



Nefsis® Quick Start Guide

This pocket reference guide is intended for Nefsis users that have installed, or wish to install, the Nefsis Web & Video Conferencing tray icon. With Nefsis, you can click on the “n” system tray icon, desktop shortcut, or Outlook tool button, and go right to your online meeting room.

Installation:

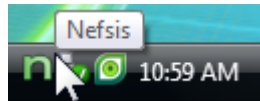
If you haven't already installed Nefsis and created an account, you can do so by visiting www.nefsis.com and selecting “Click to Download.” Note: this is for meeting hosts only, participants just click on a web link provided by you.



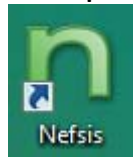
1 Login & Enter Your Online Meeting Room

To start a conference, first click the Quick Start tray icon or desktop shortcut.

Tray Icon:



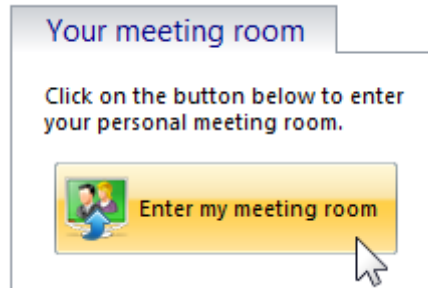
Desktop Shortcut:



If you already have an account, you can Login, otherwise, click “Get a new account” and follow the instructions.

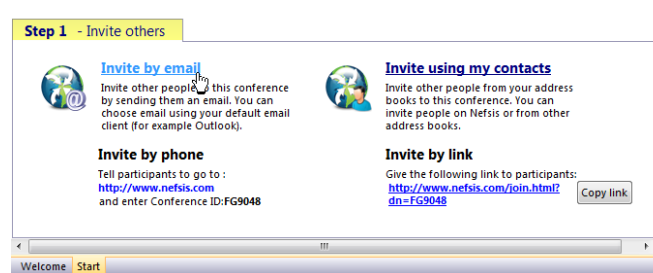
Enter meeting room

Once you click the icon, it will show the Start tab, now click Enter my meeting room.



2 INVITE Others

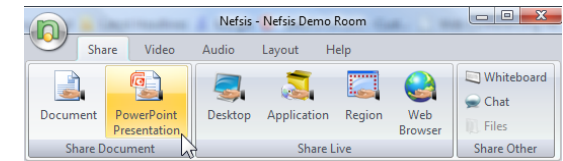
It is easy to invite others into your Meeting Room. Once in your meeting room, see the share panel on the right, and select “Invite by email” or “Invite by phone”. You can see other options too, such as copy conference link to clipboard, and sending by other means.



Your participants just click on the link provided. Once your participants enter your online conference room, they will appear under the “Users” list as participants. It's easy to promote participants to presenters, so they can share their own materials, by right-clicking on their name. You can expel them from your conference too, by right-clicking on their name and selecting Expel.

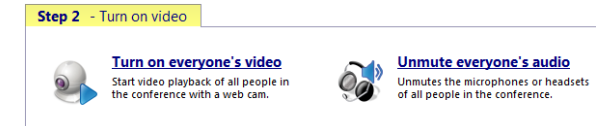
3 SHARE a Presentation

To Share a document or presentation, just select from the Share tab. You can share virtually anything on your PC with these choices:



Use Audio & Video

Under the Start Tab, select “Turn on everyone's video” and “Unmute everyone's audio”.



Advanced Controls

You can also control audio and video setting user-by-user. Right click on any user on the participant list, and select mute/unmute, or pause/play. You can also right click on their video display and you will see the individual user controls.

4 LEAVE Conference



To leave your conference, click the Application Menu (green “n” in upper-left corner) and select “Leave Conference”. Any presentations being shared will be left in the conference room. This can be very handy for recurring meetings.