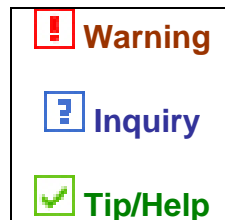


**How to Use MegaMeeting.com Professional as a Guest**

**Document Version 1.0**

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## Before Your Conference

Before your conference begins, here are some helpful hints and steps you can follow to ensure a smooth and productive meeting:

- ✓ **Make sure all your Participants have the equipment they will need for the meeting setup properly PRIOR to beginning. Not having to troubleshoot video or audio problems during the meeting will make the experience better for everyone involved.**
- ✓ **Test thoroughly beforehand!**
- ✓ **Make sure you have the latest versions of both your browser and of the Macromedia Flash Player.**
- ✓ **Clear your browser cache of old files and try to close any applications that are not crucial to your conference.**
- ✓ **If you are using the 'Presenter' plug-in and wish to share your desktop, please see our section below on getting the most out of the 'Presenter' plug-in.**

## Accessing Your Account and Logging In

Open the web browser of your choice (Internet Explorer, Firefox, Safari, etc.) and enter the URL that was created for your organization.

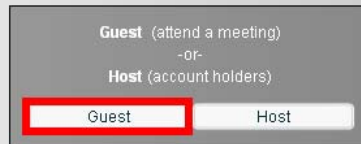
[Example: <http://companyname.megameeting.com>].

**!** **Make sure there is no 'www' before the company name or the URL will not work!**

**Once loaded, click the "Agree" button to continue.**

By clicking the "Agree" button below, I am acknowledging that I have read and I agree to the [PRIVACY POLICY](#) and the [PROFESSIONAL USER LICENSE AGREEMENT](#).

Click the “Guest” button to continue. Logging in as a “Guest” allows you to join a meeting.



Guest (attend a meeting)  
-or-  
Host (account holders)

Guest Host

If you are experiencing issues getting or staying connected to a meeting (Getting 'Connection Terminated' frequently etc.) you may change the connection protocol from the 'CONNECTION TYPE' drop down box. See the explanations:



Enter the following to join:

Meeting Name:

Your Name:

Connection Type: (no preference) ?

Connect

- **Default (Host)** – Uses the settings defined by the host of the meeting you are about to join.
- **Native (Port 1935)** – Allows traffic to be sent via port 1935, which is the fastest way of sending traffic to/from a meeting.
- **Tunneling (Port 80)** – Allows traffic to be sent via port 80, which is useful when a firewall will not allow traffic to be sent via Port 1935.

Enter the name of the meeting and the name you want to be identified with in the conference. Click the "Connect" button. After logging in, you will be taken to the Conference Room

### Accessing The Conference-Joining via Email Invitation

Open the email and click on the link in the middle of the text to join the conference:

#### MegaMeeting.com Invitation

To:

You have been invited to join an Internet Video/Web meeting. Join the meeting by clicking on the link below:

[Meeting: MyMeeting](#)

Meeting Host: Host

Meeting Name: MyMeeting

Date/Time: 9/11/2006 10:33 (GMT -8:0)

Password: password

Attendees:

Call in # / Security Code: (218) 895-3209 / 9184511

Comments:

[www.MegaMeeting.com](http://www.MegaMeeting.com) Video & Web Conferencing For All Of Us

Enter the name you want to use in the SECOND field (the meeting name will automatically be filled in). Click the "Connect" button.



Enter the following to join:

Meeting Name: MyMeeting

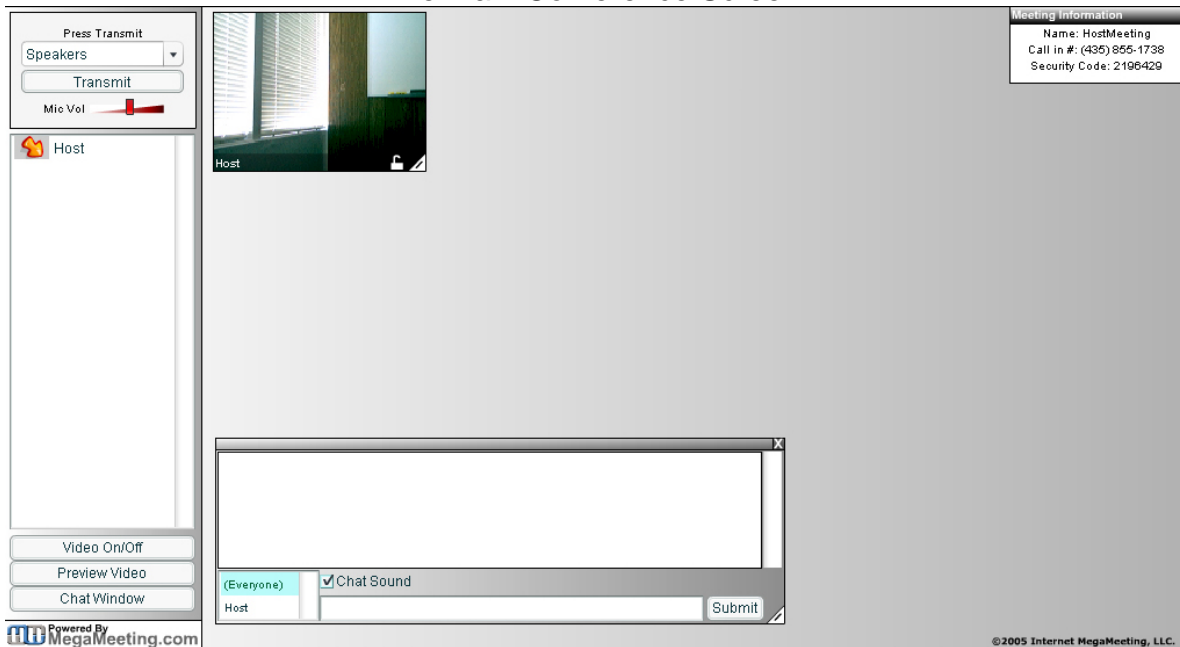
Your Name:

Connect

After logging in, you will be taken to the Conference Room

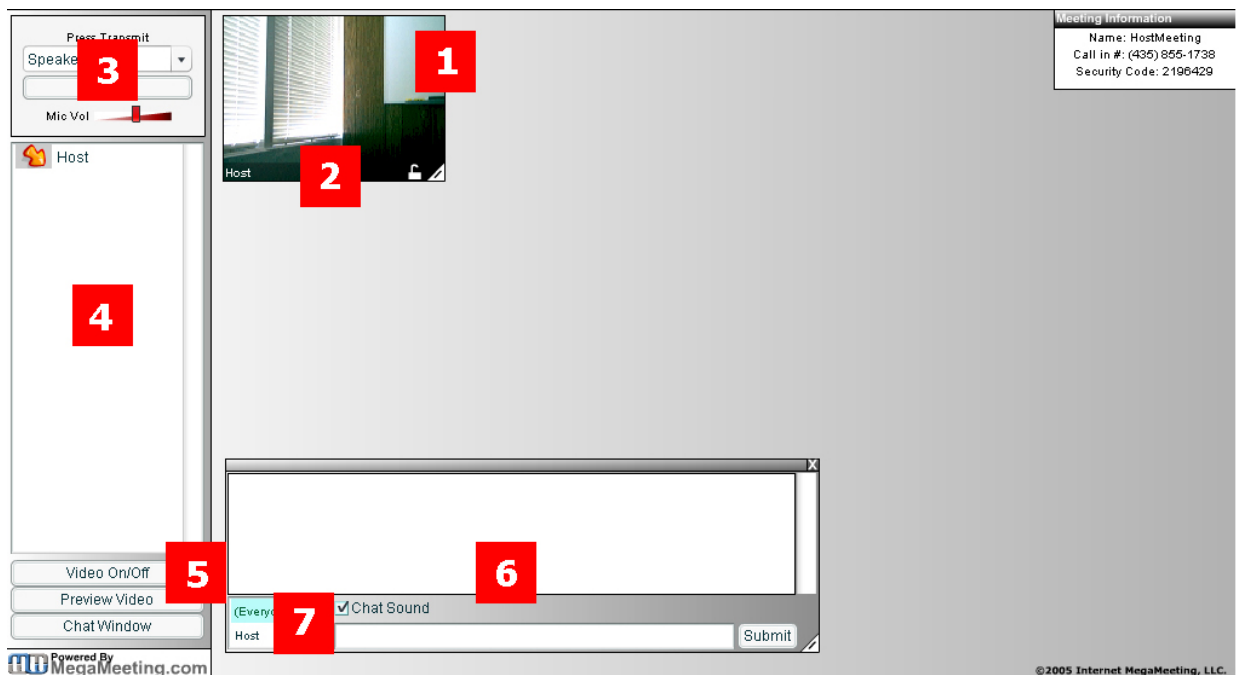
## Using Megameeting and Guest Functionality

The Main Conference Screen:



Once inside the CONFERENCE area, in the upper right hand corner you can use the 'Quit' button to end the meeting and close your MegaMeeting session.

✔ Notice the 'Meeting Information' panel located in the upper-right-hand corner of the meeting stage area. The panel shows the meeting name, the teleconference call-in number and any access code ("Sec. Code") necessary to gain entry into the teleconference. To address teleconference functionality, this needs to be setup by the Host BEFORE the meeting takes place.



1) This is the default position for your Video Window, you can click and drag this window anywhere on the screen.

2) In the lower left corner will be the username you entered from the username field when you logged in. In the lower right corner is a small triangle you can click and drag to resize the window as you see fit, to reset and lock simply press the lock button to the left of the triangle. You can toggle the video feed off/on using the 'Enable Video/Webcam' checkbox by right clicking anywhere on the screen and going to 'Video Options'. Alternatively you can also click the 'Video On/Off' button below to toggle your feed.

3) This is your Voice Over IP audio box. This is set to 'Speakers' by default with the standard push-to-talk 'Transmit' button which by pressing and holding allows you to transmit audio to everyone in the conference. By dropping the list down and selecting 'Headphones' you now have a 'Transmit' and a 'Lock' button.

**By clicking the 'Lock' button you are opening your audio up to 'full duplex' audio, which means you may speak freely and receive audio freely without the need to press the 'Transmit' button. Locking audio is only recommended when you and your participants are using headsets and not communicating with external speakers.**

**It is strongly recommended that you use a headset with a built in microphone when using the VOIP function in MegaMeeting, as a headset eliminates and pre-empts the problems associated with internet audio such as looping and echoing. If you are experiencing a large number of problems, we recommend switching all users in the meeting to a headset configuration, or use the built-in teleconferencing system instead of the VoIP system.**

4) This is your User Name List, where you can see the names of all the Participants in your current conference. To the left of each person's name are icons that prove as visual references as to their standing in the room: An orange arrow denotes the HOST of the room, while a small camera or microphone icon denotes what that Participant is currently transmitting to the room.

5) Video On/Off - Toggles off and on your own video feed. Preview Video - Allows you to see your own video window if needed. Chat Window - Toggles off and on the chat window to the right.

6) This is your main chat window, you can chat with everyone in the group at this location.

7) The scrollable list in the lower left corner is your Private Chat, you can make your chat private simply by selecting that person from the list and typing your message. Whatever you type will be only seen by that person until you click 'everyone' from the list to type to the group. The Chat Sounds checkbox will alert you with a sound every time someone enters text in the chat window. Simply uncheck this box to stop the sound.

## Using the Presenter Function and Sharing Your Desktop

**!** **Guests need to be given Presenter Rights from within the User Rights section in the Host Options before they are able to see the 'Install Presenter' option in the conference room.**

Please visit the site below for instructions on how to use the Presenter Application:  
<http://www.megameeting.com/help/Guide-Presenter.html>

**This concludes the MegaMeeting Users Document. If you have further questions or problems, please refer to the Frequently Asked Questions below or our online knowledgebase at: <http://www.megameeting.com/kb.html>**

**Thank you for choosing MegaMeeting.com! Have more questions?  
Contact us directly at 1-877-MEG-MEGA (634-6342)**

# **Frequently Asked Questions and Answers**

## **? Why do I need to agree to the terms of service (TOS)?**

If you are a Professional client, your meetings are hosted on our servers and we are obligated to regulate the content that uses our bandwidth. MegaMeeting Enterprise clients host their meetings on their own servers and do not need to conform to these agreements.

## **? Where can I download the Presenter Plug-in?**

<http://www.megameeting.com/help/Guide-Presenter.html>

## **? Why didn't Presenter Install?**

You need to ensure you have Admin rights on the machine as well as rights to install items on your intranet (where applicable). Another common reason that Presenter did not install the first time can be that some or all of the non-critical applications in the lower right hand corner of your screen were not closed or disabled. This includes any anti-virus (Norton etc) or video/webcam software (Quicktime, Realplayer, graphics controllers or webcam control panel) as well as chat programs etc. Also make sure you disable or temporarily change any high resolution desktop images to (None) as this may also interfere. If you still have issues, please contact us at 1-877-634-6342 or visit [www.megameeting.com/help/Guide-Presenter.html](http://www.megameeting.com/help/Guide-Presenter.html)

## **? How can I obtain the Recording plug-in?**

Please contact your sales representative for more information on purchasing or setting up this plug-in.

## **? What type of webcam should I use?**

Generally any webcam will work as long as there are no other programs/applications using it at the same time. Logitech brands are good for general use and are usually under \$100 at good quality but any brand will do.

## **? How can I get higher resolution for my video?**

Please contact your sales representative for more information on purchasing additional bandwidth/resolution for your meetings.

**? What browser should I use?**

Megameeting.com will function in most major browsers (Firefox, IE, Safari etc).

**? What type of headset should I use?**

Any type of headset will work, but we do recommend you use a non-USB type of headset for your meetings, as these may interfere with other sound input devices running on your computer (such as any built in microphones in your webcam).

**Document Version History**

**03/30/07** – Document Version 1.0