

INTRODUCING THE

EEl Virtual Classroom



Busy professionals like you demand intelligent business solutions. In response, EEl now offers virtual courses that allow you to train online.

Our new virtual classrooms allow you to attend classes from the comfort of your home or office. The registration process is fast, simple, and easy. All you need is a computer and a high-speed Internet connection.

Here's how it works:

1. Register for a virtual class at the EEl Web site or by telephone. You will receive confirmation and log-in instructions by e-mail.
2. On the morning of the scheduled class, log in to our virtual classroom and dial the toll-free phone number.
3. Once you have entered the virtual classroom, you will be joined by other students and an instructor. You will watch the instructor's computer as s/he introduces a topic and then work through the assignment on your own. You can show your screen to the instructor to help you troubleshoot and get answers to your questions as they arise.

The process really is that simple! Now busy professionals can register and participate in live training courses without leaving the office.

Virtual classrooms give you all the benefits of traditional classroom training—including hands-on instruction and individual attention—without the hassles of trying to get there!

Responsible professionals train and train often. EEl Communications has developed a dynamic way for you to train without sacrificing your career and family responsibilities. Get ready for the most convenient learning experience of your life!

Register online for virtual training at www.eeicom.com/training

Read our FAQs on the reverse side for more helpful information.



EEl COMMUNICATIONS®
The Publishing Think Tank

System Requirements

For PC-based Attendees

- Required: Windows 2000, XP Home, XP Pro, or VISTA
- Required: Internet Explorer 5.0 or newer, Netscape 6.0 or newer, or Mozilla Firefox 1.0 or newer
- Required: Cable modem, ISDN, DSL or better Internet connection
- Recommended: Minimum of Pentium 400 MHz with 256 MB of RAM

For Macintosh®-based Attendees

- Required: Mac OS® X 10.3.9 (Panther®) or newer
- Required: Safari™ 1.3 or newer, Firefox 1.5 or newer on PowerPC G3/G4/G5, or Firefox 1.5.0.2 or newer on Intel® (JavaScript™ and Java™ enabled)
- Required: Cable modem, ISDN, DSL or better Internet connection
- Required: PowerPC G3/G4/G5 or Intel processor (G4 450 MHz with 256 MB of RAM or better recommended)

For Both PC and Mac-based Attendees

- Required: clear telephone connection
- Recommended: hands-free handset

Note: Please avoid using cellular and cordless phones because of static; use the phone handset or a headset. Please do not use speakerphones because they cause noise and other audio problems. Turn off your call waiting—everyone on the teleconference will hear the beep of a new call. Also, do not put your phone on hold during a teleconference. Your hold music will play into the conference call and make it impossible for the other attendees to continue the meeting.

Virtual Classroom FAQ

I never received my class invitation e-mail. How do I log in?

Sometimes an e-mail will get blocked by your e-mail server as spam. If you do not have the ability to check e-mail in a spam folder, call EEI at 703-683-7453 and we will give you the meeting ID over the phone.

I'm registering very late for a class. Will the courseware arrive in time?

No, probably not. Call us and we will give you a password that will allow you to download the courseware in Adobe PDF format so that you can print it out and have it ready to go when the class begins. We will put the book in the mail as soon as we get your registration and payment.

What time does the virtual classroom open?

The virtual classes will run from 10 am to 5 pm EST. We would like you to log in by 9:45 so that if you run into any technical difficulties, we can resolve them before the class starts.

I'm on a Macintosh. Why can't the instructor see my screen?

Unfortunately, GoToMeeting 3.0 allows the instructor to see only other Windows workstations. We hope this will be resolved in an upcoming release of the software. You will still be able to participate fully in the class; you just will not be able to show off your projects.

How can I ask the instructor questions during class?

You will have two ways to communicate with the teacher and with the rest of the class: by telephone and through the chat window. Ideally, we will use both methods of communication, but in case of noise issues (static, background noise, etc.), the instructor will have the ability to mute all participants. You will still be able to hear the instructor, but you will be able to communicate your questions only via the chat window.

Will I be charged standard long-distance rates when I call in to listen to the instructor?

EEI will provide a toll-free number when you register for the class. You will not incur any telephone charges when you are in the virtual classroom.

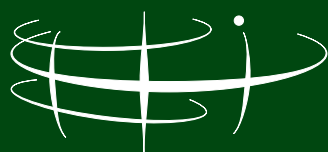
I understand the instructor will be able to see my screen. What if I have icons and photos that I don't want him to see?

You will have the ability to share only a single application or your entire desktop. Consider a quick desktop cleanup before class, if you have any concerns.

What is the best resolution for my monitor when I'm in the virtual classroom?

1024 x 768 is optimal.

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at www.eecom.com/training**



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