

Quick Reference Guide

Getting Started.

This quick guide is designed to help you start running successful Netspoke web conferences today.

Manage your Account Online

Your PGI Client ID and Web Password are provided to you via your welcome email.

To log into your PGIMeet site, please do the following:

- 1 Open a web browser and go to your dedicated PGIMeet site (Ex: <http://acme.premiereglobal.com>).
- 2 Enter your Client ID / Email and Web Password in the fields provided.
- 3 Click Log in.

Create your Personal Meeting Room

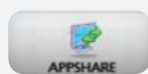
- 1 Select Web Meeting Rooms from the box labeled Manage.
- 2 Choose Create New.
- 3 Name your room, select desired options and Save.

Web Toolbar

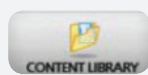
Located at the along the top margin of the Netspoke interface, the following are some of the most important features available to a presenter during a live Netspoke meeting:



Click to review the details of the conference



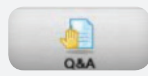
Click to share an application from your computer



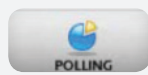
Click to share presentations and files



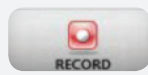
Click to launch a virtual whiteboard



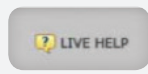
Click to answer questions from attendees



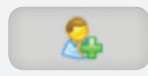
Click to create and administer polls



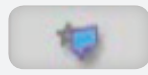
Click to record your meeting



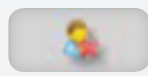
Click for live, online Customer Support



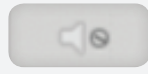
Click to invite additional participants/dial out to yourself



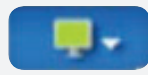
Click to make an attendee a presenter



Click to disconnect attendee from the web conference



Click to mute individual or all participants



Click to manage live video via webcam

Netspoke

Start Meeting Now

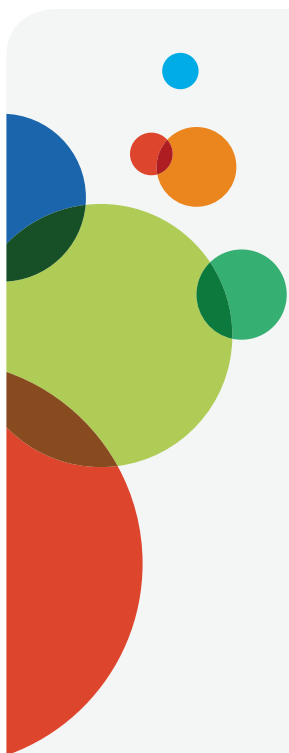
- 1 Go to your personal meeting room
(Ex: <http://acme.pgimeet.com/netspoke/joesmith>).
- 2 Select presenter.
- 3 Enter your Client ID / Web Password and Join Conference.

Training

Attend one of PGI's daily live training sessions or access how-to videos to learn about important features and receive helpful hints for hosting successful meetings. Find links to these resources on the login page of your PGIMeet site in the Getting Started section.

Get Customer Support

- > Chat in real-time with a live operator, or submit a support ticket.
- > Visit <http://support.pgi.com> to search for answers to your questions and view tutorials.
- > Press *O on your telephone keypad to reach live customer support at any time during your meeting.



Learn More

Visit us today at www.pgi.com. View customer videos, product demonstrations, and get the details on all of our global meetings and communications solutions.

About Us

The world collaborates with PGI. Our advanced meeting, conferencing and collaboration solutions energize people and organizations to connect more meaningfully and work together more productively. PGI is headquartered in Atlanta, Georgia with operations in 24 countries worldwide.

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ENERGIZE YOUR CONNECTIONS™

