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# Meru University

## #1200

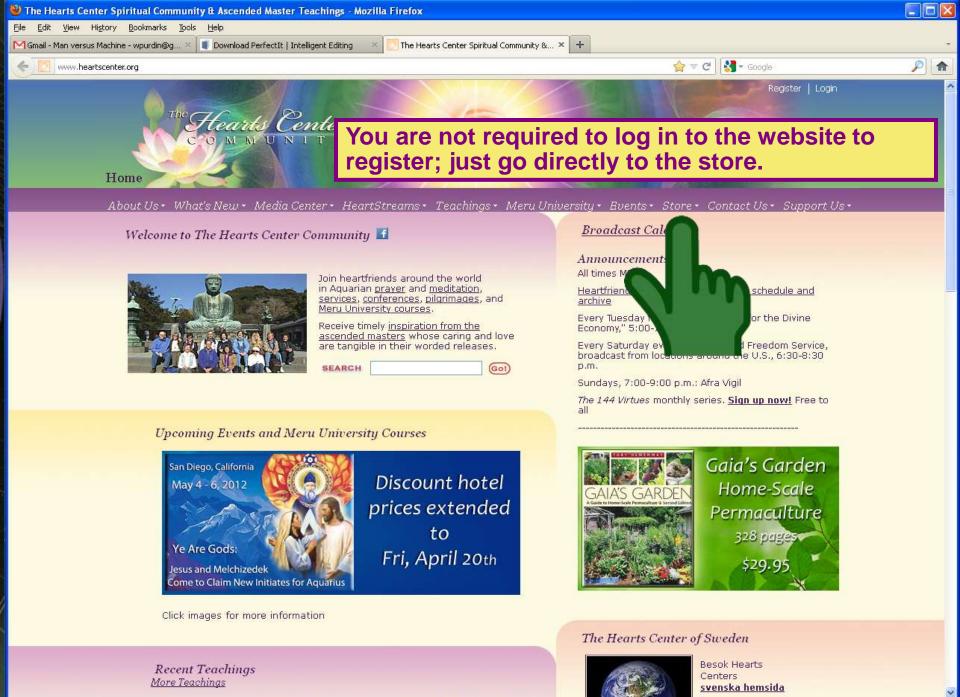
## Course Orientation and Technology Training



### **Theme of the Course**

Meru University course 1200, **Course Orientation and Technical** Training, is a hands-on tour, step by step, on how to register and then use features on our course pages. We share how to log-on to webinar host Adobe Connect with fun interactive features. Learn how to join our discussion forum to share your insights in posts, read others, and reply. The goal of this short class is to make registering and participating in Meru University courses fun and easy and enable all students to fully participate in and gain 100% benefit from all classes.

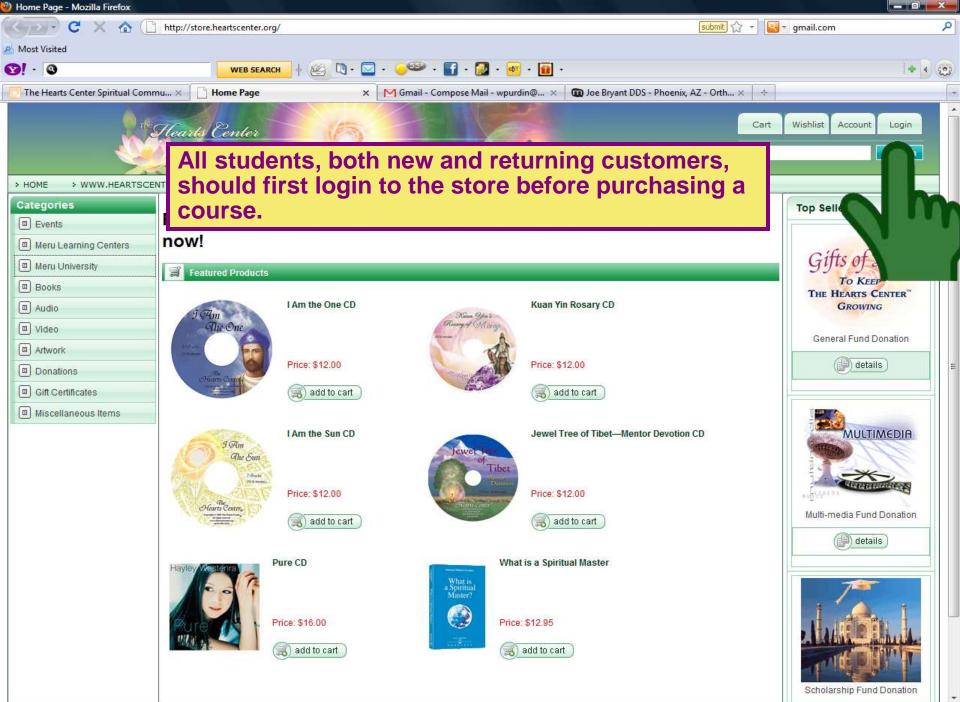
## Part 1: How to Register



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**Teaching Topic** 

Audio Length Video



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n in to your account to access your order history, wishlist, and other pers           RETURNING CUSTOMERS           If you have already registered with The Hearts Center, plenail Address:	lease sign in now.	(username)

If you're a returning customer, enter your user name and store password, and click "Sign In." Please note that your store password might be different from your Hearts Center website password. For security purposes, the next screen will show a six digit numerical code which you are required to enter in. If you're a new customer, register in the store by entering your email address and creating a password. It must contain 6 characters with at least one uppercase, one lower case, and one nonletter (e.g., Password1). Then click "Register." This will only register you in the store, and not the website or the course. Keep your user name or you may not be able to access the store.

NOTE: Each student must register for Meru courses with their own store account username in order for our system to grant them access to their class. If you would like to gift a class to friends and family please use our convenient Hearts Center Gift Certificates, as explained on the following slide, and then have them register under their own store username.



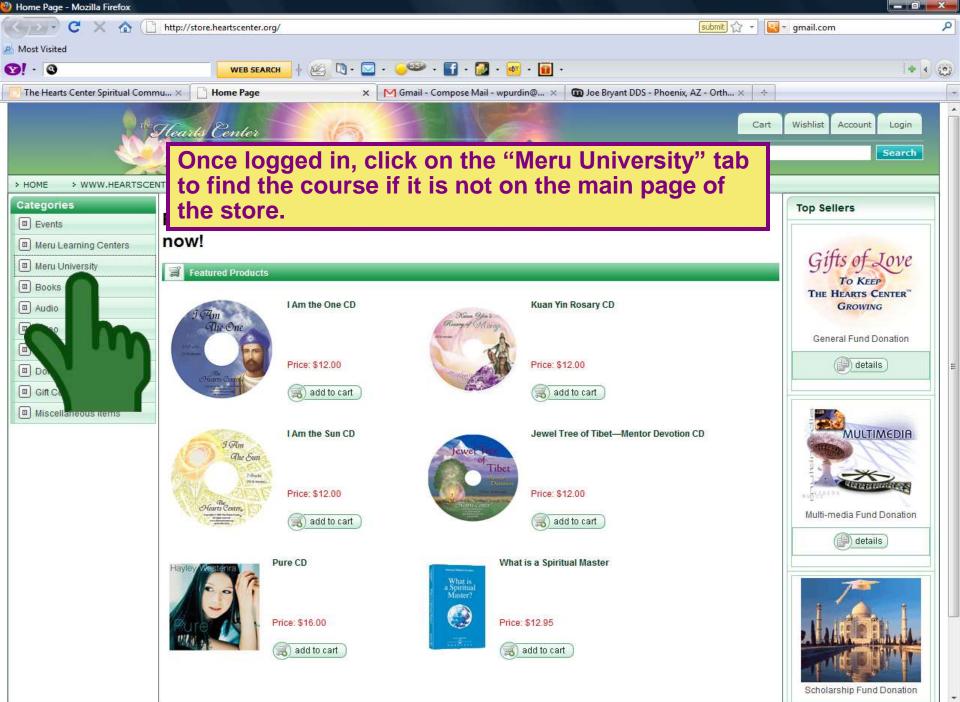
You can purchase a **Gift Certificate** in a fixed amount or variable amount used for gifting to a friend an entire registration for a Meru course.

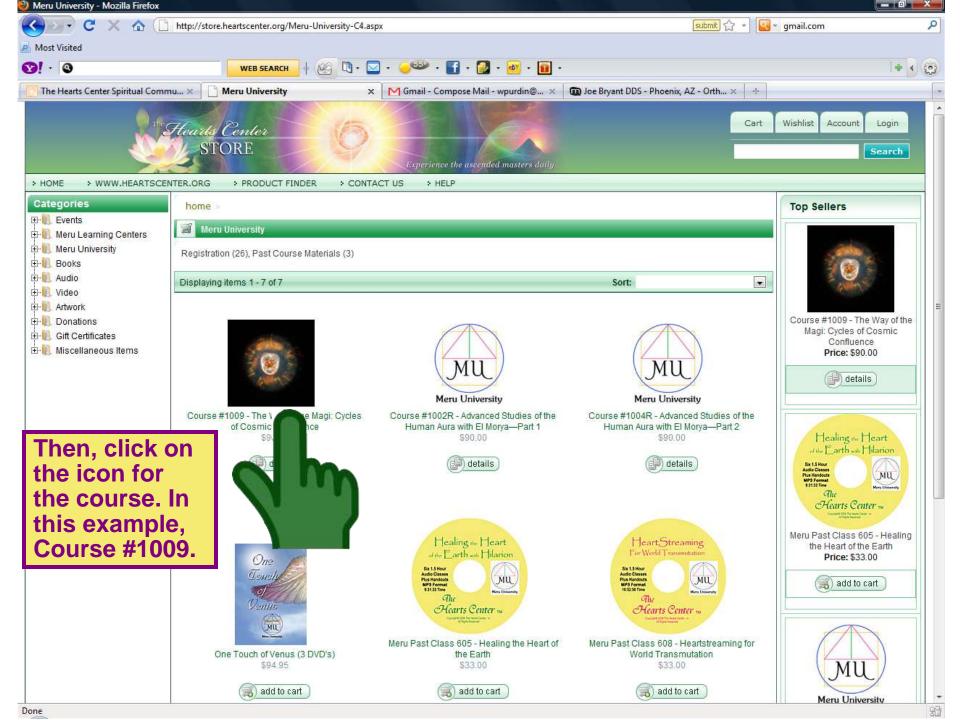
On the store website, click on the words Gift Certificate on the left-hand sidebar. Once you are on the Gift Certificate page, click Meru University Gift Certificates. On the next page, enter the amount of money (Price) of your gift, and click the Add to Cart button.

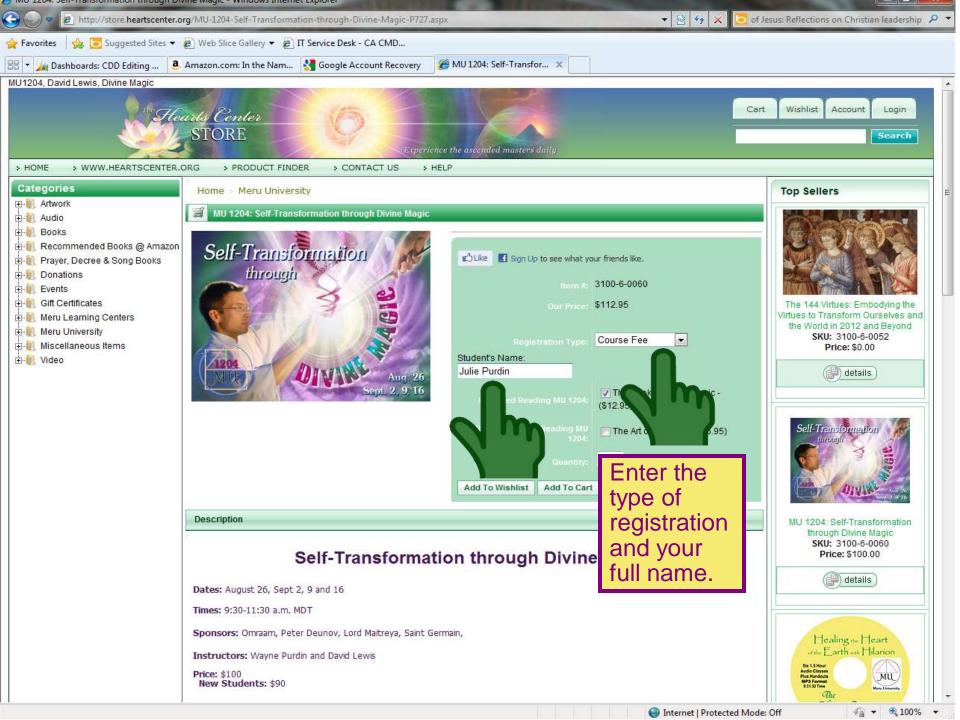
Once you have completed payment for your order, the Receipt Order Summary page will display the Gift Certificate Number.

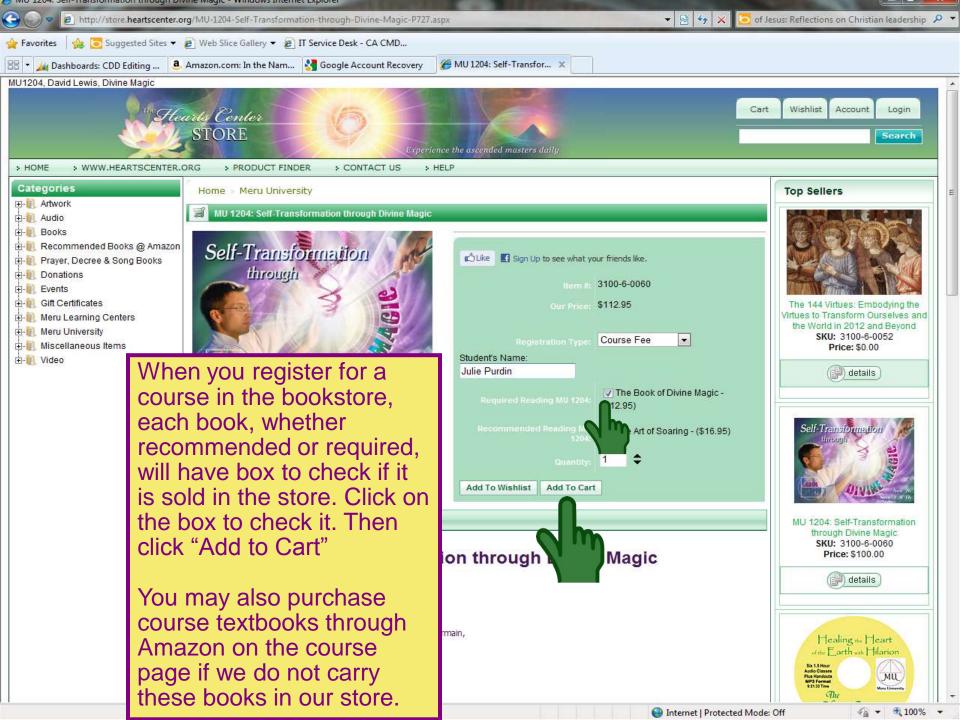
Click on the Gift Certificate Variable Price link which will display your Certificate Number. You can then copy and paste this Gift Certifixcate Number into an email to your friend. You can also click on the Print button for a paper copy.

Once your friend has received the gift certificate number, he or she simply logs in to the store and orders the course as you normally would. At the payment screen, your friend would select the Gift Certificate as payment type and put in the Gift Certificate Number and click Pay with Gift Certificate. (See slide 15).











#### The Fleans Contor

#### APPEARANCE RELEASE

As a participant in this Hearts Center event, I may be included in videotapes or photographs taken during it, or my voice may be recorded. I understand that by my attendance, I am consenting to such use of my image and/or voice, and I hereby assign, transfer and grant to the sponsor of the event and anyone acting on the sponsor's behalf the right to photograph or videotape me or create audio CD's of my voice and to utilize such photographs, videotapes and CD's for any legitimate business purpose of the sponsor.

#### LIABILITY RELEASE

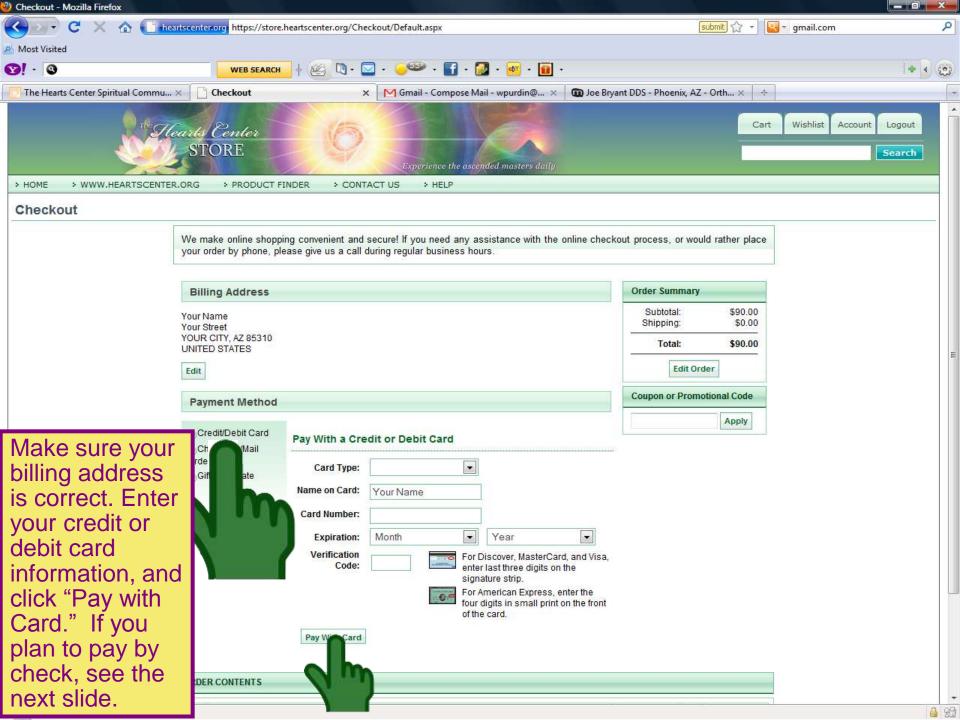
I understand that my onsite or online presence at this Hearts Center event, including my participation in exercise activities, dance, prayer and other spiritual work, does not take the place of any requirements I may have for the assistance of a physician or health practitioner.

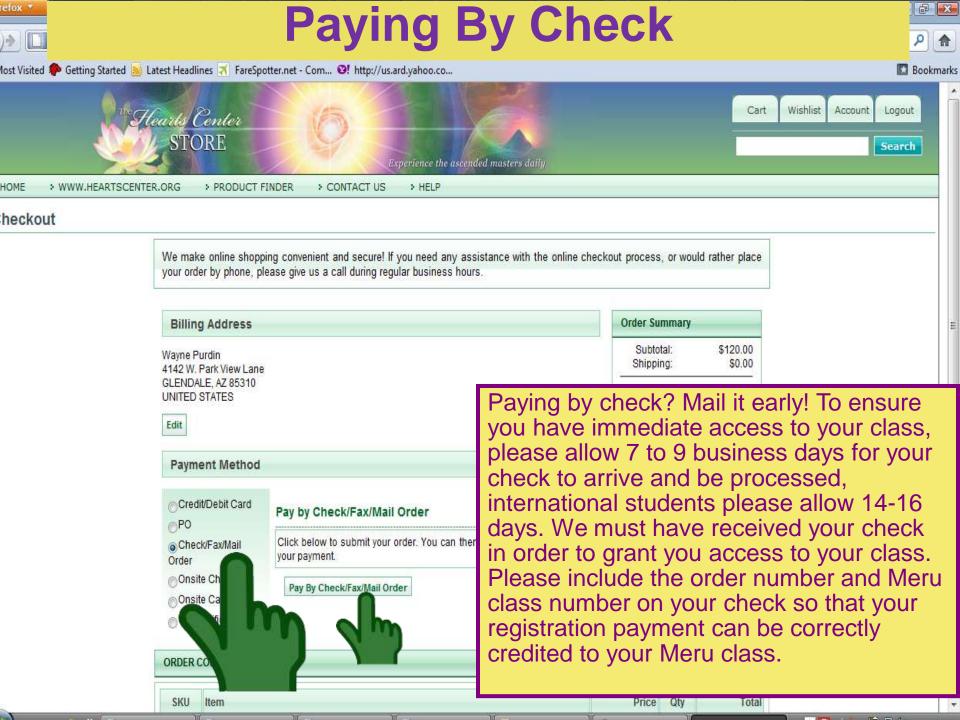
After having read this document in its entirety, to the fullest extent allowed by law, I agree to waive, discharge claims, and release from liability The Hearts Center, its officers, directors, employees, agents, and leaders from any and all liability on account of, or in any way resulting from injuries and damages, even if caused by negligence of The Hearts Center, its officers, directors, employees, agents, and leaders in any way connected with this event. I further agree to hold harmless The Hearts Center, its officers, directors, employees, agents, and leaders in any way connected with this event. I further agree to hold harmless The Hearts Center, its officers, directors, employees, agents, and leaders from any claims, damages, injuries or losses caused by my own negligence while a participant. I understand and intend that this assumption of risk and release is binding upon my heirs, executors, administrators and assigns and includes any minors accompanying me during the event.



An appearance waiver and liability release will pop up. Please read it and click "accept" to continue with the registration.

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You can save the pdf of these instructions onto your computer by selecting "Save File" and clicking OK. Store it in a special folder on your computer for the course.



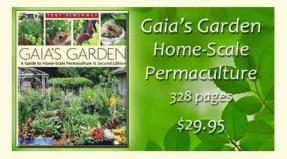


Once you have completed your purchase of the course registration, please allow 24 hours for your Hearts Center website login to be upgraded which gives you permission to access the student-only information on the course page. Before your login is upgraded, you can find general information on the course page. To access the course page on the Hearts Center's website, go to www.HeartCenter.org. If you are new to the website, please register at the top right and login to access the course page.

Upcoming Events and Meru University Courses

**Teaching Topic** 





#### The Hearts Center of Sweden



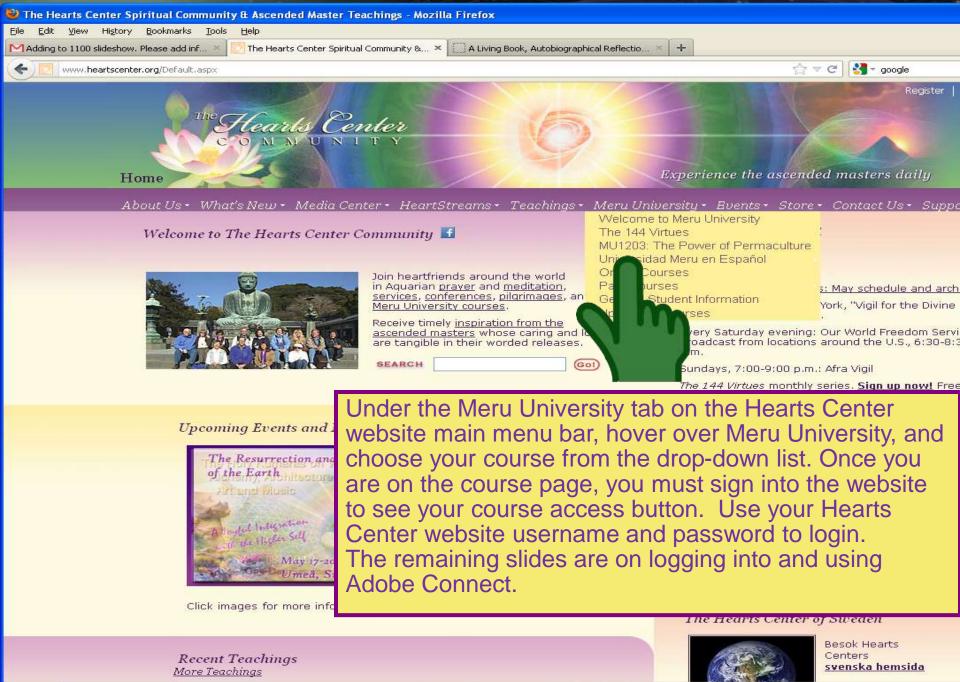
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#### Recent Teachings More Teachings

Click images for more information

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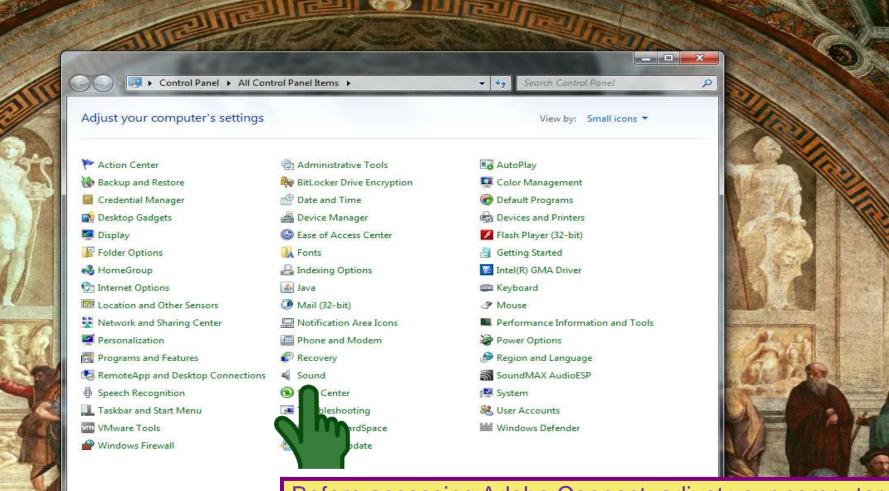
Audio Length Video



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× Find: magic

## **Part 2: Adobe Connect**





Before accessing Adobe Connect, adjust your computer audio settings. First, make sure your USB headset is plugged in to your computer. Click on your "Start" menu, usually the first icon on the tool bar located in most cases at the bottom of the screen. Follow this path: Start > Control Panel > Sound >

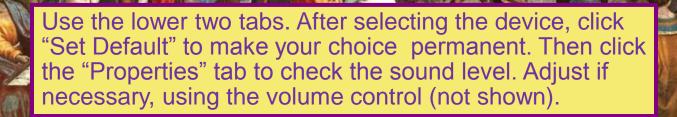


Set Default

Properti

Use the first two tabs. The "Playback" tab controls your speakers and the "Recording" tab controls your microphone choices. Select USB device (not shown). Do not select "Speakers" or "Built-in Microphone." If you do, you will not be able to speak without an echo.

Configure



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Adobe® Connect™ Connection Test Test Results You are ready to connect to your Adobe Connect meeting. We recommend installing the Adobe Connect Add-in for enhanced performance and functionality.	<ul> <li>Your version of Flash Player is supported. Your version of Flash Player is supported.</li> <li>Adobe Connect Connection Test Connected.</li> <li>Gonnection Speed Test Your connection is LAN speed.</li> </ul>	Install Add-in		E

The fourth step, asking you to install the Adobe Connect add-in, is **not required** for students.

You can also test your upload speed using www.speedtest.net. Click on Begin Test. You will receive the results within a few minutes. The minimum acceptable speed is 4.55 Mpbs for Upload. If your speed is insufficient, you may not receive a clear connection to Adobe Connect. To find out how to increase your speed, contact the Meru tech support person at 520-300-7552.

Additional Information         If this is your first Adobe Connect meeting, you might want to take a few minutes to learn more.         • Visit ConnectUsers.com for a wealth of documentation and user community information.	
Adobe Connect Meeting Troubleshooting Tips	
Meeting login issues Problems running a meeting Content issues	

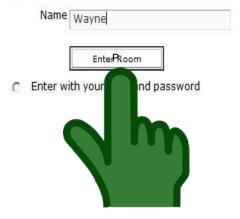
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#### MU 1203-1 The Power of Permaculture

Enter as a Guest



When Adobe connect first opens, you may get a popup box stating the requirement for the Adobe Connect Add-On. Please choose the green button for Okay or Allow.



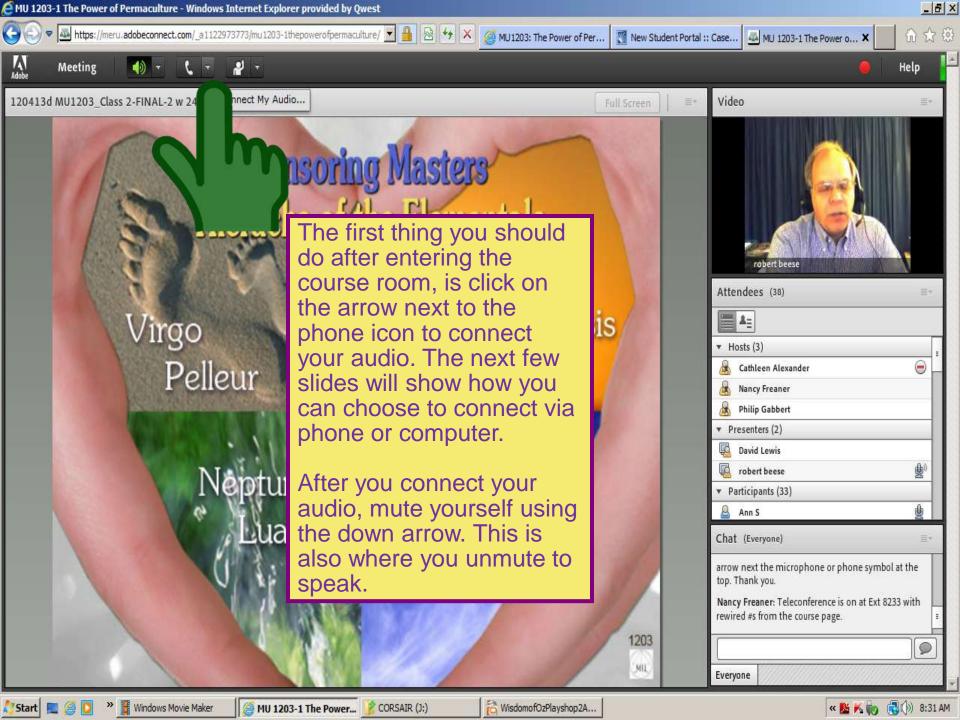
By using Adobe Connect, you agree to the <u>Terms of Use</u> and <u>Privacy Policy</u>.

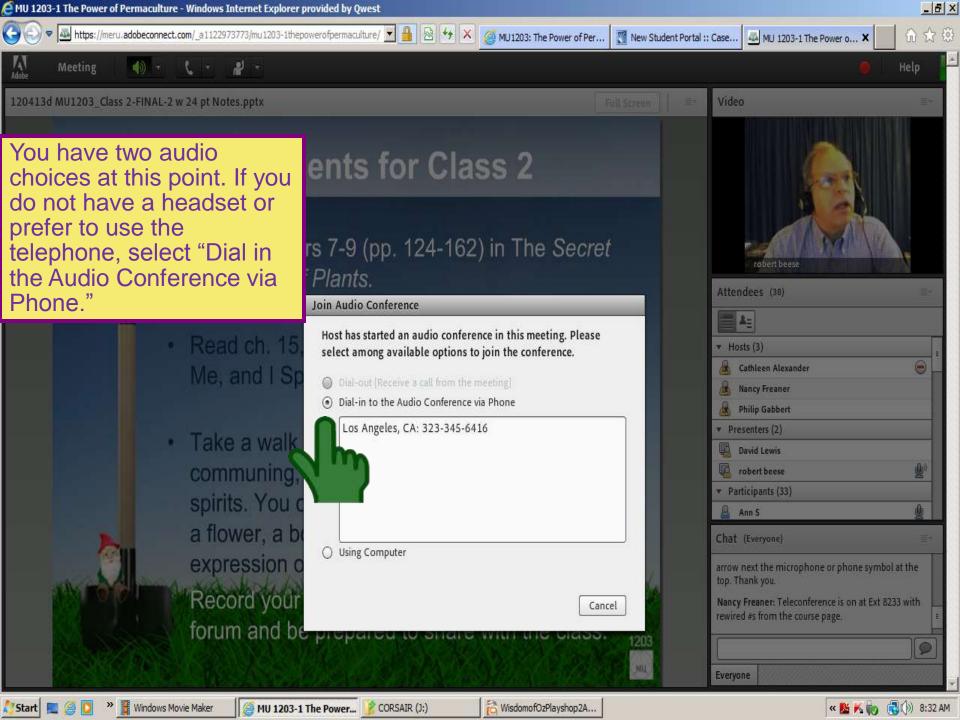
Help

Select "Enter as Guest" and enter your first name and last name initial. Then click "Enter Room."

Windows Movie Maker

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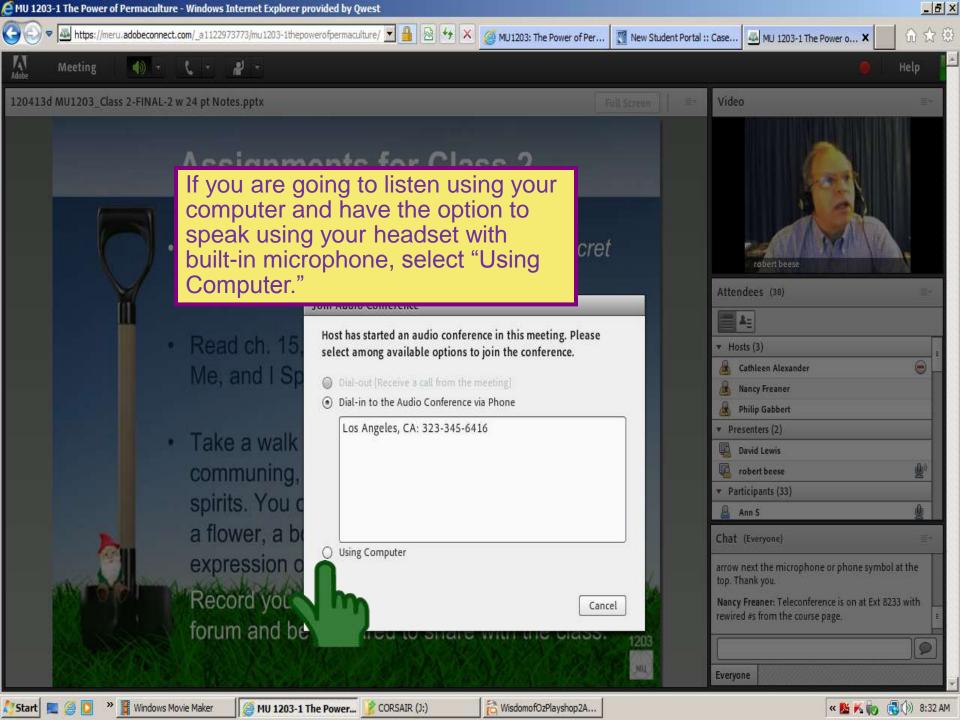


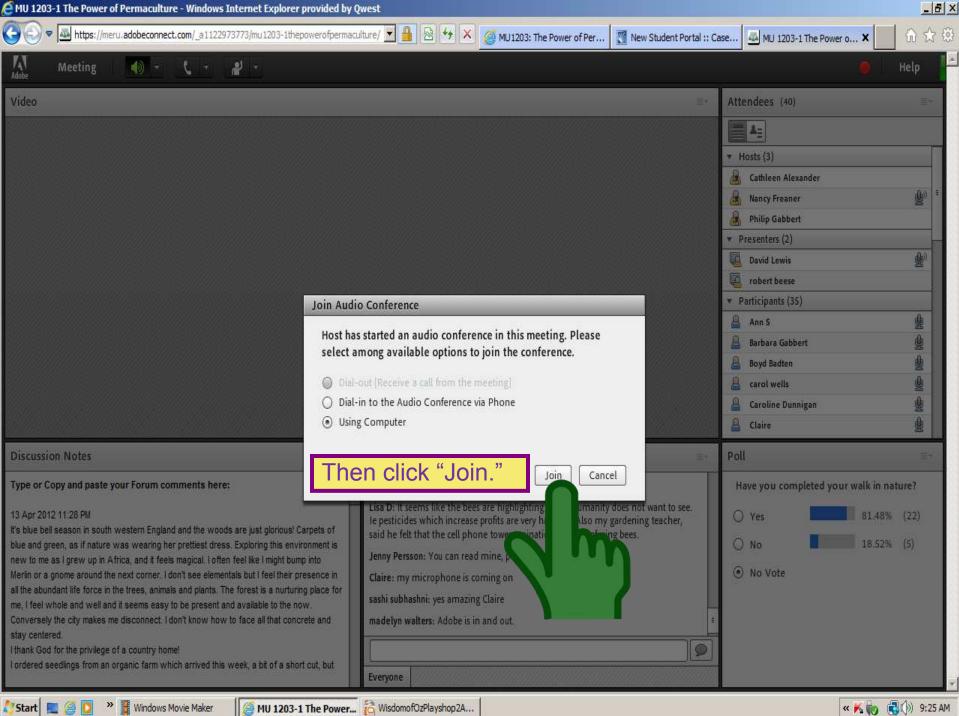
### **Rewired Phone Numbers**

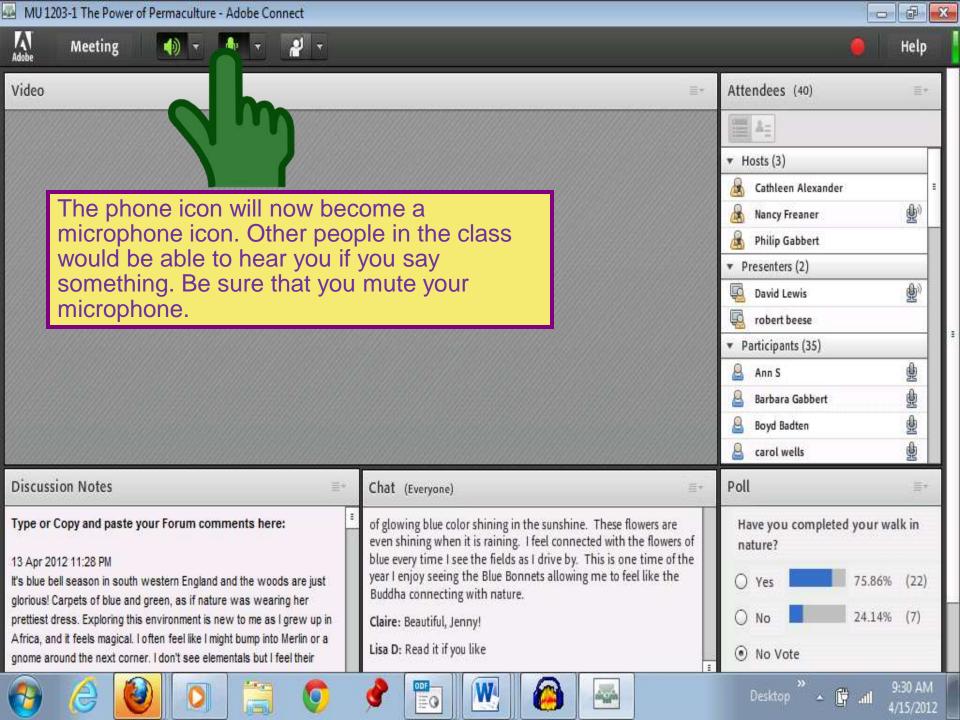
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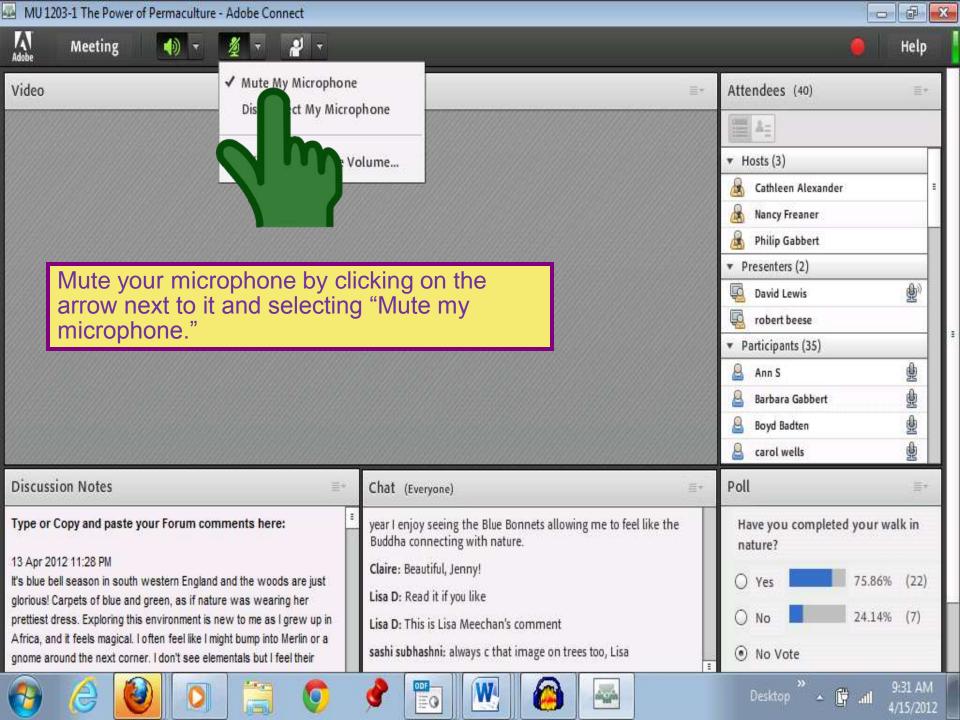
Number Boston, MA 857-244-6259 Chicago, IL 312-253-7597 Dallas, TX 469-375-5328 313-879-6975 Detroit, MI 780-702-7470 Edmonton, AB Las Vegas 702-952-5225 Los Angeles 323-345-6416 786-431-2520 Miami, FL New York, NY 646-383-1487 Philadelphia 267-414-1561 Seattle, WA 206-826-1777 Tucson, AZ 520-300-7553 (on course page) Extension To mute or unmute yourself, dial \*1

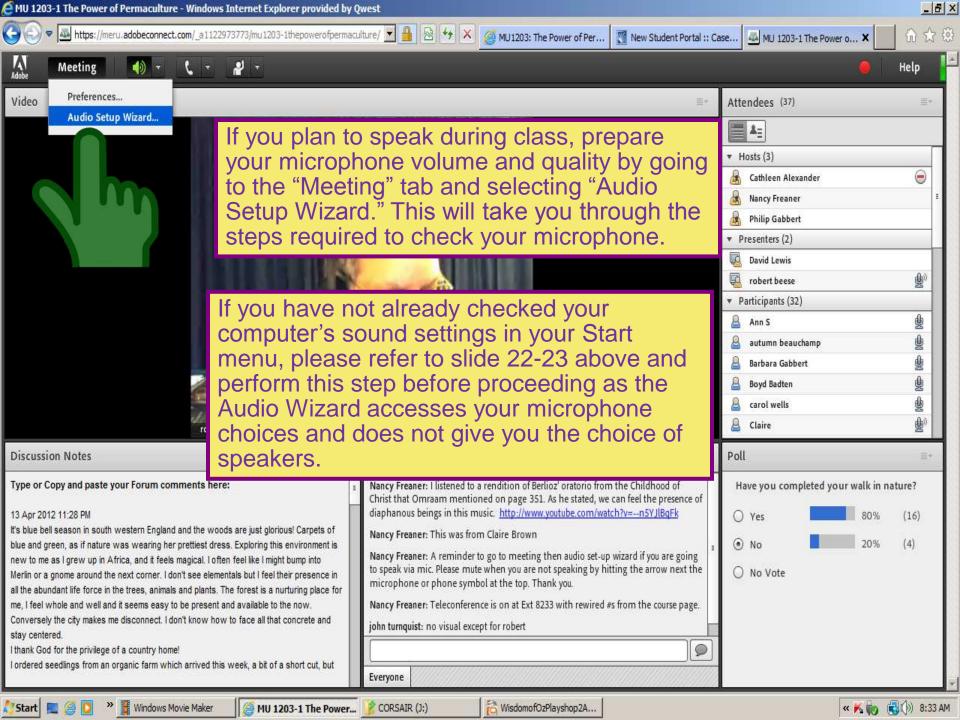
If you choose the telephone dial-in option, use your telephone to call one of the Rewired phone numbers above and use the course extension number, as given on the course page. You can listen and talk on the session via the telephone and see the slides via the computer. Please mute upon arrival by using the down arrow next to the phone symbol at the top of your screen. You will be able to listen when muted. This is also where you will unmute









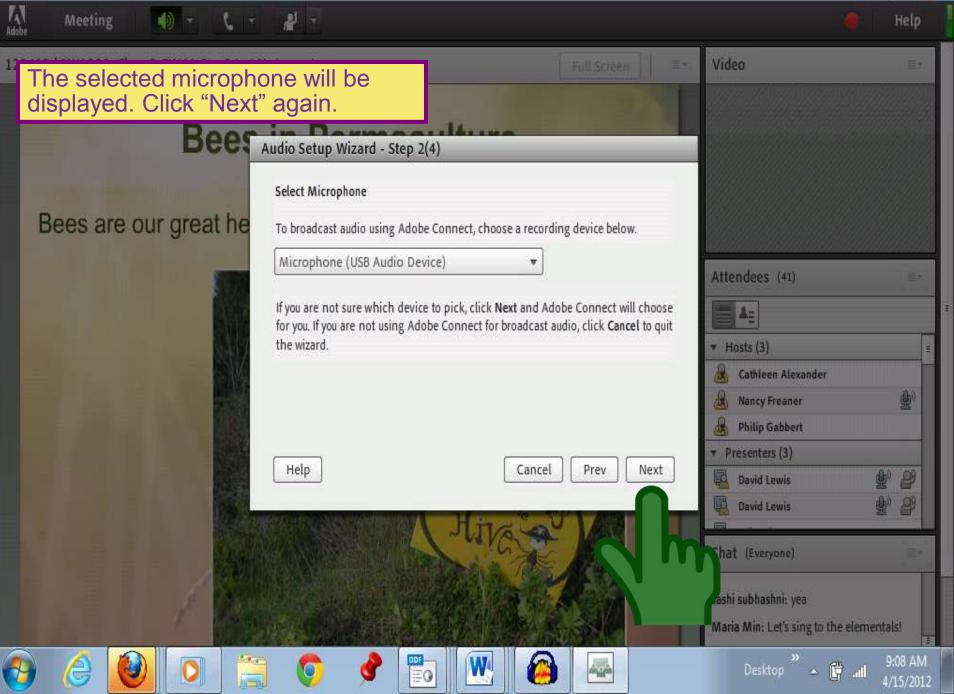


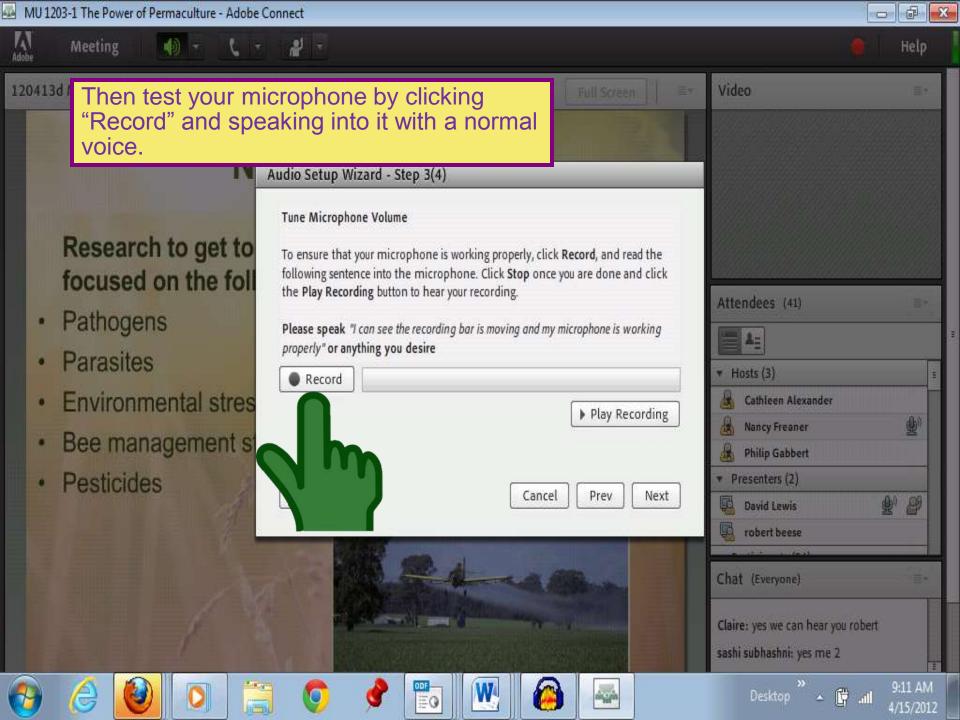
First, select which microphone to use. If your drop-down menu shows more than one choice, you will most likely have one option for your built-in computer microphone and one for your headset microphone. On the example shown in this image, the Realtek High Definition Audio is the built-in microphone and USB Audio Device is the headset microphone. Therefore, this person would highlight the USB Audio Device option. Then click "Next."

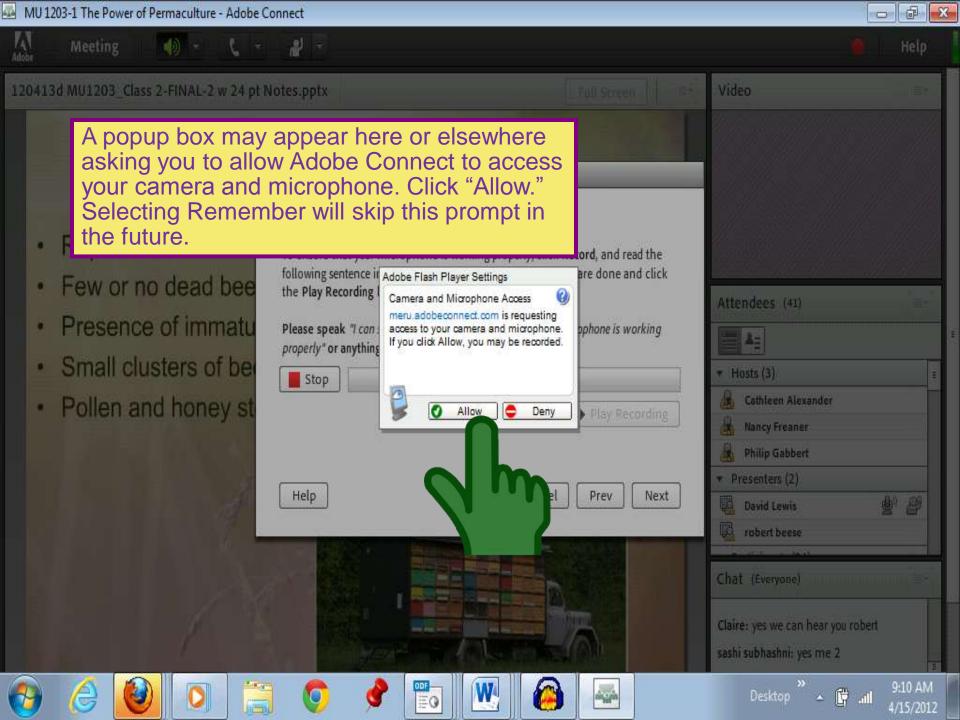
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Ivian	Audio Setup Wizard - Step 2(4)	
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	Microphone (USB Audio Device)	Attendees (41)
(Tree Talk p. 29)	Microphone (USB Audio Device)         Adobe Connect will choose           Microphone (Realtek High Definition Audio)         Adobe Connect will choose           t audio, click Cancel to quit         the wizard.	Hosts (3)
		Cathleen Alexander
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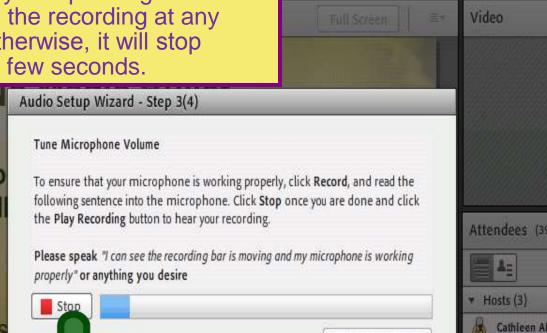


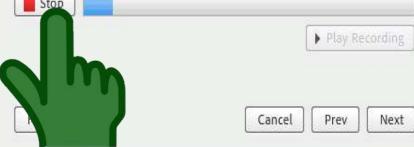


You can now record your speaking into the microphone. To stop the recording at any time, click "Stop." Otherwise, it will stop automatically after a few seconds.

## Research to get to focused on the foll

- Pathogens
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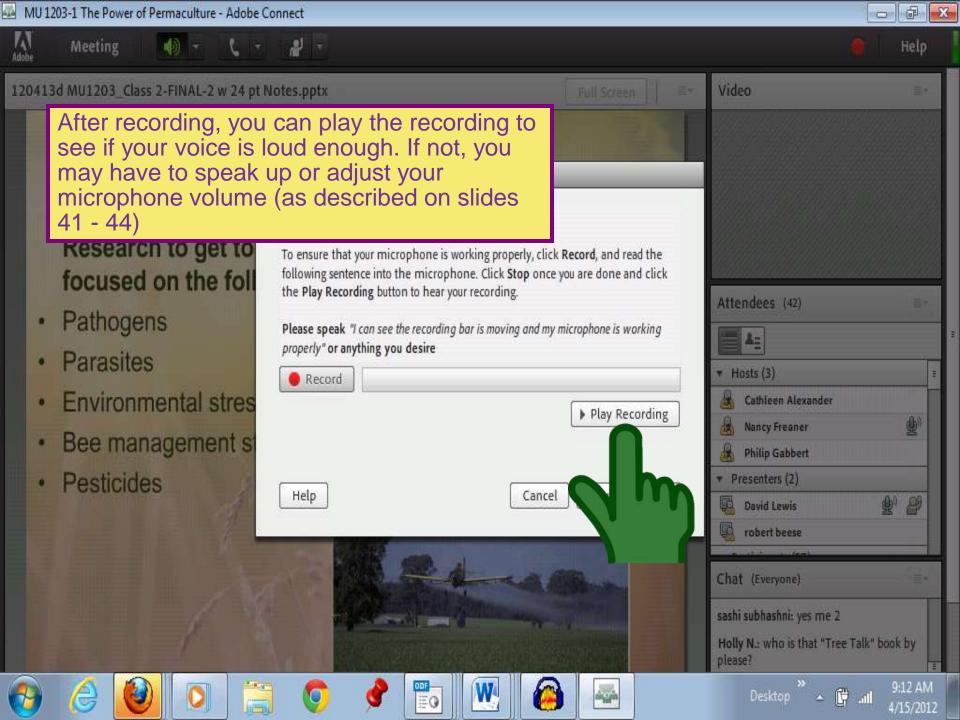


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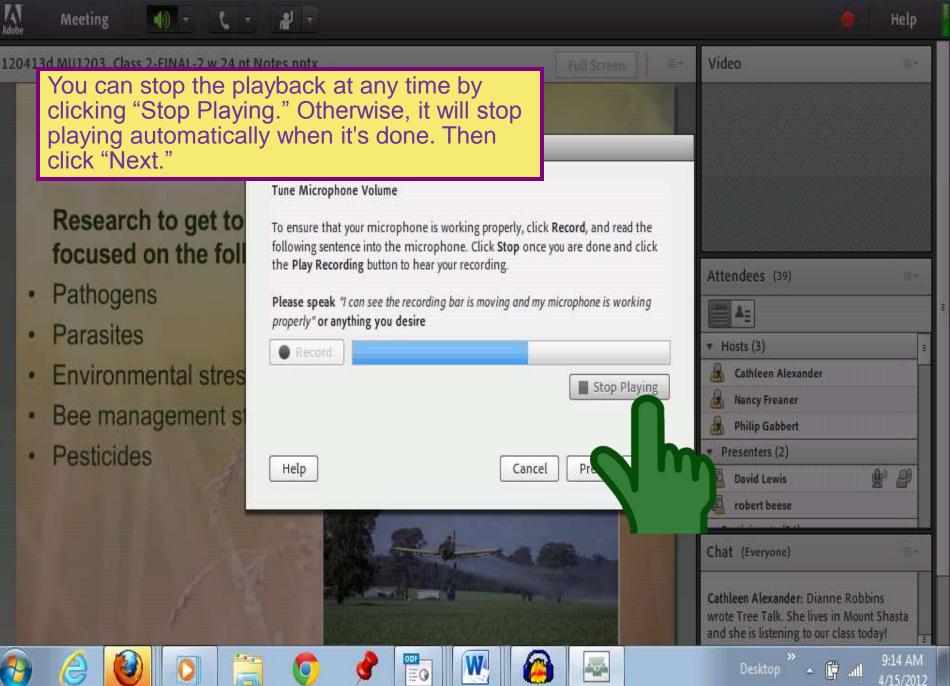
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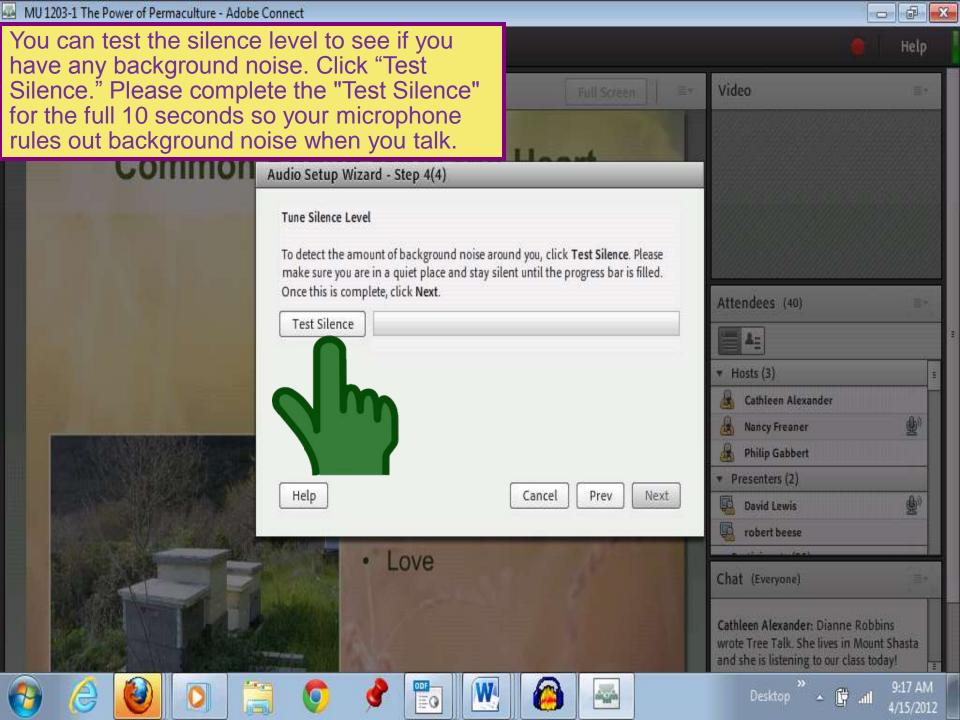
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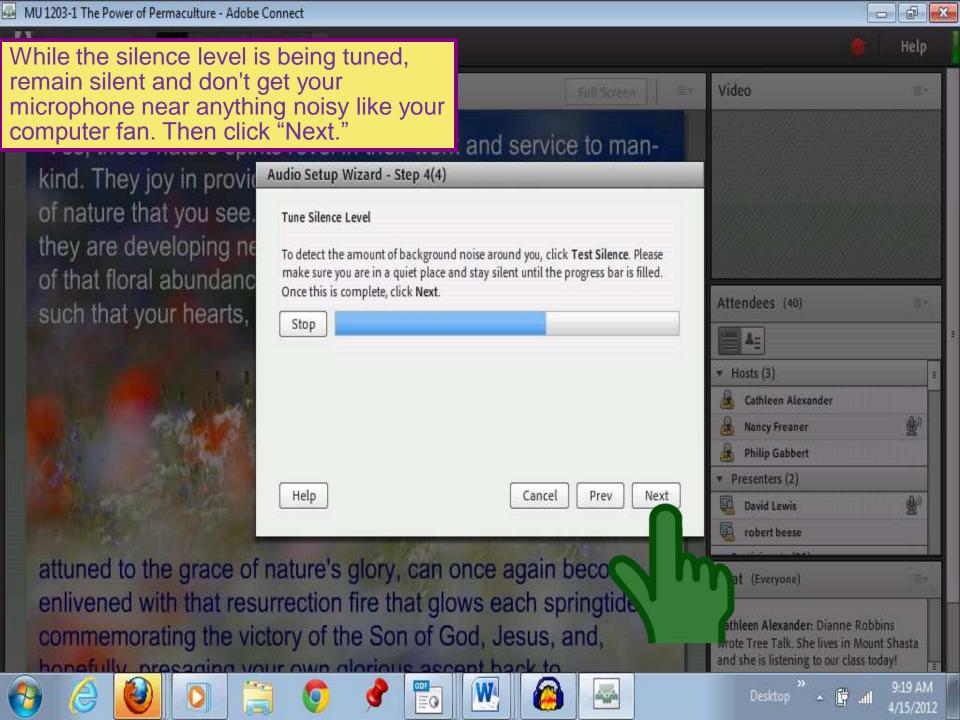
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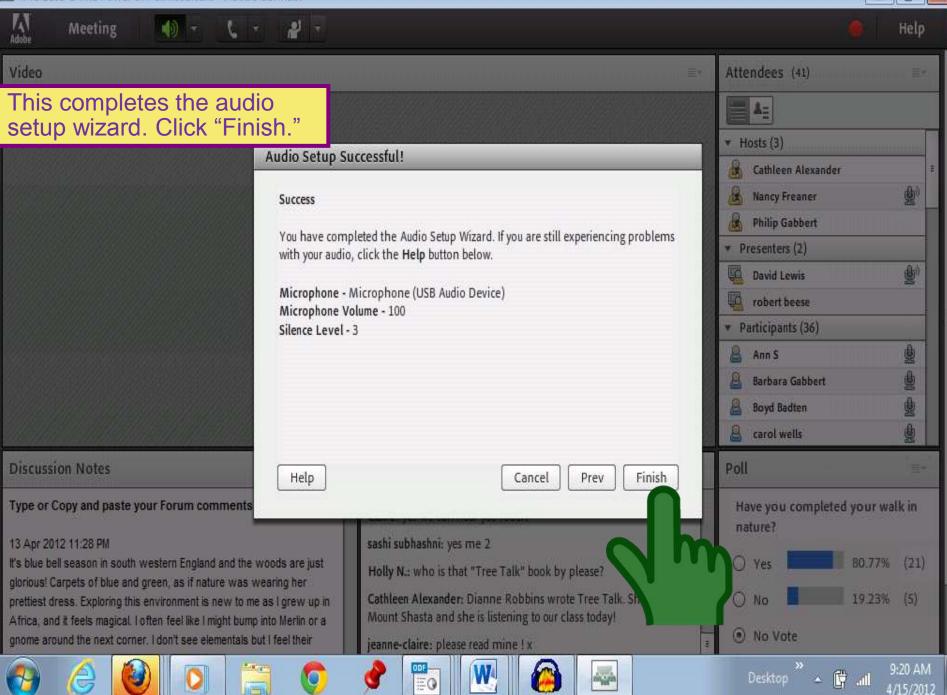


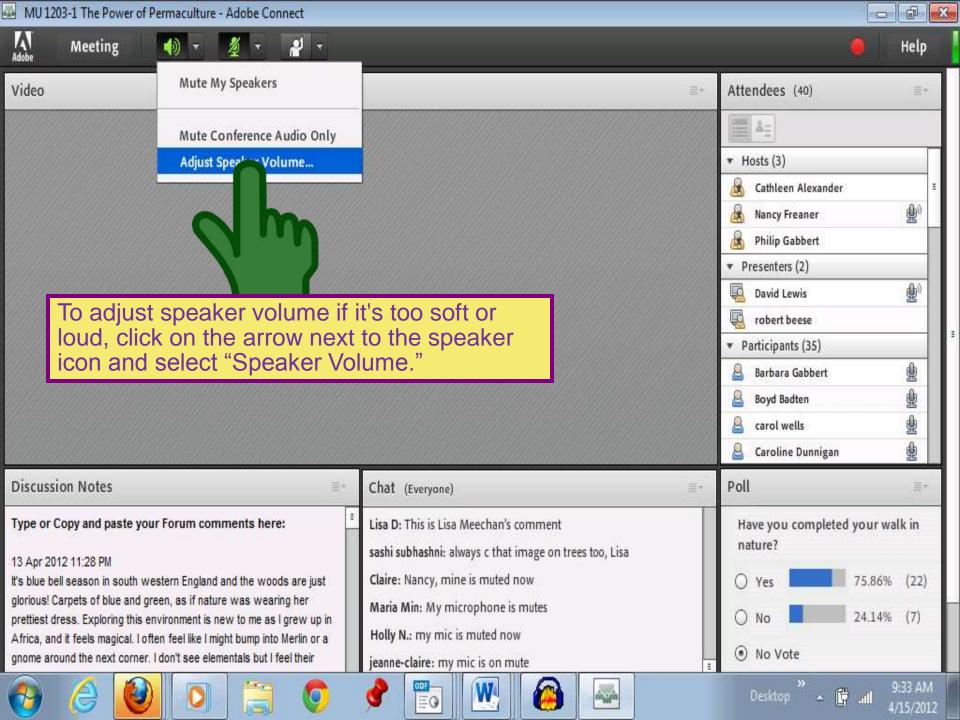


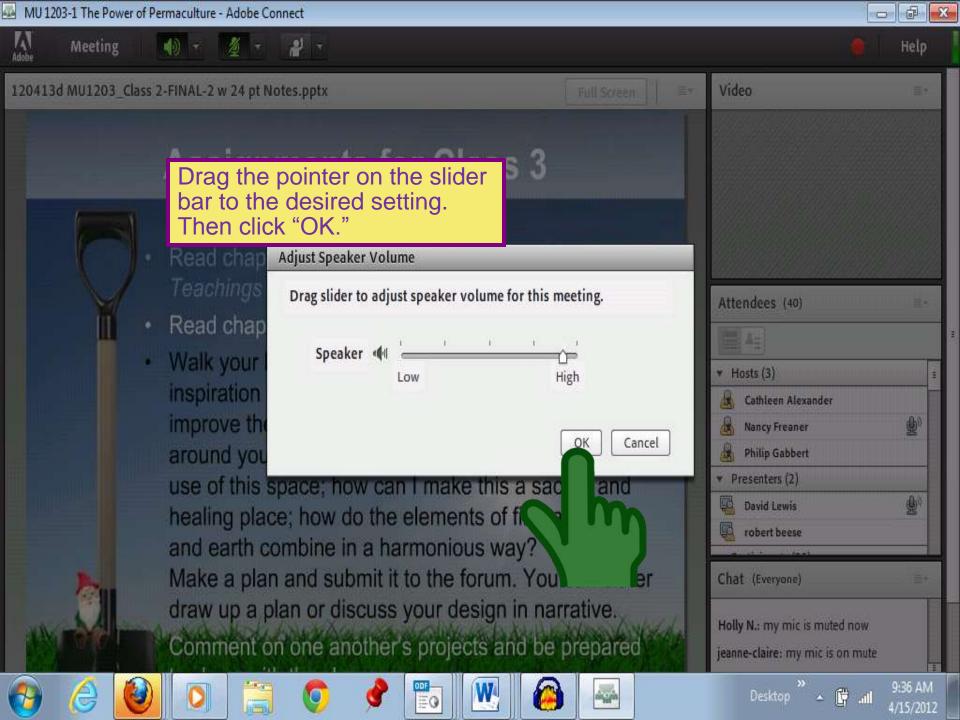


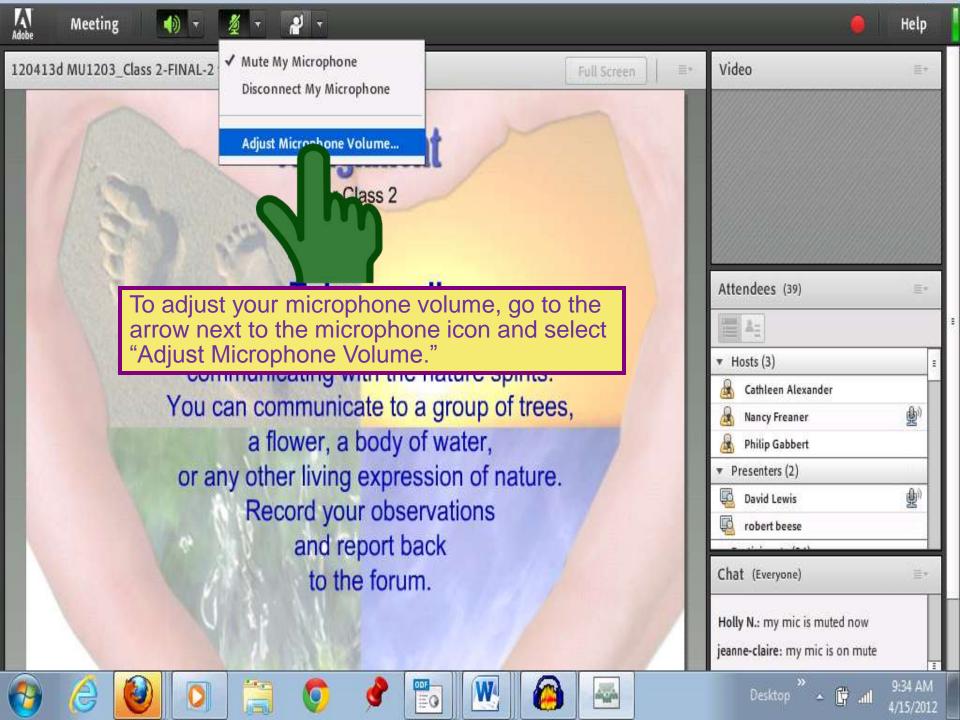


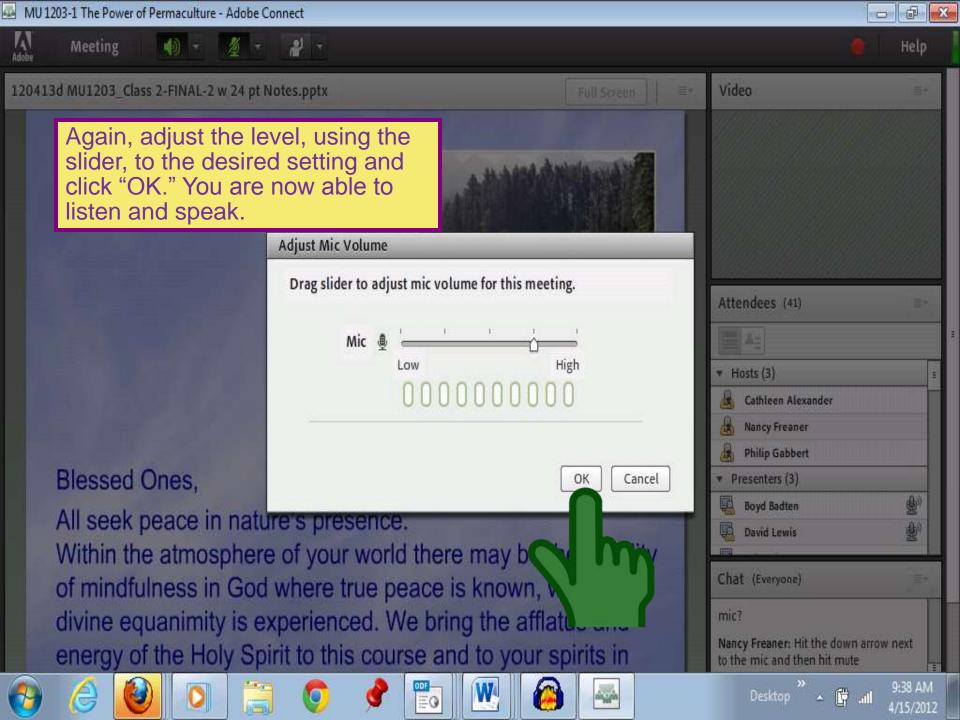


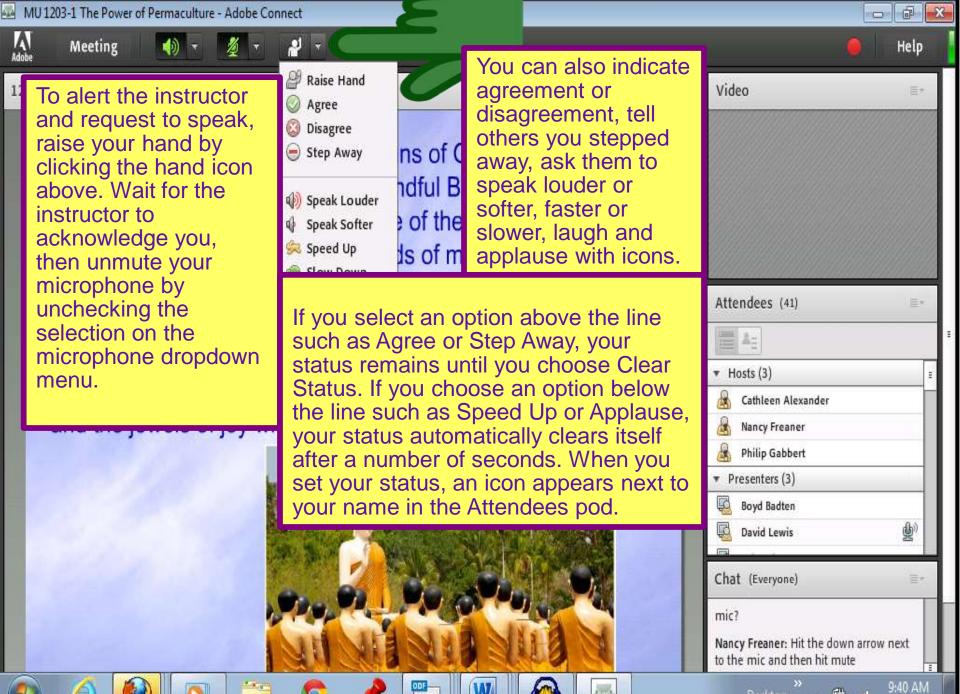












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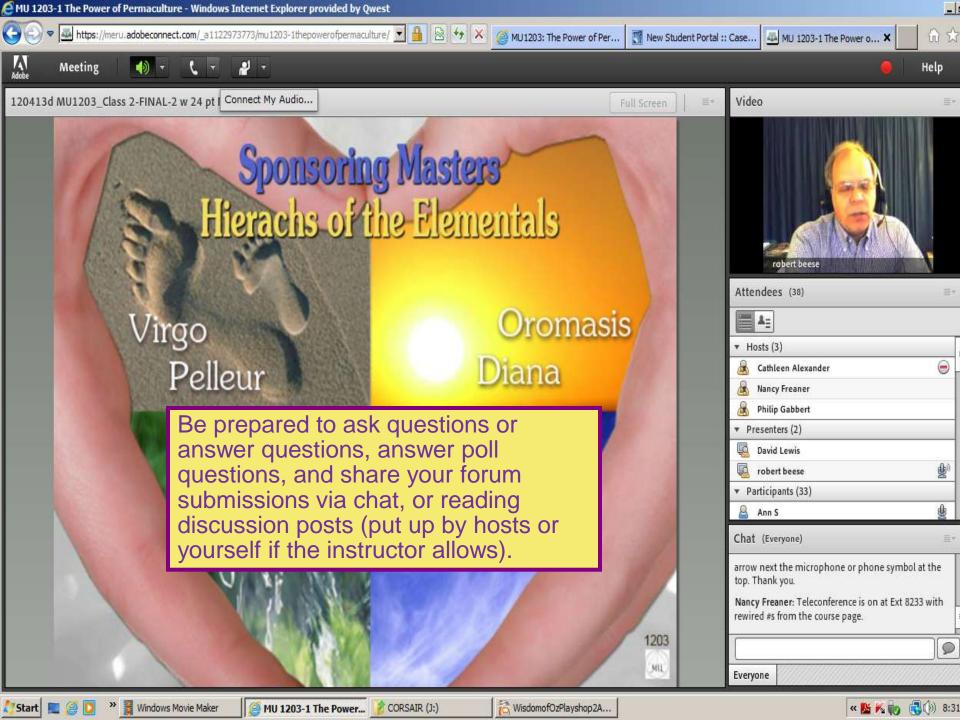
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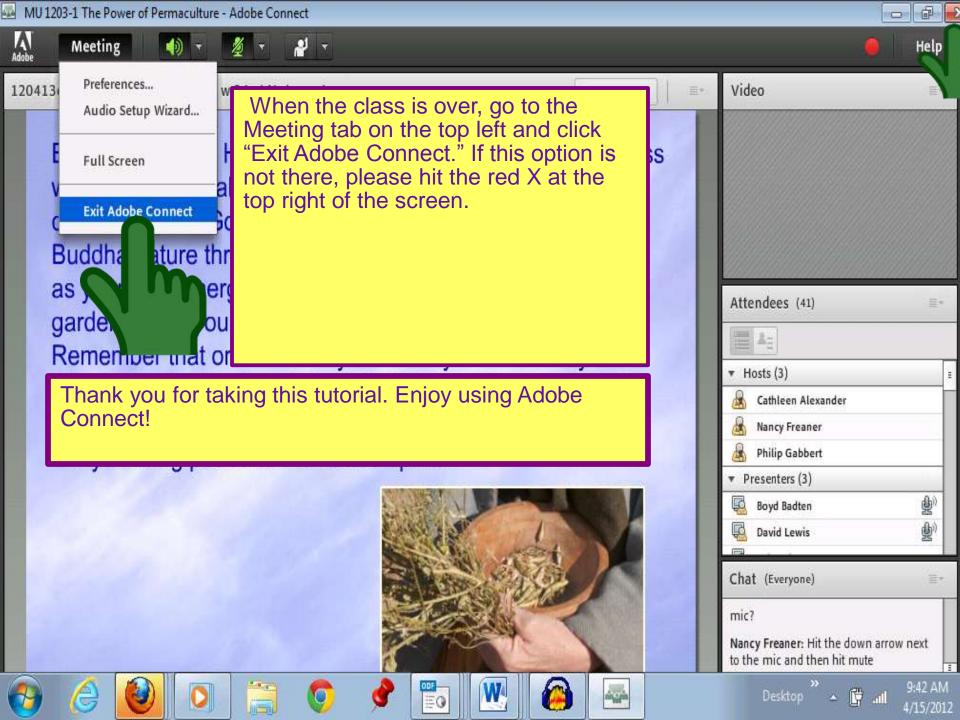
Share

Once the host has enabled the video webcams, you will see the webcam icon appear between the speaker and raised hand icons. Click the Grey webcam icon to turn on your webcam. When you click "Start My Webcam," the icon turns green and you will see a preview of yourself that may cover up the other pictures and gives you time to correct your camera shot and image. If you're happy with the preview, click Start Sharing to share your video with all participants.

Stop My Webcam When ready to transmit, hit, "Start Sharing" to broadcast your camera. To stop broadcasting, hit "Stop My Webcam." HTC EVO BlackBerry PlayBook Attendees (4) 首業権 Hosts (1) **Dustin Tauer** Presenters (0) Participants (3) Apple iPad BlackBerry PlayBook HTC EVO Chat (Everyone) HTC EVO: I'm an Android. BlackBerry PlayBook: I'm a BlackBerry. Share My Screen Apple iPad: I'm a Mac. Dustin Tauer: I'm a PC. Dustin Tauer: Thanks to Adobe Connect, we all play nicely! 9 Everyone







## THANK YOU

for your participation

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