








To visit someone's web office

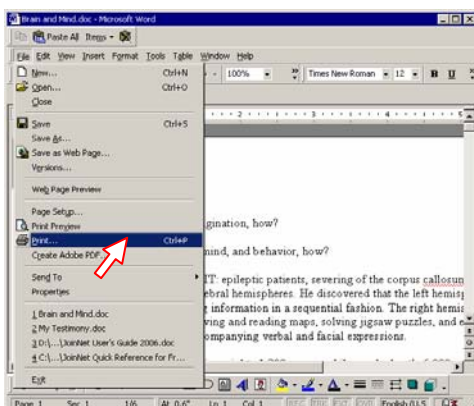
1. Click [here](#) to visit my web office.
2. Type in your name. Click **OK**.
3. Wait for my permission to enter my web office.
4. If I am not online or is busy, you can leave a recording message to me. I will playback your recording and get back to you later.

To talk to me, you need to:

1. Click  and wait for your microphone  to be activated. Or until you see the audio volume indicator: 
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 such as case, other speakers better mute their microphone 









To print slide to 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.



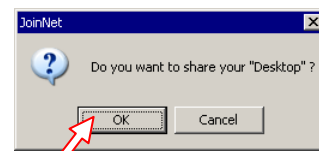
2. Or you can Drag-and-drop JPEG/BMP/GIF/TXT files to the White Board.
3. Or you can open an application window. Use standard print- screen command (**Fn-Prnt Scrn**) and then paste it (**CTRL-V**). Click **OK**.

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

1. Click  (Next) or  (Previous) to flip slides uploaded by me, if there is any.
2. Select drawing tools to work on the slide chosen by me. You **cannot** work on any other slide by your own.
3. If  (Pointer) is selected, use mouse left-click (or drag) to point to the slide.
4. If  (Freehand) is selected, hold down mouse left-click and drag to draw on the slide and release to finish drawing each time.
5. If  (Eraser) is select, click-and-drag to erase any mark, or image.
6. If  (Highlight Pen) is selected, hold down mouse left-click to highlight on the slide and release to finish highlighting each time.
7. Click  (Save) to save the current slide (with marks) to your PC.
8. Click  (Full Screen) to change to a full-screen 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: **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, but not minimized, on your PC at the *Visible Window*. Then click the application to share.

