

CENTRA INSTRUCTIONS

(Please do the following at least 48 hours before the actual start time to download Centra on your computer if you have not used it before. This will save time on the event date when you repeat the process)

1. Open Internet Explorer and key in the following URL to logon to the DECS Centra server <http://www.centra.sa.edu.au/main/tkms>
2. Choose which event you will attend

Events titled: "MESA AGM – October 19"

3. Click the *attend* link on the RHS of the event name



Start Time ▲	Event	Leader	Duration	Action
10/14/05 9:00 AM	IES - Overview of Centra	Enver Malkic	1h 00m	Attend
10/19/05 4:45 PM	MESA AGM - October 19	Centra Administrator	2h 00m	Attend
10/21/05 2:00 PM	Learning Gateway Pilot Information Session	Enver Malkic	3h 00m	Attend

You will then see the dialogue box on the left below. Enter your email address and click Attend button. The window on the right appears for you to complete details then finally select attend and you are done!

Attend

Email Address:

Attend

Email Address: fred.nurk@email.com

First Name:

Last Name:

Display Name: (Name seen by other attendees)

As this is the first time you log-in to a Centra event there are a number of 'once only' set-up steps to **download** the Centra software on your computers that may take a little time so please do this well before the actual event. This could take 5 minutes dependent upon your connection speed. After the progress bar has fully moved you may not see any indication of activity for a few more minutes. Please be patient. Eventually you will enter the Centra Symposium Main Room and you will see a name on the left-hand side, midway down the screen.

At the end of the process you will be prompted to do a System Check where you will need a multimedia headset plugged into the sound card of the computer.

Just follow the onscreen prompts and on the last dialogue box leave the default setting of 'Speaker mode' even though you are using headsets. Do **not** select voice activated.

Please ensure that your headsets are plugged into the **soundcard at the back** of the computer. The colours of headset leads are pretty much standard nowadays.

- **Black/Green** lead (speakers) – plug into **green** socket in sound card
- **Blue/Pink** (microphone) - plug into **pink** socket in soundcard

If you are unable to download the Centra client it may be a permissions issue. Network administrator rights may be needed.