

**DRAKE**  
**picturetalk**  
meet at the speed of *click*



## READ ME FIRST

January 2009 Version 4.65





## README FIRST

### A. Setting up Drake PictureTalk

Once your Drake PictureTalk account has been created, you must install the Drake PictureTalk “client” (software for your computer’s hard drive) that allows you to be the Presenter during a meeting using our patented Drake PictureTalk Capture Frame.

1. Login with your Drake PictureTalk username and password

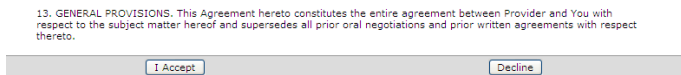


The default password for a new account is **changeme**. You will be changing that in.

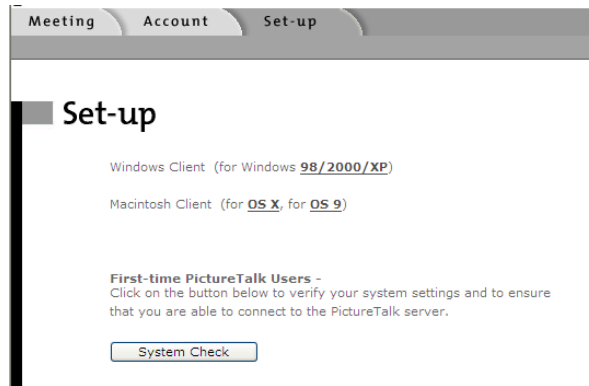
After you enter both your username and password, click **Go**. If you forget your username and/or password, click the “Forgot your username and/or password?” link on the page. You will be asked for the email address you associated with the account. Once you enter it, and click Go, your login information will be emailed to that address.

2. User License Agreement

The first time you log in, you will need to accept the User License Agreement before you can continue.



3. To begin, click on the **Set-up** tab.



4. Download and install the 'client'

Running Drake PictureTalk requires a one-time software download to your computer. Click the link for your operating system (**Windows** version or **Mac** version). **VISTA USERS PLEASE NOTE:** Drake PictureTalk does not run on Vista.

You will be asked if you want to place a shortcut under All Programs accessible from the Start Menu. You can use that shortcut to configure your firewall settings, change your personal info, edit your chat and quiz/survey questions and uninstall the application without logging in to your account.

**If the download fails,** you can download it manually:

- a) Click on 'Windows Client and choose 'Save Target As'
- b) Save the setup.exe to your desktop
- c) Go to the desktop and run the setup.ext file.

The software required to present the meeting will run normally and will not need to be run again. We also recommend that you add Drake PictureTalk.com as a trusted site (via your web browser, e.g., Windows Explorer).

5. System Check

The Drake PictureTalk 'client' will automatically perform a system check as part of the installation. If any items fail, call for support at **1.888.372.5273**. You can also run a system check manually by clicking the System Check button on the Setup Tab (see Step 2 above).

6. Using Drake PictureTalk

Once installed, you can begin scheduling meetings, sending invitations, and presenting. To get started, take a look at our QuickStart Guide.

7. Updates

Occasionally, changes will be made to the software that resides on your computer. Every time you log in to Drake PictureTalk, a check is done in the background. If your software is out-of-date, you will be asked if the newer version can be downloaded. Click OK, and it will be downloaded quickly and you can begin using Drake PictureTalk.

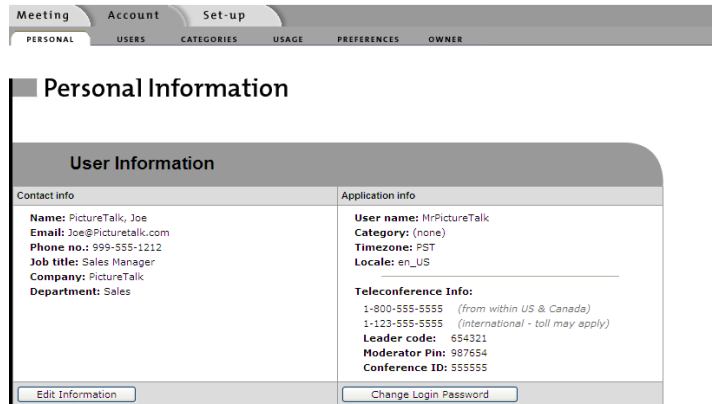
**B. Setting Up Your Drake PictureTalk Account**

Once you have installed the software and are able to present a meeting, you can configure your account to reflect your needs.

1. Change the default password

If you are not logged in, log in following the steps in 1A above.

Click the **Account** Tab, and then click the **Personal** tab.



You can change any of the information you see here by clicking on the **Edit Information** button. Click **Change Login Password** button and enter a new password into the **New Password** and **Confirm Password** fields.

**Personal Information**

Old password:

New password:

Confirm password:

(4-16 characters, alphanumeric only)

2. Create Categories                      Optionally, you can set up a category, for example, 'Sales', and assign users to a category.
  
3. Change your Preferences              Under the **Preferences** tab, you can change the look and feel of Drake PictureTalk by changing the color scheme.
  
4. Change Owner                              Under the **Owner** tab, you can change the owner of an account (in the event that the original owner has left the company or no longer needs Drake PictureTalk).