



Remote / Online Training for all Inmagic Systems

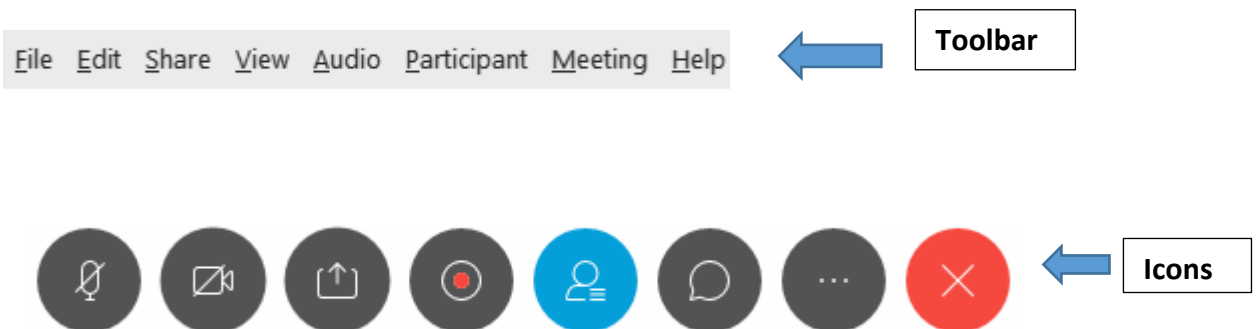
How this will work:

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

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
- The course manual will be supplied on the day of training. Note that the manual is for your internal use and not for external distribution
- The 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
- 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
- Download the manual that you will receive from the Consultant.
- 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!**