

Beam2Present – User Guide

Register an Account

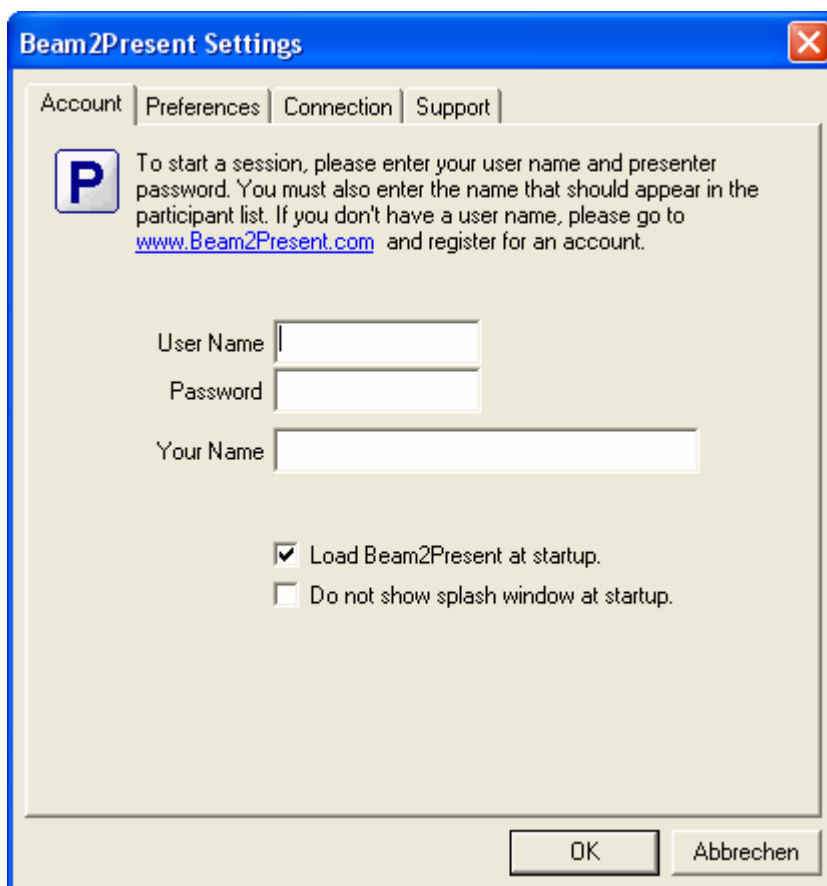
Beam2Present is a simple, fast, and easy-to-use desktop sharing software program that allows users to show their computer screens.

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.Beam2Present.com, click on Free Trial and fill in all required fields. You will receive a User Name and a Presenter Password by email. This information is needed to start sessions.

Install the Software

To download and install the Beam2Present software, go to www.Beam2Present.com, choose Download and click the link on that page. A security window will appear and ask: **Do you want to install and run Beam2Present?** Click **Run** or **Open** and the installation process will start.


When installation is complete, the **P** icon will appear in your system tray in the lower right corner of your screen, next to your computer's clock. Click on the **P** icon and select Settings. You will be asked to provide your **User Name**, the **Presenter Password**, and your name.



By default, Beam2Present launches automatically when you start your computer. Beam2Present will run in the background and will be available in the system tray to easily start a session with just one click.

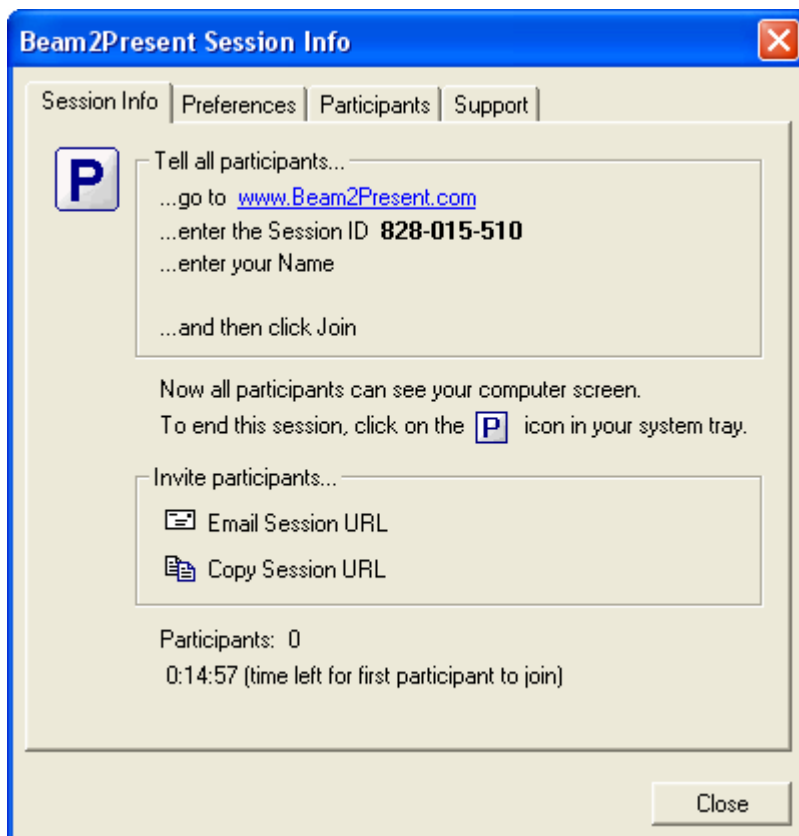
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Start a Session

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




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



Inform Guests

Call your guests and ask them to go to www.Beam2Present.com. Guests must enter the **Session ID**, the **Session Password** (if specified), and their **Name**, and then click **Join Session**.

You can also invite guests by email or instant messaging. Just click the  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 on the Session URL and automatically join your session.

The Session Info window also provides information about the number of connected guests and the time left for the first guest to join. If there are no connected guests, an active session will end after 15 minutes.

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Join a Session

To join a session, guests go to www.Beam2Present.com and click Join Session. Guests who received an email invitation or instant message with a Session URL can simply click on this URL to join a session.

Beam2Present uses latest **HTML technology** to connect guests. This ensures that guests can always connect, even if behind corporate firewalls and restrictive network settings.

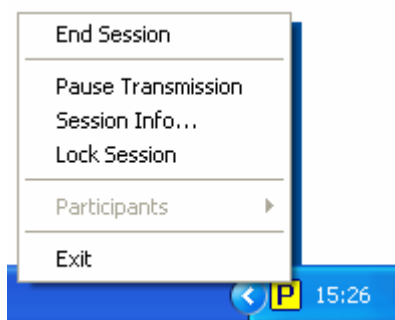
When joining a session, guests will be asked to enter the **Session ID** and their **Names**. If you password-protected your session, your guests will also be asked to provide a **Session Password**.

Session ID

Your Name

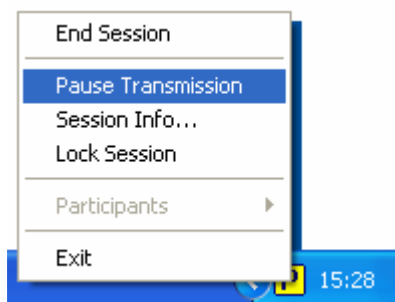
Manage a Session

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



Pause Transmission

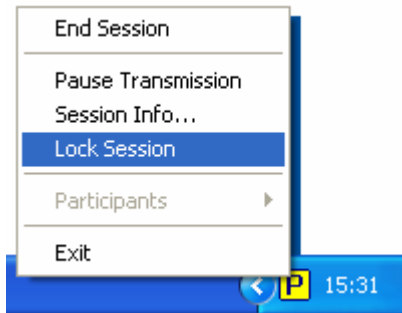
You can pause the transmission of your screen during a session in order to browse through confidential files or applications. While you pause the transmission, your guests will see a PAUSE signal and not receive screen updates. To pause, click on the **P** icon and select **Pause Transmission**. If you want to continue, click on the **P** icon again and select **Continue Transmission**.



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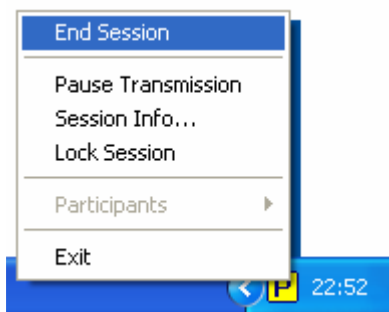
Lock Session

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 on the **P** icon and select **Lock Session**.



End a Session

To end a session, click on the **P** 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.



Change Preferences

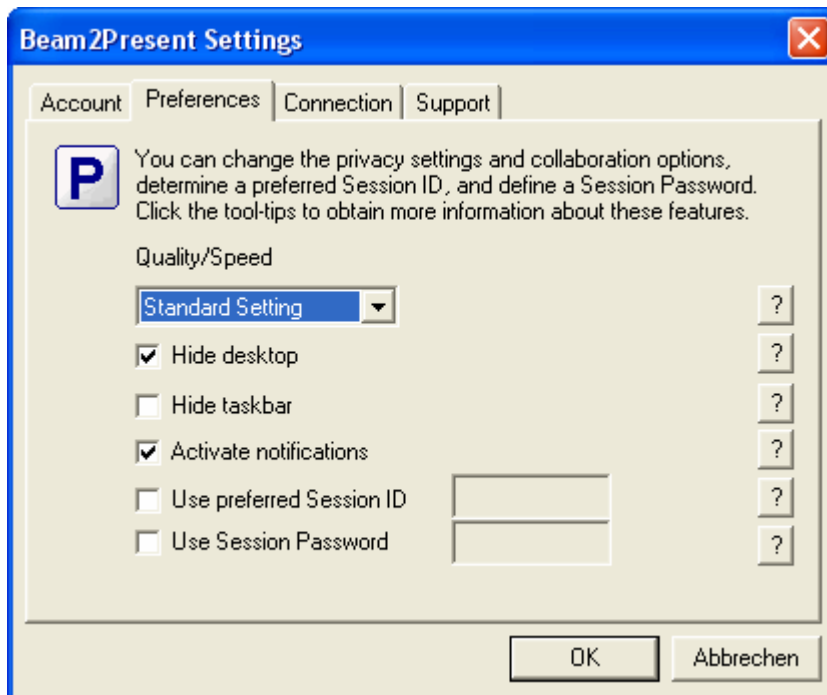
Beam2Present offers additional options that you can easily enable and disable. For example, you can hide your taskbar and desktop content during a session.

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 on the tool-tip next to each option.

We recommend using random Session IDs and Session Passwords for your sessions.

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My Account

To manage your account, go to www.Beam2Present.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.Beam2Present.com/FAQ

Email: support@Beam2Present.com

Chat: www.Beam2Present.com/Chat

Phone: +44-208-099-7855 (UK)
+1-310-439-3239 (USA)
+46-852-500-212 (Sweden)
+49-621-7001-9980 (Germany)