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Attending a Savvy Webinar

System Requirements

Savvy webinars are conducted using a collaboration platform called Dimdim that does not require participants to install any special client software on their computers. All that's needed to attend is a standard web browser that is enabled for Adobe Shockwave Flash.

To ensure maximum compatibility, we suggest that you use one of the following browsers:

- Mozilla Firefox 3+
- Google Chrome 4+
- Microsoft Internet Explorer 7+
- Apple Safari 4+

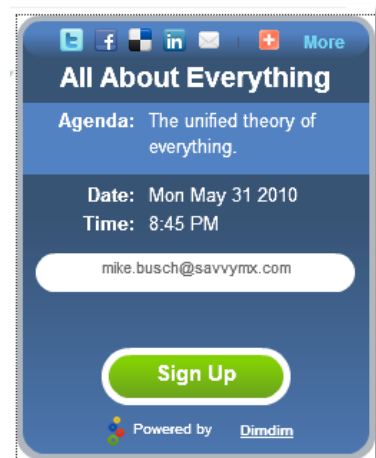
We also suggest that you ensure that you have a recent version of Adobe Flash Player 10 installed. You can download it at <http://www.adobe.com/products/flashplayer/>

Pre-Registering for the Webinar

To participate in a Savvy webinar, you need to pre-register. To do that, simply point your web browser at <http://www.savvymx.com/index.php/webinar> and enter your email address and other requested information in the registration widget (like the one shown here).

All participants who have pre-registered for the webinar will receive an email prior to the scheduled webinar date that contains the URL of the meeting room and a "meeting key."

To join the webinar, you will need to point your web browser at the specified meeting room URL, and then enter both your email address and the specified meeting key.



Joining the Webinar

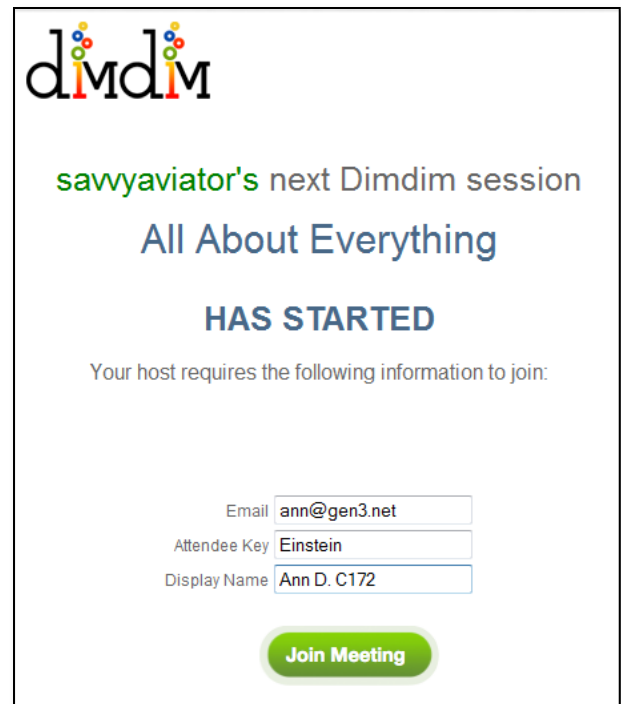
A few minutes before the scheduled webinar start time, point your web browser at the meeting room URL specified in the email you receive. The URL will be something like <https://my.dimdim.com/savvyaviator>.

You can do this up to 15 minutes prior to the scheduled start time. If you try to join too early, you'll be told that "savvyaviator has no active or scheduled Dimdim session." If that happens, wait a few minutes and try again by clicking your browser's "reload" or "refresh" button.

Upon entering the webinar meeting room, you will be asked to enter the following information:

- **Your email address**
(the one you used to pre-register)
- **The meeting key**
(the one that was emailed to you)
- **Your display name**
(that will identify you in the webinar)

Enter this information in the spaced provided and then click on the "Join Meeting" button.

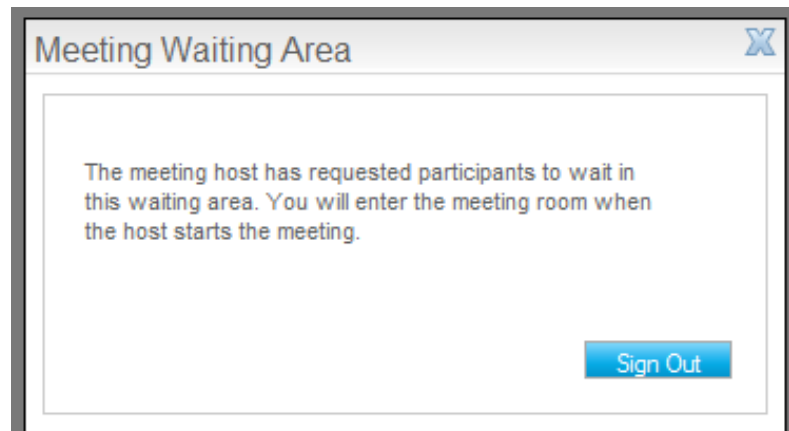


The screenshot shows a web page for joining a Dimdim session. At the top is the Dimdim logo. Below it, the text reads "savvyaviator's next Dimdim session" in green, followed by "All About Everything" in blue, and "HAS STARTED" in bold blue. A message states "Your host requires the following information to join:". There are three input fields: "Email" with "ann@gen3.net", "Attendee Key" with "Einstein", and "Display Name" with "Ann D. C172". A green "Join Meeting" button is at the bottom.

NOTE: Your display name is limited to 12 characters. We suggest you use your first name, last initial, and the 4-character FAA type identifier for the airplane you own or fly. For example, "Mike B. C310" or "Jeff I. SR22".

Waiting Area

If you join the webinar prior to its scheduled start time, you may be asked to wait in the waiting area until the host is ready for you to enter the meeting room. You may see a "Meeting Waiting Area" dialog. If you do, just sit tight and be patient. You will automatically enter the meeting room when the host admits you.



Enabling Your Camera and Microphone

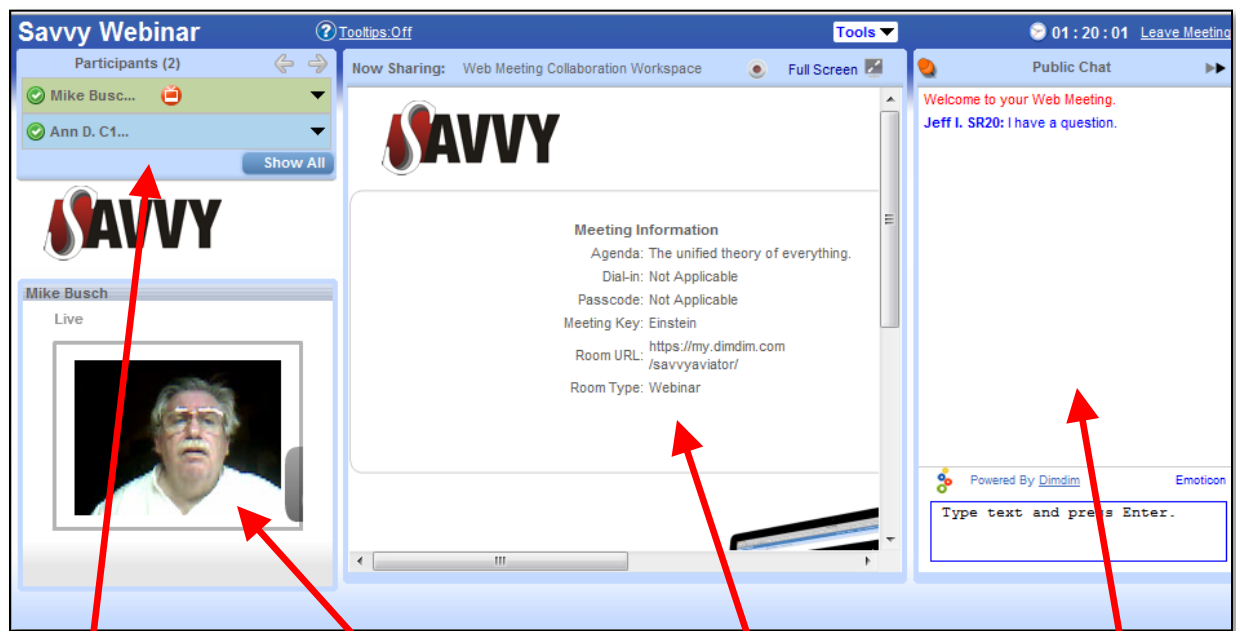
Upon entering the meeting room, the Dimdim platform may attempt to enable two-way audio and/or video. (Two-way audio/video will usually not be enabled if the meeting has a large number of attendees.)

Adobe Flash Player may request permission to access your camera and microphone. If it does and you want to enable two-way audio/video, click on the “Allow” button.



Meeting Room

The meeting room that you see in your browser window consists of three panes.



Participant List

Presenter's Video

Collaboration Workspace

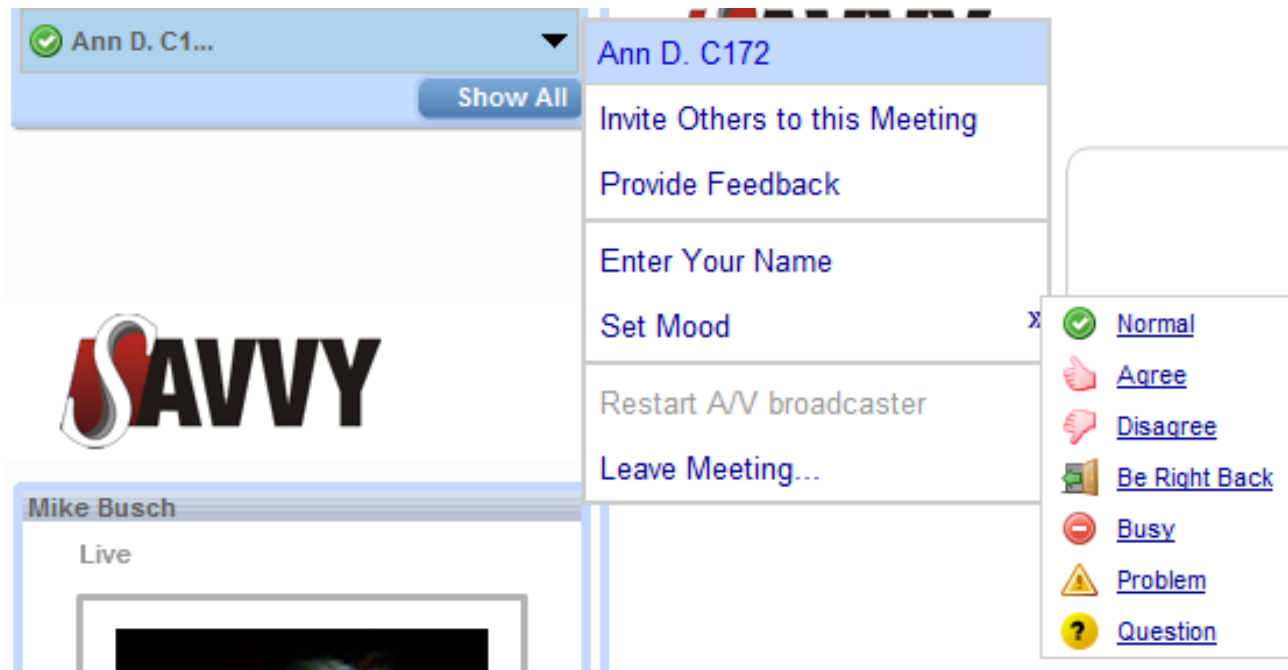
Public Chat Area

- The left pane displays the **participant list** and the **presenter's video** image. In small meetings, you may see all participants listed; in large ones, you may see only the presenter and yourself.
- The center pane contains **the collaboration workspace** and contains whatever the host chooses to display there: slides, images, documents, webpages, a whiteboard, or even the host's computer screen.

- **The right pane** contains the **public chat area**, and permits attendees to exchange real-time text messages. If you want to post a message visible to the meeting participants, type it into the text box at the bottom of the pane and press Enter.

Participant Actions

If you click on your name in the participant list, you'll see a pop-up menu that allows you to select various actions.



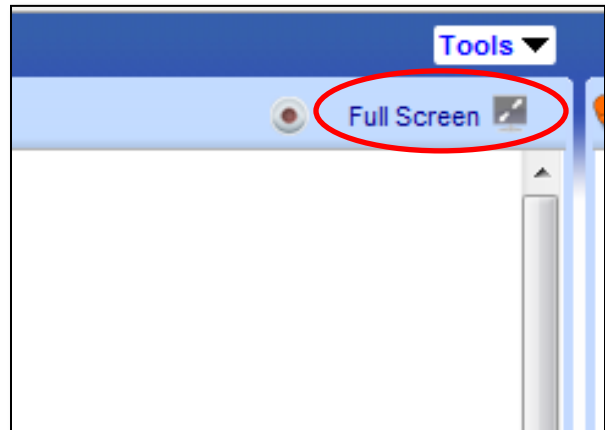
- **Invite Others to this Meeting** should not be used, because anyone you invite will not be able to get in without a meeting key.
- **Provide Feedback** allows you to type comments or questions that will be emailed to the presenter at webinar@savvymx.com
- **Enter Your Name** allows you to change your display name that you entered when you first joined the webinar.
- **Set Mood** allows you to change the “mood icon” to the left of your display name in the participant list. If you click on “Set Mood” you will see a pop-up submenu with a list of possible mood icons (as shown above). The change will be visible to the presenter. You can use this function to indicate that you have a problem or a question or that you’re leaving the meeting temporarily. Please be sure to set your mood icon back to normal (green checkmark icon).
- **Restart A/V/ broadcaster** can be used in a meeting where two-way audio/video is enabled to restart the audio/video broadcaster should it crash or time out for some

reason. For large meetings where two-way audio/video is disabled, this item will be dimmed out on the menu.

- **Leave Meeting** allows you to leave the webinar early. (The “Leave Meeting” link at the top right corner of the browser window above the public chat area accomplishes the same thing.) You can rejoin the webinar later if you wish, but you’ll need to enter your email, meeting key and display name again. Therefore, to leave temporarily with the intent of coming back, it’s probably better just to set your mood icon to “Be Right Back” rather than leave the meeting.

Changing the Screen Layout

If you click the **Full Screen** link at the upper right corner of the collaboration workspace pane, a new browser will open that contains only the collaborate workspace and the public chat area. (The lefthand pane containing the participant list and presenter video image will disappear.)



If you click on **Public Chat** at the top of the public chat area, the public chat area will disappear, leaving only the collaboration workspace filling the entire browser window. This may be useful if you’re using a small or low-resolution display and want to maximize the size of the collaboration workspace.

Click on **Exit Full Screen** to close the full-screen browser and return to the normal three-pane display.

After the Webinar

When the webinar is over, please don’t forget to:

- **Provide feedback** on the webinar by email to webinar@savvymx.com. Please let us know what you liked (or disliked), suggestions for what we might do better next time, and your ideas for future webinar topics that you’d like to see.
- **Pre-register** for the next free Savvy maintenance webinar by going to <http://www.savvymx.com/index.php/webinar>