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## *Remote / Online Training for all Inmagic Systems*

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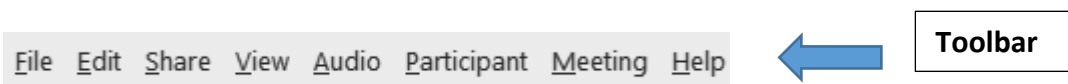
### **How this will work:**

Please contact your consultant to set a date for the training session or register for the pre-set training courses as advertised on the Mindex website – [www.mindex.co.za](http://www.mindex.co.za)

The preferred platform for the training will be Cisco Webex, but other platforms can also be accommodated (within set limits)

### **Before the training:**

- Schedule a date and time with your Mindex consultant
- Download and install the necessary platform
- <https://www.webex.com/>
- Check the video and sound quality
- Familiarize yourself with the meeting environment. With Webex, start your own meeting and click on the video and sound links at the bottom of the screen to test
- Take note of the Mute and Video share buttons
- Once the meeting screen is open, please test out the toolbar and icons



- Make sure you know how to share your screen with the trainer
- The Mindex consultant will send an email with a meeting link and agenda the day before the scheduled training
- Certificate will be sent via email or if a paper copy is required, please indicate this before the training. Paper copies will be sent via courier at an extra cost to be determined according to the distance

- The training will be for 4 hours per session. Please refer to the training schedule to determine the duration of the training – one or two mornings. Extra individual sessions in the afternoon are available on request at an additional cost
- Please contact your Mindex consultant if you have any problems or issues

**Requirements:**

- Laptop / Desktop PC
- Wi-Fi / Internet connection
- Headset / Laptop speakers
- Laptop camera
- Download Webex

**On the day:**

- Open the Webex meeting environment at least 10 minutes before the scheduled time to make sure of the connectivity
- Check the light and reflection on your screen
- Test your sound
- Gather all that you need for the training session and settle in so that the training can start promptly at the time agreed upon
- **Enjoy your training!**