



# Orchard Software Corporation

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Corporate Training

**WebEx Training Prerequisites**

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## Orchard Software WebEx Training Session Pre-requisites

When a training session host invites you to a training session via email, the invitation email message will include information about the training session, instructions for joining the voice conference, and a link that you can click to join the training session.

### Overview

To participate in a training session, you must use the WebEx Training Manager. If you have not yet set up Training Manager on your computer, you can do so before joining a training session to avoid a delay. Otherwise, once you join a training session, your Training Center Web site automatically sets up Training Manager on your computer.

### System requirements

Your system must meet these requirements for installing Training Manager for Windows:

- Intel x86 (Pentium 400 MHz +) or compatible processor 32 MB RAM (64 MB recommended)
- 56K or faster Internet connection

### OS and Browser Support

	Windows	Mac OS X	Linux	Solaris	HP-UX	AIX
Operating Systems	2000, XP, 2003, 32-bit Vista, 64-bit Vista (not including Remote Access)	10.4, 10.5	Ubuntu 9.04, Red Hat 5, Open SuSE 11.1, Fedora 11	Solaris 10, OpenSolaris (x86)	HP-UX 11.11	AIX 5.3
<b>Minimum System Requirements</b>						
Processor	Intel or AMD	PowerPC or Intel	Intel or AMD	UltraSPARC or Intel or AMD	PA-RISC	PowerPC
JavaScript	JavaScript and cookies enabled	JavaScript and cookies enabled	JavaScript and cookies enabled	JavaScript and cookies enabled	JavaScript and cookies enabled	JavaScript and cookies enabled
Other	Active X enabled (unblocked for IE is recommended)	Apple Java 5 or above	Sun Java 5 or above, libstdc++ 6.0, GNOME/KDE windowing system	Sun Java 5 or above CDE windowing system	Sun Java 5 or above CDE windowing system	IBM Java 5 or above CDE windowing system
<b>Browsers (Recommended browsers are shown in bold )</b>						
Internet Explorer	<b>6, 7, 8</b>					
Mozilla			<b>1.7</b>	<b>1.7</b>	<b>1.7</b>	<b>1.6</b>
Firefox	<b>2/3/3.5</b>	<b>2/3/3.5</b>	<b>2/3/3.5</b>	<b>2/3</b>	<b>2</b>	<b>2</b>
Safari		<b>3/4</b>				
Chrome	<b>2</b>					

## To set up Training Manager for Windows

1. From your emailed invitation to the WebEx session, click the link to join the session. This will take you to the Orchard Software WebEx Training Center.
2. On the navigation bar at the left, expand Set Up, and then click Training Manager. The Set Up page appears.
3. Click the Set Up button.
4. If a security dialog box appears, do **one** of the following:
  - If you are installing Training Manager on Microsoft Internet Explorer, click the Yes or Run button.
  - If you are installing Training Manager on Netscape Navigator, click Grant. Setup continues.
5. You will see the “Setting Up Training Center” progress window display.
6. When set up is complete, the message “You have successfully set up Training Manager on this computer” displays. Click the OK button.
7. The “Live Sessions” list will display the scheduled presentations.

## Browsing the Session Calendar

The Live Sessions page includes a training session calendar, which provides upcoming, daily, weekly, and monthly views of all scheduled or in-progress training sessions on your site, as well as a list of all training sessions being hosted on the current date. Using the calendar, participants can:

- Search for a training session
- Obtain information about a training session
- Join a training session

## Joining a session

If this is your first time in a training session, we strongly recommend you join a few minutes prior to the official start time so that Training Manager can be downloaded and configured.

1. Click on the presentation title under the “Topic” column.
2. Enter your **full** name, email address and the password you were given in the invitation email. (If those fields are disabled, the instructor may not have started the session).
3. Click the **Join Now** button.
4. The “Session in Progress” window displays and the Training Center window will open.

Please note that we begin Web training sessions promptly. If no attendees have logged in to a session, the instructors will cancel the session after 10 minutes.

