



### To visit my web office

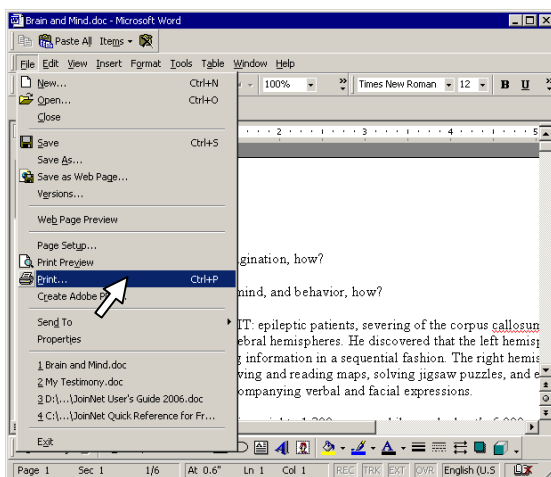
1. Click my name at the web page or the visiting URL at email, or right-click my name at HomeMeeting Messenger and select visit.
2. Type in your name. Click **OK**.
3. Wait for my permission to enter my web office.
4. If I am not online or is busy, you can leave a recorded message to me. I will playback your recording file and get back to you later.

### To talk to me, you need to:

1. Click and wait for your microphone to light up or until you see the audio volume indicator shows up under the video window:
2. Click to end talking to me.
3. If you are talking and you are using external PC speakers, everyone in the same meeting, except you, will hear **audio echo**. In case of hearing audio echo, the one who does not hear it is the one who causes it.

### To print slide onto the White Board while you are talking:

1. Open a printable file such as Word or PowerPoint. Under **File**, select **Print**—as you were printing a file to a printer. At the end, click **Upload** to finish printing.



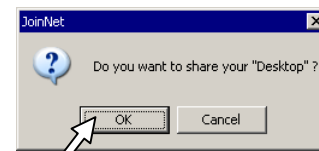
2. Or you can drag-and-drop a JPEG/BMP/GIF/TXT file and then click **OK** to print it onto the White Board.
3. Or you can open an application window. Use standard print- screen command (**Fn+Prnt Scrn**) and then paste it (**CTRL+V**) to the White Board. Click **OK**.

### To collaborate with me on the White Board when you're talking:

1. Click (Next) to flip slides uploaded by me, if there is any. Click and select View to Customize Toolbar.
2. Select drawing tools to work on the slide *selected by me*. You **cannot** work on any other slide by your own.
3. If (Pointer) is selected, use mouse left-click (or click-and-drag) to point to the slide.
4. If (Freehand) is selected, click-and-drag to draw on the slide and release mouse to put the drawing onto the White Board.
5. If (Eraser) is select, click-and-drag to erase any mark, or image.
6. If (Highlight Pen) is selected, click-and-drag to highlight on the slide and release mouse to put the highlight marker onto the White Board.
7. Click (Slide/File) to add, save, or delete slide (or file), or to capture an application window.
8. Click to switch to a full-screen or a maximum display of the White Board (or Shared Desktop).

### When I am asking your permission to remote control your PC:

1. You should see a prompt of remote control: click **OK** to allow full desktop control or **Cancel** to go to the next step.



2. Select an application from a list of applications currently running on your PC desktop, shown in the *Visible Window*. Then click the application to be controlled by me. You can terminate my remote control anytime by clicking the icon

