

Participant Guide

Nebraska Library Commission OPAL Room

System Requirements for OPAL Use:

NOTE: OPAL does not work well with Apple/Mac computers. You will need a PC for this application.

Internet access. Broadband is better, but a fast dial-up connection will work.

Internet Explorer is preferred as the browser for this meeting environment. If you are using Firefox, consider using the IE tab to access the OPAL room.

Speakers or a headset are REQUIRED. A headset with built-in microphone is preferred, but you can use speakers and a stand alone microphone. You will be better able to participate in the meeting if you have a microphone. See below for some tips on Audio Troubleshooting.

Getting Ready for the Meeting:

NOTE: First time OPAL participants should plan on getting ready at least 30 minutes before the meeting is scheduled to start. Test your microphone and speakers/headset early!

Go to <http://67.19.90.10/masteradmin/room.asp?id=rs9081141564a5> OR

go to OPAL at <http://www.opal-online.org/> and click on the blue tab "Online Rooms". Then scroll down the page and click on the link for the Nebraska Library Commission.



You should now be looking at the log on screen for the Commission's room. Look for this box and click on "Download Here".

Download Here	
First time users click button above to install the plugin	

After the plugin has been installed, click on:

Click here to enter in the room

When you see the box shown below, type your full name (first name and last name) in the "User Name" box. NO PASSWORD IS REQUIRED. Now click on "Log On" to enter the room.



Welcome to the Commission's OPAL room!

Online Meeting Etiquette:

Begin your log on a minimum of 15 minutes before the meeting is scheduled to start. This will give you time update the plugin if needed and test your microphone and headphones/speakers.

Don't forget to talk. Get used to using both the microphone and text chat to interact with the other participants.

Don't use your control (Ctrl) key unless you want to talk. Repeated use of the control key for other purposes can confuse the moderator because it will look like you are in line to talk.

Audio Troubleshooting:

If you are having trouble hearing or being heard, here are some things to check:

1. Make sure the jacks for your speakers/headset and microphone are plugged into the correct ports. The connection ports and the plugs should have matching icons (and sometimes color) which should match the icons on the jacks.

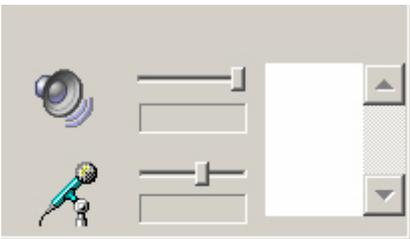
If you need help identifying jacks and ports on your equipment, visit this website for a guide with pictures: <http://www.uas.alaska.edu/sitka/IDC/illuminate/mike.htm>

2. Make sure that the jacks are completely inserted into the ports. It is easy to connect them part way so give it an extra, gentle push.

3. If you are using a headset with built-in microphone you may have a volume control in the cord that connects your headset to the computer. Check the control to be sure the mute switch is turned off and the volume is turned up.
4. Check your computer sound settings to be sure your sound and/or your microphone are not muted or set at very low volume.

In the OPAL room, open the "File" menu in the top left corner of the window. Click on "Microphone Settings" or "Speaker Settings" in the menu. Look at the mute box and make sure it is not checked. Then check the volume slide and adjust it upward to increase your volume.

5. Check your volume controls in the OPAL room. You will find them in the lower left corner of the OPAL window (see below.)



To increase the volume, move the slides to the right.

6. If all else fails, exit OPAL, exit your browser and start over. In cases of extreme frustration, reboot your computer and contact the session moderator for help.

What is OPAL?

OPAL is a collaborative effort by libraries of all types to provide cooperative web-based programming and training for library users and library staff members. These live, online events are held in an online "rooms" where participants can interact via voice-over-Internet Protocol, text chatting, and synchronized browsing.

Participating OPAL libraries develop and deliver online programs, events, and meetings using software from [Talking Communities](#). OPAL is administered by the [Alliance Library System](#), the [Mid-Illinois Talking Book Center](#), and the [Illinois State Library Talking Book and Braille Service](#). For more information about OPAL, visit the OPAL website's "About Us" at <http://www.opal-online.org/about.html>.