Presents

Proclaim QuickTouch is your personal video messaging tool. Here's a guide containing the key steps to help get you started recording a QuickTouch message.

Set Up your Webcam

Hook up your webcam. If you haven't already done so, 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.

Download the Desktop Launcher

Download the desktop launcher. This will download a quick launch for Proclaim on your desktop. Click the *Run* button, and then when it prompts you, click the *Run* button again. Follow the steps in the wizard. You will now see a new icon in your system tray. You can minimize the launcher, and it will still stay active. Double clicking on the icon in the system tray will display it on the desktop again.

If you already downloaded the icon for Proclaim QuickTouch Lite, then simply right-click on the icon in the system try and select *Switch* to switch it to the Proclaim QuickTouch launcher.
http://proclaim.netbriefings.com/tools/QuickTouch.msi
The hand icon on the left launches your Proclaim QuickTouch portal. The ? icon on the right accesses online help. *(This launcher is for Windows systems only.)*

Open Proclaim QuickTouch

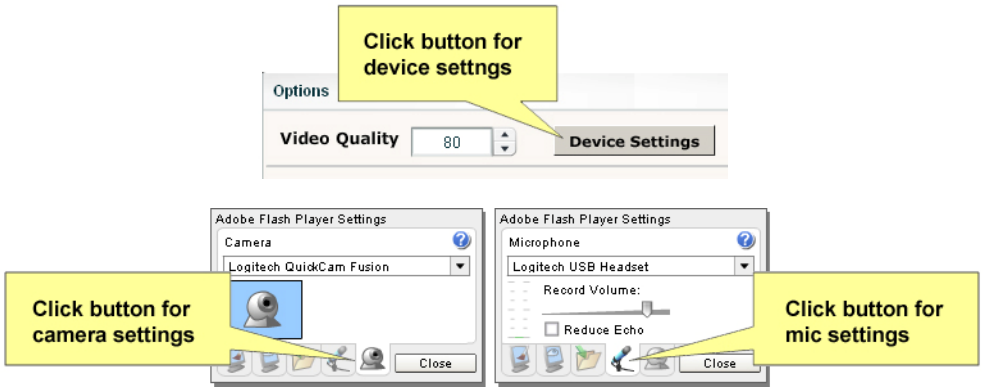
Opening the product. If you elected to place the launcher on your desktop, you can simply click on the launch button to open your Proclaim QuickTouch portal. You will be asked for your username and password the first time you access this launcher.

To open your Proclaim QuickTouch portal without the launcher, click on the link that was on the website response page when you signed up for a free account. The link should look like: **http://proclaim.netbriefings.com/qt/?rf=xxxxx** (You will need to substitute xxxxx with your real conference reference number.) This info was also contained in an email that was sent to you.

Options

Set up your options. Click the *Options* button on the lower navigation bar to get to the Options box.

Set camera and microphone settings. In the Options box, click the *Device* Settings button to access the Adobe Flash Player Settings. Click on the microphone and camera icons to set those settings to the appropriate products. Then click the *Close* button.

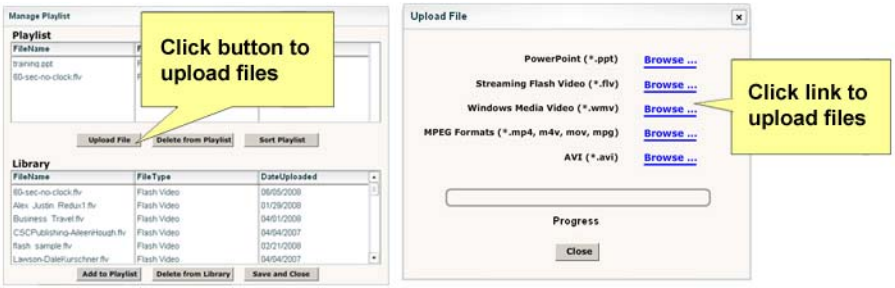


Allow camera and microphone access. The Adobe Flash Player Settings box will pop up requesting to access your camera and microphone. Simply click the *Allow* button.

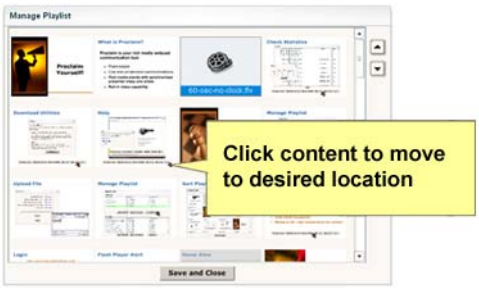
Upload your graphic for video overlay. While still in the Options box, click the *Upload Graphic* button under the *Graphic for Video Overlay* section. This graphic would overlay the video box when the "Turn Off Video" button is clicked. We recommend a graphic with dimensions of 320 x 240 pixels or smaller and a file size of 100k or smaller.

Manage Playlist

Set up your 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.



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

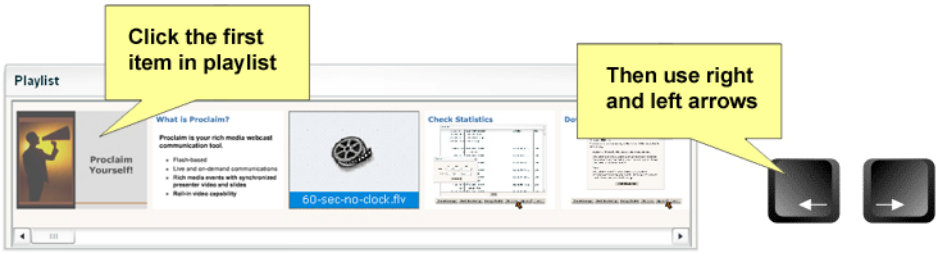


Record a Message

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.*

Turn off and on your video. 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.

Push your content. 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.



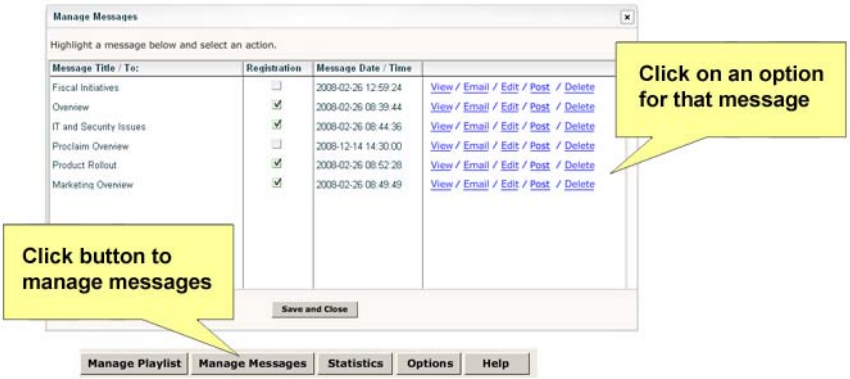
Stop your recording. When you are done recording, either click the *Stop Recording* button underneath the video window or click the *space bar.*

Follow up. 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 is not available in Proclaim QuickTouch.

Manage Messages

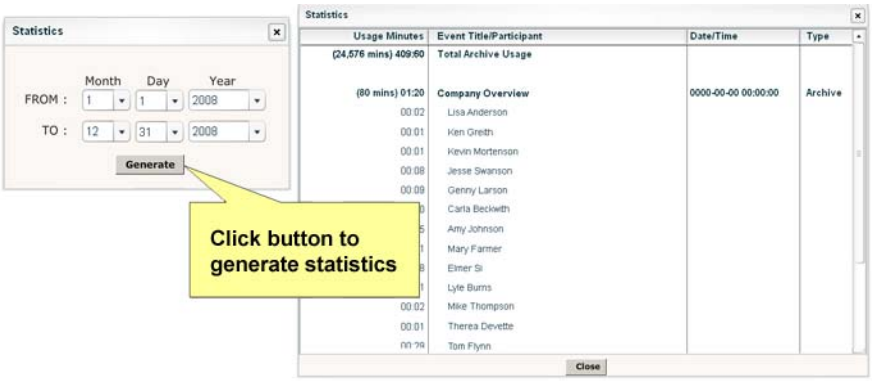
Manage your messages. Click the *Manage Playlist* button on the lower navigation bar to get to the Manage Messages box. This will list all your saved messages. You can click on the different columns to sort your messages. From here, you can view, email, edit or delete your message.

Add Registration. 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.



Statistics

Get your 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

Help resources. Click the *Help* button on the lower navigation bar to access online help.

Upgrading your Proclaim Version

Upgrade your version. The full version of Proclaim includes all features found in Proclaim QuickTouch with the addition of live meeting capabilities, blog posting, edit presentation capability and custom branding for an additional fee.