



## showtime user guide

let people see what you're talking about

### why showtime?

You know how useful conference calls can be. Now how about if you could do it with pictures? With Showtime, the all-new web conferencing service from Powwownow, that's exactly what you get. A web conference that allows you to chat, present documents and share your desktop with your fellow conference callers, all for free.

### using showtime

Like the Powwownow voice conference system, Showtime web conferencing is almost embarrassingly easy to use. It has all the facilities of more expensive web conferencing systems, but of course comes to you free of charge.

And with a little help from this guide, you'll be sharing documents, files, movies and more with friends and colleagues in no time. Just follow the step-by-step instructions detailed below.

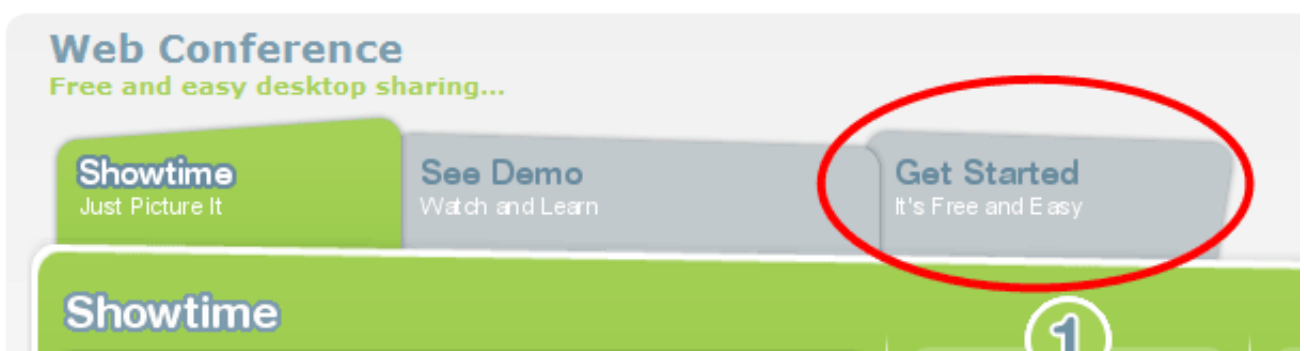
If you'd like an on-screen demo, just visit [www.powwownow.co.uk/ShowTime/Demo](http://www.powwownow.co.uk/ShowTime/Demo)

### getting started

Open your web browser and head to [www.powwownow.co.uk/Web-Conferencing](http://www.powwownow.co.uk/Web-Conferencing).



Click on the 'Get Started' tab in the middle of the screen.



If you don't already have a Powwownow PIN, you will need to complete the form and register.

Get Started

1

**Already registered with Powwownow?**  
Download and install the Showtime application for free now! [GO TO DOWNLOAD](#)

**Don't already have a Powwownow PIN?**  
Please fill out the form below and we will send you a PIN and password which can be used for both voice and web conferencing.

First name\*  Surname\*   
Company\*  Phone\*   
Email\*  Confirm email\*   
Password\*  Confirm password\*

How did you hear of Powwownow? \*

What type of mobile phone do you use for business?\*

Choose your personal PIN (6 digits)

I have read and agree with the [terms & conditions](#).\*

\* Required fields [REGISTER](#)

2 Download and install the Showtime application

3 Share your PIN and the website with your participants

Once registered, you're ready to download and install the free Showtime application.

Get Started

1

**Thank You for Registering!**  
We will be sending you an email with details on getting started, but why not try it out now? Your PIN, password and voice conference dial-in number are listed here. Simply download and install the Showtime application and share your PIN and the website with your participants.

**Dial-in number:**  
**Your unique PIN:**

[Back](#)

2 Download and install the Showtime application [DOWNLOAD](#)

3 Share your PIN and the website with your participants

If you already have a PIN you can go straight to the download page. Unless you are logged in to Mypowwownow, you will need to enter your email address and password for authentication.

Select your computer platform from either Windows or Mac.

Get Started

1 Register for a PIN

2 To download and install the Showtime application please choose your platform:

Download for Windows  Download for Macintosh

[DOWNLOAD](#)

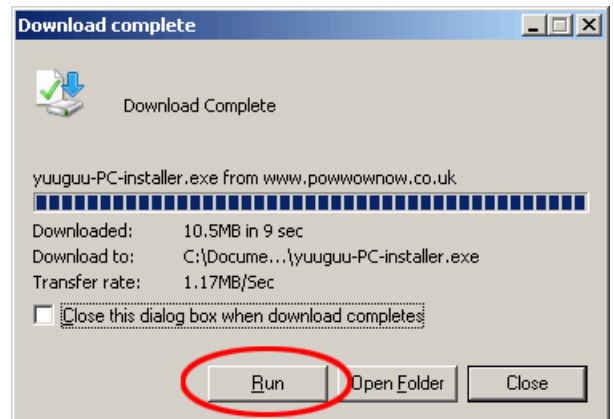
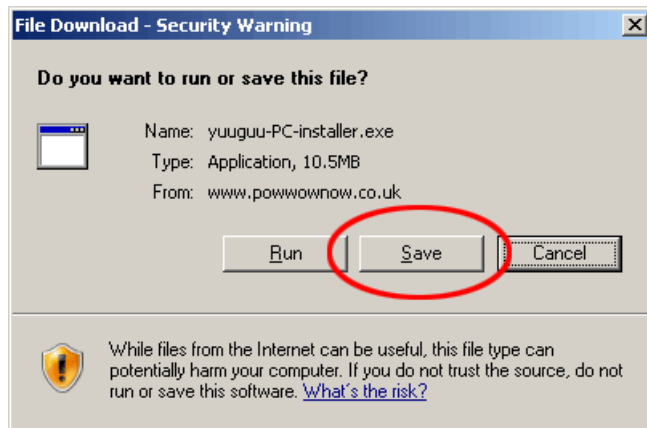
3 Share your PIN and the website with your participants

Click 'Download' to start the download.

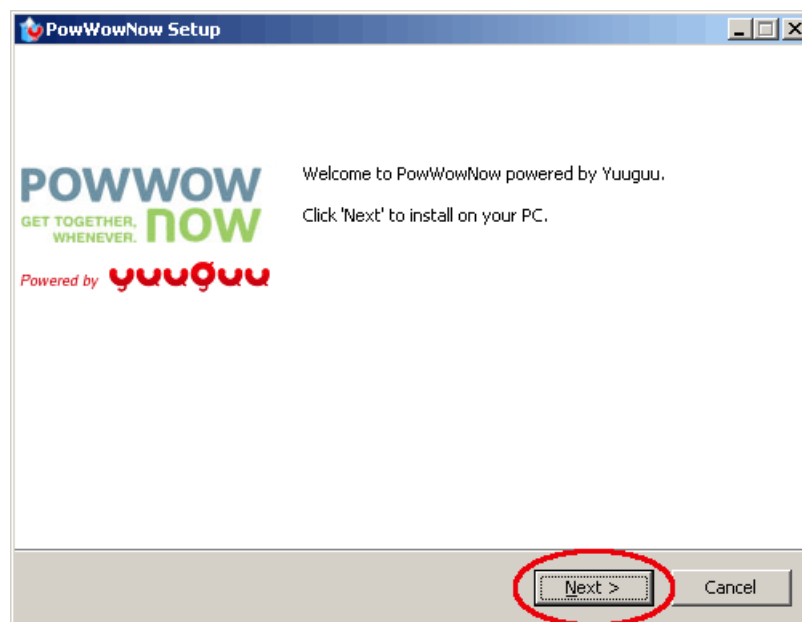
If a security warning pops up you may need to confirm that you wish to download.



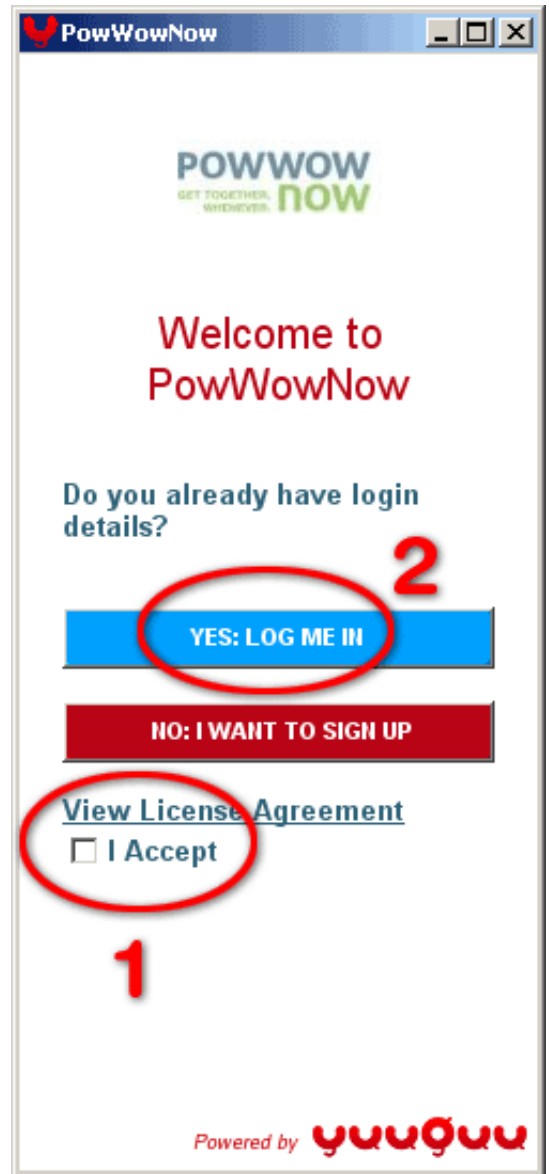
When the download starts, save the installer to your computer and then run it.



Follow the simple on-screen instructions to install the application on your computer.



Once Showtime is installed, the Startup window will appear.



Check the licence agreement and click the 'Login' button.

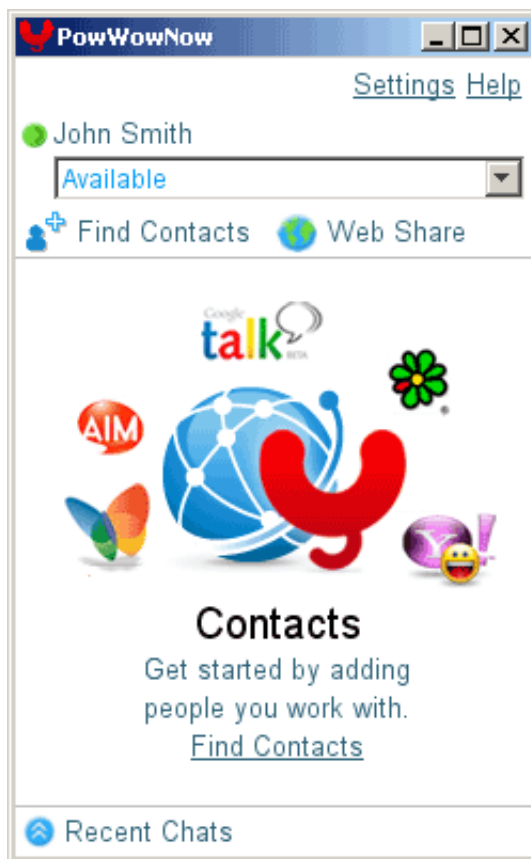
Enter your email and password again to log-in.

Email address:  
  
[Sign up](#)

Password:  
  
[Forgotten your password?](#)

Remember login details

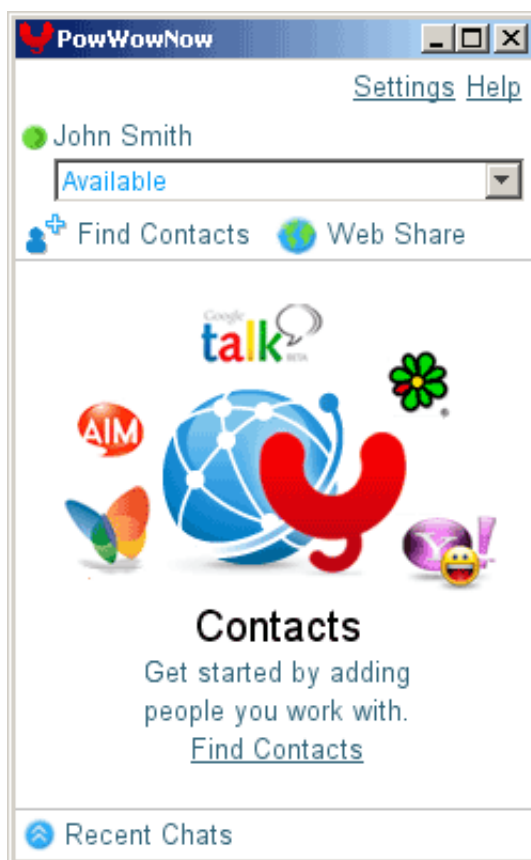
Showtime application's main window will appear.



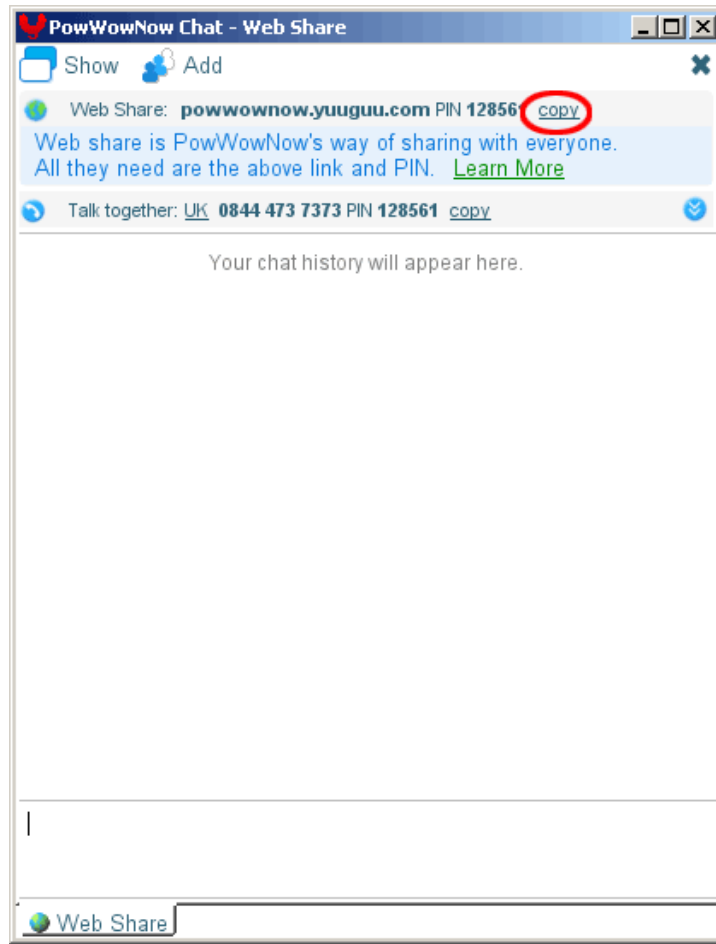
## inviting your participants

To begin, click on 'Web Share' in the main Showtime window.

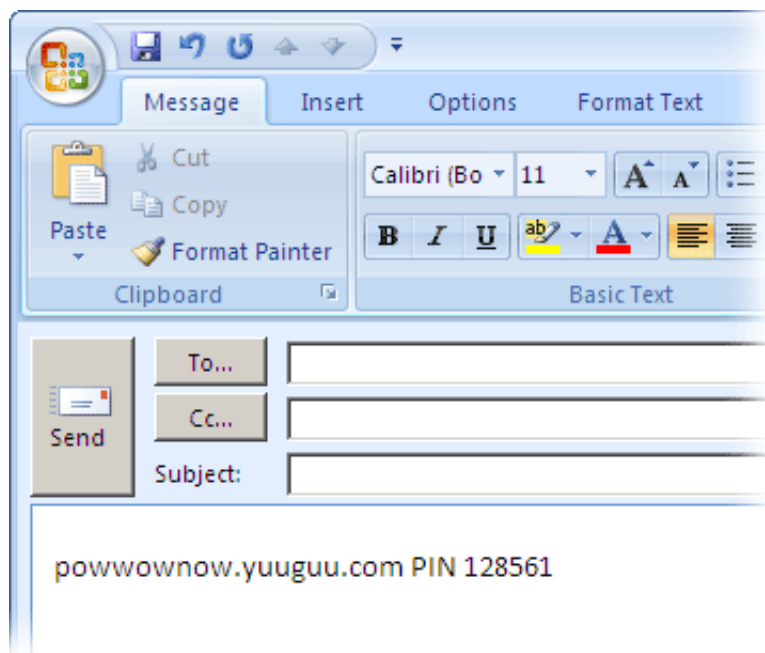
This will allow you to invite participants who are not yet registered with the service to join.



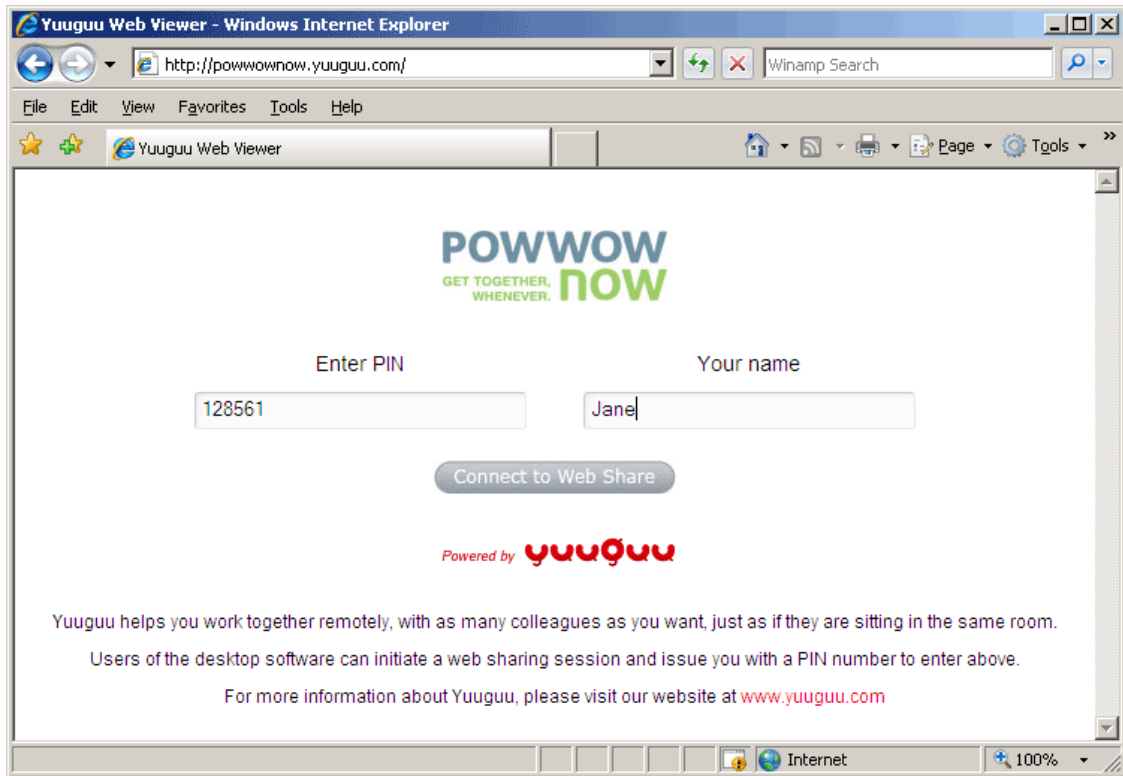
In the new window, click 'copy' next to the Web Share details.



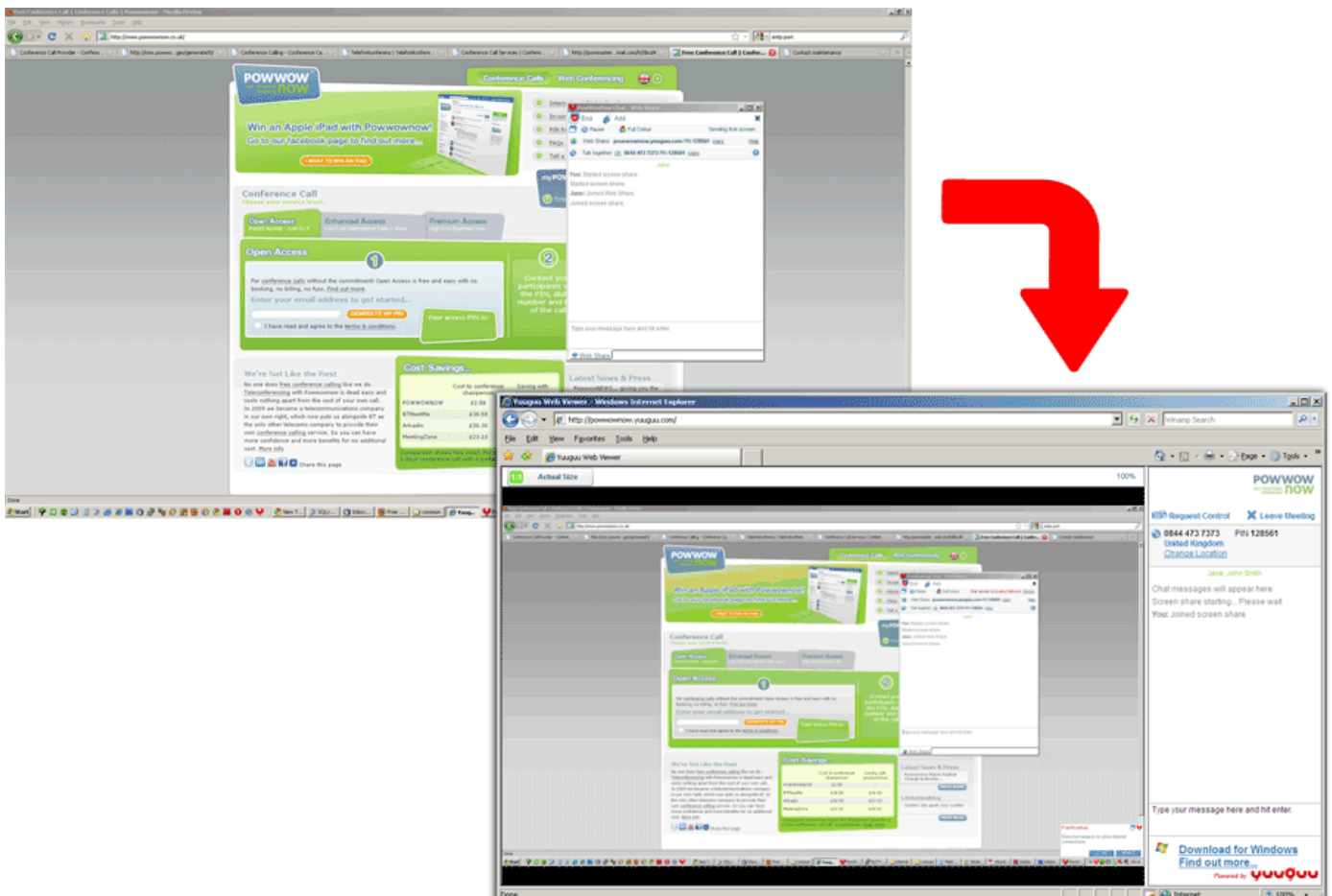
Paste the link into a new email message and send the message to the people you would like to invite.



All they have to do is click through to the URL and enter their name along with your PIN.

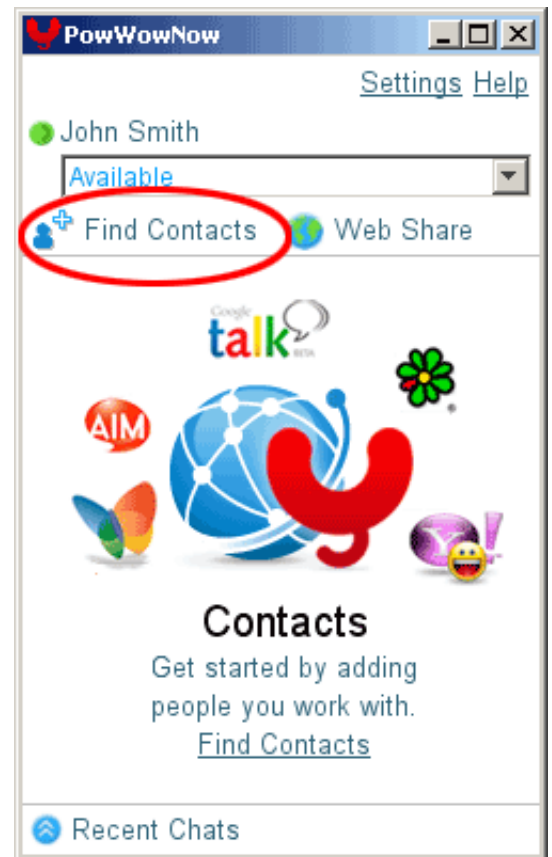


Once they have done this, you're ready to start screen sharing. The other participants will be able to see both your screen and cursor movements.



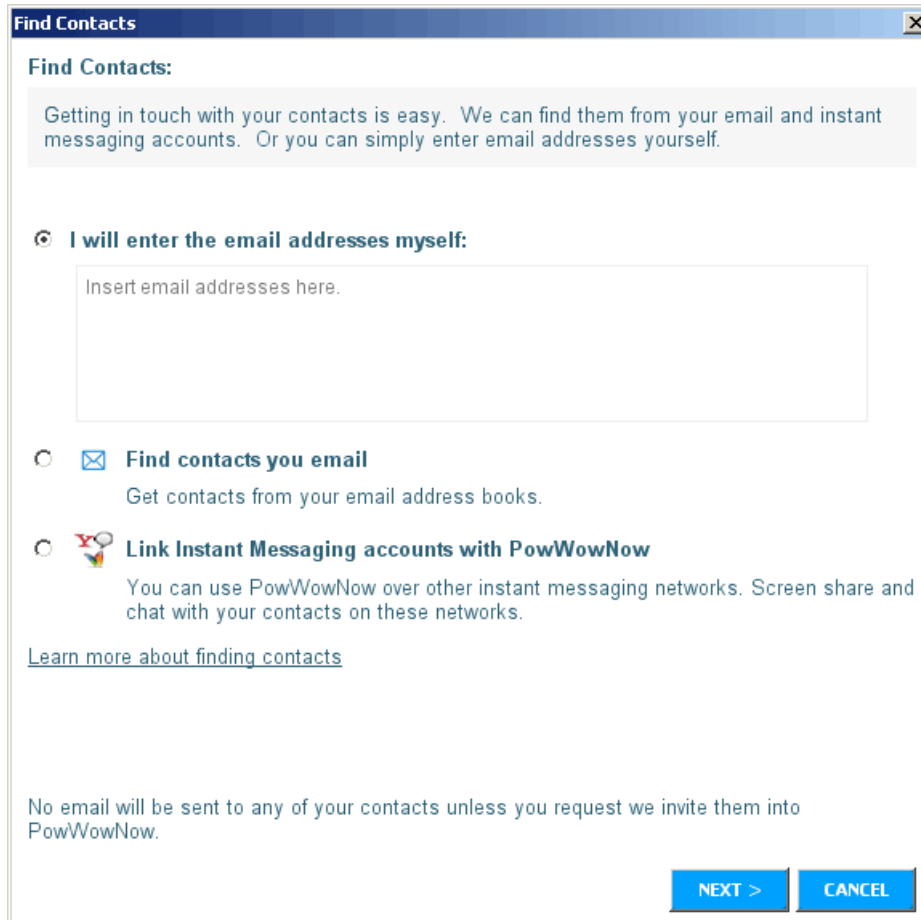
## adding users

Click on 'Find Contacts' in the main Showtime window.

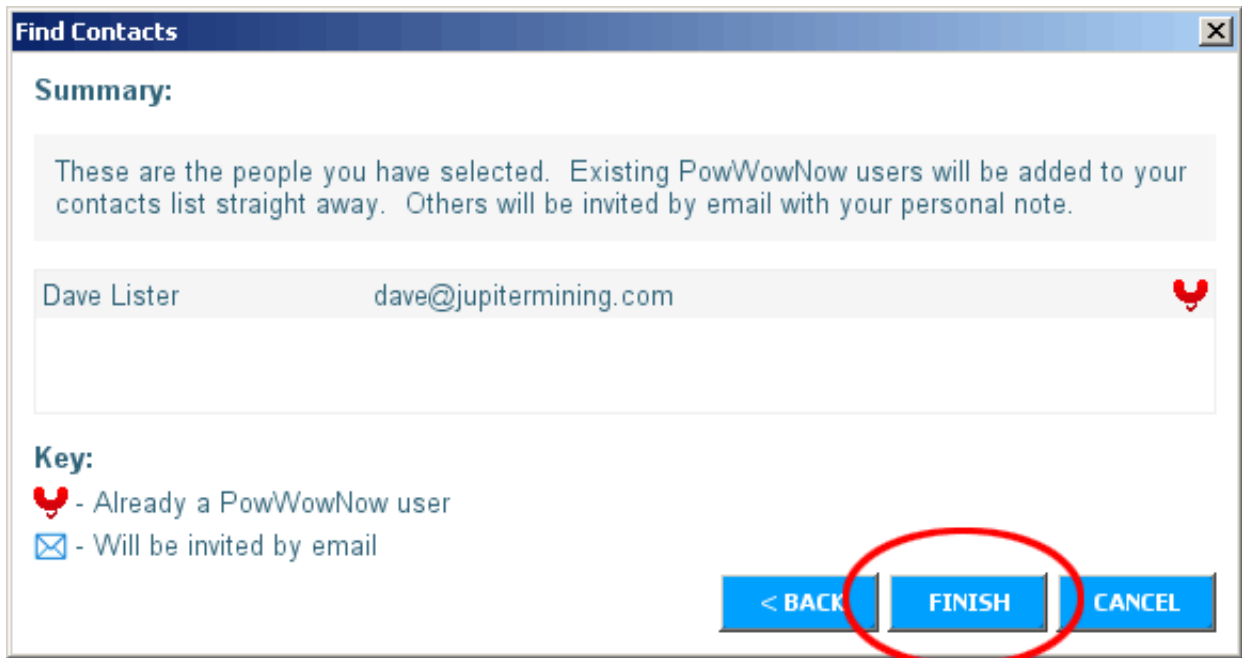


This will bring up the Find Contacts window.

You can add friends and colleagues from your email applications or enter their addresses manually.



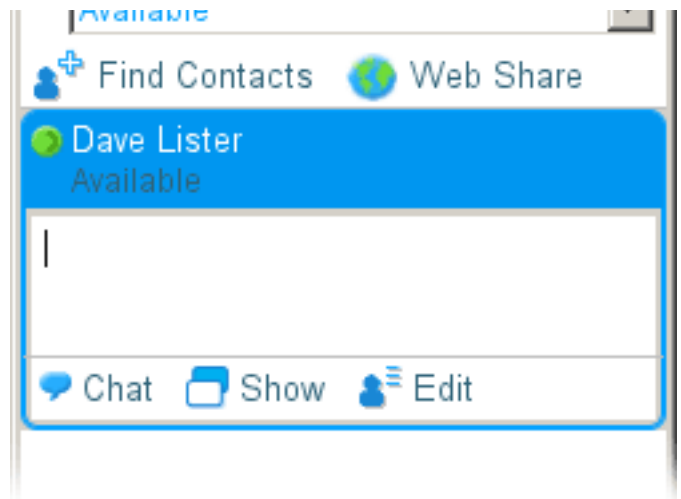
Once you have added your contacts, click 'Finish' .



Your contacts will now appear in the main Showtime window.



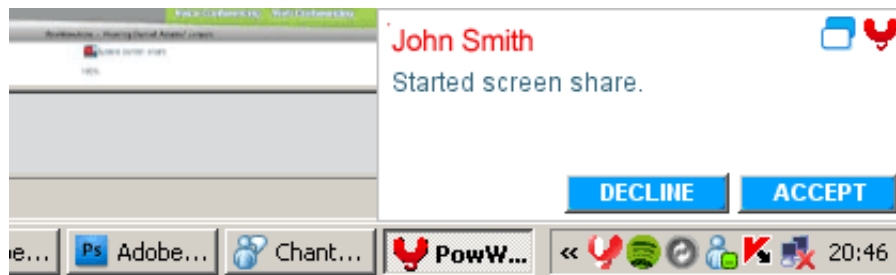
Double-click on a contact to connect and start chatting.



To share your documents, files, movies and more, simply click 'Show' in the main Showtime window.

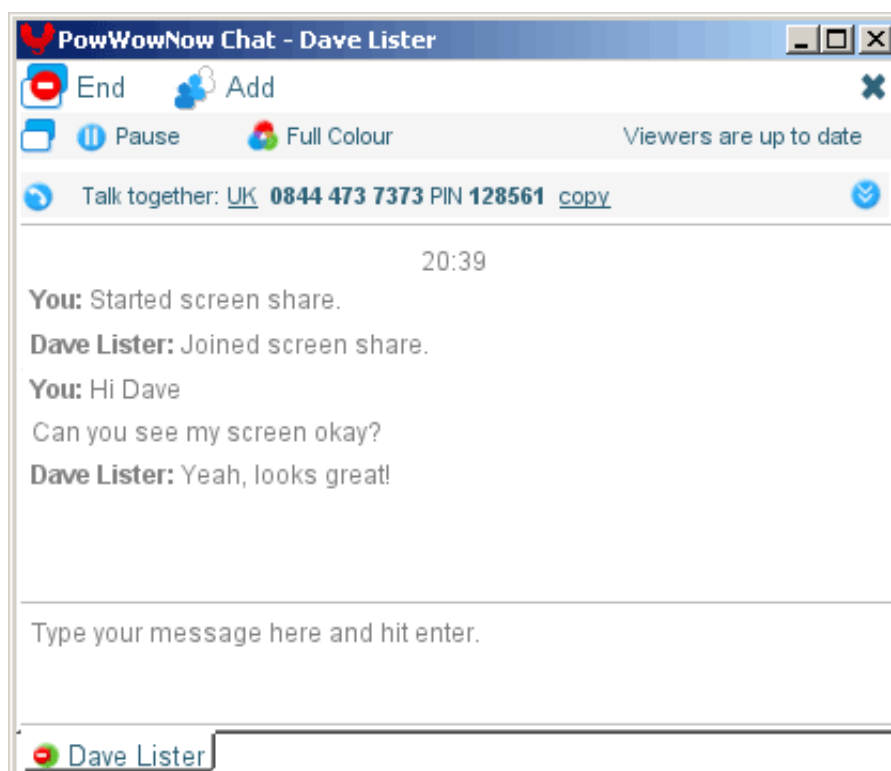


Once your contacts click 'Accept', a new window will appear.



You are now screen sharing.

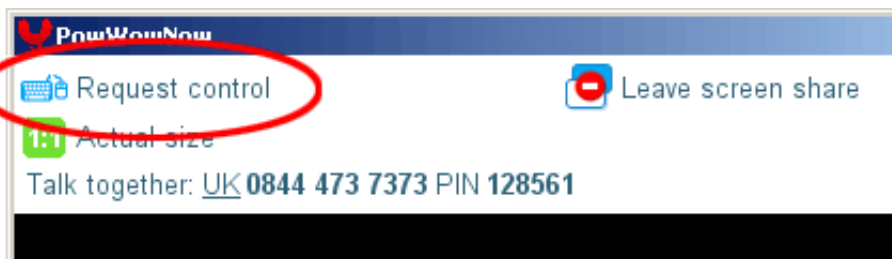
You can still communicate with other participants while sharing using the chat window.



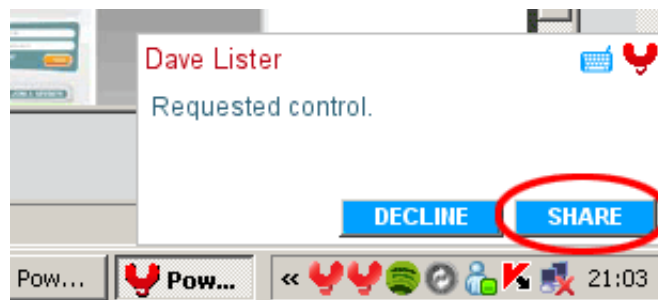
You can end the screen share at any time by clicking 'End' in the chat window.



If you want to allow another user to control the cursor movement on your computer, first click 'Show' then wait for the other user to accept and click 'Request Control'.



You will have to accept their request for control on your screen.



Now they can control the cursor and open files, folders, applications and even browser windows.

Control returns to you when your contact clicks 'Return Control' in their screen share window or when you click 'Retake Control' in your chat window.

