



Getting Started | [Quick Guide](#)



Welcome to iMeet™.

Video meetings made simple.

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Invite up to 15 people to your meeting - even on webcam.

Welcome to iMeet.

This guide will help you get your room ready for your first meeting. iMeet wants you to be an expert, so we've provided the information needed to set up your room, invite guests and prepare you for engaging, productive and fun meetings.

Login

ACCESS YOUR ROOM

To get started, type your iMeet room URL (for example iMeet.com/YourName) in your web browser.

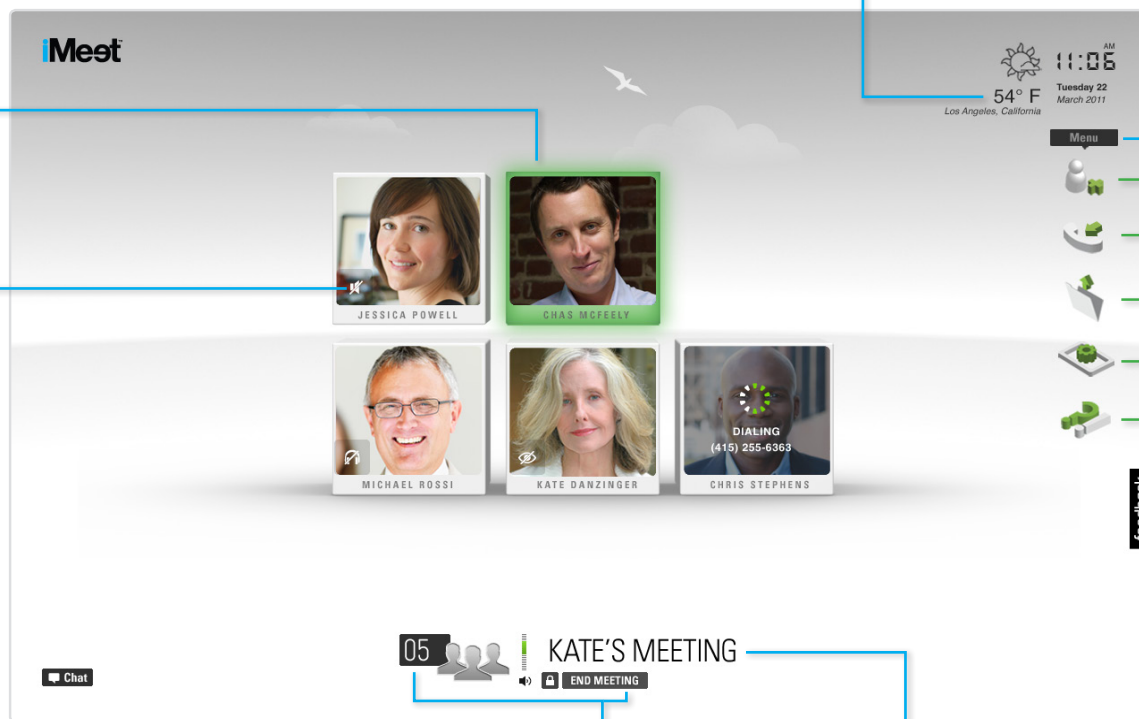
As a registered user, simply enter your email address and password used to create your account.

TELL iMEET WHO YOU ARE

If this is your very first time in your room, iMeet prompts you to complete a few steps in order to put a face with your name. Enter your phone number so iMeet can call you. Next time you want to talk in your room – iMeet remembers your number and will call you.

GET TO KNOW YOUR IMEET ROOM

Weather Date/Clock Roll over someone's cube to see their local weather and time.



Active Talker®
A green glow shows who is currently speaking.

Connection Status
Mute, currently dialing-in, away, or no audio connection.

Main Menu

Round up Guests

Connect Audio

Store/Share Files

Room Settings

Product Support

Room Meeting Controls

Room Name Give your personal meeting room a special name, or customize it for every meeting.

Set up Your Room

YOUR PROFILE

Let people get to know you better. Your profile provides a nice overview of who you are.

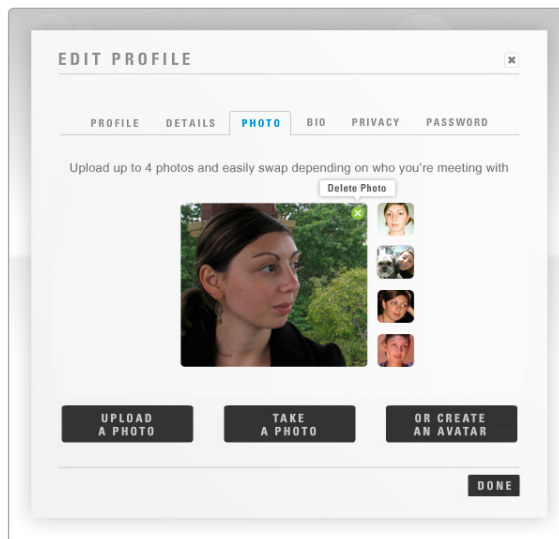
Populate your profile by clicking on your cube. Clicking on your cube, or a guest's cube, expands it so you can learn more about them. You can easily integrate your social networks from here. Sharing. It's a good thing.



EDIT PROFILE

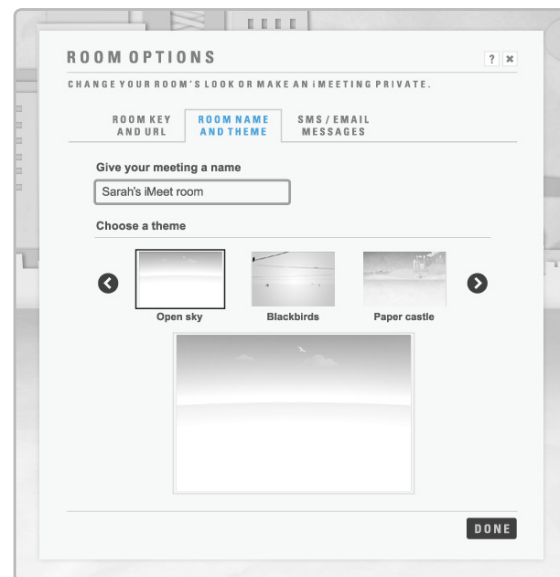
Edit button, in your profile, allows you to change your picture, contact info and bio. You can upload a photo from your hard drive or take a picture with your web cam. Actually, you can upload up to four photos that represent who you are – and swap them out to change the mood when you're in a meeting. Don't want to upload a photo right now? You can create an avatar on-the-fly.

This is also the place where you can go to change your password and allow guests to download your vCard.

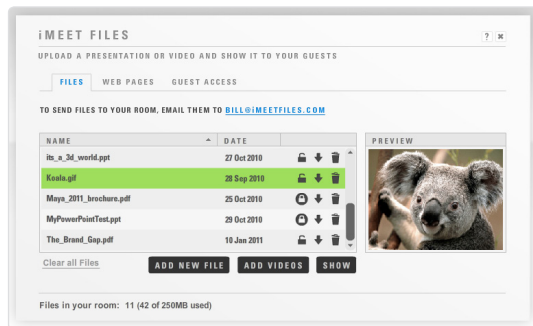


ROOM OPTIONS

In Room Options, under settings in your room's menu bar, you can change your room's look, name it something special, enable privacy settings and lock your room. You can also enable SMS and email alerts to message you when a guest enters your room and you're not there. Set up keyword prompts to quickly message in to your room. For example, "reschedule" could be a short key for "Sorry, I'm not going to be able to make it. Could we reschedule?"



BRING CONTENT INTO YOUR ROOM

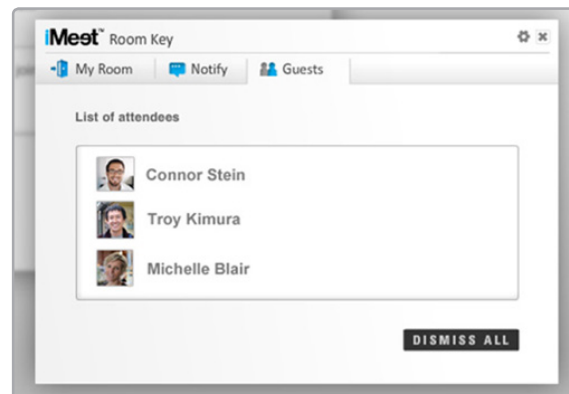


You can email documents to your room's file cabinet, by emailing them to your `YourRoomName@imeetfiles.com`. Or, while you're in your room, click on your file cabinet (found under the menu bar) and upload files and videos right from there. Lock the files you don't want to share and unlock the ones you do. Plus, guests can drop files in your cabinet, even when you're not there.

Want to know another great thing about the file cabinet? Once loaded into your room, they'll always be waiting in the cloud. So, you can access those files from any computer, anywhere, including your mobile tablet, iPhone or iPad.

YOU'RE ALMOST READY TO MEET

Your room key

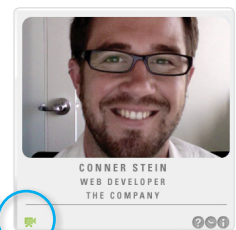


Your room key will sit with all your other little icons on your desktop (*normally near the clock in the bottom-right of your computer screen*). This room key gives you direct, one-click access to your room. It's also your room monitor. Not only will you be notified when a guest enters your room, but you'll see their name and picture too. Don't keep them waiting. With the room monitor, you can message directly to your room letting your guests know you'll be right there.

When you download the room key from <https://imeet.com/tools> it will install the **iMeet Toolbar for Outlook®** too. Then, with one click, you can schedule to Meet Now or Meet Later... Simple.

JOIN BY VIDEO

Want everyone to see your moves real-time? It's easy. Click on the webcam icon. If this is your first time in video, Flash will ask you a few questions to get you up and running.



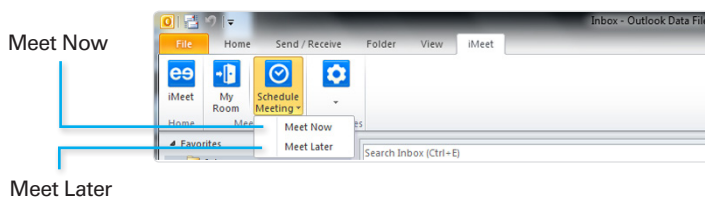
PRACTICE A BIT

Now that your room is all decked-out, familiarize yourself where things are... it will make you a certifiable iMeet-Pro. It's easy.

Host Meetings and Invite Guests

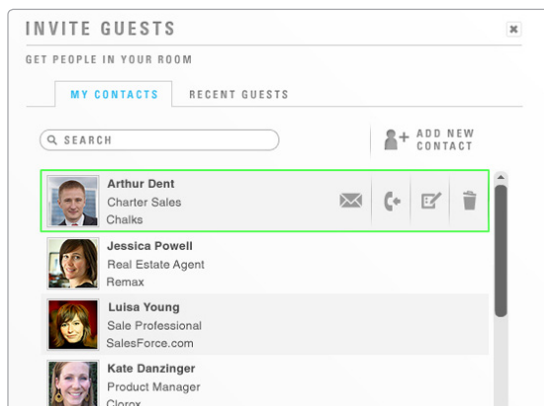
IMEET TOOLBAR IN OUTLOOK

Round up guests by scheduling a meeting using the iMeet Toolbar in Outlook®. This toolbar will send out all the meeting details in an iMeet invitation along with a single-click URL to bring them right to your room.



GUEST INVITE PANEL

Inviting guests on-the-fly has never been easier. iMeet's intuitive guest invite panel automatically populates your previous guests' contact information or plug in a new guest. Simply click call or email.



Heck, you can just give your room URL and your guest can meet you there. Good things happen when we get together.

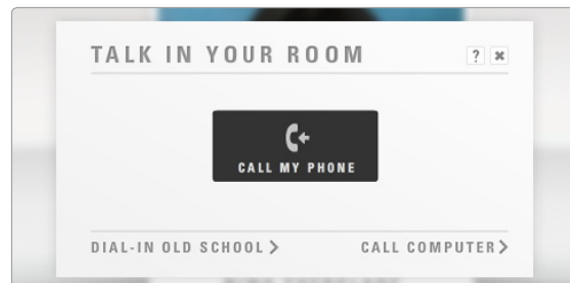
3 WAYS TO TALK IN YOUR ROOM YOUR ROOM

Call Computer – connect through your computer's softphone with or without a headset.

Call My Phone – provide your phone number and have iMeet call you... next time, iMeet will remember your number.

Dial-In Old School – a choice of dial-in numbers will be provided so you can call directly from your phone.

Planning to invite from around the globe? As an iMeet room owner, you can easily turn on your global access option in your iMeet account settings.



Want to be a good meeting host? Send your guests the [iMeet Guest Guide](#) that highlights simple steps to login to the meeting.

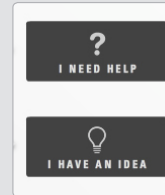


imeet.com

iMeet has gone mobile.

And so can you. Own a mobile tablet? Simple. Just type in the meeting URL and you're in. Host or attend meetings on-the-go.

iMeet Mobile Apps for iPhone, iTouch and iPad coming in July.



NEED HELP? Everyone needs a little help now and then. Email help@imeet.com or click the **Feedback** button right in your room to ask for help or submit an idea.

System Requirements

In order to optimize iMeet's performance, your computer should meet the following hardware and software requirements.

System Component	iMeet	iMeet Tools
Processor	Intel or AMD 1.8Ghz or higher, recommend 2.3Ghz or higher	Intel or AMD 1.8Ghz or higher, recommend 2.3Ghz or higher
RAM	At least 1GB	At least 1GB
OS	Windows XP or higher Mac OSX 10.4 or higher	Windows XP or higher
Browser	Internet Explorer 6, 7 or 8 Firefox 3 Google Chrome 10 or higher Safari 3 or higher	N/A
Flash	10.3 or higher	10.3 or higher
Other	Firewall port 443 must be open	.Net 2.0 or higher Outlook 2003 or higher

For more information contact your Authorized PGI Agent today.



From PGI, a leading innovator of software and services that enable real-time virtual meetings. 20 years as a market leader. 4 million meetings and 15 million guests every month. Recognized as a top Channel Program with unparalleled meeting expertise, dedicated partner management and a full suite of global communication solutions.