



VIDEO CONFERENCING LIVE BROADCASTING TUTORIAL

Effective Date: February 16, 2011



VIDEO CONFERENCING LIVE BROADCASTING

Talk Fusion's Cutting-Edge **Video Conferencing** and **Live Broadcasting** Products allow you to see each other across the "virtual table," present slides, share video, talk with multiple presentation participants, share screens and even share your desktop.

Login to your Video Communication Center, download and print the Video Conferencing/Live Broadcasting PDF and click on the Product of your choice to get started.

VIDEO COMMUNICATION CENTER
TALK FUSION

Welcome, Associate/Customer Name (ID #)

[Back Office](#) | [Video Communication Center](#) | [Log out](#) | [SUPPORT](#)

VIDEO EMAILS ▾ | REPORTS ▾ | VIDEO RESPONDERS ▾ | VIDEO CONFERENCING | LIVE BROADCASTING

WELCOME TO YOUR EXECUTIVE VIDEO COMMUNICATION CENTER

GET STARTED

Use **Fusion BOOSTER 2.0!**™ for Faster, Easier Video Uploads! It's compatible with ALL Mac OSX and Windows browsers like Internet Explorer, Firefox, Chrome and Safari. Click on the button below to get started.

FUSION BOOSTER 2.0!™
DOWNLOAD NOW!

SET UP AND TRAINING INFORMATION

Frequently Asked Product Questions

[Video Email User Guide](#) - Getting started set-up guide

[6 Great Tips To Get Your Video Emails Opened & Read](#)

VIDEO TUTORIALS

[Welcome](#) [Download PDF](#)

[Create Video Emails](#) [Download PDF](#)

[Send Video Emails](#) [Download PDF](#)

[Address Book](#) [Download PDF](#)

[E-Subscription Forms](#) [Download PDF](#)

[Video Auto Responders](#) [Download PDF](#)

[Fusion Wall](#) [Download PDF](#)

[Video Conferencing/Live Broadcasting](#) [Download PDF](#)

BILLING AND ACCOUNT MANAGEMENT

FUSIONWALL

Harness the power of the next evolution in social and business networking

Capitalize on your exclusive membership in the world's premier, video-driven Internet community.

- Create your own Wall and set yourself above the rest!
- Tag your video and share on over 200 social networking sites.
[Click here for more details](#)
- Read the [Fusion Wall Community Guidelines](#)

[Wall Your Video](#) [Go To Your Blog](#)

SPAM Monitor

Video Emails*	
Total # Sent	110
# of Complaints	0
% Spam	0.00%

Less than .1% = Very good [Learn More](#)
Greater than .1% = Needs improvement

*Includes activity by all users in your account

Current Monthly Subscription

You are currently on Plan A

Video Conferencing & Live Broadcasting Home Page

Here you will find all the tools you need to conduct a successful presentation.

- ✓ Schedule Meetings
- ✓ Create Content Folders
- ✓ Upload Videos
- ✓ Customize Surveys
- ✓ Add Users
- ✓ View Reports
- ✓ Adjust Video Settings
- ✓ Set-up Your Account

Download the user manual now and then click on the **“My Meetings”** tab to get started.

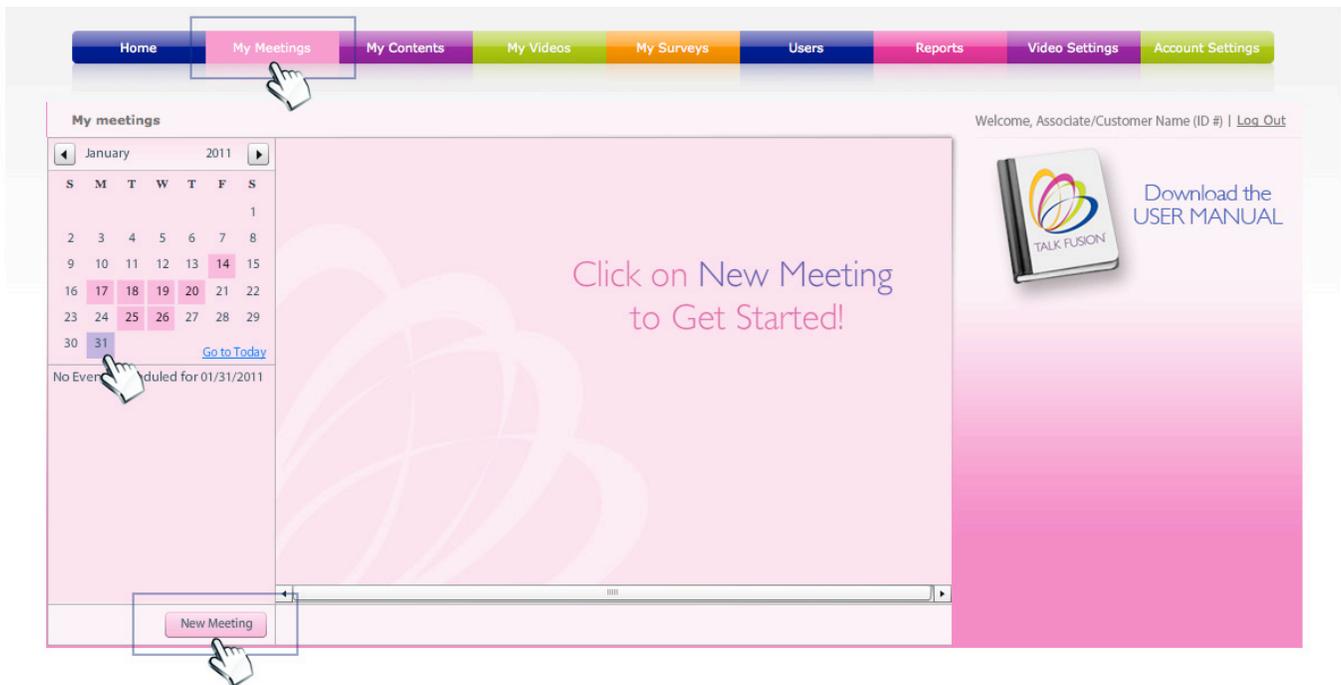


My Meetings

Scheduling a meeting is simple! Under the **My Meetings** tab, you can see all the meetings that are scheduled on a specific day. You can also select a day by clicking on the calendar. Once clicked, all the meetings that are scheduled for that day will appear.

Click on a specific event to see all the details. Once event details are displayed, you can copy the meeting URL link, open it into a new browser, and log in to the Event LIVE from your **My Meetings** Home Page.

Click on the calendar to select the day you want your meeting scheduled, and then click on the “New Meeting” button to get started!



Create Meeting

The Create Meeting box will now appear. *Meetings can only be scheduled from the current day forward. You cannot schedule a meeting in the past.*

Enter Meeting Name, Description, Begin Time, Estimated Duration, Event Type, Presenter and then click 'Submit'. Once your meeting is submitted, it will appear on the Home Page of your **My Meetings** section. Users then have the ability to copy the link, paste it in a new browser and log in.

Things You Should Know

- **Begin Time:** User's Local Time: Can be set from the Account Settings tab
- **Estimated Duration:** Presentations can be scheduled for up to 1 hour
- **Event Type:** Choose whether you are doing a Video Conference or a Live Broadcast.
Please note: If you click on the Video Conference tab through your Video Communication Center, it will automatically default to a Video Conference. If you click on the Live Broadcasting tab, it will default to a Live Broadcast.
- **Presenter:** The Account Holder's Name will automatically populate into this field and once Users are added to your account, you will have the ability to choose them as well.
- **Additional Settings:** You have the ability to mark your meeting as *Public* or *Private*.
Example: If you select your meeting to be 'Public', you then need to check the 'Allow Guests' box and select Submit.
Please Note: If you mark your meeting as 'Private', it is by Invitation Only and Guests will not be allowed to enter.

The screenshot displays the 'My meetings' interface. A 'Create Meeting' dialog box is open, showing the following details:

- Meeting Name: Talk Fusion Product & Opportunity Presentation
- Description: Bring your Guests and join us as we Share the Talk Fusion Product & Opportunity LIVE!
- Begin Time: 07 : 00 PM
- Estimated Duration: 1h : 00m
- Event Type: Video Conference
- Presenter: Associate/Customer Name
- Additional Settings: Allow Guests
- Privacy Type: Public Private

The background shows a calendar for January 2011 and a 'Details for Talk Fusion Products & Opportunity Presentation' page. A 'Copy Link' button is visible. On the right side, there is a 'Download the USER MANUAL' link with a 'TALK FUSION' logo.

Invite

Congratulations! You have successfully created a meeting! Your meeting will appear on your **My Meetings** Home Page. Need to make a change? Great News! You also have the ability to edit or delete your meeting information here as well.

Now it's time to Invite your Guests!

Home My Meetings My Contents My Videos My Surveys Users Reports Video Settings Account Settings

My meetings

Welcome, Associate/Customer Name (ID #) | [Log Out](#)

Details for "Talk Fusion Product & Opportunity Presentation"

Scheduled: Jan 31st 2011, 19:00:00 (UTC)
Description: Bring your Guests and join us as we Share the Talk Fusion Product & Opportunity LIVE!
Event Type: Video Conference
Estimated Duration: 01:00:00 hours
Presenter: Jeanne Dickson (1001572)
Meeting URL: http://1001572.videoconference.testarea.talkfusionlive.com/golive/m/Ox6przdDj_sfxUUnu [Copy Link](#)
Meeting Status: Scheduled
Guests Allowed: Yes
Privacy Type: Public Meeting

New Meeting Invite Edit Meeting Delete Meeting

Download the USER MANUAL

Invite Users to Meeting

Associate/Customer Name (ID #)

Message
You are invited to join
Talk Fusion Products &
Opportunity Presentation

Select All

Invite by Email Group Invite Invite Close

The Invitation

Talk Fusion's Video Conferencing and Live Broadcasting allows you to do LIVE Presentations anytime, anywhere to an Unlimited Audience. There are many ways to invite your Guests to a Presentation.

Invite by Email: Simply enter the email addresses of the Guests you wish to Invite

Group Invite: Invite Guests from your Talk Fusion Address Book or use the Talk Fusion Video Message Center* to invite your entire Talk Fusion Team. *See page 3 for more details.

Invite: Invite your Users.* Simply check the names of those you wish to participate in your Presentation. *A User is the person that the Main Account Holder authorizes to conduct Presentations. Users can be added to your account through the **Users** tab. Video Conferencing allows up to 15 Users and Live Broadcasting allows 1 User.

TALK FUSION

An invitation message has been sent to your selected users, so they can join your event.

Close

TALK FUSION

LIVE

YOU HAVE BEEN INVITED TO JOIN LIVE BROADCASTING ON 10/30/10

YOU CAN REACH THIS EVENT USING THE FOLLOWING: http://talkfusion.videoconference.testarea.talkfusionlive.com/golive/m/Ox6przdDj_sfxUUnu

The event will take place on Oct 30, 2010 19:00:00 EST

Thank you,
The Team

WWW.TALKFUSION.COM

Talk Fusion - 1318 Kinyard Rd - Boston, MA 02128-1000

TALK FUSION

VIDEO CONFERENCING

YOU HAVE BEEN INVITED BY JEANNE DICKSON TO JOIN THE SHARING OF THE NEW TALK FUSION PRODUCTS & OPPORTUNITY PRESENTATION

Event description:
Bring your Guests and join us as we Share the Talk Fusion Product & Opportunity LIVE!

You can reach this event using the following link: http://1001572.videoconference.testarea.talkfusionlive.com/golive/m/Ox6przdDj_sfxUUnu

The event will take place on Jan 31st 2011, 19:00:00 EST

Thank you.

WWW.TALKFUSION.COM

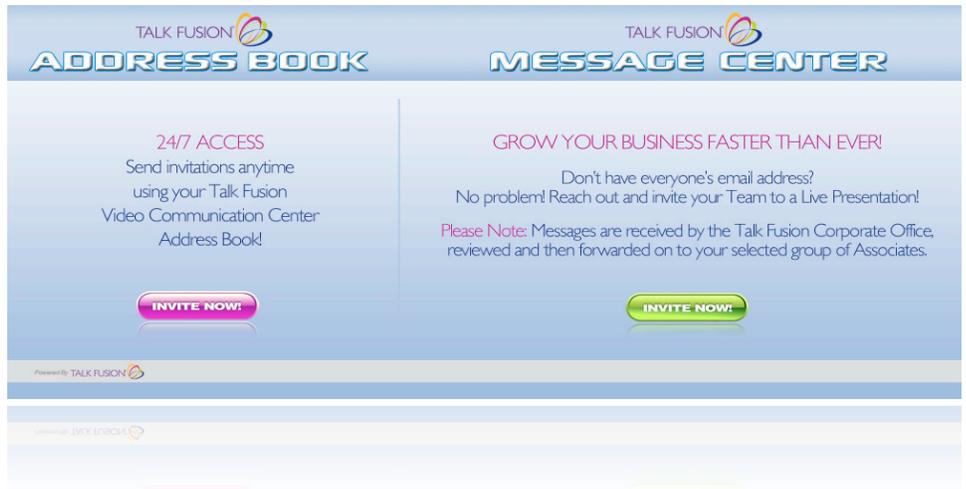
Talk Fusion - 1318 Kinyard Rd - Boston, MA 02128-1000 - [Click Here to Contact Us](#)

Group Invite

Talk Fusion allows you 24/7 access. Send Invitations anytime using your **Talk Fusion Video Communication Center Address Book!** **Customize** your Invitations by typing the Name, Date and Time of your presentation. You can even type your own personal message. Click 'Send Invite' and that's it!

Want to grow your Talk Fusion business faster than ever?

Great News! We also give you the ability to reach out and invite your Team to your **LIVE Presentation**. Invite your entire downline through our Associates-only **Video Message Center**.



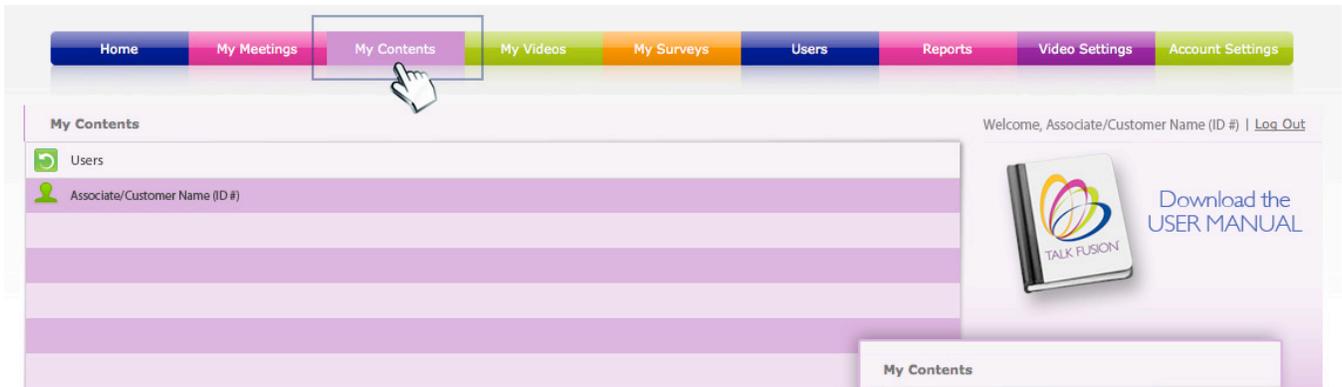
INVITING HAS NEVER BEEN EASIER!



Custom Email Invitations

My Contents

Access presentation materials in an instant! The **My Contents** section keeps you organized! Create folders, upload documents, video files and more, all while storing them for future use.



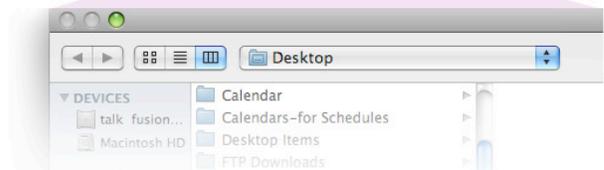
Creating Content

The Primary User's Account Name is automatically populated into this section. Click on the User Name to create a new folder or upload an existing file from your computer.

A dialog box titled 'Add Folder' with a text input field containing 'Opportunity Presentation' and 'Submit' and 'Cancel' buttons.

Important Tips

- Uploading times may vary depending on the file size and the quality of your internet connection.
- The maximum allowed size of a file to upload is 100 Megabytes.
- For ease of use and quick uploading, we allow you to zip your files. All valid files found in your zipped folder will automatically be separated and placed in your **My Contents** section.
- Files can be moved from one folder to another by dragging them into the desired folder.



Supported File Formats

Video Files:

FLVs are uploaded instantly. All other movie file formats are automatically submitted for encoding and will appear under the **My Videos** tab. Once encoded, your video will automatically appear in the **My Contents** section and you will receive an email notification once uploading is complete.

Images:

gif, jpg, png

Managing Content

Once your content is uploaded, you now have the ability to Preview, Download, Upload or Delete a File and Share a file by email.

Have content for your eyes only? There is also a Set File Permission feature that gives you the ability to mark your files public or private.

The screenshot displays the 'My Contents' management interface. At the top, a navigation bar includes links for Home, My Meetings, My Contents, My Videos, My Surveys, Users, Reports, Video Settings, and Account Settings. The main content area shows a breadcrumb trail: Users > Jeanne Dickson (1001572) > Opp Presentation > RedCarpet. Below this, there is a list of files: Fusion Wall Slide.jpg, Red Carpet coverslide 2009.jpg, and Saturday Presentation 7-09.jpg. A toolbar at the bottom of the file list contains buttons for Preview File, Download File, New Folder, Upload File, Delete file, Share File by e-mail, and Set File Permission. On the right side, there is a welcome message and a 'Log Out' link, along with a 'Download the USER MANUAL' button and a 'TALK FUSION' logo.

My Videos

Streaming video during a presentation has never been easier! Now that you have uploaded your videos through your **My Contents** tab, you can check the encoding status under the **My Videos** tab. The **My Videos** tab shows you the list of videos that are pending encoding. Once videos are encoded, you will receive an email notification stating that your video has been successfully encoded and loaded into your **My Contents** section.

Remember, FLV files are uploaded instantly to your **My Contents** section. All other movie file formats are automatically submitted for encoding and will appear under the **My Videos** tab. Once encoded, your video will be removed from the **My Videos** section and automatically appear in the **My Contents** section.

You will receive an email notification once uploading is complete.

Home My Meetings My Contents **My Videos** My Surveys Users Reports Video Settings Account Settings

Welcome, Associate/Customer Name (ID #) | [Log Out](#)

File Details	Uploaded On	Encoding Status	Actions
Movie.wmv Uploaded by : Jeanne Dickson	Jan 29th 2011, 12:59:41	Queued This movie is pending encoding.	

Refresh Encoding Queue

Download the **USER MANUAL**

Email Notifications

TALK FUSION
Be part of the moment.

VIDEO CONFERENCING

Hello Associate/Customer Name,

Your video titled [My Video] was successfully encoded and is now available in the "My Contents" section of your Administration Panel.

Please contact <Associate or Customer Name> should you need additional assistance.

Thank You

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TALK FUSION
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LIVE BROADCASTING

Hello Associate/Customer Name,

Your video titled [My Video] was successfully encoded and is now available in the "My Contents" section of your Administration Panel.

Please contact <Associate or Customer Name> should you need additional assistance.

Thank You

WWW.TALKFUSION.COM

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My Surveys

Creating surveys is fun and easy! Click on the **My Surveys** tab to get started. Here you can customize surveys or develop Training Materials. Simply type your questions and answers. You can even choose to make your questions multiple choice.

Just click on the Primary User's Account Name to add a survey, name it and you are ready to begin.

The possibilities are endless!

The screenshot displays the 'My Surveys' interface. At the top, a navigation bar includes tabs for Home, My Meetings, My Contents, My Videos, My Surveys (highlighted), Users, Reports, Video Settings, and Account Settings. Below the navigation bar, the main content area is titled 'My Surveys' and includes a welcome message: 'Welcome, Associate/Customer Name (ID #) | [Log Out](#)'. A 'Users' section lists 'Associate/Customer Name (ID #)'. A 'Download the USER MANUAL' link is accompanied by a 'TALK FUSION' logo. A 'My Surveys' dialog box is open, showing 'Users > Associate/Customer Name (ID #)' and an 'Add Survey' button. A 'Create Survey' dialog box is also shown, with 'Survey Name: Talk Fusion Opportuntiy Pres.' and 'Submit' and 'Cancel' buttons. A survey editing view is shown with the breadcrumb 'Users > Associate/Customer Name (ID #) > Talk Fusion Opportunity Pres.', a '[Go back to survey list]' link, and two questions: 'How did you like this presentation' and 'On a scale of 1-10 was the information useful?'. An 'Add Question' button is at the bottom.

Users

In the **Users** section, you can Add a New User, Change the Password or Account Status of an existing user and for ease of use, you can even search for a user through our search feature.



The **Video Conferencing** Product allows you to have up to **15 Presenters**.



The **Live Broadcasting** Product allows you to have **1 Presenter**.

No matter what Product you choose, you can do **Live Presentations Anytime, Anywhere in the World** to an **Unlimited Audience!**

Please Note: The Primary Account Holder is the only one that can add, remove or modify the status of a User account.

Home My Meetings My Contents My Videos My Surveys **Users** Reports Video Settings Account Settings

Welcome, Associate/Customer Name (ID #) | [Log Out](#)

Manage users

search for users

Associate/Customer Name (ID #)

Details for: Jeanne Dickson (1001572)

Username: Associate/Customer Name (ID #)
Full name: Talk Fusion
Level: Company Admin
Email: support@talkfusion.com
Gender: Female
Phone: 813-651-4030
Address: 1319 Kingsway Hwy.
City: Brandon
State: FL
Zip: 33510

New User Change Your Password Modify Your Profile

Download the USER MANUAL

Add new user

First name:

Last name:

Username:

Password:

Email:

Level: viewer presenter

Edit User

Email:

First name:

Last name:

Gender: F M

Phone:

Address:

City:

State:

Zip:

Reports

The Reports section allows you to monitor the activity of your presentations. Here you can view Graphic Traffic Reports either by day or by month. Just move your mouse over the specific day to get your results!

The screenshot displays the TALK FUSION Reports interface. At the top, a navigation bar includes links for Home, My Meetings, My Contents, My Videos, My Surveys, Users, Reports (highlighted), Video Settings, and Account Settings. Below the navigation bar, the Reports section is titled "Reports" and includes a welcome message: "Welcome, Associate/Customer Name (ID #) | [Log Out](#)".

The main content area shows a "View graphs for:" dropdown set to "01/31/2011" and a "View Graphs" button. Three traffic graphs are displayed:

- Domain Traffic By Day for January:** A line graph showing traffic in MB over the 31 days of January. The y-axis ranges from 0 to 1400 MB. A legend indicates "Total Upload" (orange) and "Total Download" (green). A significant spike in traffic is visible around January 26th, reaching approximately 1200 MB.
- Monthly Traffic for 2011:** A line graph showing traffic in MB over the 12 months of 2011. The y-axis ranges from 0 to 1400 MB. A legend indicates "Total Upload" (orange) and "Total Download" (green). Traffic is highest in the first month (January) and drops significantly in the second month (February).
- Daily Traffic By Application:** A line graph showing traffic in MB over a 30-day period starting from 12/27/2010. The y-axis ranges from 0 to 1600 MB. A legend indicates "Web" (orange), "Broadcaster" (green), and "Broadcaster_recording" (blue). Data points are highlighted for January 28th: "Web" at 121.29 MB and "Broadcaster" at 1417.92 MB.

On the right side of the interface, there is a "Download the USER MANUAL" link with a TALK FUSION logo icon.

Video Settings

In the **Video Settings** section there are default settings for the Presenter, Attendee or Guest. The default settings are the recommended for all presentations. However, you do have the ability to customize these settings if you wish.

Each set has three customizable levels of quality:

1. Low Quality/Low Bandwidth
2. Medium Quality/Medium Bandwidth
3. High Quality/High Bandwidth

You can learn more about the video properties by hovering your mouse over them. To create custom video settings for each of the sets, follow these steps:

Step 1: Select either Presenter, Attendee or Guest to view the current settings.

Step 2: Decide which level(s) of quality you want to modify.

Step 3: Edit any of the properties inserting valid characters.

Step 4: Click “Save Current Set” to have the modifications saved.

Please Note: You have the ability to reset to default setting simply by clicking the ‘Reset to Default’ button.



Account Settings

Customize Your Settings

Within the **Account Settings** tab, you can customize Company Settings*, set your Email Notification Preferences, upload a Company or Waiting Room Banner and set your Current Time Zone. The default company and waiting room banners are the Talk Fusion **Video Conferencing** and **Live Broadcasting** banners.

Home My Meetings My Contents My Videos My Surveys Users Reports Video Settings **Account Settings**

Welcome, Associate/Customer Name (ID #) | [Log Out](#)

Company Settings

Set company name:

Set company description: [Submit settings](#)

Set company keywords:

Email Notification Settings

Email notifications: Notifications are active. Uncheck to stop receive. [Save settings](#)

Update Company Banner / Waiting Room Banner

Company Banner: [Browse...](#)

Waiting Room Banner: [Browse...](#)

Header Background Color: Transparent [Update](#)

[Reset to Default](#)

TimeZone Settings

Set your local time: [Set TimeZone](#)

Set your local time: [Set TimeZone](#)

[Reset to Default](#)

[Download the USER MANUAL](#)

*Please see Page 16 for full Company Settings Details

Introducing the ALL NEW TalkFusionLive.com Self Replicated Websites!

Now your Daily Presentation Schedules can be found in an instant through your **ALL NEW TalkFusionLive.com Self Replicated Websites!** Don't have a meeting scheduled? No problem. Guests can learn more about Talk Fusion's 8 Cutting-Edge Video Communication Products when we send them to your **Self-Replicated TalkFusion.com Website!**

SHARE YOUR PRESENTATION SCHEDULES TODAY!

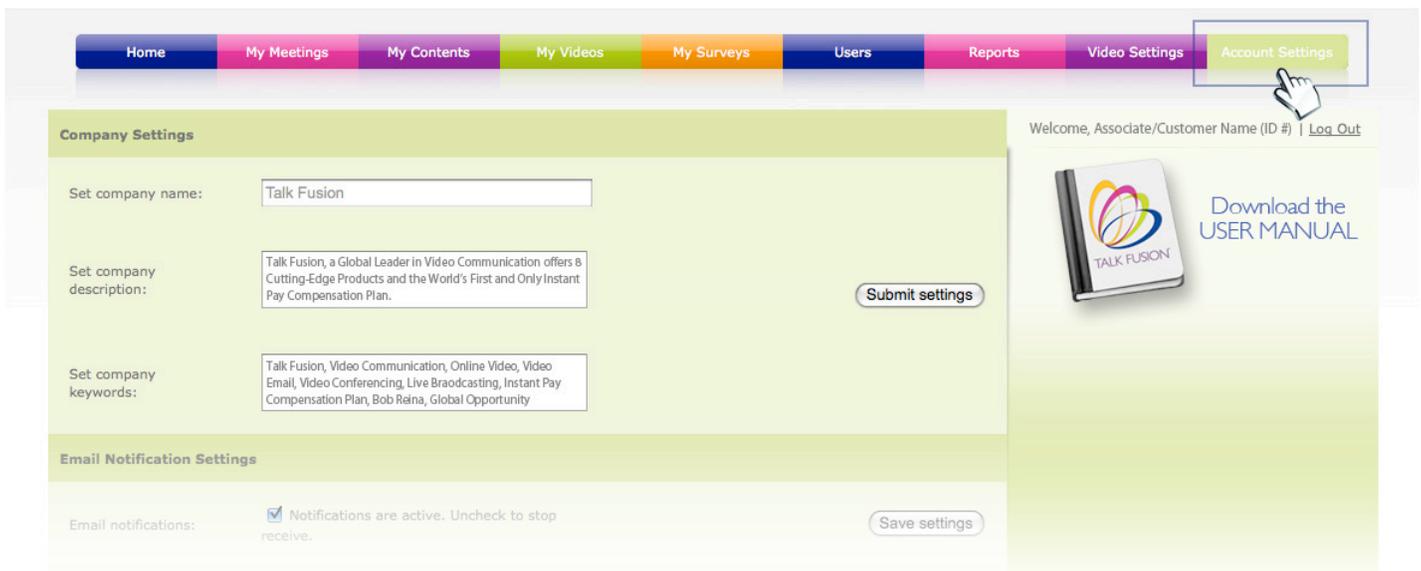
<http://ID#.videoconference.talkfusionlive.com>

<http://ID#.livebroadcast.talkfusionlive.com>



Live Presentations Optimized in an Instant!

Under the **Account Settings** tab, you can also customize your Company Settings on your **TalkFusionLive.com Self Replicated Websites.** Simply enter the specific details of your business including your company's name, description and SEO (Search Engine Optimization) keywords to optimize your site.



Note: The auto-default setting is Talk Fusion for all three fields

Live Presentations

Video Conferencing & Live Broadcasting

Now that your meetings are scheduled and your invitations have been sent, it is now time to do a **LIVE Presentation!** All you need to do is Log in!

Log In

There are 3 ways to join a Presentation. You can join as a Presenter, User or as a Guest.

Presenters:

Talk Fusion Associates and Customers are the Primary Account Holders and are Automatically Presenters. They log in through the 'Enter Member ID, Enter Password' field using their Member ID# and Password.

Users:

Users are those who have been added to the Talk Fusion Primary Account Holder's Account. Users log in to the 'Enter Member ID, Enter Password' field by using their User Name and Password.

Guests:

All guests log in through the 'Enter as Guest' field. If a meeting is marked Private, Guests will not be able to log in.



Presenters

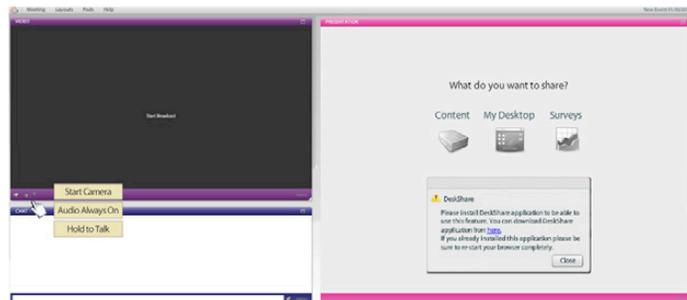
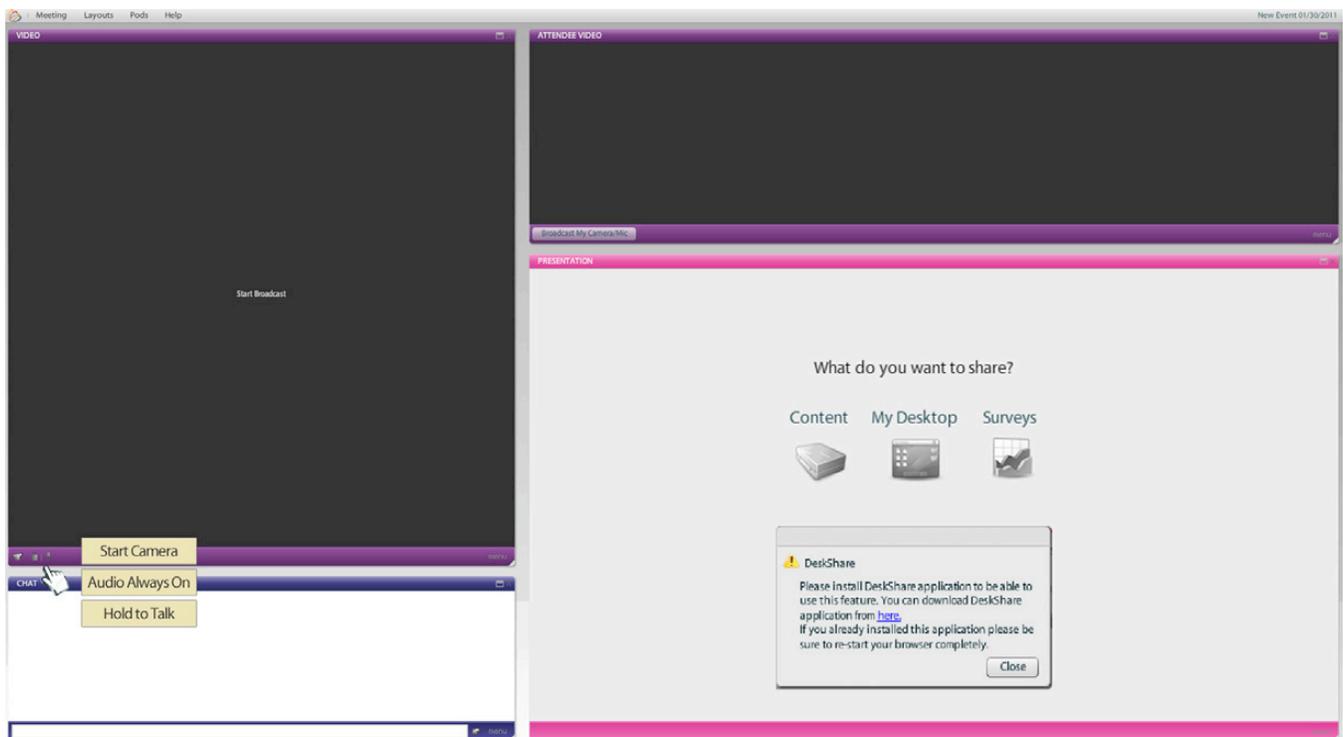
Talk Fusion's **Video Conferencing and Live Broadcasting** Presenters have Unlimited Possibilities! They can record presentations, customize and Lock In Layouts, select what Pods* they would like to display and More!

Sharing Content is simple! With the click of a mouse you can share content from the **My Contents** section of your account, share directly from your computer, share your desktop, and even share your surveys and training materials! Just click on the 'Start Camera' icon to begin.



Note: The Fusion Deskshare is a one-time download and you will need this feature to share your desktop during presentations.

VIDEO CONFERENCING VIEW

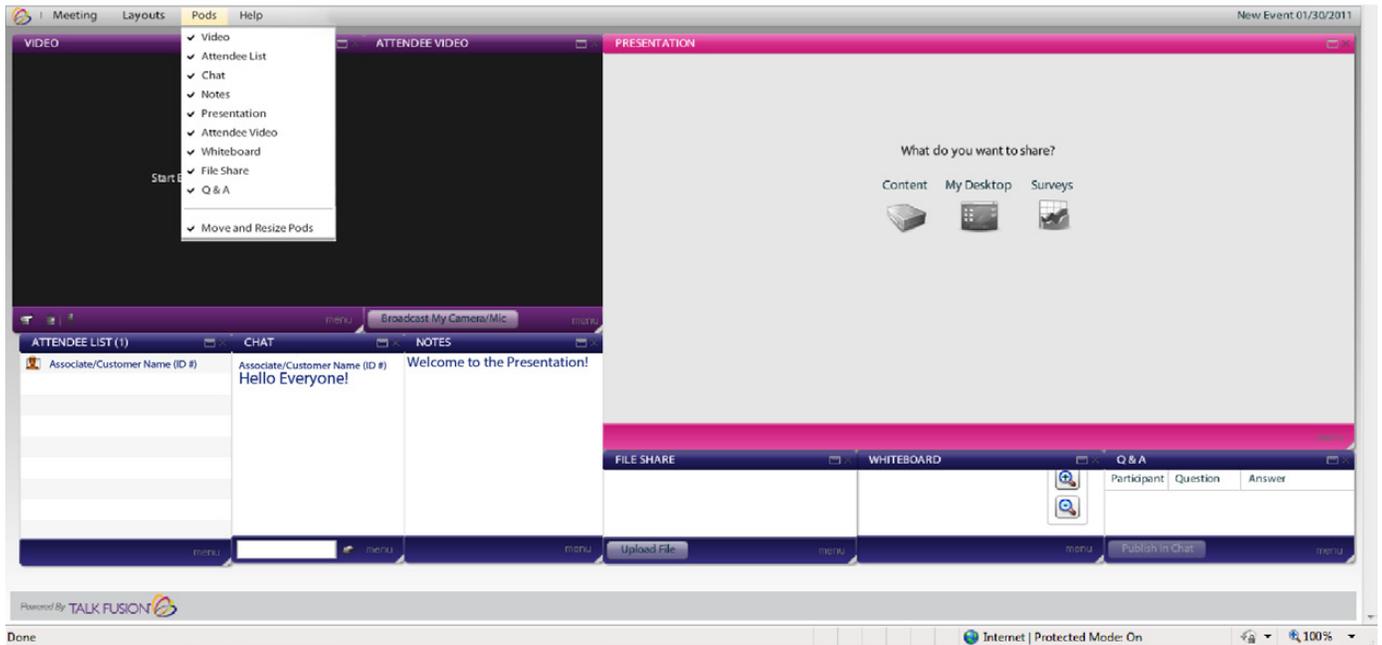


LIVE BROADCASTING VIEW

*For Pod options, please see page 19.

Pods

Setting up Pods is easy! Simply check the features you wish to show and you are ready to begin!



The Guests View

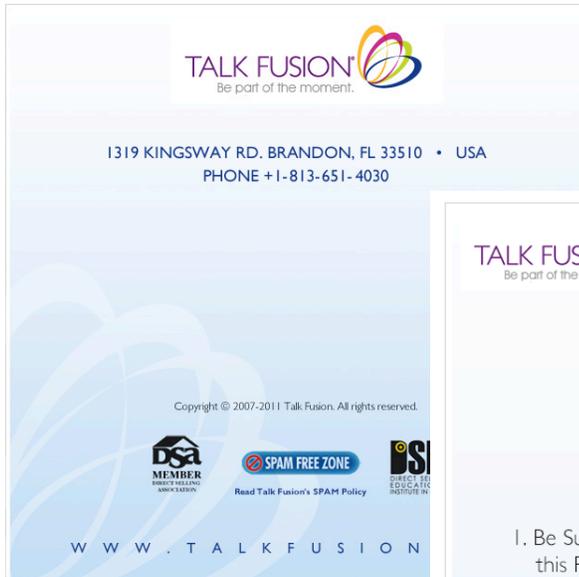
The Moment your Guests log in they will see your Waiting Room Banner. Remember Talk Fusion gives you the ability to Brand Yourself! Banners can be uploaded through the **Account Settings** Tab.

To ensure a great presentation experience guests are given menu options to set their Cameras/Microphones and are given a 'Help' tab.



Help

Both Talk Fusion **Video Conferencing** and **Live Broadcasting** Presenters, Users and Guests receive a 'Help' tab. Here you will find the Talk Fusion 'Help' dropdown which features the **'Top 5 Things To Know'** and **'About Talk Fusion'** which lists Talk Fusion's Company information, DSA/DSEI Member Certification and Talk Fusion's Spam Policy.



TALK FUSION
Be part of the moment.

LIVE PRESENTATION

TOP 5 THINGS TO KNOW

1. Be Sure to click on **Broadcast My Camera/Mic** if you are Participating in this Presentation.
2. Once your Web Camera is Broadcasted you can Lock your Microphone Settings by clicking on the lock icon. You can also click on the Microphone Icon to Hold-To-Talk or click on the menu tab to permanently set your settings. (see example below).
3. Proper Lighting is necessary to stream Video, be sure you are in a well-lit area for best results.
4. Streaming time will vary depending on the Quality of Your Internet Connection. High Quality Bandwidth is Recommended.
5. Please get back to the person who invited you to this Presentation to learn more about how Talk Fusion's 8 Cutting Edge Video Communication Products can work for you today!

ATTENDEE VIDEO

ATTENDEE VIDEO

PRESENTATION

Broadcast My Camera/Mic

Adobe Flash Player Settings
Camera and Microphone Access
100.1672.talkfusion.com is requesting access to your camera and microphone. If you click Allow, you may be recorded.

Allow Deny

[G]Allison

Camera Settings

- Voice On
- Voice Off

Microphone Settings

Help

Stop Broadcast menu

Congratulations!

Now with



VIDEO
CONFERENCING



LIVE
BROADCASTING

You Can Deliver **LIVE** Presentations
Anytime, Anywhere
to An Unlimited Audience