



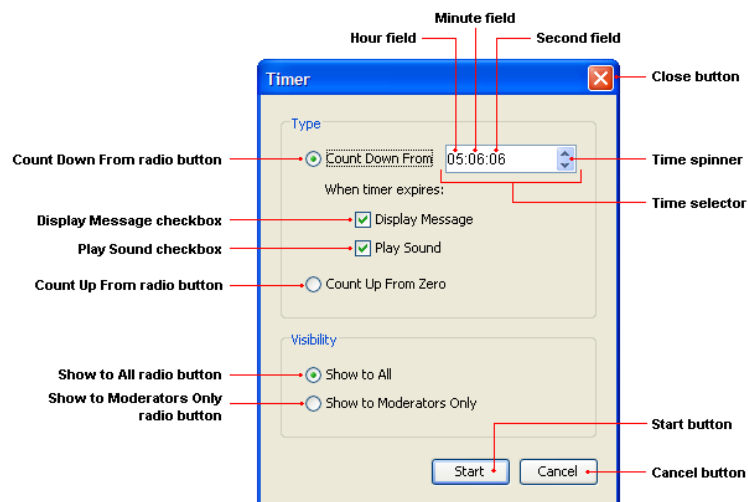
## Using the Timer

### Quick Reference Guide

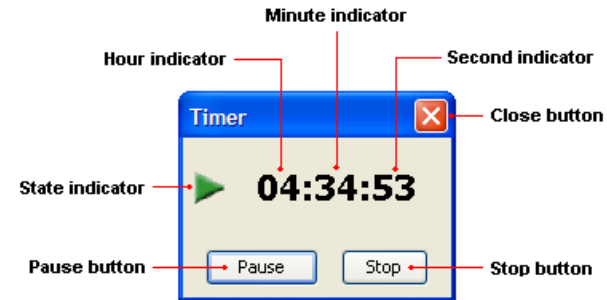
The Timer in Elluminate *Live!* is a clock that you can use to effectively manage your sessions. It can be useful in helping you pace your own presentations or coordinate multiple presenters by tracking the time allotted to each. Only one Timer can be running at a time in a session.

You also can use the Timer when working with Participants. Let's say you have sent Participants to breakout rooms for thirty minutes to work on an assignment. To help the Participants stay on track with the assignment, you could make the Timer (set for thirty minutes) visible to them.

The Timer Settings dialog has the following components:



The Timer window has the following components:

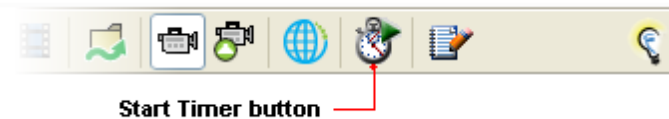


### Starting the Timer

### Opening the Timer Settings Dialog

There are two ways to open the Timer Settings Dialog:

- ✓ From the Tools menu, select Timer > Start Timer.
- ✓ Click on the Start Timer button in the Toolbar.



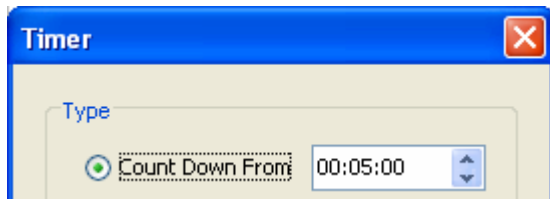
### Setting the Time

You can set the Timer to work in one of two modes:

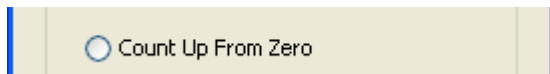
- You can have the Timer **Count down** from the number you specify to zero.
- You can have the Timer **Count up** from zero to an indefinite time.

## Counting Down

1. Click on the *Count Down From* radio button.
2. Move to the time field (Hour, Minute or Second) you want to change. Either click in the desired field with your mouse or use your Right and Left Arrow Keys.



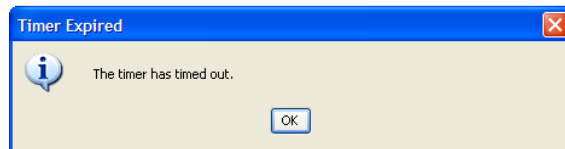
## Counting Up



## Select your Timer expiration indicator options.

Choose none, one or both options:

- Choose *Play Sound* if you want a “beep” to sound when the Timer has expired.
- Choose *Display Message* if you want to display a visual message when the Timer has expired. (This is the default option.)



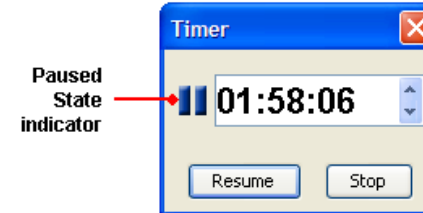
## Select your visibility options

Choose one:

- Choose *Show to All* if you want everyone in the session, including Participants, to see the Timer. This includes showing in Breakout Rooms.
- Choose *Show to Moderators Only* if you want only Moderators to see the Timer.

## Starting, Pausing and Resetting the Timer

1. Click on the Start button. The Timer will end when zero is reached.
2. To pause the Timer, click on Pause. When paused, the time can be changed.
3. To resume it again, click on Resume.



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