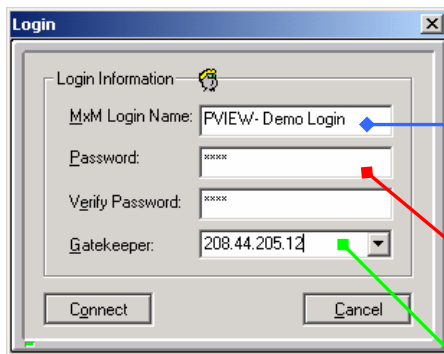


VCON MeetingPoint MxM Registration Instructions

1. Open the MeetingPoint software by double clicking on the “ProjectVIEW MeetingPoint” Shortcut.
2. The first thing you should see is a Login screen as shown below, please look below for what to use for your login information.

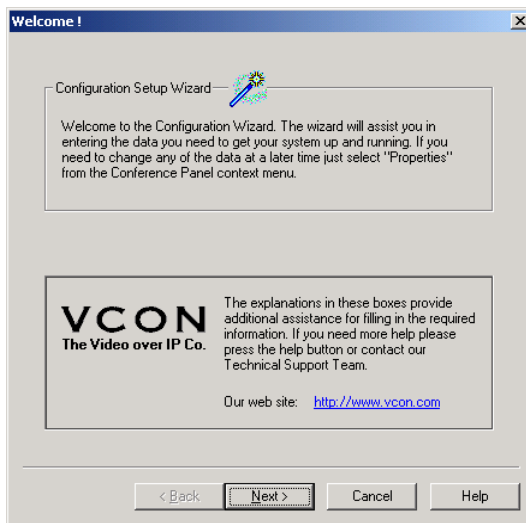


Login Name should be your school district’s abbreviation followed by a “-“, then a space and then the school name.  
Examples:  
Schenectady City School District, Mont Pleasant  
-SCSD- Mont Pleasant  
North Colonie Central Schools, High School  
-NCCS- High School

Password is view. Please make sure that Num Lock and Caps Lock is off when entering the password.

Gatekeeper will always be 208.44.205.12

3. Once the above information is entered, click Connect. If your machine does not connect and you receive an error message, please verify the machine is correctly configured for your network. If you still continue to have problems please follow this [link](#).
4. Click Next on the Welcome screen.



- The next screen is the first of a series of Configuration Pages; please see the picture for detailed instructions on what to do.

Configuration Wizard - User Information

User Information

First name: School Name Last name: School Type

Company: ProjectView Email: jon@projectview.org

Dialing Information

Country: United States of America

Area code: Long distance:

External: International:

company name

Enter your name, company (optional) and email address. This information will be used to create an entry in the User Data section of the Address Book. From there you will be able to edit this data and add a picture of yourself.

< Back Next > Cancel Help

First Name should be the school's name.  
Examples: Mont Pleasant, Woodlawn

Last name should be the school's level or type.  
Examples: Elementary, High School

For company, enter ProjectVIEW. For email address you can use jon@projectview.org

- Click next once the above information is entered.
- Select none for the communication interface as shown below.

Configuration Wizard - Connection

Communication

Select the communication interface you will be using.

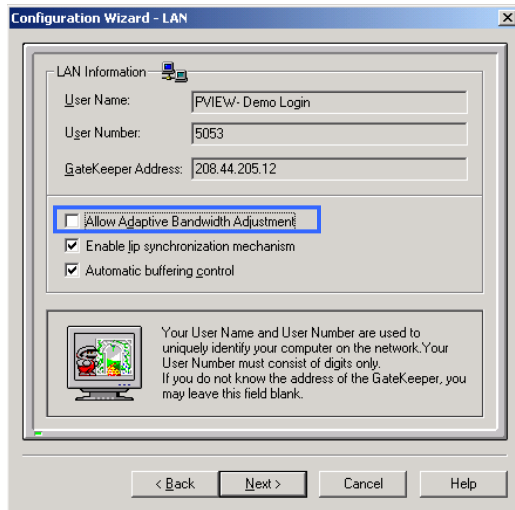
None  
On Board ISDN

The available communication interfaces depend on which options you purchased. If you are not sure of which interface to use, select On Board ISDN.

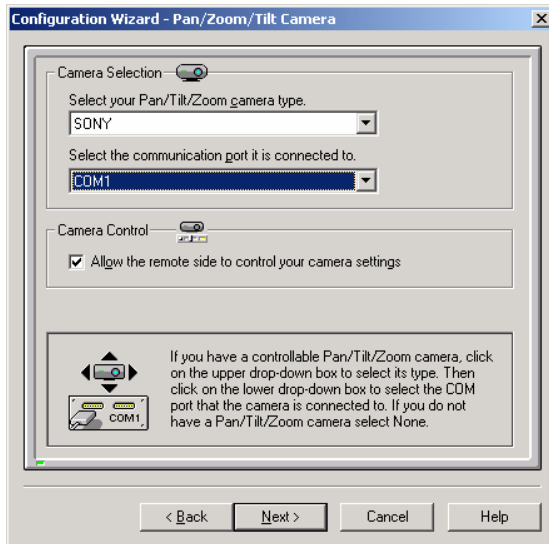
< Back Next > Cancel Help

- Click Next.

9. On the LAN Information page, make sure “Allow Adaptive Bandwidth Adjustment” is unchecked as shown below.

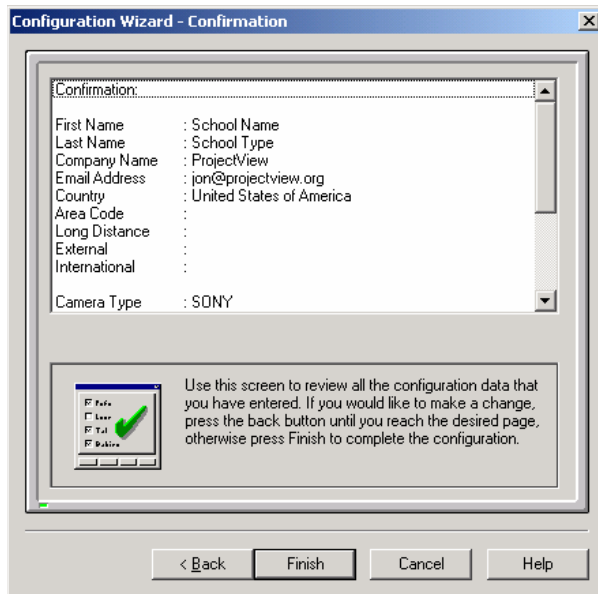


10. Click Next.
11. The Camera Selection page will differ depending on your camera type. You will either select “SONY”, if you have a black camera, “Canon VC-C4” if you have a silver camera and the communications port will be “COM1” for both. If you have an eyeball camera, select “None” for camera type.

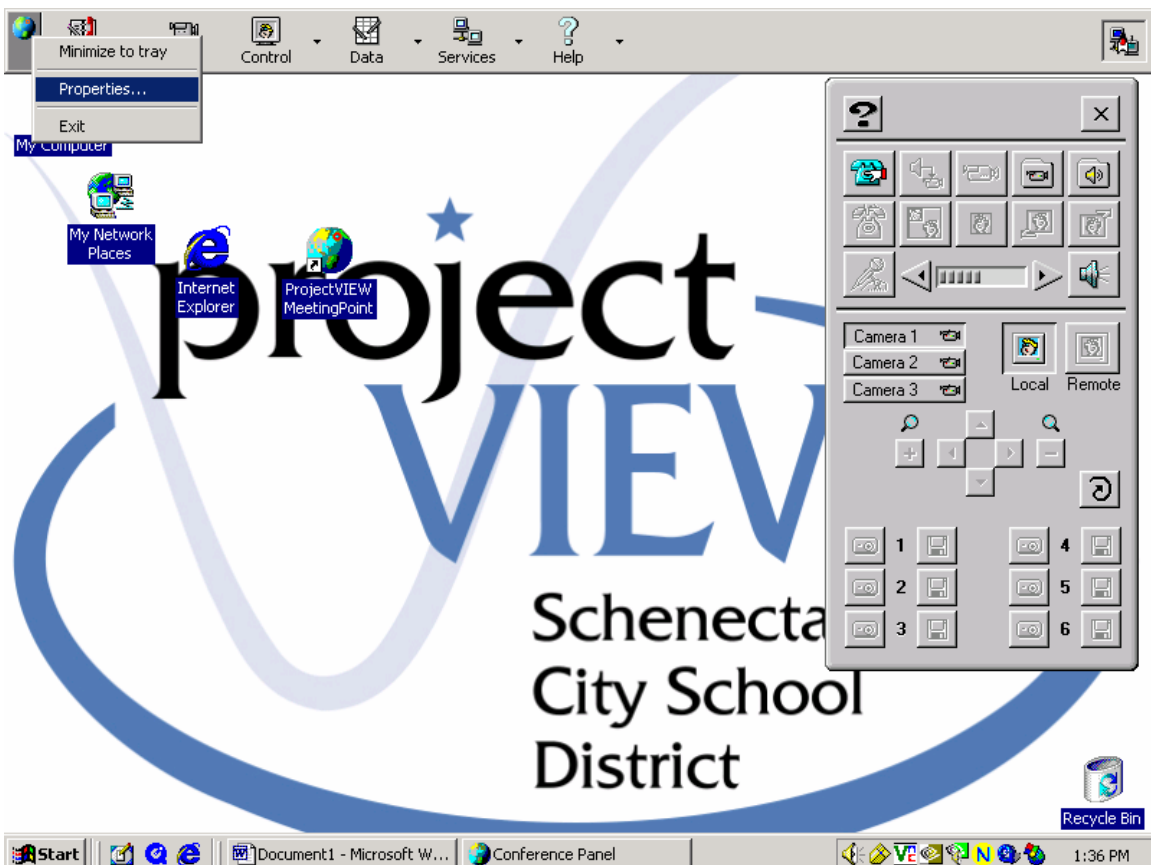


12. Click Next.

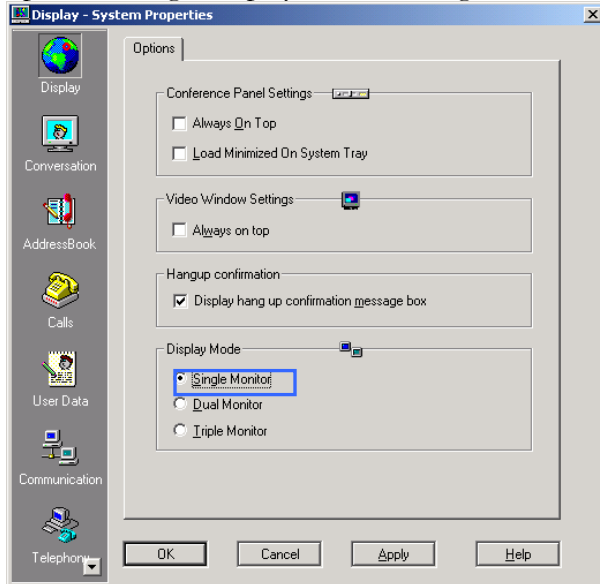
13. The last page in this series is just a confirmation page, you can click Finish.



14. Once you click Finish, the software will continue to load. Please note that your screen may look different then the one below. Once the software has loaded, right click on the upper left-hand corner and go to the Properties option.



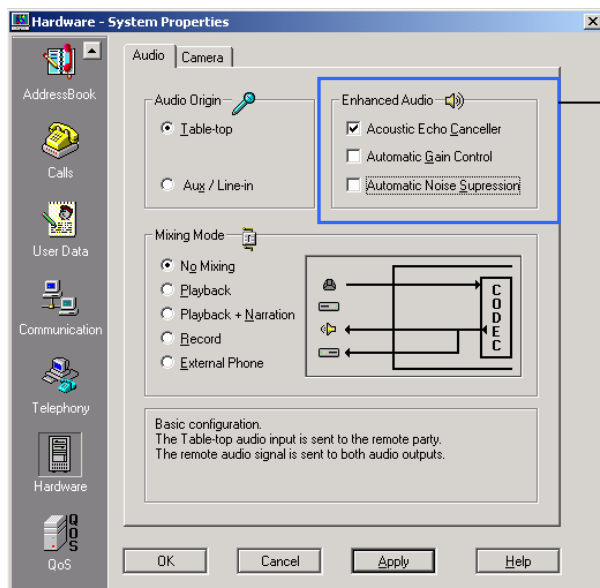
15. When the System Properties open, first select the Display button. Within these options change Display Mode to Single Monitor as shown below if it isn't already.



16. Click Apply after selecting Single Monitor. The below message is normal, click OK.



17. Click the down arrow to display more option buttons, select the Hardware button and then refer to the picture below to see what the settings should be.



For Enhanced Audio the only option that should be selected is Acoustic Echo Canceller.

18. Once your screen looks like the one above, click Apply and then OK. Next close out of the program by double clicking the upper-left hand corner. Once the program has completely shut down, re-open it. It will prompt you for a password, enter “view”, click Connect and the software should load and be ready for use!

If you have any difficulties or questions during this process please contact Jon Fisher at 518-858-3803 or Sal DeAngelo at 518-857-6041. Email addresses are [jon@projectview.org](mailto:jon@projectview.org) and [sal@projectview.org](mailto:sal@projectview.org), respectively. You can also submit a request for technical support by accessing our [Technical Support Request Form](#).