How To Configure NetMeeting

Quick Reference Guide

Welcome to Merchant Applications "How to Configure Net Meeting".
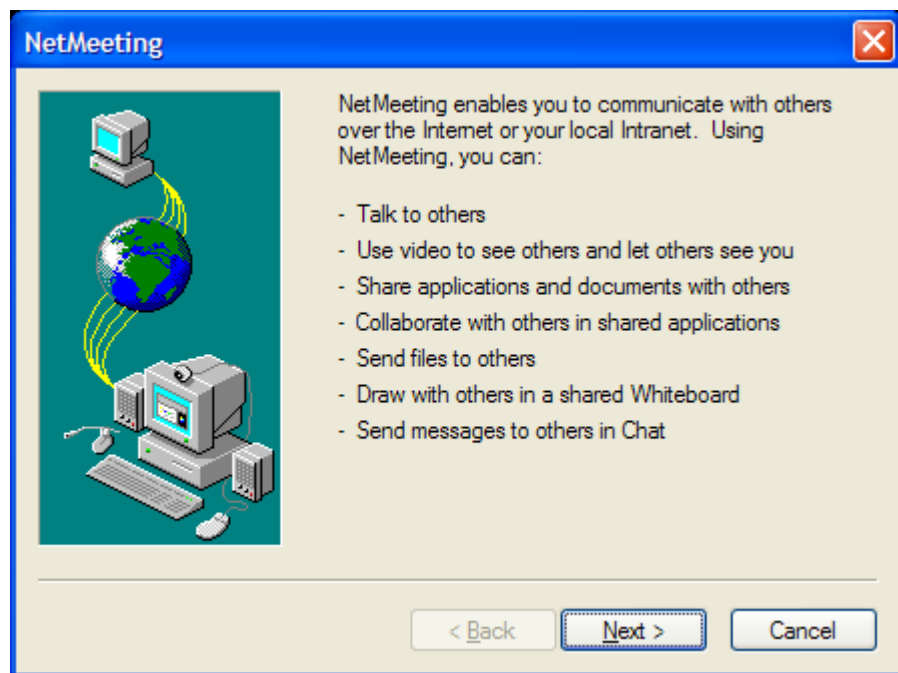
To Begin the configuration:
- Select the Start button (from main desktop menu)
- Select Run
- Type 'conf' in the box, and press Ok.

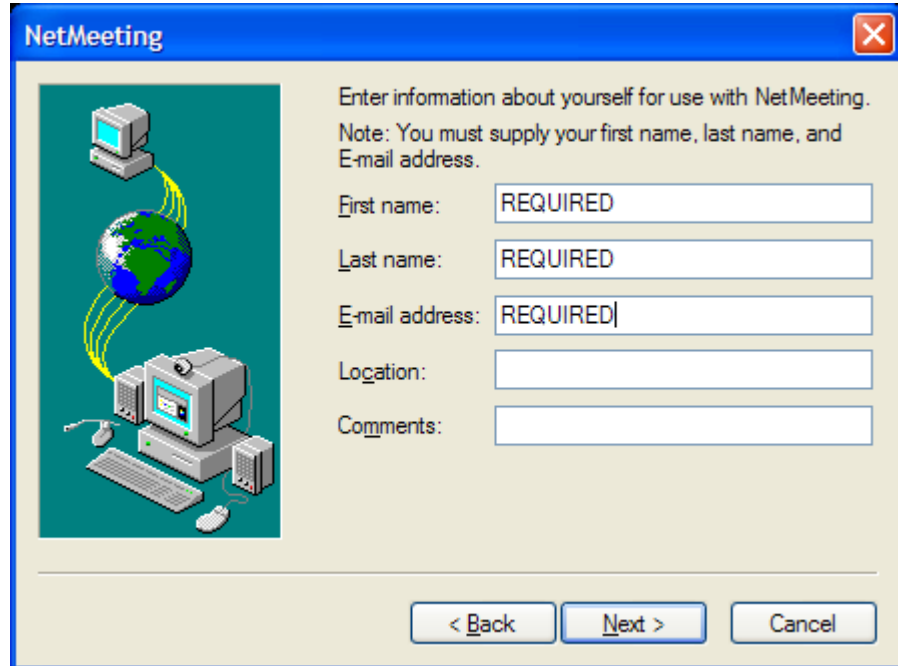This will launch the NetMeeting program setup.

1.

- Press **Next**

2.

- You **must** enter in the required fields. First Name, Last Name and Email Address.
- Press **Next**
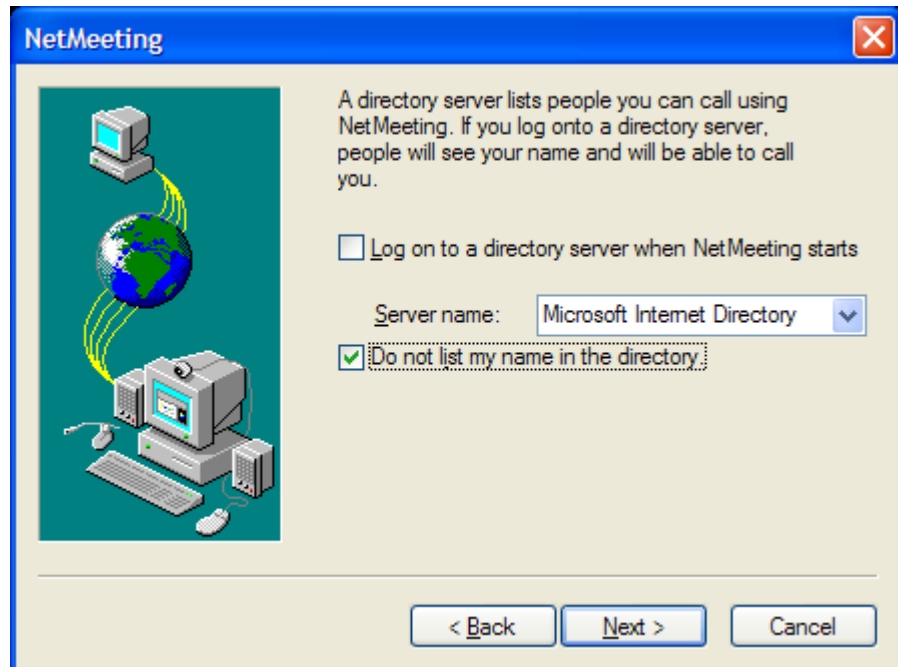

3.

- Confirm that the Server Name is: Microsoft Internet Directory
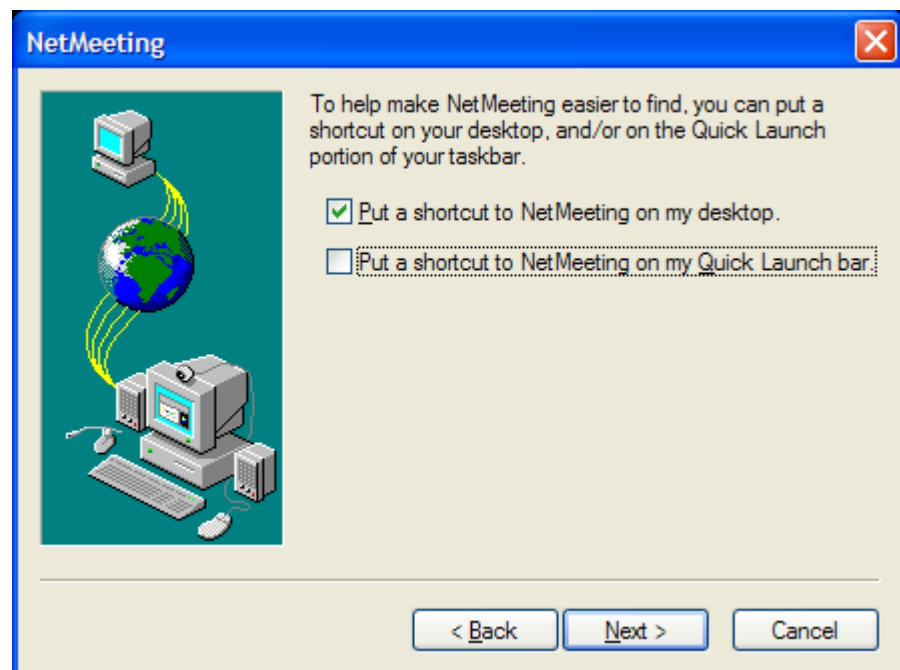- Place check mark on "Do not list.."
- Press **Next**

4.

- Select Cable, DSL, ISDN
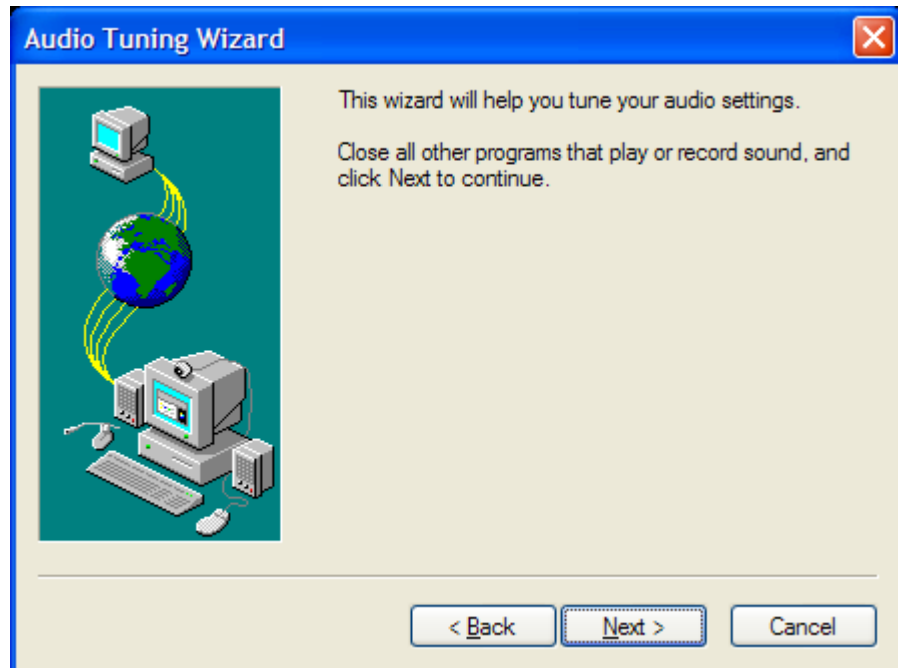- Press **Next**
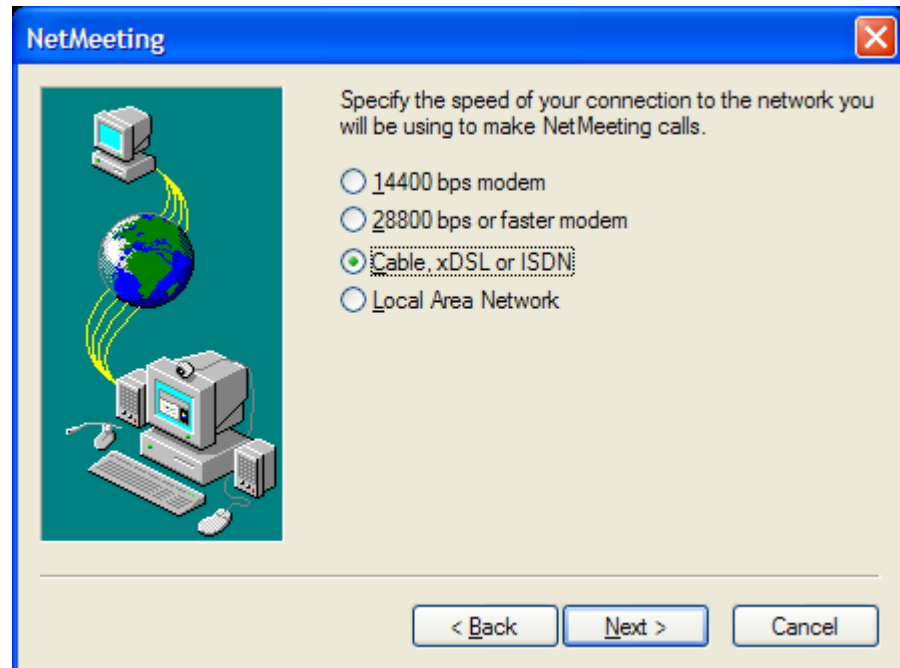
5.

- Place check mark on the first option.
- Remove the check mark on the second option.
- Press **Next**
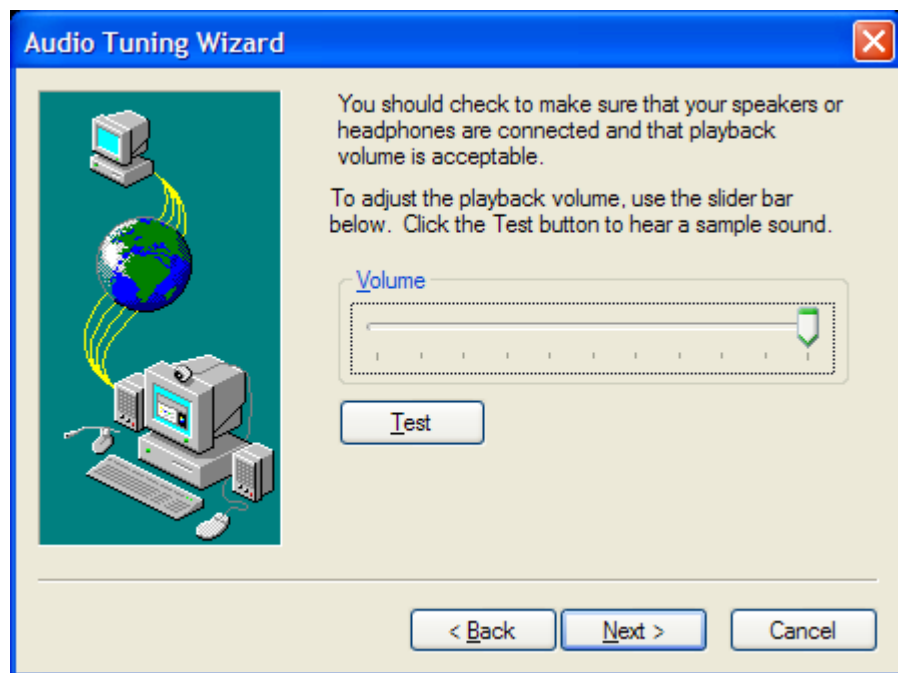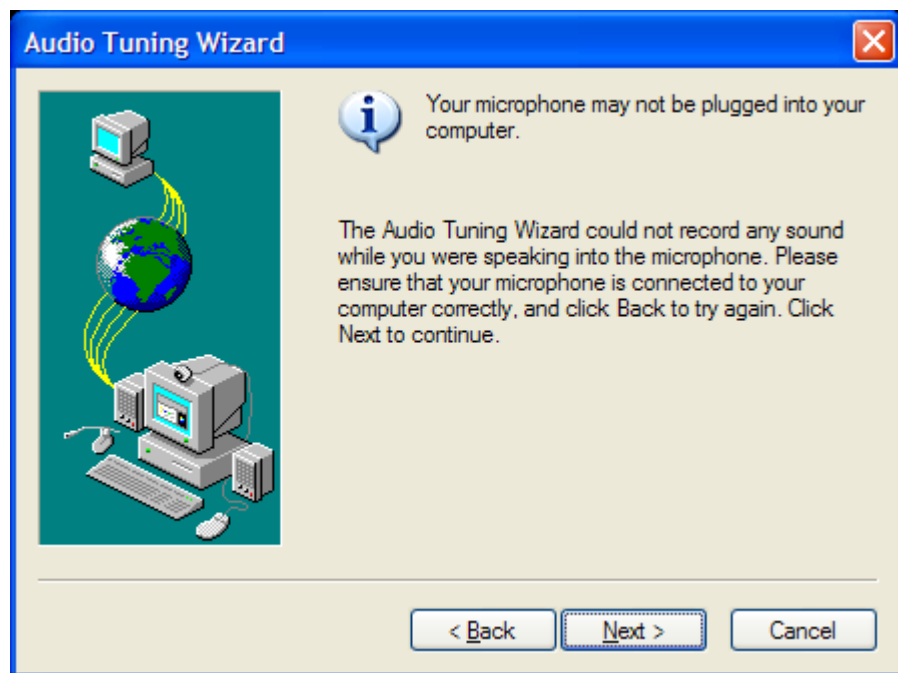
6.

- Press **Next**

7.

- Press **Next**

8.

- Press **Next**

9.

- Press **Next**
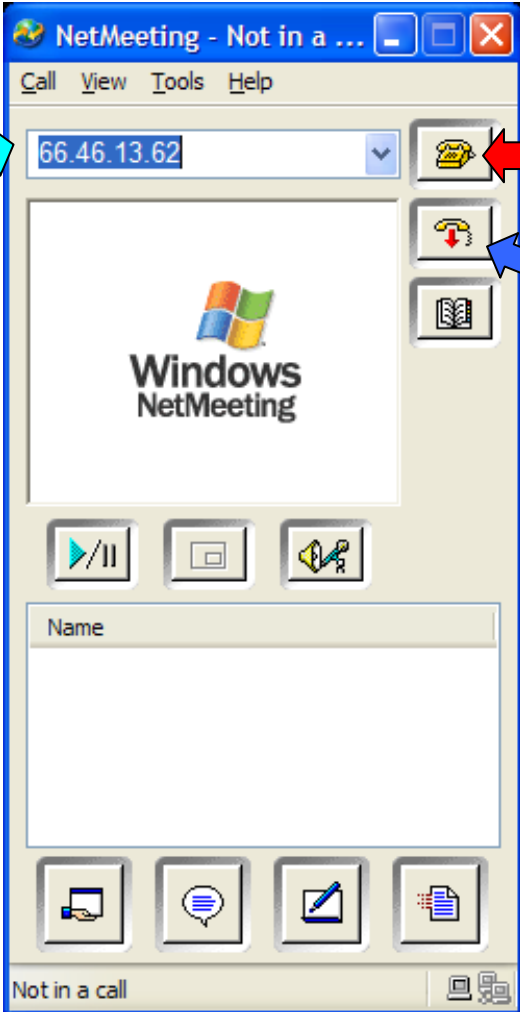

10.

- Press **Finish**

11.

- Once you select Finish, a security alert will appear
- Select **Unblock**

Congratulations, you have setup NetMeeting and can now begin to use for dialing in.!!

Using NetMeeting

To Begin, you will need to double click on the NetMeeting Icon.

1) Type in the I.P. address.

2) Click on the telephone to begin the call.

3) To end a call, click on the receiver.