



June 2007

## **How To Configure NetMeeting**

### **Quick Reference Guide**



Welcome to Merchant Applications “How to Configure Net Meeting”.

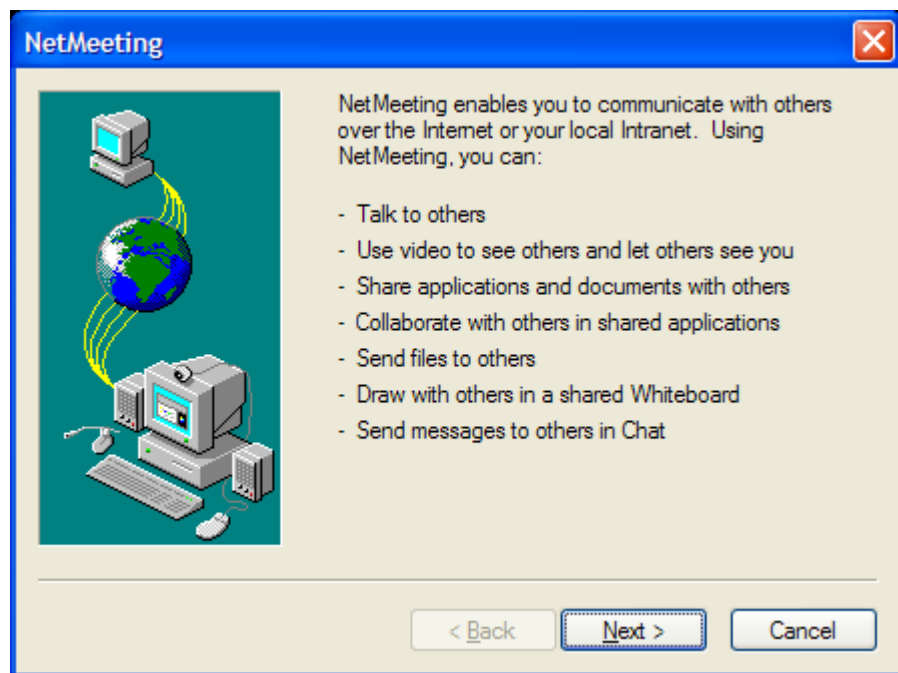
To Begin the configuration:

- 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.

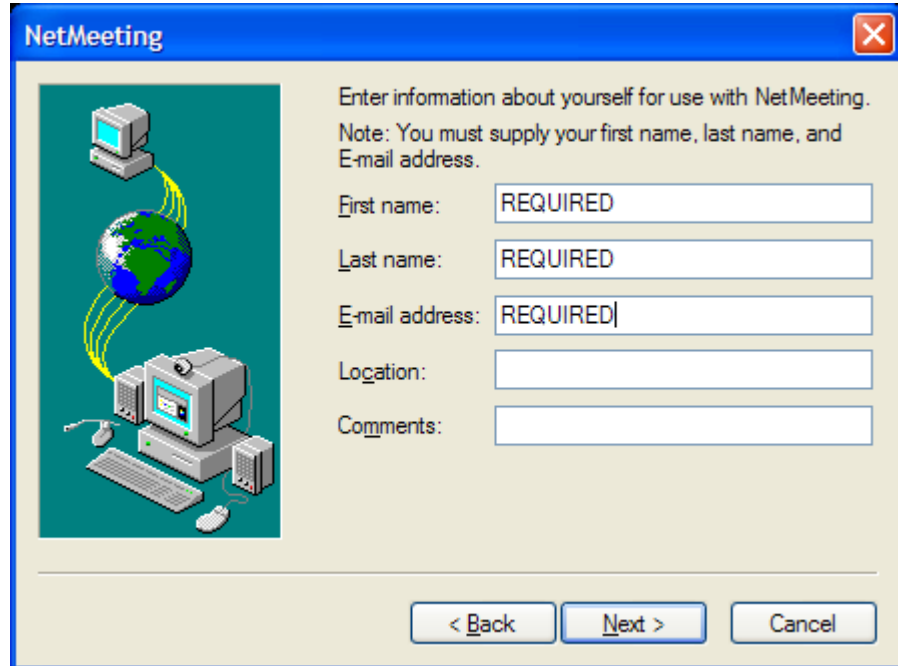
1.

- Press Next



2.

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



NetMeeting

Enter information about yourself for use with NetMeeting.  
Note: You must supply your first name, last name, and E-mail address.

First name: REQUIRED

Last name: REQUIRED

E-mail address: REQUIRED

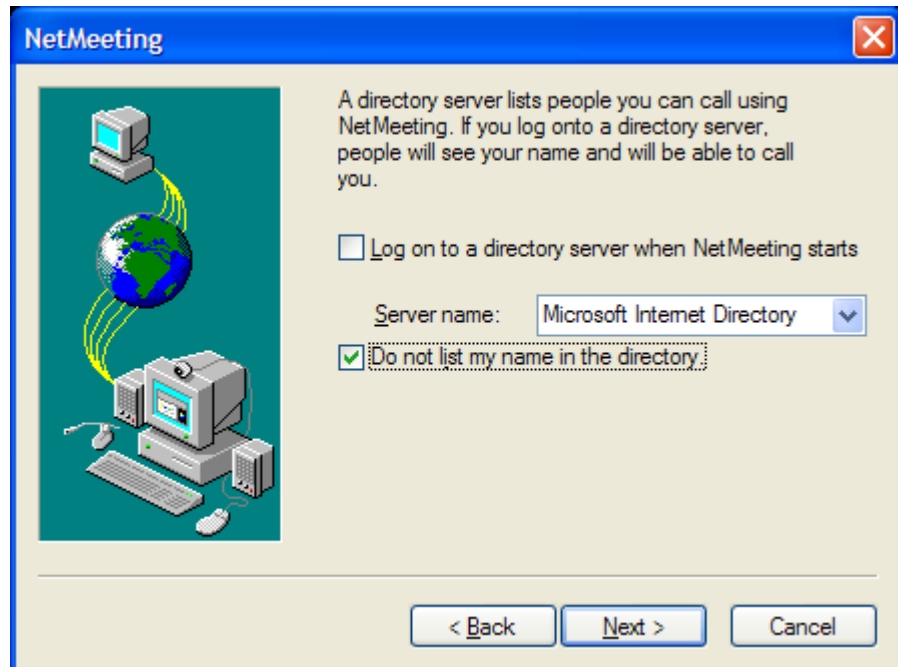
Location:

Comments:

< Back    Next >    Cancel

3.

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



NetMeeting

A directory server lists people you can call using NetMeeting. If you log onto a directory server, people will see your name and will be able to call you.

Log on to a directory server when NetMeeting starts

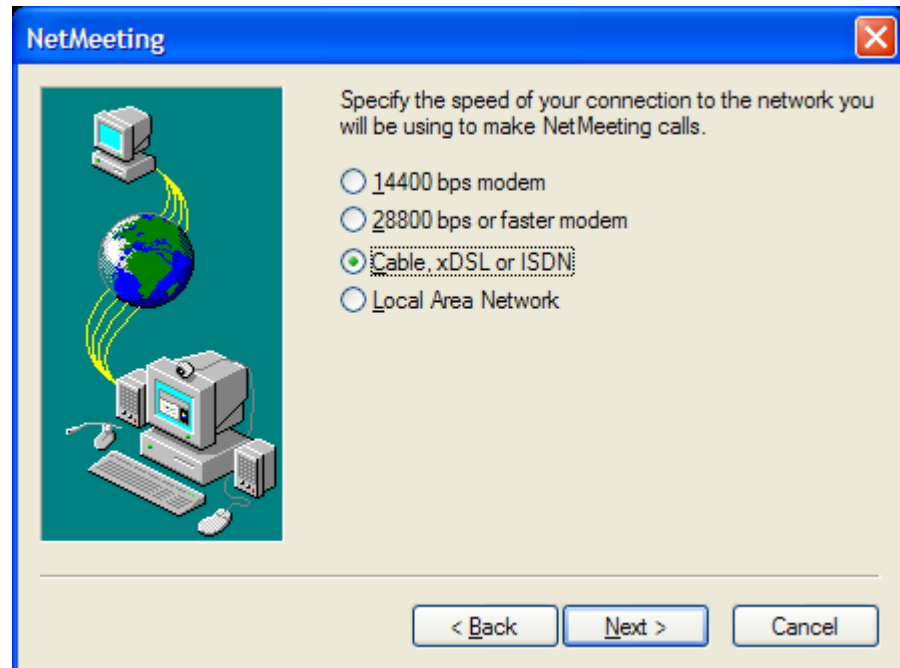
Server name: Microsoft Internet Directory

Do not list my name in the directory

< Back    Next >    Cancel

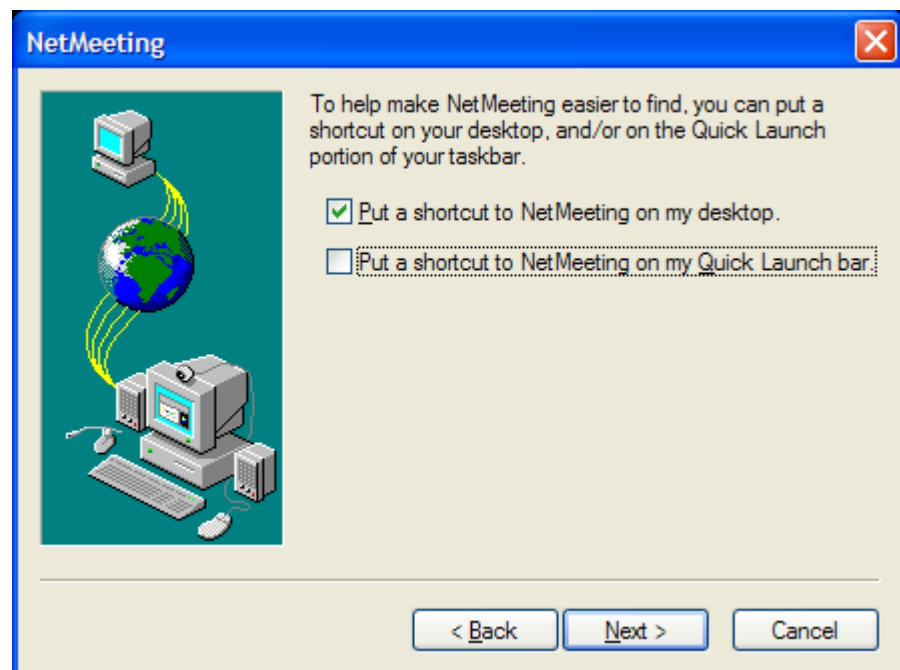
4.

- Select Cable, DSL, ISDN
- Press **N**ext



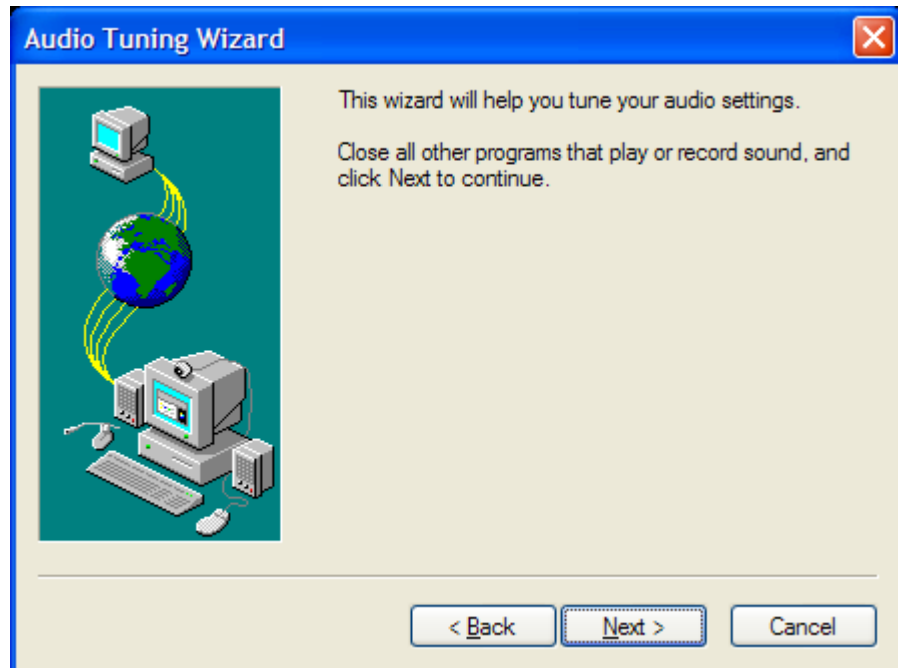
5.

- Place check mark on the first option.
- Remove the check mark on the second option.
- Press **N**ext



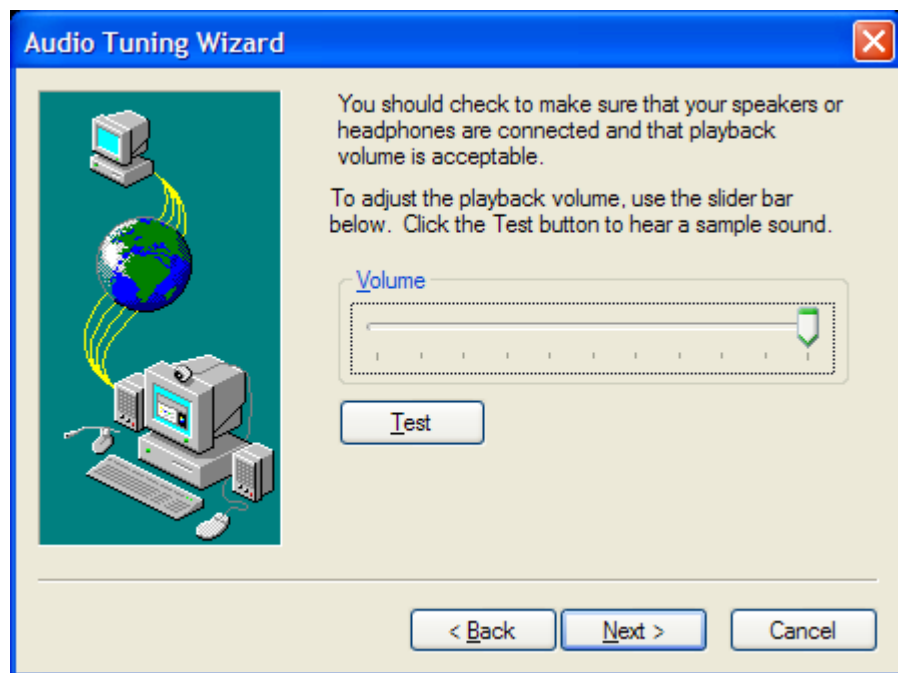
6.

- Press **N**ext



7.

- Press **N**ext



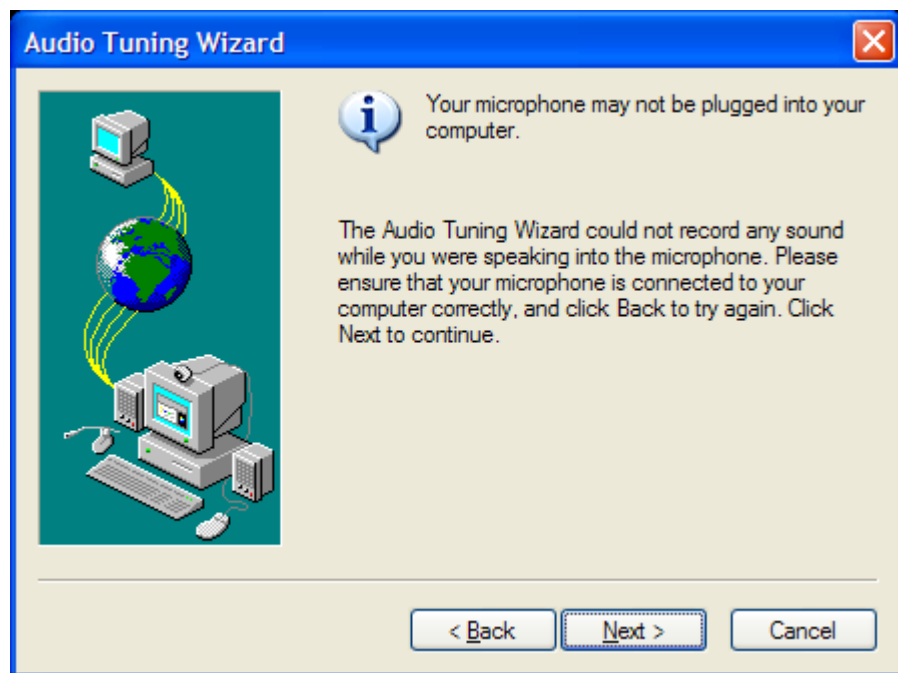
8.

- Press Next



9.

- Press Next



10.

- Press **Finish**



11.

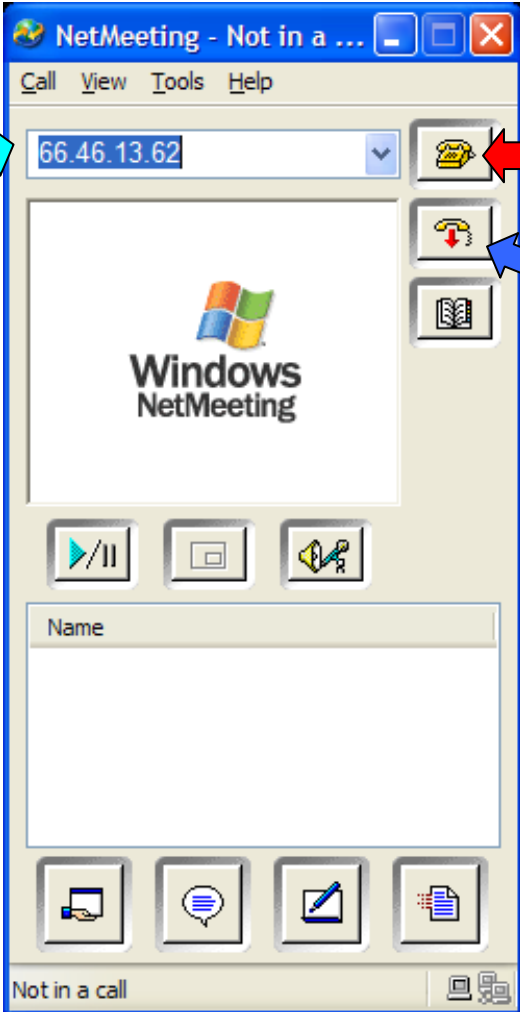
- Once you select Finish, a security alert will appear
- Select **Unblock**



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.

The screenshot shows the NetMeeting application window titled "NetMeeting - Not in a ...". The window has a menu bar with "Call", "View", "Tools", and "Help". Below the menu bar is a text input field containing the IP address "66.46.13.62". To the right of the input field are three icons: a telephone handset, a telephone handset with a red receiver, and a book icon. Below these icons are three more icons: a play/pause button, a window icon, and a key icon. At the bottom of the window, there is a "Name" field and a status bar that says "Not in a call".