

# QUICK REFERENCE FOR MULTIPOINT MEETINGS

## FIRST, NAVIGATE TO THE MULTIPOINT MENU

1. Activate the menu system.
2. Select the NETWORK option.
3. Select the MULTIPOINT option.
4. Select CONNECT.

MULTIPOINT CONNECT

NAME

MED GROUP 9

PASSWORD

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CREATE NEW >

JOIN CURRENT >

EXIT MEETING >

PREVIOUS MENU >

Multipoint Connect dialog

The Multipoint Connect dialog appears.

## CREATE A MEETING

1. Enter the NAME of the meeting and the PASSWORD you wish to assign.
2. Select CREATE NEW.

You will need to communicate your choices for name and password to each of the other people who will be attending the meeting.

3. Exit the menu system.

You can now interactively mark over any displayed images.

## JOIN A MEETING

1. If you are joining a meeting someone else has created, enter the NAME and PASSWORD they have assigned to it.
2. Select JOIN CURRENT.

The person who creates the meeting must communicate the name and password to all participants.

3. Exit the menu system

You can now interactively mark over any displayed images.

## EXIT A MEETING

1. If you wish to exit a meeting you have joined, select EXIT MEETING.  
You are disconnected from the meeting.
2. Exit the menu system

