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NetMeeting & CDCI, Inc.

Getting Started Guide

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Initial Setup

SYSTEM REQUIREMENTS AND SETUP

Microsoft Windows NetMeeting enables real-time audio, video, and data communication over the Internet.

It is highly recommended that you have a speakerphone or headset available so you can dedicate your hands to the keyboard during a NetMeeting session.

NetMeeting requires the following minimum configuration:

Simultaneous Voice and Data Capabilities (2 phone lines) & E-mail Capability
Microsoft Internet Explorer version 4.01 or later

For Microsoft Windows 95 or Windows 98:
90 megahertz (MHz) Pentium processor, &
16 megabytes (MB) of RAM

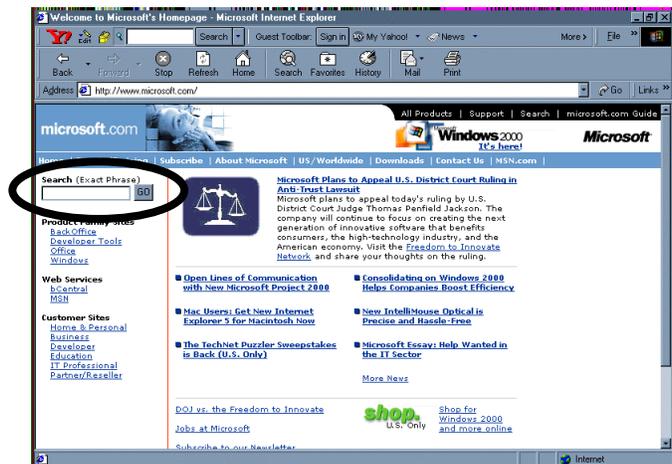
--OR--

For Microsoft Windows NT version 4.0 (Microsoft Windows NT 4.0 Service Pack 3 or later is required to enable sharing programs on Windows NT.):
90 MHz Pentium processor
24 MB of RAM.

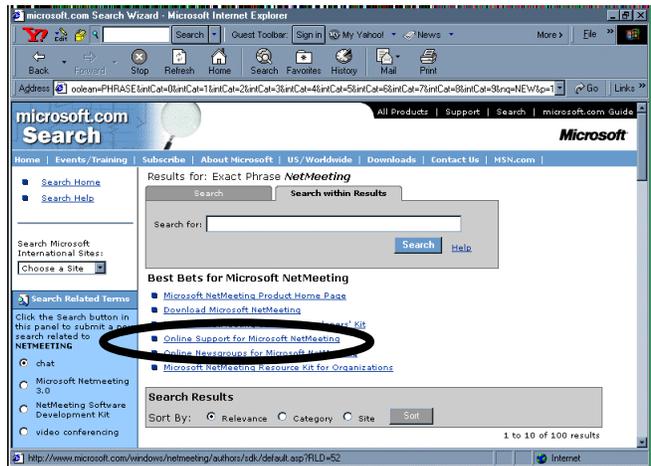
It is strongly recommended that you uninstall versions of Microsoft NetMeeting earlier than 3.0 before installing this version.

Step 1: Download Microsoft NetMeeting 3.01

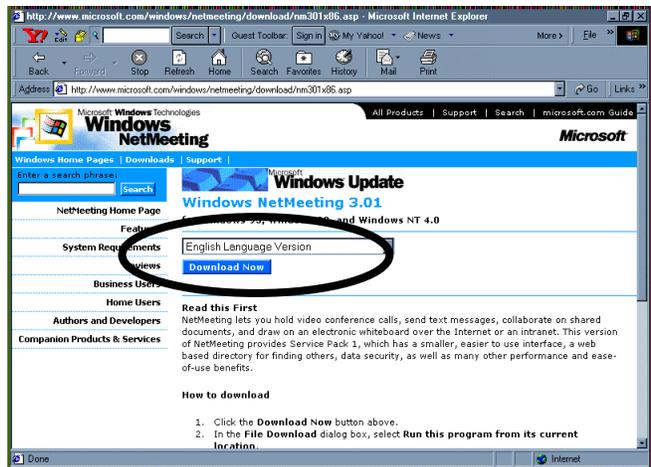
- ✓ **Go to the following web site:**
www.microsoft.com
- ✓ **In the Search field, enter NetMeeting**
- ✓ **Click GO**



- ✓ **Click Download Microsoft NetMeeting**



- ✓ **Click Download Now**



- ✓ **Click "Run from this location"**
- ✓ **Click OK**

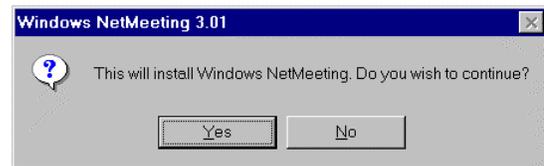


STEP 2: INSTALL NETMEETING

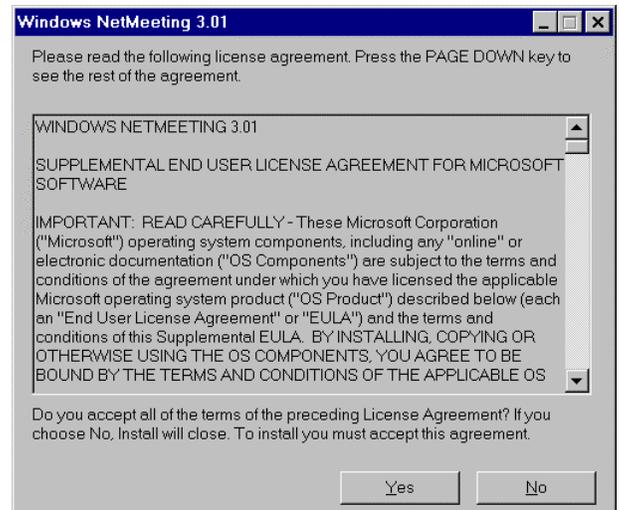
- ✓ The NetMeeting Setup Program will download
- ✓ The estimated download time using a 56k modem is approximately 10 minutes.



- ✓ **Click Yes to continue installing NetMeeting**



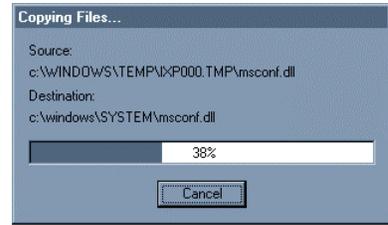
- ✓ Read the License Agreement for Windows NetMeeting
- ✓ To Continue to Installing NetMeeting, you must accept this license agreement
- ✓ **Click Yes to continue installing NetMeeting**



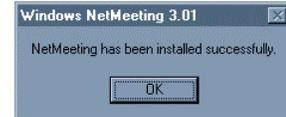
- ✓ This defaults to C:\Program Files\NetMeeting
- ✓ Usually the C is your local drive
- ✓ Choose the directory where you want to install NetMeeting if it is different from the default
- ✓ **Click OK**



- ✓ Next the Installation will copy the files to your selected directory

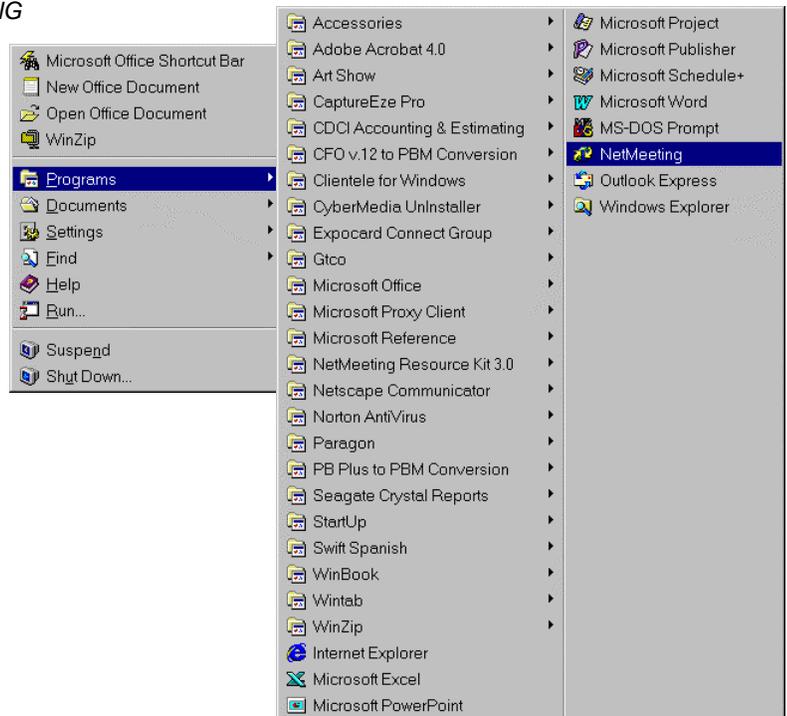


- ✓ Once the Installation has been completed successfully, **Click OK**



STEP 3: CONFIGURATION FOR NETMEETING

- ✓ **Click Start on the Windows Tool Bar**
- ✓ **Highlight Programs**
- ✓ **Click on NetMeeting**



- ✓ The NetMeeting Setup Wizard starts with an introduction to NetMeeting features
- ✓ **Click Next**



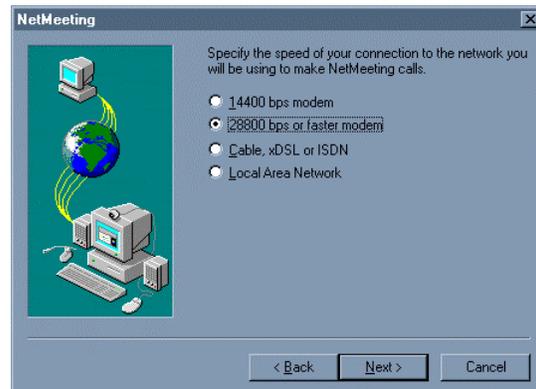
- ✓ **Enter First Name**
- ✓ **Enter Last Name**
- ✓ **Enter your E-mail address**
- ✓ Location and Comments are optional



- ✓ The setup screen for logging into a directory server defaults to Microsoft Internet Directory.
- ✓ **Highlight Microsoft Internet Directory and key over the text so it reads: netmeeting.cdci.com**
- ✓ **Click OK**



- ✓ **Click on the type of connection that your system supports to access the internet.**
- ✓ **Click Next**



- ✓ **Click to put a shortcut on your desktop if desired (recommended)**
- ✓ **Click to add a shortcut to your Quick Launch Bar if desired**



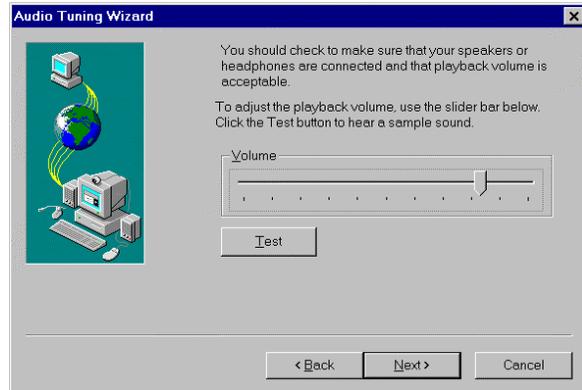
- ✓ Adding a shortcut adds this icon to your desktop and Quick Launch bar



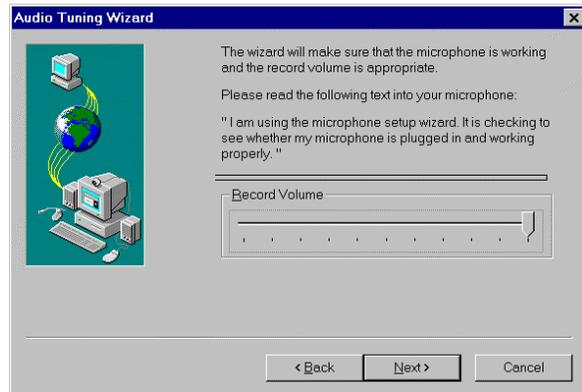
- ✓ Next the wizard will help you configure the audio settings
- ✓ **Click Next**



- ✓ CDCI will be utilizing Teleconferencing for the audio portion of the training
- ✓ **Click Next**



- ✓ CDCI will not be using the Recording Portion of NetMeeting for the training
- ✓ **Click Next**



- ✓ **Click Finish**



- ✓ A “splash screen” will appear that signals the NetMeeting application is starting
- ✓ You should see the NetMeeting window

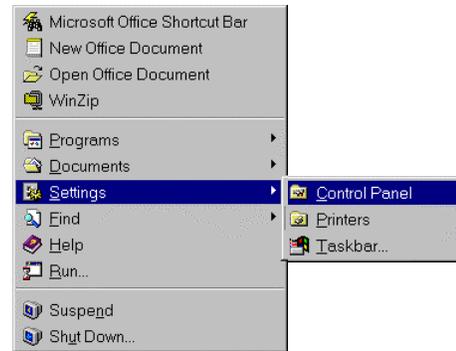


The next step checks your screen resolution. Once you have verified the resolution, choose the connection method best suited for your NetMeeting session with CDCI:

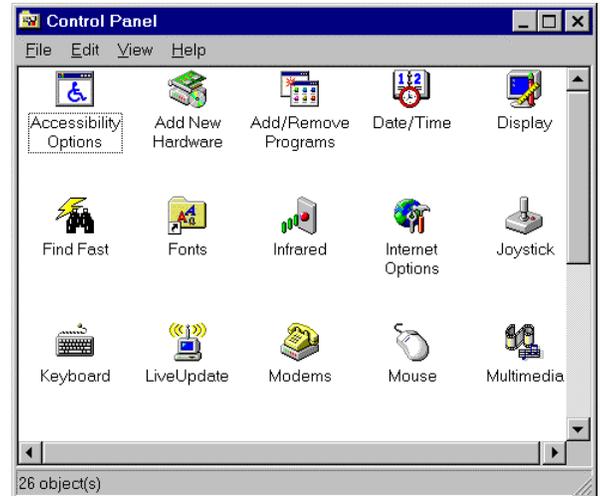
**One –on- One Training
--OR--
Classroom Training**

STEP 4: SCREEN RESOLUTION

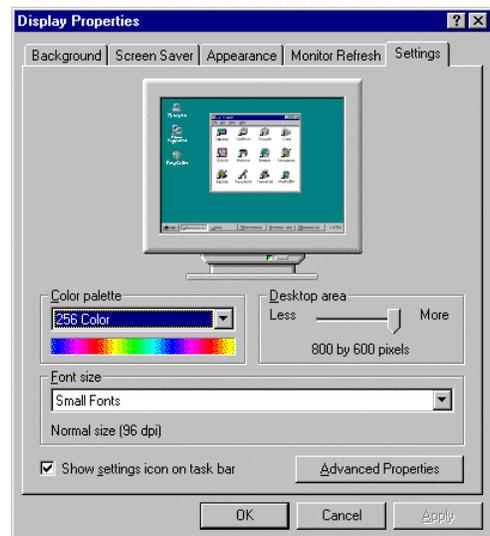
- ✓ **Click Start on the Windows Tool Bar**
- ✓ **Highlight Settings**
- ✓ **Click on Control Panel**



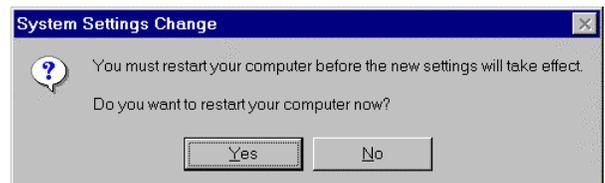
- ✓ **Double Click on Display**



- ✓ **Click on the Settings Tab**
- ✓ The "Desktop area" should be set to 800 x 600 pixels. This is the recommended area by Microsoft for a successful NetMeeting session.
- ✓ **Adjust the Desktop area if it is not 800 x 600 pixels**
- ✓ **Click Apply if you made changes**
- ✓ **Click OK to exit**



- ✓ **Click Yes to restart your computer if you made any changes the display setting**
- ✓ **Click No if you made no changes**
- ✓ In most cases, should be able to reset "on the fly" without rebooting. Windows will normally give you a few seconds to try out the new resolution before you save it.



Making the Connection — One on One

Make Sure you are connected to the Internet before proceeding. Using a “dial-up” connection will give you a different IP (internet protocol) address each time you connect.

STEP 1: CDCI HOSTS THE MEETING

CDCI

- ✓ CDCI Hosts the NetMeeting session (**Call > Host Meeting**)
- ✓ The voice portion of the meeting will be conducted over the phone **CDCI places the call.**
- ✓ **CDCI verifies that you are connected to the internet.**



STEP 2: PROVIDE CDCI WITH IP ADDRESS

NetMeeting

- ✓ CDCI will need the IP Address from NetMeeting to connect successfully to your computer through netmeeting.cdc.com
- ✓ **The IP Address is located in the bottom left corner of the About Windows NetMeeting screen (Help > About...)**
- ✓ If you have more than one address, use the first one shown.



STEP 3: CONNECTING WITH CDCI--BEGIN NETMEETING SESSION

- ✓ CDCI will enter your computer's IP address in the black pull down window and place the call by clicking the yellow telephone icon at the right of the screen



STEP 4: ACCEPT CALL FROM CDCI

- ✓ **Click Accept to start the NetMeeting Session**

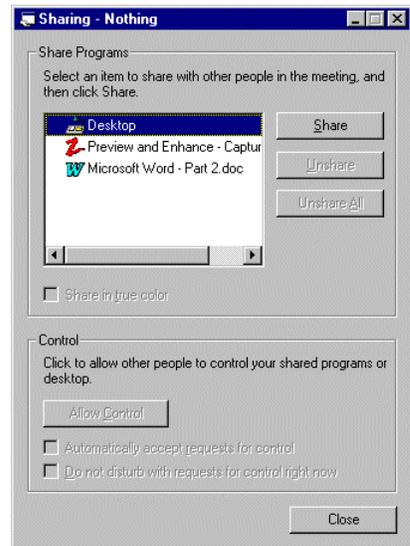


STEP 5: SHARING YOUR DESKTOP



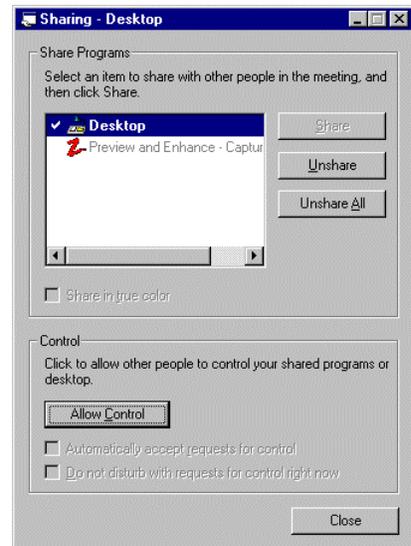
- ✓ **To share your Desktop, click the sharing icon on the NetMeeting Main screen**
- ✓ **In the window to the left, click on Desktop. You should have a checkmark next to Desktop**
- ✓ **Click the Share button** (To Unshare, Click the Unshare button)

- ✓ CDCI will now be able to view your desktop
- ✓ **DO NOT CLICK CLOSE YET!**



- ✓ **Click Allow Control**
- ✓ This button will automatically change to "Prevent Control"
- ✓ **Click "Automatically accept requests for control"**
- ✓ This allows CDCI to access your desktop during the NetMeeting session
- ✓ **Click Close**

- ✓ During your NetMeeting session, while CDCI has control of your desktop, you will see the mouse pointer with your CDCI's representative's initials.



- ✓ **To end your NetMeeting session, Click the Yellow Telephone Receiver Button (“End Call”)**



