

Centra Attending the First Time

For anyone who has not attended a Centra event before there are few things you need to do to prepare your computer to use Centra. You should perform the following steps in order as soon as possible so we can help you correct any problems that may arise.

1. If you have not done so, you should install your microphone. The Logitech microphones that Extension purchased are easy to install, simply plug it into one of the available USB ports on your computer. Newer computers usually have USB ports right on the front. Windows XP will recognize the microphone and install the appropriate driver. There is an on/off button on the base of the microphone.

2. Go to <http://www.uaex.edu/depts/InfoTech/centra/IEInstructions.asp> and follow the instructions for the Internet Explorer settings for Centra. (These instructions are available in PDF format by clicking Printer Friendly version at the top of the web page)

3. Go to <http://www.uaex.edu/depts/InfoTech/centra/default.asp> and perform the System Check at the Centra site. This step also loads the Centra client onto your computer. (These instructions are available in PDF format by clicking Printer Friendly version at the top of the web page)

Note: If the microphone fails to function during the audio check part of the System Check in step 3, click the Back button and change the Recording device to AK5370 (this is the Logitech Microphone) then proceed with the audio check.

Once these steps are completed successfully you are ready to attend a Centra meeting.

Go to <http://centra.uaex.edu/main/uaex/> and login in using your normal login (first initial, last name) and the password will be the same as your login (login: jsmith, password jsmith).

Once you are logged in, locate the meeting you are scheduled to attend under the upcoming or public events and click the word Attend. This will open a new window with the event.

You can download a Participant quick reference card here
http://downloads.centra.com/documentation/C71_QRC_Symp-Partic.pdf