



# *Quick Start Guide*

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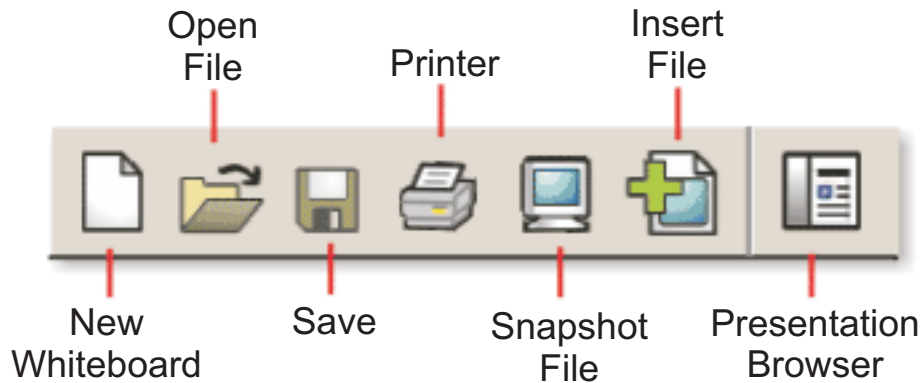
eZmeeting

## Contents

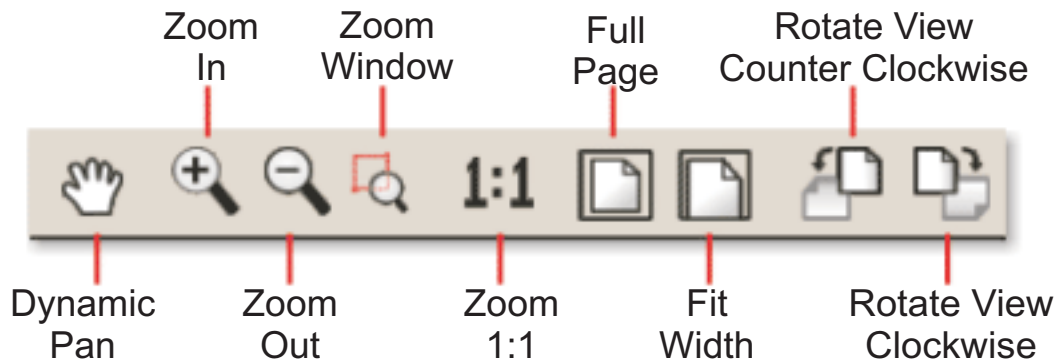
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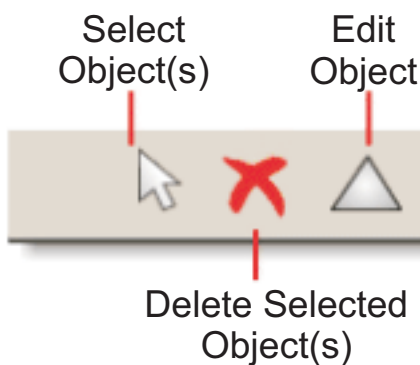
## File Operation Tools



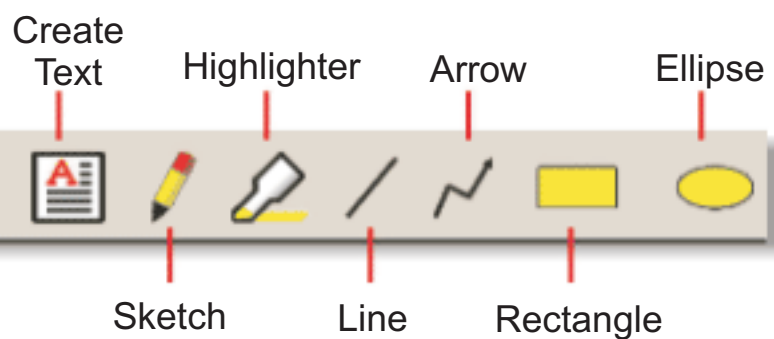
## Viewing Tools



## Object Tools



## Markup Tools

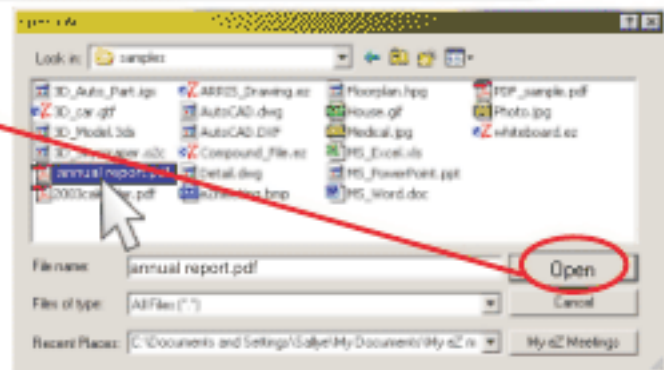


# eZ conference — Starting a Conference

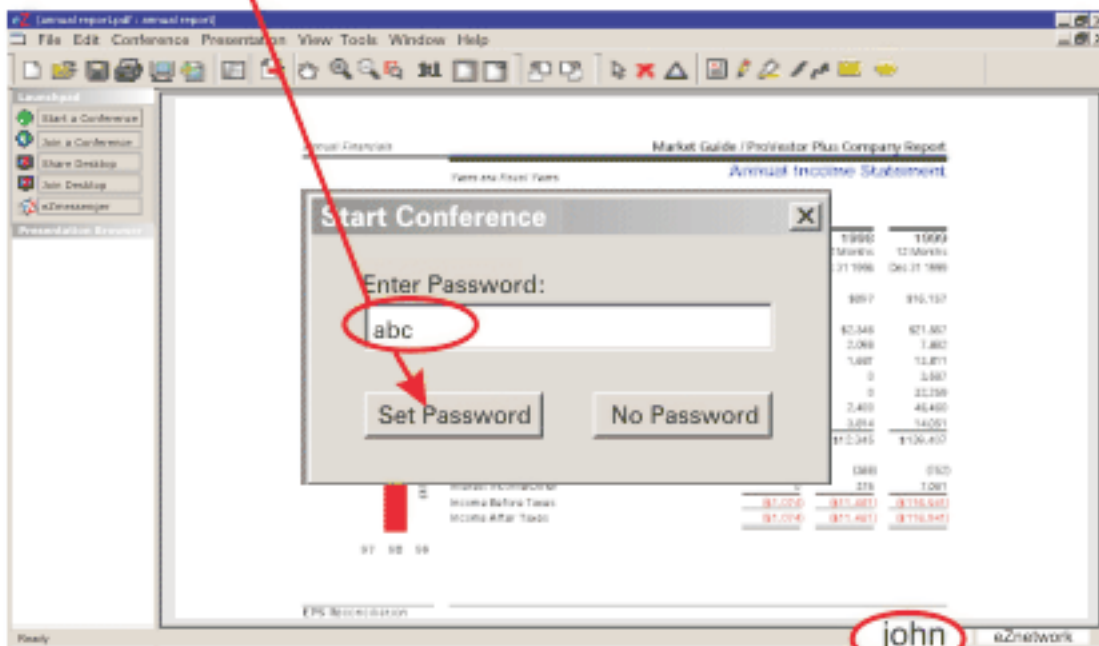
1 On the eZ Launchpad select Start Conference.



2 Select the document for the conference.



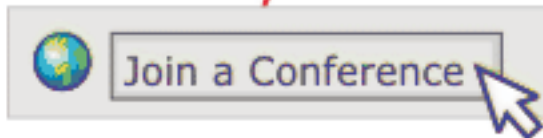
3 Enter a password for the conference.



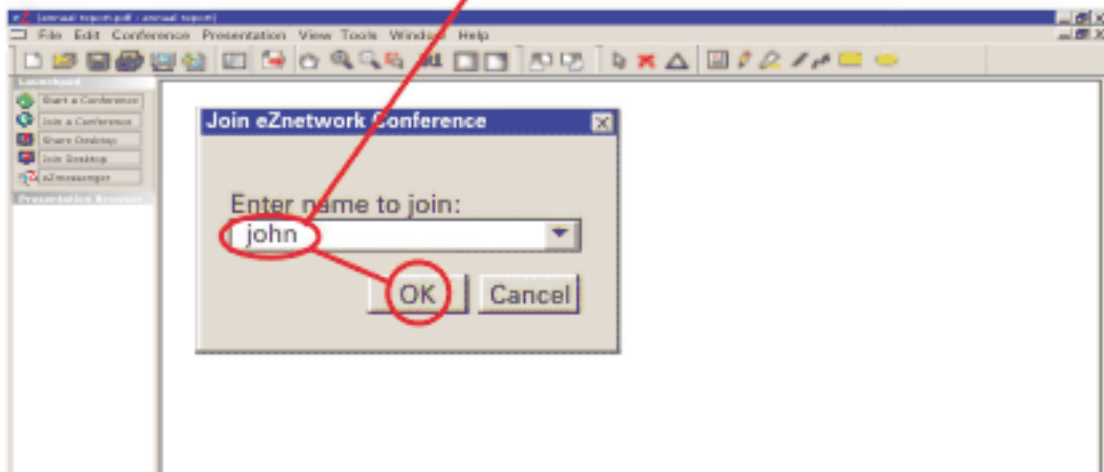
4 Tell others your eZ ID and password.

# eZ conference — Joining a Conference

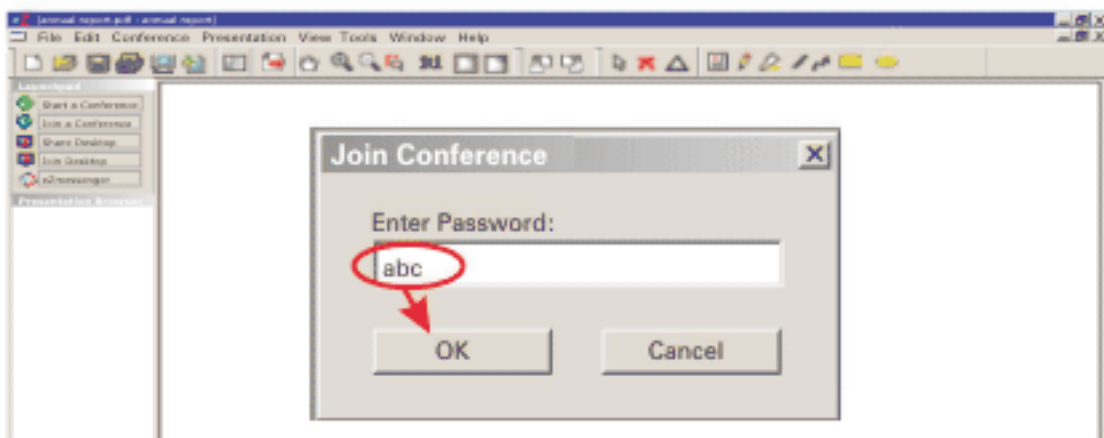
- 1 On the eZ Launchpad select Join Conference.



- 2 Enter the eZ name to join and click "OK."



- 3 Select the conference to join and click "OK."

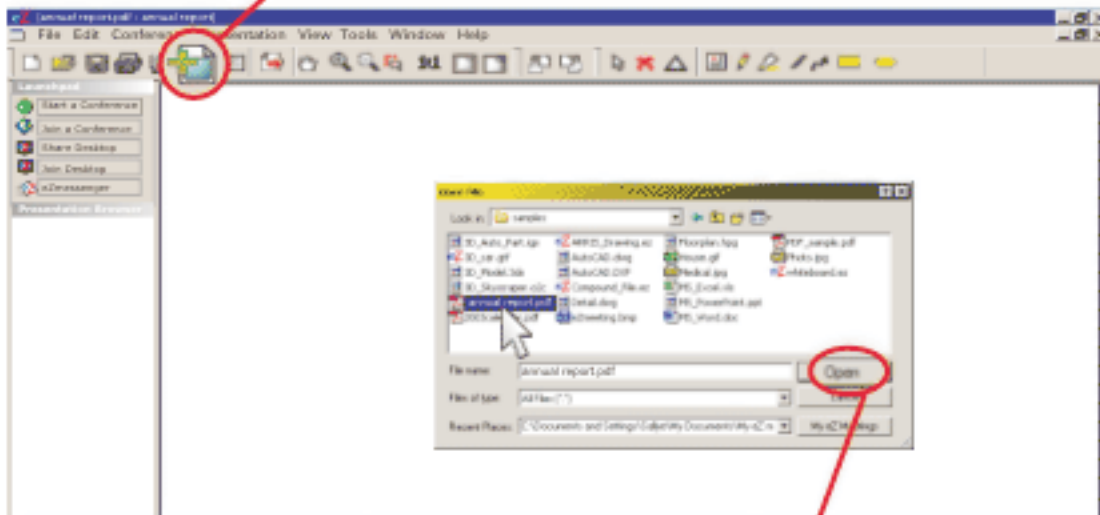


- 3 Enter the conference password and click "OK"

# eZconference — Inserting a File

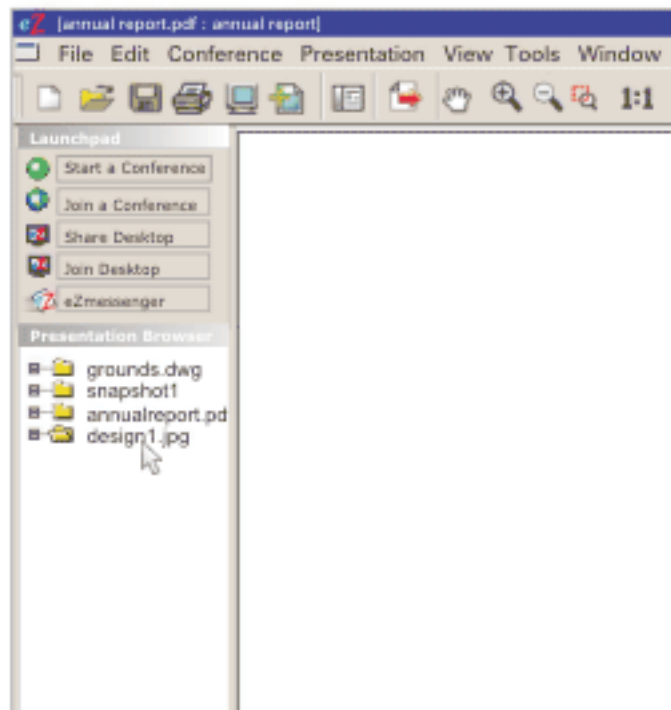
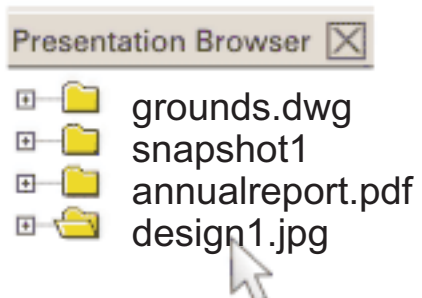
You can insert a file into a file that is currently open creating an .eZ compound file.  
You can also insert a file into an active eZconference to share with all participants.

**1** Select “Insert File” button on the Main Toolbar.



**2** Select the document to insert and click “Open.”

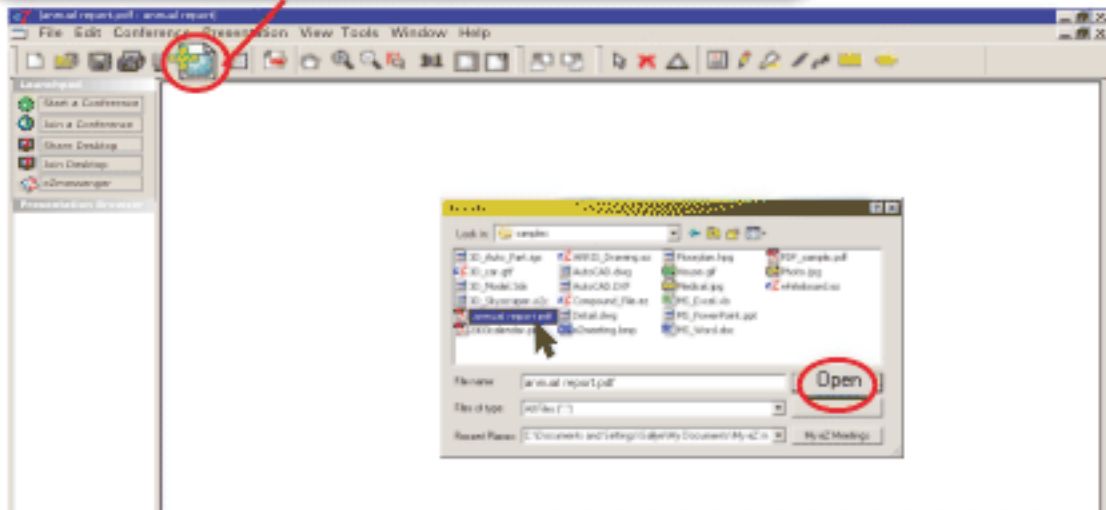
Use the Presentation Browser to select which part of your document to view.



# eZconference — Creating a Presentation

With a button click insert files from anywhere on your computer into one eZ Presentation.

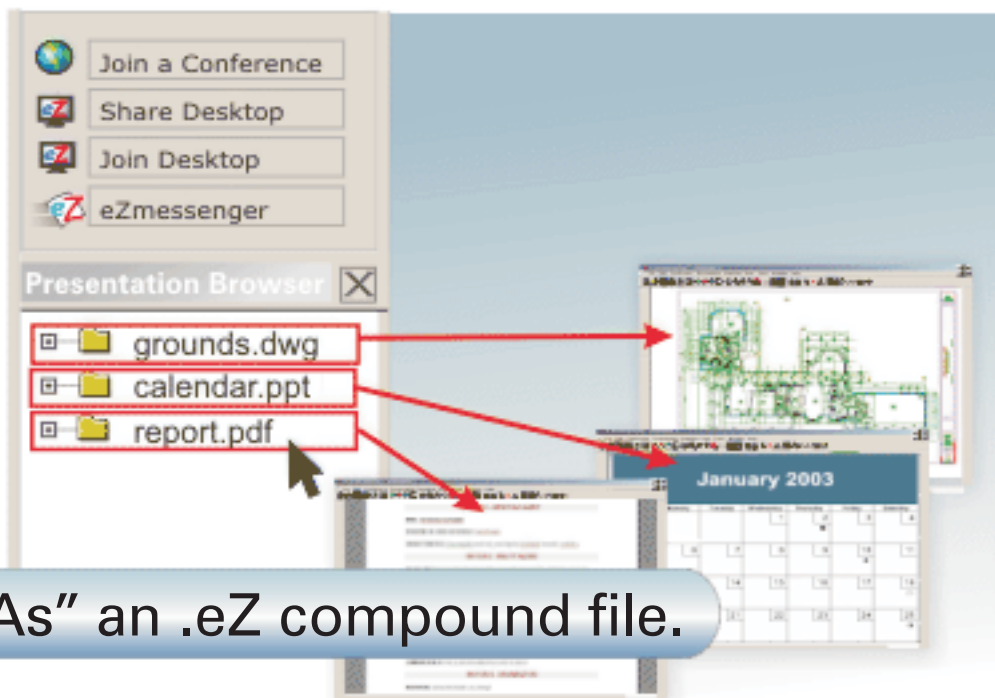
1 Select the “Insert File” button.



2 Select the file to insert and click “Open.”

3 Repeat steps 1 & 2 until all files are inserted.

Select a file in the Presentation Browser and it will appear in the eZ window.



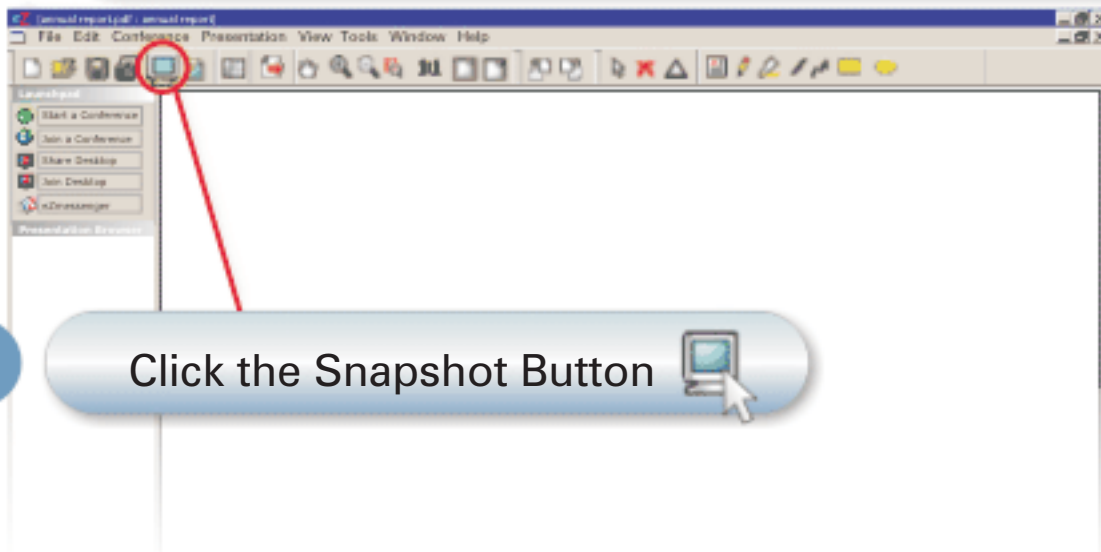
4 “Save As” an .eZ compound file.

# eZ conference — Inserting a Snapshot

eZ's snapshot feature lets you capture anything on your computer and insert it into your current conference. In our example below, we have captured a web page.

1

Open the document to capture, then open the eZ window in front of the document you wish to insert.



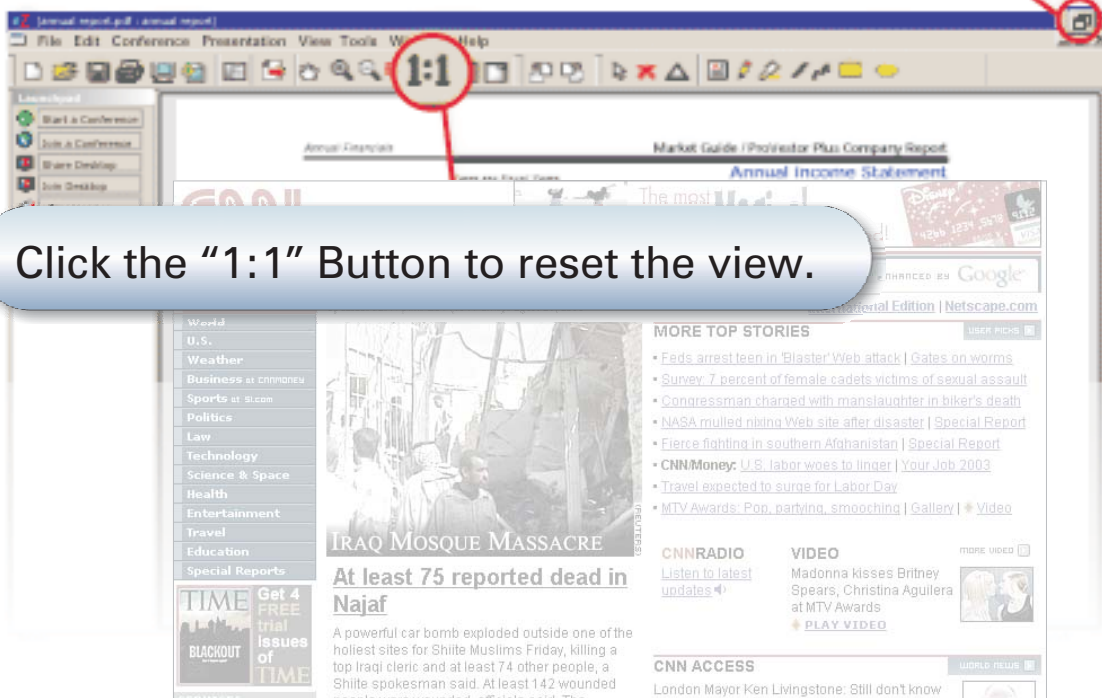
2

Click the Snapshot Button



3

Click the Maximize button at the top of the window.



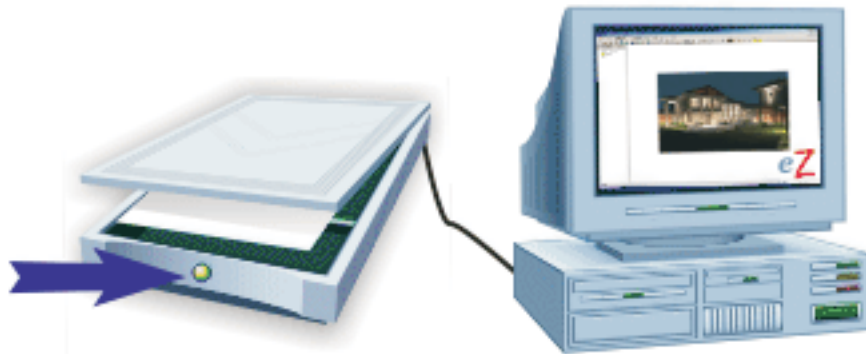
4

Click the "1:1" Button to reset the view.

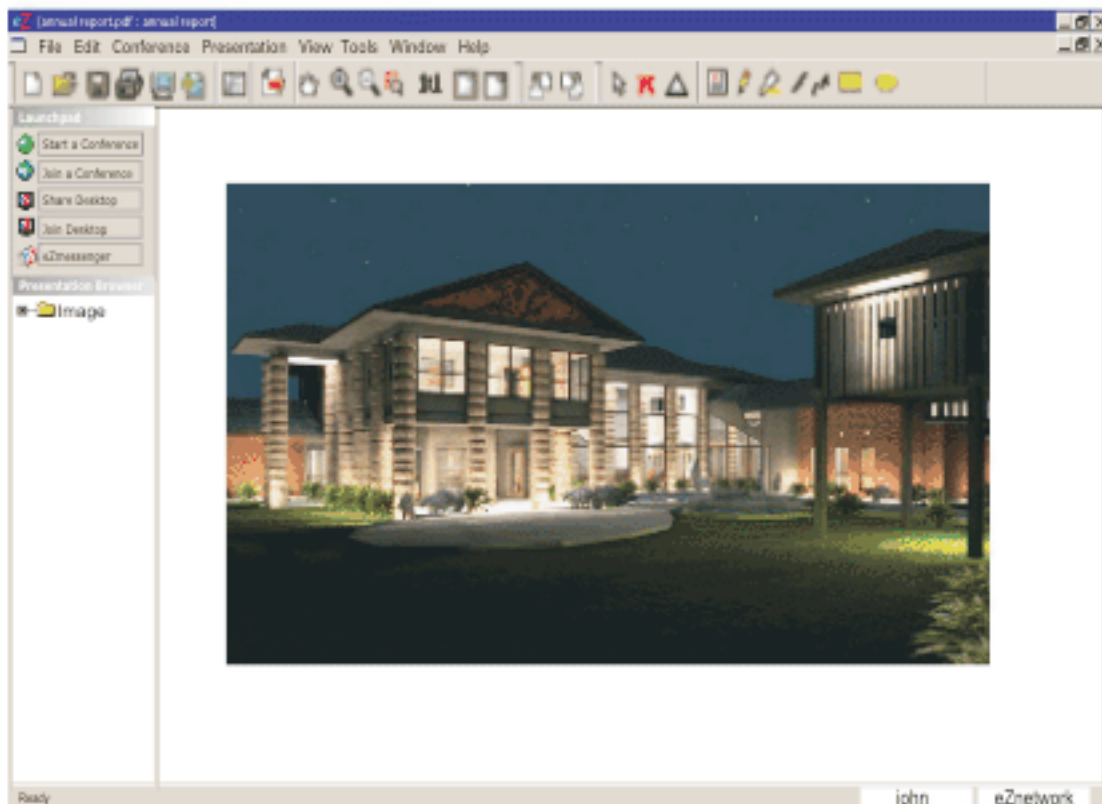
# eZconference — 1 Step Scanning

Insert any document directly from the scanner to an eZ 'Live' Conference.

- 1 Select the pre-programmed eZ button on your scanner



The document from the scanner is inserted into eZ.

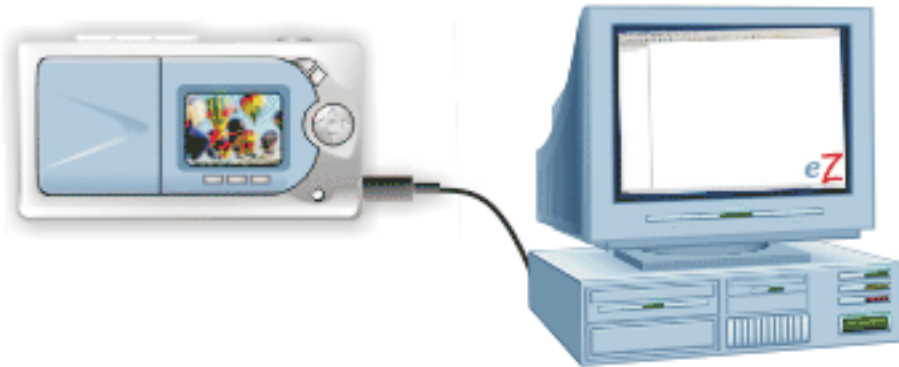


If your scanner does not have a programmable button, you can import scanned images by choosing the **Import/Select Source** or **Acquire Image** options on **File** Menu.

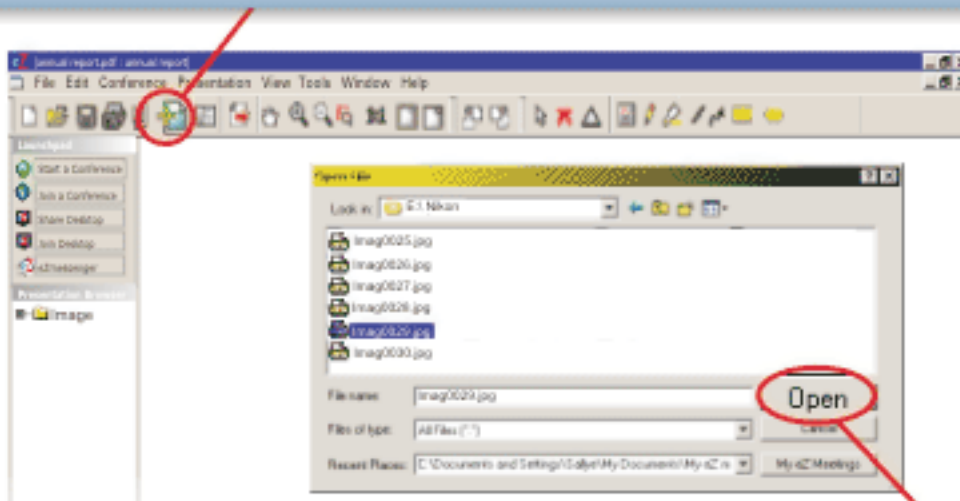
# eZconference — Inserting a Digital Photo

Insert any digital photo directly from your digital camera into an eZ 'Live' Conference.

**1** Connect the digital camera to your PC.




**2** Select the "Insert File" button. Locate camera on hard drive.

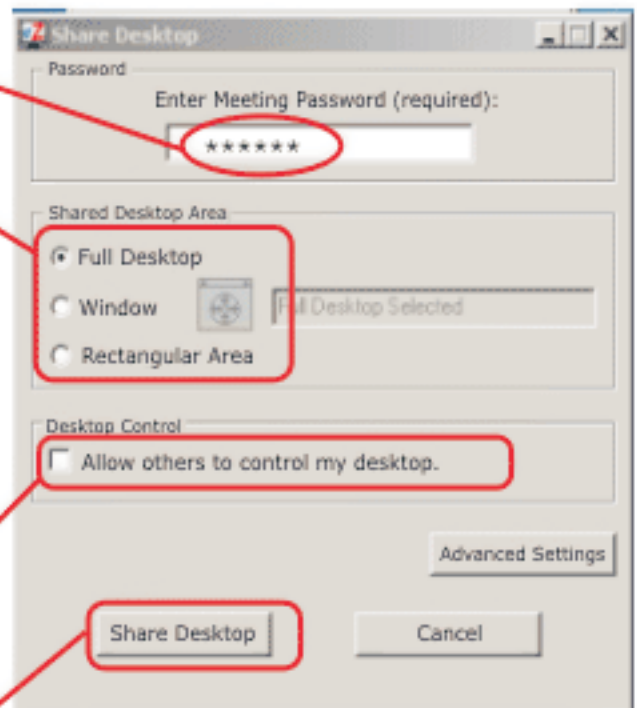


**3** Click Open to Insert the File into eZ.




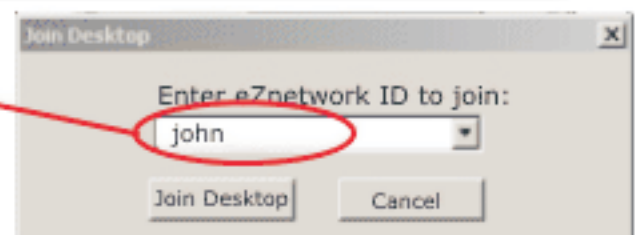
## Share Desktop

- 1 Select the Share Desktop button on the eZlaunchpad. 
- 2 Enter a meeting password.
- 3 Choose your shared area.  
**Full Desktop:** Gives others permission-based access to everything on your computer.  
**Window:** Gives others permission-based access to the current active window only.  
**Rectangular Area:** Gives others permission-based access to only a designated portion of your screen. You determine the size and placement of the visible area by positioning a rectangle on the screen.
- 4 Check to allow others control.
- 5 Select to begin sharing desktop.



## Join Desktop

- 1 Select the Join Desktop button on the eZlaunchpad. 
- 2 Enter eZ ID to join.
- 3 Enter the meeting password.



# eZmessenger — Start a Chat Session

eZmessenger is a simple, secure form of interactive text messaging focused primarily for improving business communication. It provides a secure Instant Messaging solution for workgroups and project teams. eZmessenger contacts can be launched from the eZlaunchpad.

- 1 Select the Show Contact button on the eZlaunchpad.



- 2 Click a contact's name to Start a Chat session.

**eZmessenger Tools**

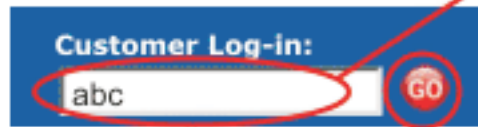
View Online / All    Join Conference    Toggle Expanded Mode

Add Contact    Search for Contacts

The image displays the eZmessenger interface. On the left, a window titled 'eZmessenger - jane' shows a contact list under the heading 'eZnet'. The contacts listed are 'john', 'martha', 'tom', and 'scott'. The contact 'john' is circled in red. A red line connects this contact to a larger, detailed view of the chat window on the right. This chat window, also titled 'eZmessenger - jane', shows a conversation with 'john'. The messages are as follows:  
[2:02 PM] <jane> How is the report coming?  
[2:03 PM] <john> I've run into some problems  
[2:03 PM] <jane> What kind of problems?  
[2:04 PM] <john> Nothing major. Just some calculating errors.  
[2:05 PM] <jane> Do you think you'll have something for me to look at tomorrow morning?  
[2:05 PM] <john> Yes  
[2:06 PM] <jane> Let's eZ on it tomorrow.  
At the bottom of the chat window, the text 'Sounds good.' is entered in the input field. Above the chat window, a toolbar labeled 'eZmessenger Tools' contains five icons: a yellow lightbulb (View Online / All), a green plus sign (Add Contact), a group of people (Join Conference), a magnifying glass (Search for Contacts), and a blue arrow (Toggle Expanded Mode). Red lines connect these icons to their respective labels.

# eZ Online Training Center — Overview

1 Go to [www.ezmeeting.com](http://www.ezmeeting.com) & enter your customer log-in.



2 Select go to proceed to your Online Training Center.

Your logo appears here

Easy as 1-2-3!

Take a Tour of Your Web Center

e-Courses  
Documentation  
eZ FAQs  
Support  
Glossary  
Administrator Login

Download the latest version of eZ.

10 Essential eZ e-Courses  
(No course longer than 5 minutes)

Learn Charlie's eZ secrets to success.

A Directory of animated e-Courses ranging from beginners to advanced.

A Library of easy-to-follow pdf documents covering everything there is to know about eZ.

Click here to create an email inviting others to join your eZ meeting.