document for headset suggestions.)

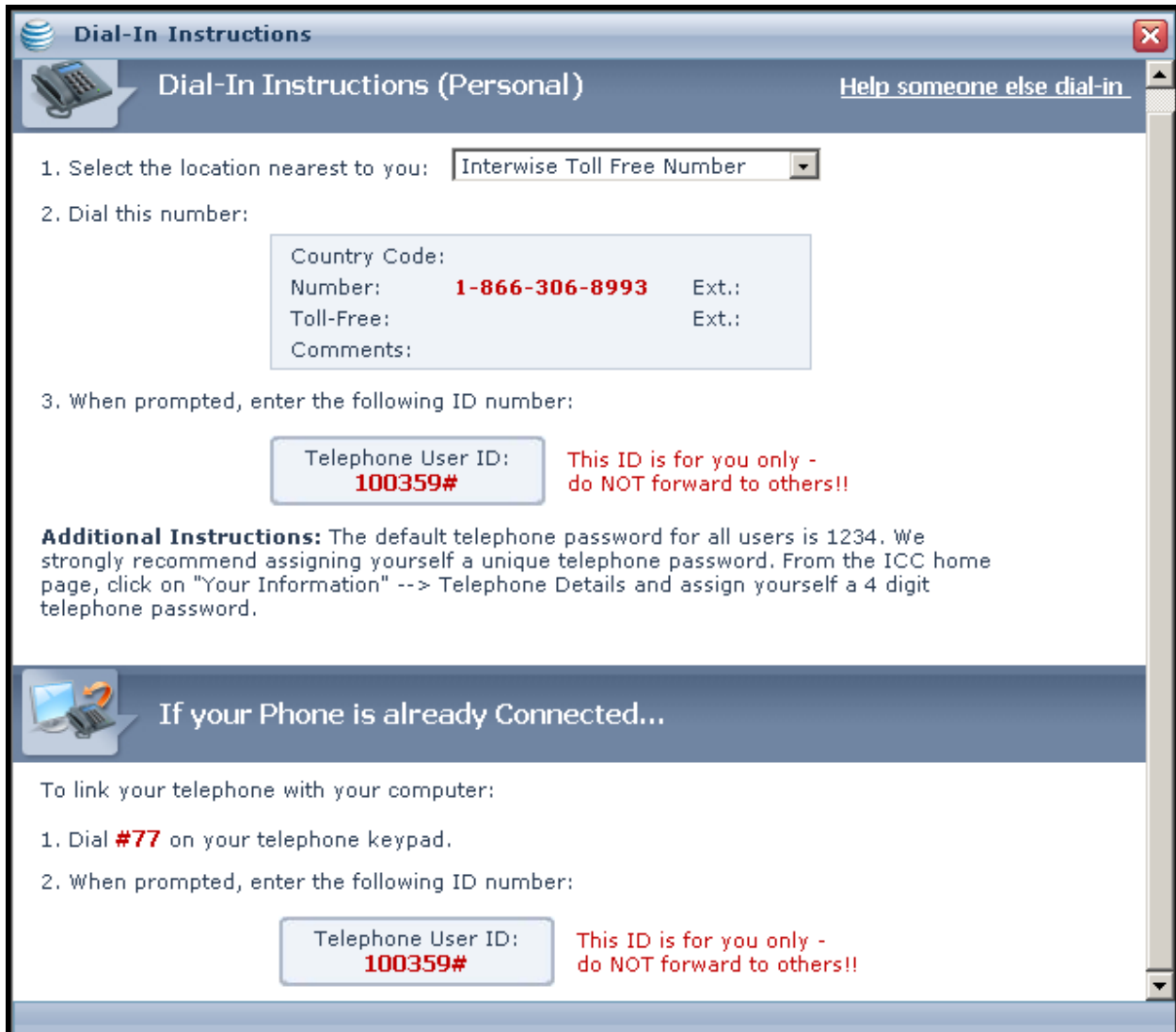
NOTE: There is no additional charge for attendance with microphones or headsets.

If you select the “Use a **telephone**” icon, you will be prompted with a dial-in instructions page. Follow the 3 steps to call the AT&T Connect conferencing center and connect to the event.

NOTE: If you select this method there will be a charge of **.05/per minute of connection time.**

Audio Needs (Web Application)

If Web Application was the method of classroom entry, the headset option is disabled.



The screenshot shows a web browser window titled "Dial-In Instructions". The main heading is "Dial-In Instructions (Personal)" with a "Help someone else dial-in" link. The instructions are as follows:

- Select the location nearest to you:
- Dial this number:

Country Code:		Ext.:
Number:	1-866-306-8993	Ext.:
Toll-Free:		Ext.:
Comments:		
- When prompted, enter the following ID number:

Telephone User ID:	100359#	This ID is for you only - do NOT forward to others!!
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Additional Instructions: The default telephone password for all users is 1234. We strongly recommend assigning yourself a unique telephone password. From the ICC home page, click on "Your Information" --> Telephone Details and assign yourself a 4 digit telephone password.

If your Phone is already Connected...

To link your telephone with your computer:

- Dial **#77** on your telephone keypad.
- When prompted, enter the following ID number:

Telephone User ID:	100359#	This ID is for you only - do NOT forward to others!!
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Follow the Dial-In Instructions to use AT&T conferencing (.05/minute) or close the screen and use the telephone number provided by the Omega Instructor for conducting the session via a conference call.

Steps to Successful Class Attendance

1. Purchase necessary headsets (one set per student), or external speakers and a microphone for the workstation.
2. Determine the workstations you will be using for training and download the participant application prior to the first class date.

If you have any doubts at all about connecting to the classroom, contact your project manager or the Omega training department and we will be happy to set up a test session.

3. Log in and bookmark the portal page for easy access to your class listings.


http://omegalegal.uc.att.com/omegalegal/Portal/Omega_University

4. Print any class materials before logging into the classroom.
5. **Login to the class early.** You can enter the classroom 15 minutes prior to the class start time. This time is used to test audio equipment for students and to help anyone that is having trouble getting connected. We know your time is valuable and because the class may contain students from multiple firms it is important to start our classes on time so the class can be conducted and completed in the time frame specified.
6. **Participate.** The more questions you ask, the more you will understand about Omega applications and how the software impacts your workflow. The training classes are for you, and we welcome any questions, scenarios or ideas you wish to talk about.
7. **After Class.** Please let us know what you liked or did not like about the class(es) you attended. Omega is constantly updating and changing course outlines and course materials to meet the needs of our clients.

Headset Idea List

Office Depot – \$8.99

Cyber Acoustics AC 646B - headset (Item # 791383) In Stock



\$8.99
each

Qty

ADD TO CART [Add to List](#)

[Special Order Return Policy](#)

Office Max – \$14.99




Panasonic KX-TCA60 Over-The-Head Hands-Free Headset

1 product starting from :
\$ 14.⁹⁹

Stay connected while you're on the computer with the KX-TCA60 hands-free headset from Panasonic.

Staples - \$19.98



[Logitech ClearChat Stereo™ Headset](#)

- Rotating, noise-cancelling microphone
- Adjustable overhead band
- Ideal for internet voice chat and online gaming

\$19.98
Each

Qty.

Add to Cart

[Add to Favorites](#)

Item 689436
Model 981-000009