


AQ Conference – Tutorial for Hosts

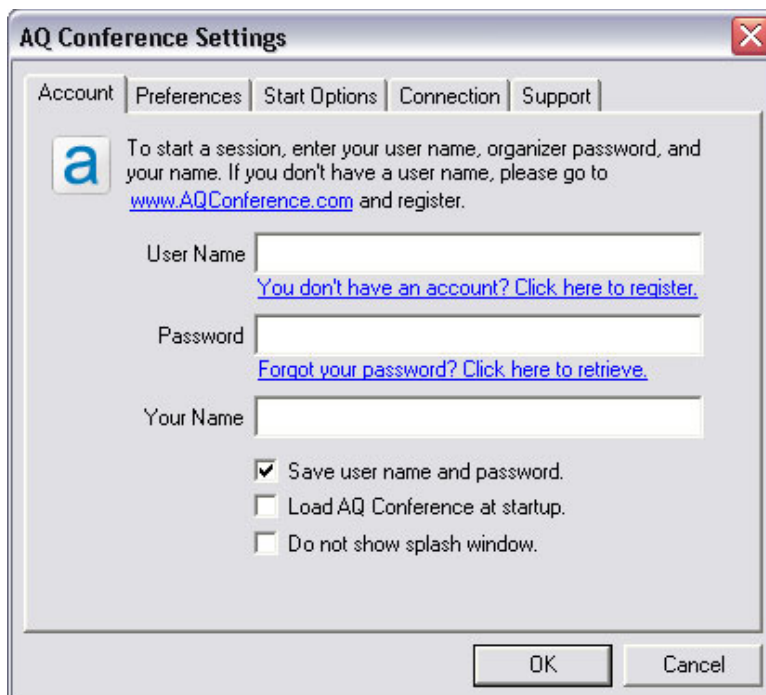
Register an Account

AQ Conference is a simple, fast, and easy-to-use desktop sharing software program that allows users to show their computer screens. Guests can join sessions without registration. If you want to host a session, you have to be a registered user. To register an account, go to www.AQConference.com, click Free Trial or Buy Now, and fill in all required fields. You will be asked to select a User Name and Presenter Password. This information is needed during software installation.

Install the Software

To download and install the AQ Conference software, go to www.AQConference.com, choose Download and click the link on that page.

A security window will appear and ask: **Do you want to install and run AQ Conference?** Click **Run** or **Open** and the installation process will start. During installation, you will be asked to provide your **User Name**, **Presenter Password**, and **Your Name**. When installation is complete, the  icon will appear in your system tray in the lower right corner of your screen, next to your computer's clock.




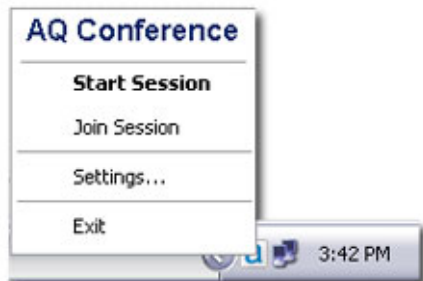
If you want, you can also specify a group. This information is optional and can be used in My Account to obtain group-specific usage reports.

By default, AQ Conference launches automatically when you start your computer. AQ Conference will run in the background and will be available in the system tray to easily start a session with just one click.

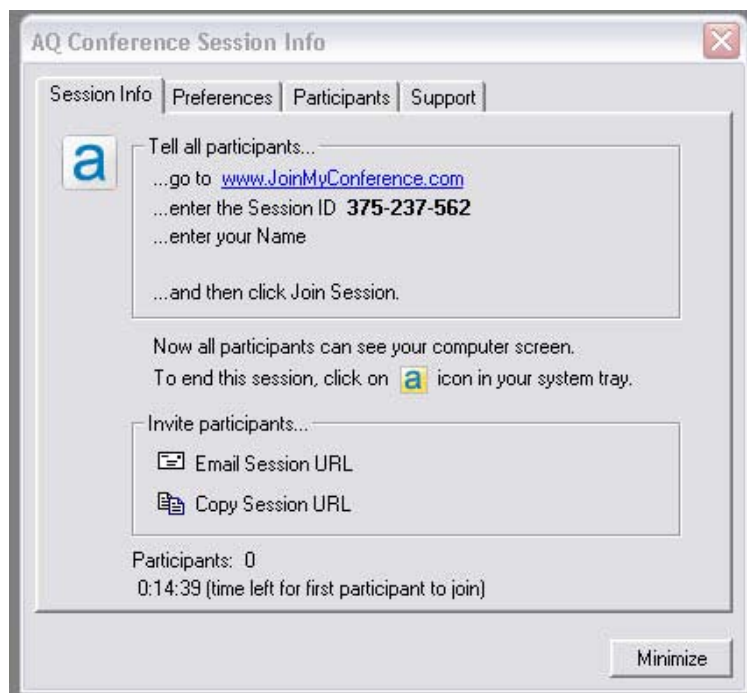
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Start a Session

To start a session, click the  icon in your system tray and select **Start Session**.



After you click Start Session, a **Session Info Box** will appear. The Session Info Box contains information about the **Session ID** and the **Session Password** (if specified).



The Session Info Box also provides the option to **invite guests** by email or instant message, and it provides information about the number of connected guests and the time left for the first guest to join your session. If there are no connected guests, an active session will end after 15 minutes.

Inform Guests

Call your guests and ask them to go to www.joinmyconference.com. Guests must enter the **Session ID**, the **Session Password** (if specified), and their **Name**, and then click **Join Conference**.

You can also invite guests by email or instant messaging. Just click the email icon to send an email with the Session URL to all of your guests, or copy and paste the Session URL into an instant message. Guests simply click the Session URL and automatically join your session.

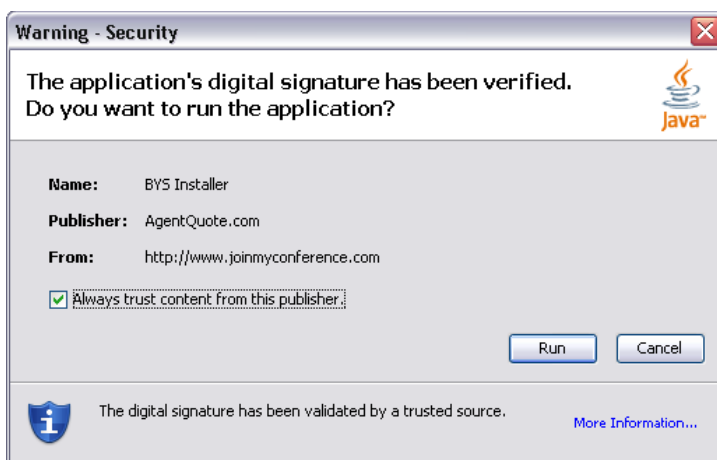
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Join a Session

To join a session, guests go to the AQ Conference web site at www.AQConference.com and click Join Session. Guests can also go to www.joinmyconference.com and join a session. Guests who received an email invitation or instant message with a Session URL can simply click on this URL to join a session.

AQ Conference provides **Intelligent Session Login™** technology that automatically detects the guest's operating system and availability of Java, and determines the best possible connection method for your guest.

If your guest has a Windows operating system and Java is available and enabled, the Java applet will automatically load and a Java security window will appear. For maximum security, all **Java** applets are **digitally signed** by Comodo. Your guest clicks **Yes** or **Always** when asked.



Upon confirmation, AQ Conference will start within a few seconds. The following progress bar will appear.



If your guest doesn't have Java, ask him or her to join the session by clicking the link below the progress bar.

During session login, your guests will be asked to enter the **Session ID** and their **Names**. If you password-protected your session, your guests will also be asked to provide a **Session Password**.




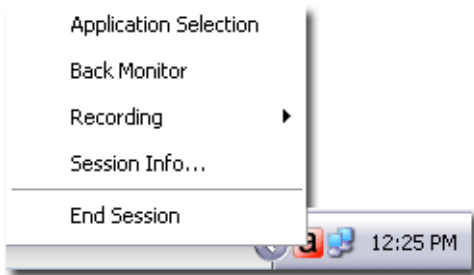
Mac and **Linux** users can join sessions using a signed Java applet and a standard Internet browser. Our Intelligent Session Login™ automatically detects the guest's operating system and selects the appropriate Java applet. Your guests will be asked to enter the **Session ID**, their **Names**, the **Session Password** (if specified), and then to click **Join Conference** and **Yes** or **Always** when asked.

Note: We recommend Java for Windows, Mac and Linux users. Our Intelligent Session Login™ automatically detects your guest's operating system. Please ask your guests to enable Java and JavaScript in their browsers. If your guests don't have Java, they can go to www.Java.com and install Sun's latest Java technology for free. Your guests can either use a signed Java applet to connect, or manually download and run a tiny Windows application. In either case, nothing is installed on your guest's computer.


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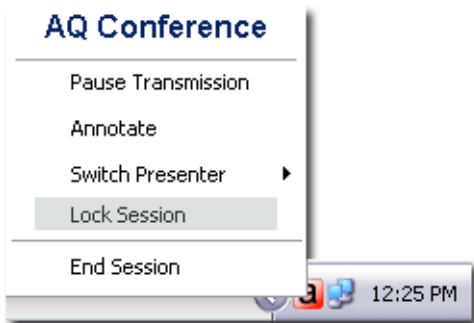
Manage a Session

To manage your session, click the  icon in your system tray.





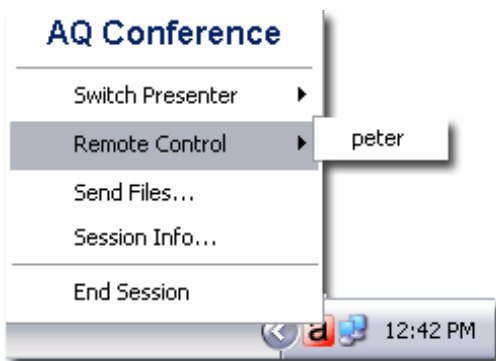
Lock Session

You can lock your session after all guests have joined. When a session is locked, new guests cannot join – even if they enter the correct Session ID and Session Password. To lock your session, click the  icon and select **Lock Session**.




Remote Control

You can give remote control of your screen to one of your guests. To give remote control, click the  icon, click **Remote Control**, and select the person who should have remote control. Your guest will be able to use your mouse and keyboard. Please do not use your mouse and keyboard while your guest has remote control. To regain mouse and keyboard control, click the  icon, click **Remote Control**, and select **No Remote Control**. You can also press Ctrl + F12 on your keyboard.



End a Session

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To end a session, click the  icon and select **End Session**. All guests will receive a notification that the session has ended. If you exit the program, your session also ends.

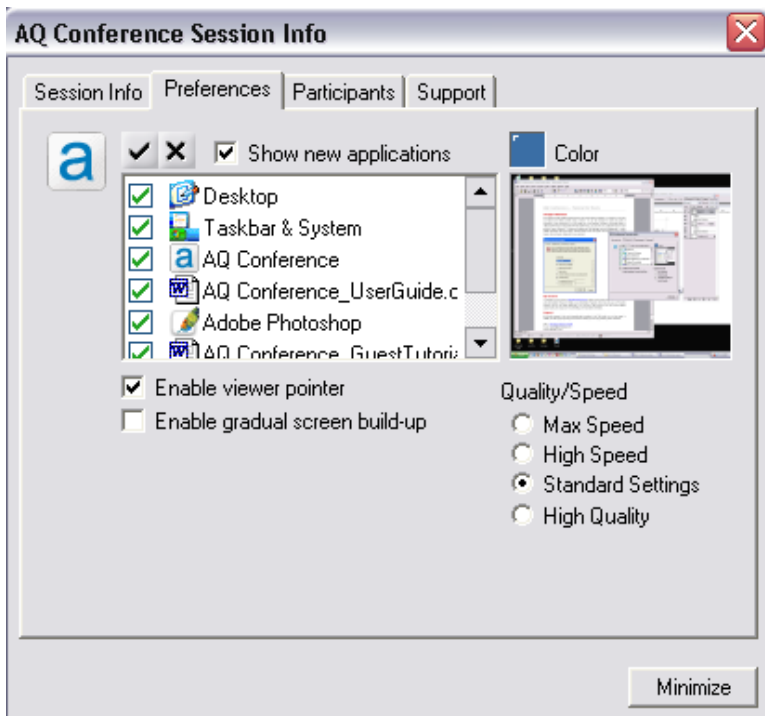


You can also disconnect participants individually. Your session will remain active, but certain participants will be disconnected. Keep in mind that participants can join your session again because the Session ID is still valid. To block participants who have been disconnected, lock the session.

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Change Preferences

AQ Conference offers additional options that you can easily enable and disable. For example, you can hide your taskbar and desktop content during a session. You can also change the speed and quality of transmission in the event that you or your guests have a slow Internet connection. Select high speed for optimal performance and high quality for high quality images. You can also use a preferred Session ID and specify a Session Password. To change your preferences, click **Settings** and select **Preferences**. To obtain detailed information about each option, click the tool-tip next to each option. We recommend using random Session IDs and Session Passwords for your sessions.



My Account

To manage your account, go to www.AQConference.com, click My Account and log in with your **User Name** and **Administrator Password**. Initially, your Administrator Password will be the same as your Presenter Password, but you can change passwords in your account. In My Account you can also access detailed usage reports, and change your Account, Billing, and Subscription Information.

Support

We provide answers to the most frequently asked questions in the FAQ section on our home page. In addition, we offer support by email, phone and chat. Should you have any questions, please contact us.

FAQ: www.AQConference.com/FAQ

Email: support@aqconference.com

Phone: (888) 223 - 4773

Chat: www.AQConference.com/chat