

Showtime V2 user guide

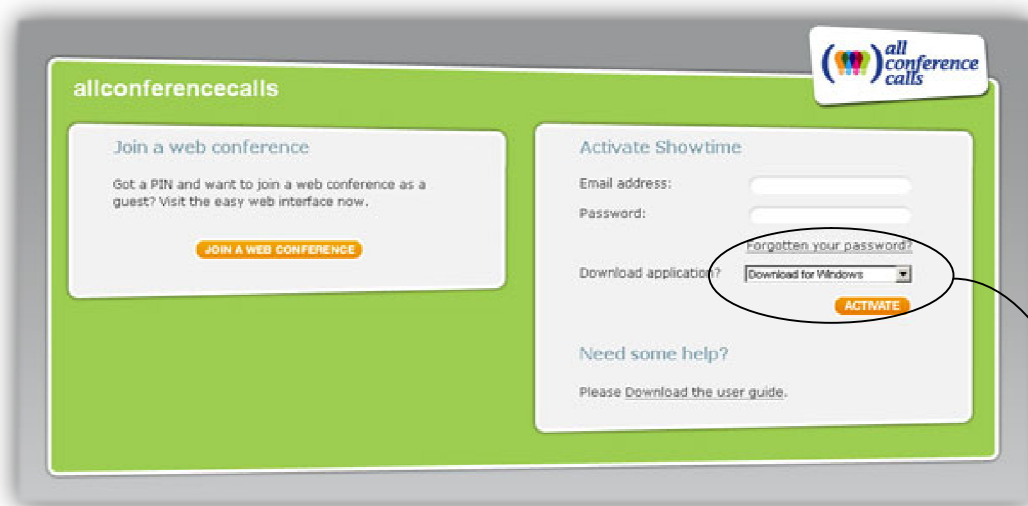
More allconferencecalls for your money

Showtime v.2 in partnership with yuuguu is allconferencecalls' all new web conferencing service offering you far greater flexibility and screen sharing capability.

With a little help from this guide, you'll be sharing your desktop to present documents, presentations, movies and more with colleagues in no time. Just follow the step-by-step instructions detailed below.

Step 1. Activate the service and download the application

1.1 Open your web browser and type www.powwownow.co.uk/Showtime/botp



1.5 Activate the service by filling in your email address and password and clicking the Activate button.

If you also need to download the application, choose your computer type from the list, otherwise choose 'Just Activate'.

Step 2. Build your contact list

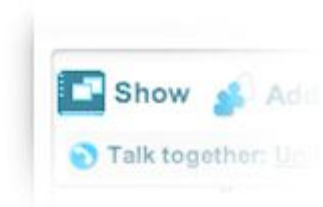


Add your team members or clients via the Find Contacts button at the top of your contact window to build a network of people to collaborate with.

What will the contact see?

When you add a new contact to your contact list, they will receive an email detailing where to go to download their own desktop application. The email will also include their own login details. When they login, you will automatically be entered into their contact list.

Step 3. Share your desktop



At the top of your Chat window click the Show button. This will share your screen with the people in your chat window.

What will participants see?

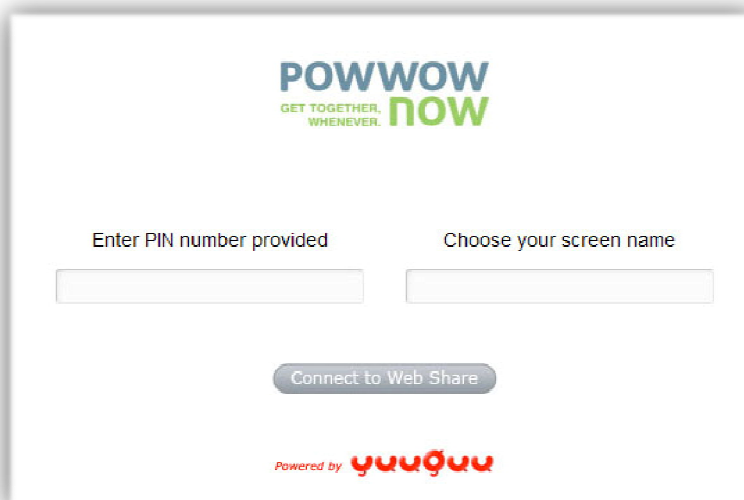
Participants will see your request to show your screen at the top of their Chat window. They simply click **Accept** or **Decline**. Once accepted, they will be presented with your screen in a small window, which they can resize for their convenience.

What's more, they can choose between **Actual size** and **Fit in window** which is displayed at the top of their window.

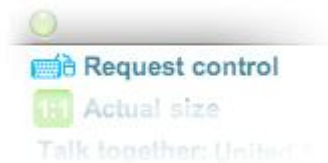
If you want to share your desktop with someone who is not on your contact list, or who does not have the Yuuguu application, they just need to go to powwownow.co.uk/Showtime/botp and click on the Join A Web Conference button.



On the following page they should enter your Participant PIN and a display name for themselves.



Step 4. Share control



When in Screen Share mode, participants can request control of the cursor movement on your computer.

What do you see?

Each participant is able to **Request control** and is allowed only with your acceptance. At any time during the web conference you can **Take back control** and equally the viewers can **Release control** from their side.

Step 5. Working in groups



At the top for your Chat window click on the Add button to add existing contacts from your list.

What does the added person see?

Once you add a second, third or fourth person to your existing screen share, each person will immediately see the Chat window with all participants in it. If they are in another application, when you send them a message, they will receive a notification to **Accept** or **Decline**.

Step 6. Conference calling

Every conversation is allocated its own private global conference bridge.

Please note that at this moment in time, no dial-in number is shown within the application.

Please inform your participants separately of the best number to dial for your conference calls.

Step 7. Instant messenger



Click on a contact and choose Chat to open up an instant chat window for quick messaging and group chats.

What does the other person see?

Once you start an instant chat window, the other person will immediately see the chat window with you in the conversation. If they are in another application, when you send them a message, they will receive a notification to **Accept** or **Decline**.