



Presents



Proclaim is your personal video messaging tool. Here's a guide containing the key steps to help get you started recording a message or holding a live meeting. Please let us know if you have any questions.

Quick Start Guide for Proclaim

Set Up your Webcam or Microphone

If you haven't hooked up your webcam or microphone already, you will need to set up a webcam to access Proclaim. Please follow the manufacturer's installation instructions. We recommend a [Logitech](#) device. After installing your webcam, make sure you can access your camera fine by seeing yourself and do an audio test on the microphone. Then close the webcam software and open Proclaim.



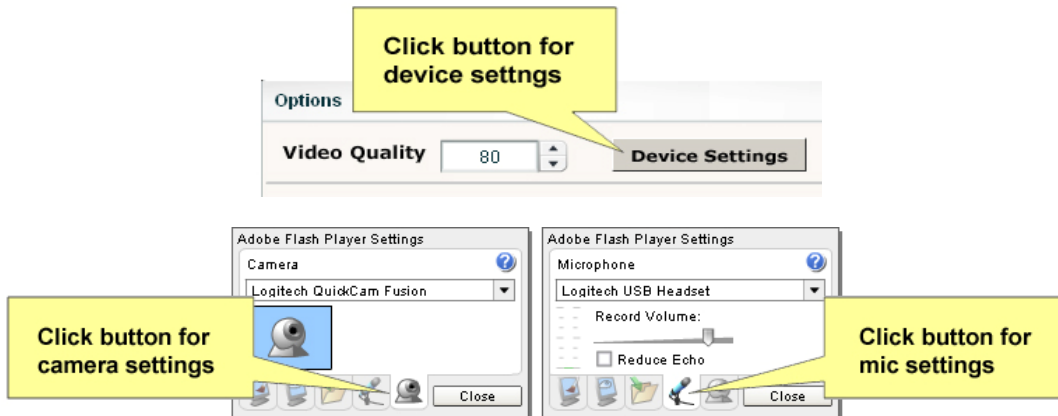
Log into Proclaim

To log in go to Proclaim, click on the link: <http://proclaim.netbriefings.com>. It will prompt you for username and password which are case sensitive.



Set your Device Settings

To use Proclaim, you must set the Adobe Flash Player settings to access the correct camera and microphone. To do this go to either the *Record Message* or *Hold Live Meeting* section and click the *Options* button. Then click the *Device Settings* button and select the correct devices.

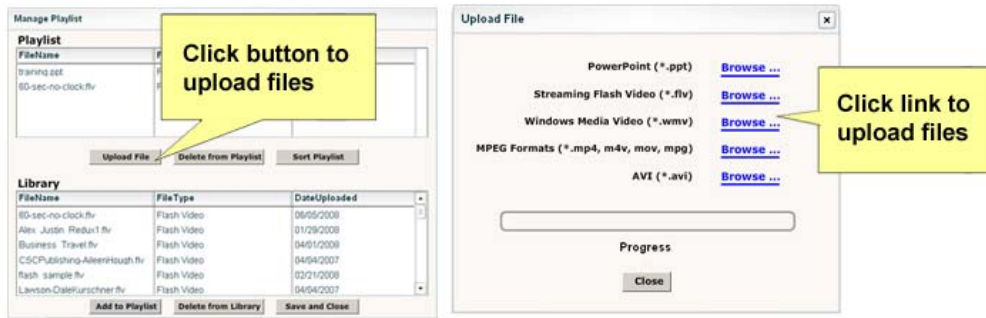


The Adobe Flash Player Settings box will pop up requesting to access your camera and microphone. Simply click the *Allow* button.

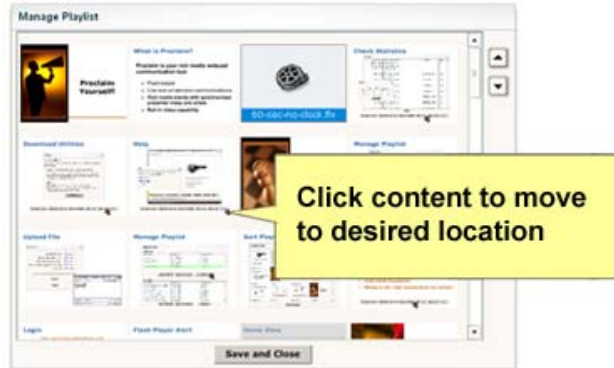


Manage Playlist

Click the *Manage Playlist* button on the lower navigation bar to get to the Manage Playlist box. Then click the *Upload File* button to upload your PowerPoint slides or videos.



Click the *Sort Playlist* button to move around your slides and videos into the order you want. Then click the *Save and Close* button.

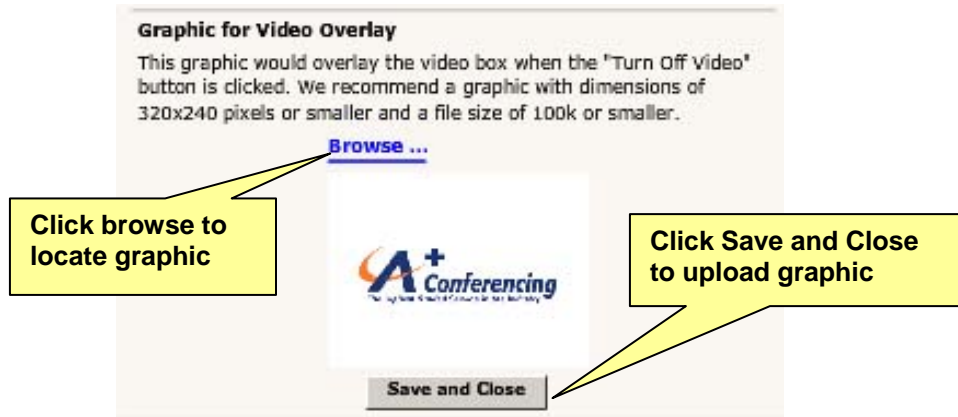


Record a Message

Go to the Record a Message section. Click the *Record Message* button on the lower navigation bar of Home to get to the *Record a Message* section.



To Upload your graphic for video overlay, click the *Options* button on the lower navigation bar to get to the Options box. Click the *Browse* link under the *Graphic for Video Overlay* section to browse for your image. Then click the *Save and Close* button. This graphic would overlay the video box when the "Turn Off Video" button is clicked. We recommend a graphic with dimensions of 320 x 240 pixels or smaller and a file size of 100k or smaller.



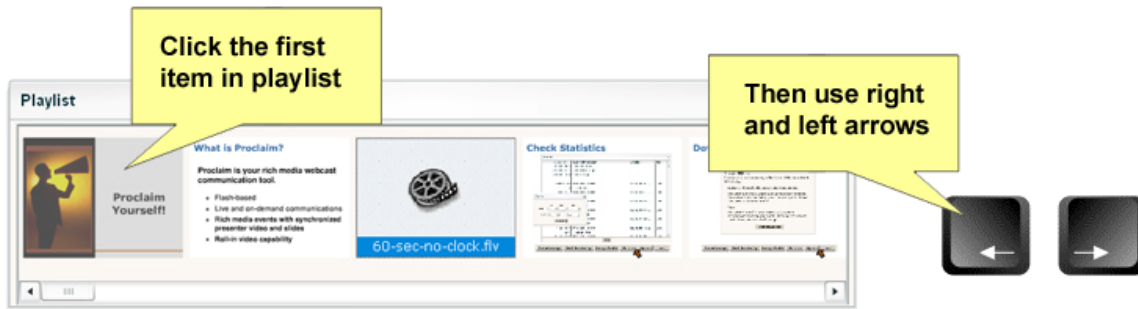
To start the recording, you can choose to either click the *Start Recording* button underneath the video window to start your recording or click the *space bar*. We recommend the *space bar* so you can keep your eye contact on the camera as much as possible. *Do a test recording to make sure you are properly positioned in front of the camera. Simply delete the test recording once you are properly positioned.*



During your message, you can choose to turn off and on your video. The graphic that you uploaded through the *Options* button will show up instead.



During your message, you may use your right and left arrow keys or your mouse by clicking on a slide or video to push the content in your playlist.



When you are done recording, either click the *Stop Recording* button underneath the video window or click the *space bar*.

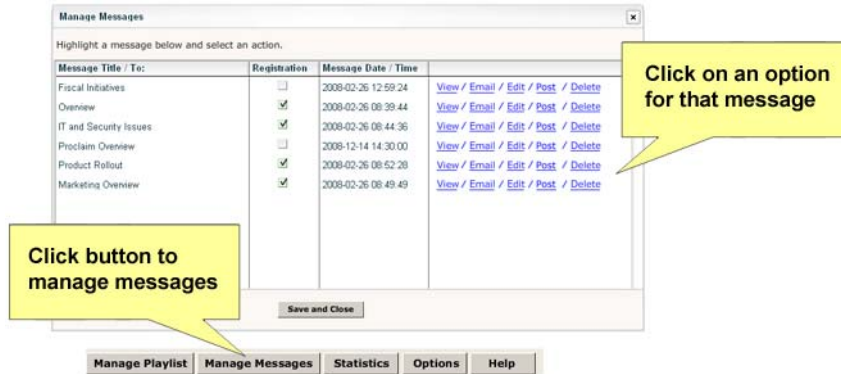


A Follow Up box will pop up asking what you would like to do with your recording. Click the *Preview* button to watch what you have just recorded. If you are satisfied or want to redo it, close out of the message you just previewed and select either the *Email* button, *Save and Close* button or the *Discard* button from the Follow Up box. The *Post* button allows you to post to a blog. This is not a standard feature and has to be turned not by Netbriefings.



Manage Messages

Click the *Manage Playlist* button on the lower navigation bar to get to the Manage Messages box. This will list all your saved messages. You can click on the different columns to sort your messages. From here, you can view, email, edit, post or delete your message.



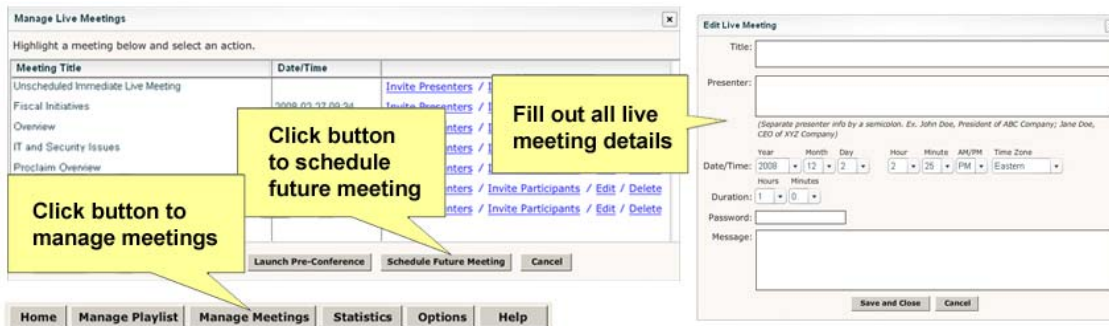
While in the *Manage Message* screen, you can click the registration box for a particular message to add viewer registration of first name and last name to that message.

Hold a Live Meeting

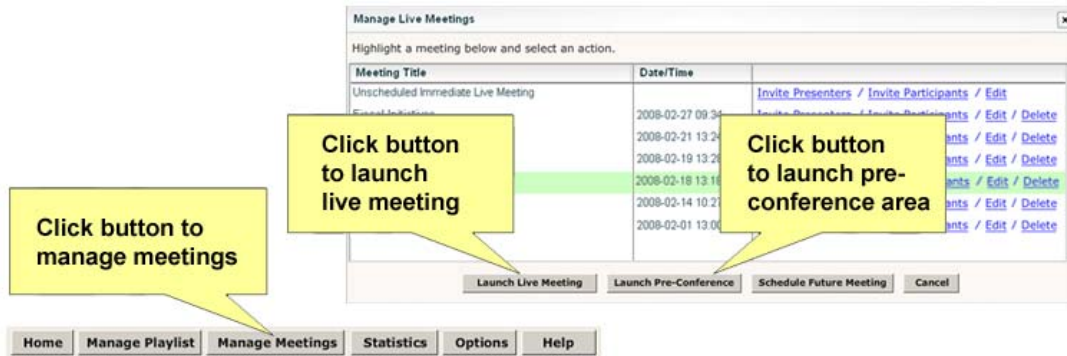
Click the *Hold Live Meeting* button on the lower navigation bar of Home to get to the *Hold a Live Meeting* section.



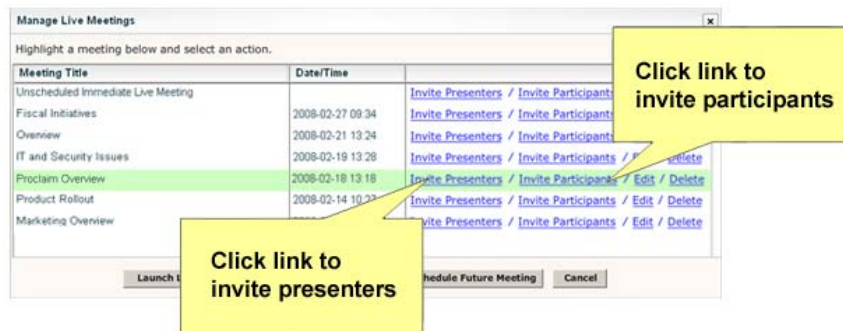
Click the *Manage Meetings* button to bring up the Manage Live Meetings dialogue box. Then click the Schedule Future Meeting button and type in the meeting details.



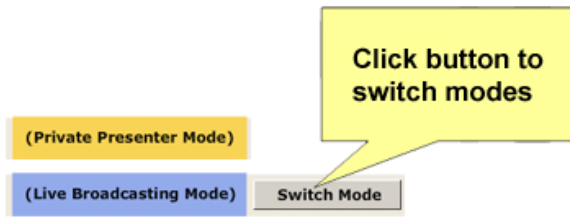
When you enter into the *Hold Live Meeting* section, you are automatically launched into a live unscheduled meeting. If you want to start a previously scheduled meeting, click the *Manage Meetings* button on the lower navigation bar. The Manage Live Meetings dialog box will come up. Highlight the meeting you want to start by clicking on the title of the meeting and then click either the *Launch Live Meeting* button to go straight into the live meeting or click the *Launch Pre-Conference* button to enter into an area where you can talk amongst the presenters.



Click the *Manage Meetings* button on the lower navigation bar. The Manage Live Meetings dialog box will come up. Highlight the meeting you want to invite presenters / participants to by clicking on the title of the meeting and then clicking the *Invite Presenters* link or the *Invite Participants* link. An email will come up automatically populated with the meeting details you typed in earlier. It will also include the URL to give presenters access to push slides to the audience during the live meeting or the URL to give participants access to watch the live meeting.



You can switch between the Live Broadcasting mode and the Private Presenter mode by clicking the *Switch Mode* button. You audio and video will not be live to the viewers while in the private presenter mode. Your slide pushes will be live to the audience.



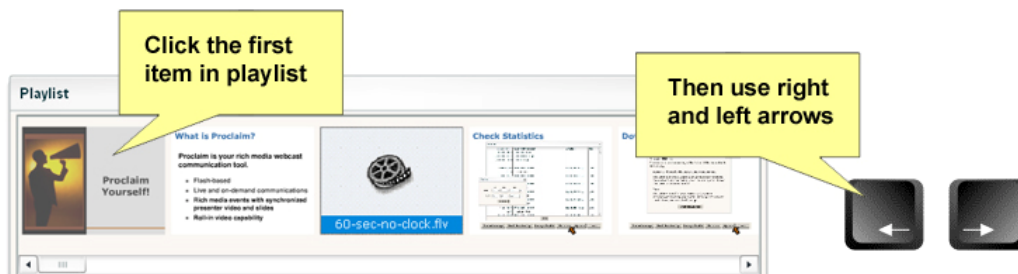
During your meeting, you can choose to turn off and on your video by clicking the *Turn off my Video* button.



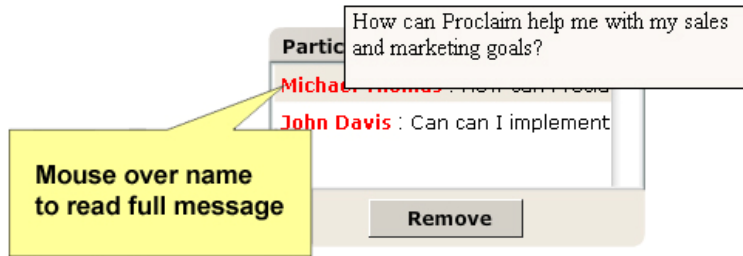
To promote a presenter or participant to speak to the meeting base, click on their name in the Attendee List. A dialogue box will pop up. You simply click to *promote* them to the open video box. To demote a speaker, click on their name in the Attendee List and then click the *Demote* link in the dialogue box.



During your meeting, you may use your right and left arrow keys or your mouse by clicking on a slide or video to push the content in your playlist.



You have access to read through the participant messages and answer them on camera. Mouse over the highlighted message to see the full script in the chat box. Highlight a message and then click the *Remove* button to remove it.

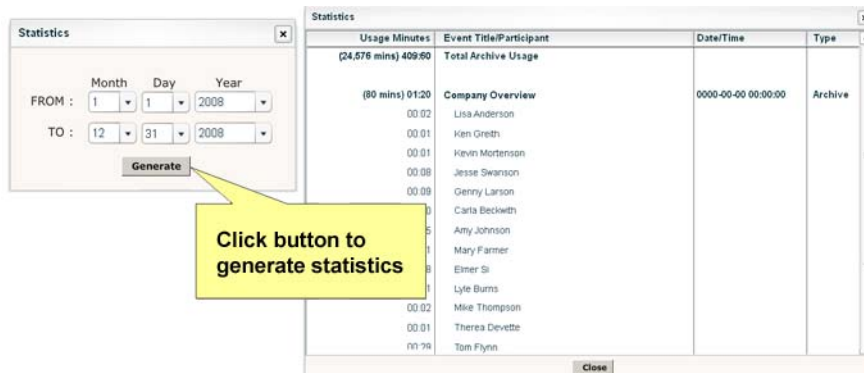


End the meeting. When you are ready to end the meeting, click the *End Meeting* button located on the right hand side of the lower navigation bar.



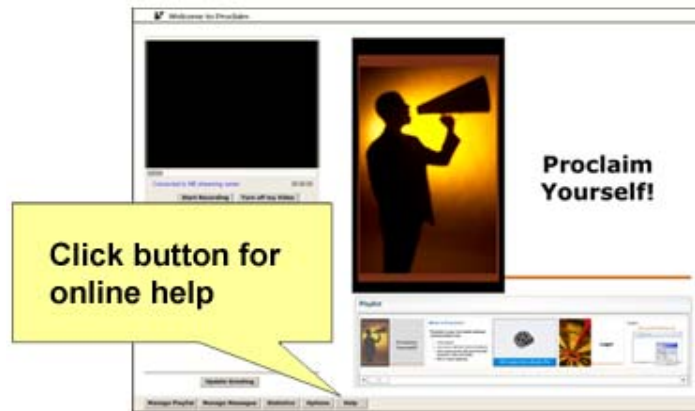
Statistics

Click the *Statistics* button on the lower navigation bar to get to the Statistics box. Choose from the drop down menus the date span for your search. Then click the *Generate* button.



Help

Click the *Help* button on the lower navigation bar from both the *Record Message* and *Hold Live Meeting* sections to access online help.



If you need additional help please contact Cliff Camacho at Cliff@nwpros.com or dial 888-239-3969.

