

## Logging into the Website

- 1 On the Meeting Center page, click the Login tab.
- 2 In the Registered Users dialog box, enter your **Username** and **Password**.
- 3 Click **Go** to open the Meeting Schedule page.

## Creating a Meeting

(see graphic)

- 1 Click the **Create** tab to access the Create a Meeting page.
- 2 In the **Topic** textbox, type the subject of your meeting.
- 3 Optional: Type a **Description** for the meeting.
- 4 Select a **Date** and **Time** for your meeting.
- 5 Set the **Duration** for your meeting.
- 6 Enter the number of **Seats** you require.
- 7 Optional: Select the **Registration Req'd** checkbox.
- 8 Optional: Select the **SSL Encryption** checkbox.
- 9 Enter a **Presenter Password** and an **Attendee Password**.
- 10 Click the **Create Meeting** button.

## Inviting Others to Your Meeting

- 1 Locate your meeting on the **Meeting Schedule** Page.
- 2 Click the **Send Invite** icon.
- 3 In the **To** textbox, enter your attendees' e-mail addresses.  
— or —  
Click the **Use My Email Client** button.
- 4 Optional: Select the **Check here to attach an Appointment file (for Outlook)** option.
- 5 Optional: Edit the suggested e-mail text.
- 6 Click the **Send Invitation** button or send your e-mail.

**Meeting** Account Set-up **PIXION PictureTalk**

SCHEDULE CALENDAR ARCHIVE ELAPSED **CREATE** ATTEND

## Create a Meeting

### New Meeting Details

Required fields are marked with \*

**Topic:** \*

**Description:** (max 128 chars)

**Date:** July 7 2004  
Set the date or choose from calendar on right

**Time:** 11 : 30 AM EST

**Duration:** 15 minutes (This is only a time estimate, not a limit)

**Seats:** \* your license allows up to 10

**Options:**

Require Registration

Use SSL Encryption

**Presenter Password:** \* (confirm): \*

**Attendee Password:** \* (confirm): \*

Note: All passwords must be unique

**Recurring:**

Do not repeat this event

Repeat daily

Always

Until July 7 2004

**Create Meeting** **Cancel**

### Accessing Your Meeting



- 1 On the Meeting Center Page, select the Login tab.
- 2 In the Registered Users dialog box, enter your **Username** and **Password**.
- 3 Click **Go** to open the Meeting Schedule page.
- 4 In the Meeting Topic column, click the name of your meeting.
- 5 In the PictureTalk Login dialog box, enter your Presenter password.
- 6 Click **OK** to join the meeting.

### Presenting in PictureTalk

(see graphic)

After you access your meeting, two windows display:

- a. Meeting window
- b. PictureTalk Console

- 1 In the PictureTalk Console, click the **Present** button to convert the Meeting window to a Capture Frame and display the Capture Frame toolbar.
- 2 Place or resize the Capture Frame around the screen area you want to share.
- 3 In the upper-left corner (lower-left on a Mac) of the Capture Frame, click  to begin presenting or go [ON AIR].
- 4 Click  to pause or go [OFF AIR] at anytime.
- 5 To end the meeting for all participants, click the **File** menu, then select **End Meeting . . .**  
— or —  
To exit the meeting as an individual user, click the **File** menu, and then select **Exit Meeting**.

