



Download Yugma,
manage your account,
host or join
Yugma sessions at
www.yugma.com

Reference Guide Yugma Professional

File & Actions

- Chat & Record settings
- Upgrade on the fly
- Invite via email
- Shared File Space settings
- Playback recorded sessions
- Annotations & whiteboard
- Change Presenter
- Share mouse & keyboard

Easy access icons

- See above

Host status

View the Host, current presenter,
and who is sharing mouse &
keyboard

Attendee list

- Double click to private chat
(if enable for session)
- Right click to select an action
for this attendee

Private chat

-Select Private Chat tab & double
click the desired attendee

Public chat

-Send message to everyone on
session (if enabled)

Easy Access Icons



Stop/Start
Display



Share
Mouse/
Keyboard

Change
Presenter

Shared
File
Space

Whiteboard
and
Annotation

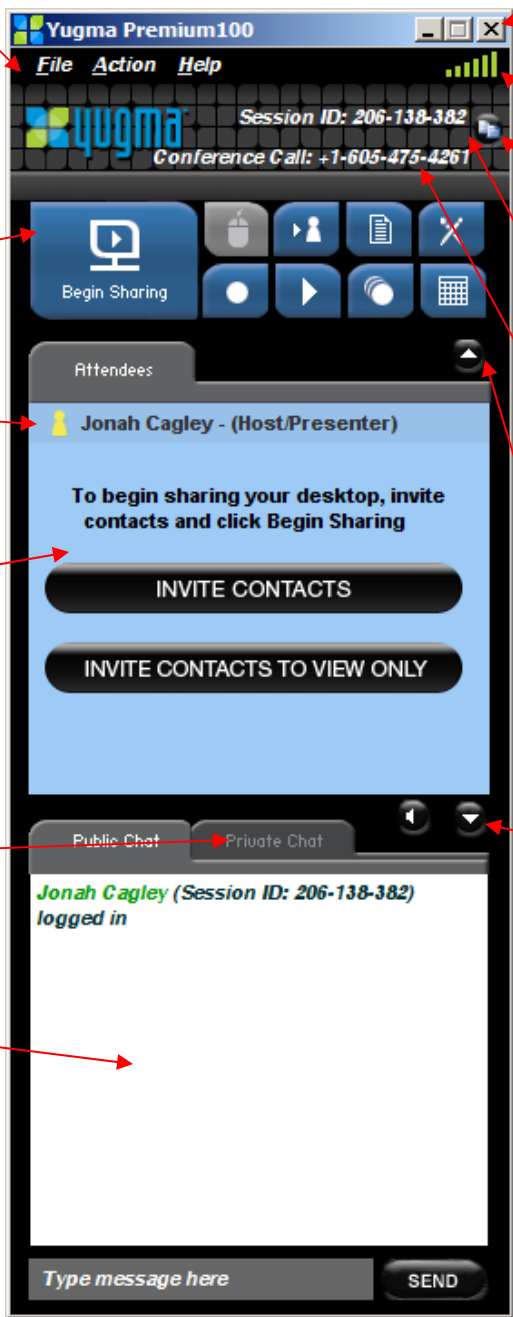


Start/Stop
Recording

Playback
Recorded
Session

Send
Recorded
Session

Schedule
Session



Minimize

Persistent/always on
(clicking the "X" minimizes
Yugma to your system tray)

Bandwidth meter

Copy Session URL or ID

Session ID

- Give this ID to people
you invite to your session

Telephone conference bridge

(if used)
- You can use your own
bridge or VoIP service if
you prefer (normal telephone
charges apply)

Show/Hide Buttons

- Handy when you have
larger meetings or lots of
public chatting

Yugma is...

- Instant
- Easy
- Secure
- Windows, Mac
and Linux
- Best Value

More information at
www.yugma.com/support/support.php



**Free Teleconferencing
+1-605-475-4261 (USA)**

Enter the Yugma Session ID or any unique 9-digit access code
(normal long distance rates apply)

Conference Touch-Tone Quick Reference

Host / Moderator Controls**

(There MUST be a moderator for any Yugma teleconference and the Moderator(s) must enter the conference call by pressing * followed by the Session ID and the # key)

- *3 -- Turn on/off music on hold
- *4 -- Help Menu
- *5 -- Lock or unlock the conference
- *6 -- Mute or Unmute Yourself
- *7 -- Change conference mode†
- *9 -- Enable or disable entry and exit chimes
- *0 -- Exit the conference
- *# -- Hear number of attendees in the conference

ATTENDEE Controls

(Attendees enter the conference call by entering Session ID followed by #)

- *3 -- Turn on/off music on hold
- *4 -- Help Menu
- *6 -- Mute or Unmute Yourself
- *0 -- Exit the conference
- *# -- Hear number of attendees in the conference

****NOTE: Upon starting your audio conference, please press '7' to select the desired Conference Mode.**

† Conference Modes:

Presentation Mode -

This mode automatically mutes members of the conference call, enabling conference attendees to listen without being able to speak to others on the conference. This mode works best with large groups of attendees for reducing background noise.

Q&A Mode -

This mode allows attendees to un-mute themselves, permitting a 'question and answer' or interactive session to be held during a conference call.

Conversation Mode -

This mode provides an open, un-muted conference in which all attendees can speak freely. This mode works best for small groups.

At any time during a conference, the conference Host can switch between Conversation Mode, Q&A Mode and Presentation Mode by toggling the "7" on the telephone keypad.

If you have any problems connecting to the Yugma Teleconferencing Service, please use one of our backup teleconferencing numbers by dialing +1-218-844-3366 or +1-218-486-3889.

For more information go to www.yugma.com and visit our Support Section