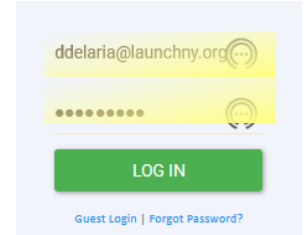
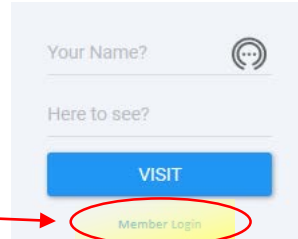


Quick Start Guide

1. Log in to your Virtual Office from laptop/desktop

Go to <https://vgi.io/launchnylpsummit>
Click "Member Login"
Enter the email address you registered with your password (below)



Your Password:

LP Members: **"Member"** Attendees: **"Investor"** Companies: **"Founder"**

Note: If you are a company CEO who is also an LP, use the LP password "Member"

2. If asked to set permissions for audio and video, select Allow.

3. Click On Your Headset

(You will need to turn this on in all rooms EXCEPT Presentations)



4. Open the "Heads Up Display" Summit Floor Plan

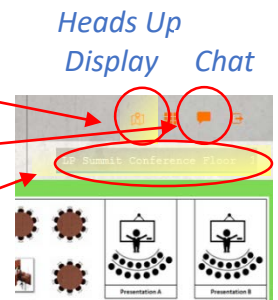
Click on Heads Up Display in upper right

Click Heads Up Display

5. See Who Is On Your Floor / At The Summit

Move your cursor over Offices and click the Chat icon
Then click the globe icon and choose Users or Channels

Choose Your Floor



Ready to Go to a Presentation or Company Exhibit?

1. Click on the Floor You Want to Visit

Most programming is on the attached **LP Conference Floor**

Visit the other floors available to you by clicking on the floor selections in the drop down menu

2. Move Your Cursor Over The Presentation Room, Exhibit, Or Any Other Meeting Area Or Right Click Or Control Click On A Person To Join Him Or Her In The Space You Want

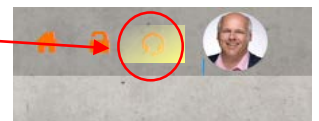
Click your cursor on any space on the floor plan that you want to visit – have a colleague meet you there

3. For Presentation Room

Click on the Zoom link you see on the presentation screen

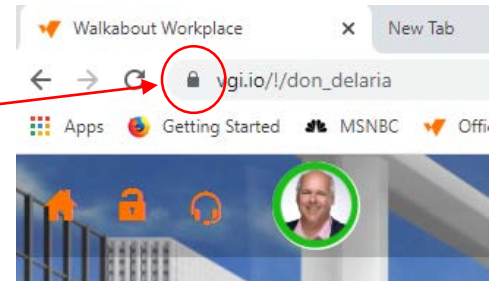
4. For Company Exhibits, Meet An LP/Investor Network Member, And All Other Meeting Spaces

Click your Headset icon at top left to arrive or leave



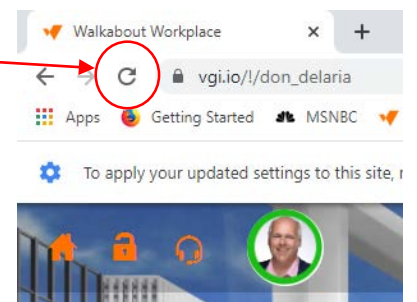
Resetting Video and Audio Permissions

1. **Reset Video & Audi Permissions:** If you did not allow video and audio permissions upon first entering the conference, you can reset your permissions by clicking the lock icon to the left of the URL menu bar on your Chrome browser.
 - a. Either click allow for both camera and microphone or,
 - b. Click site settings and then click allow for both camera and microphone



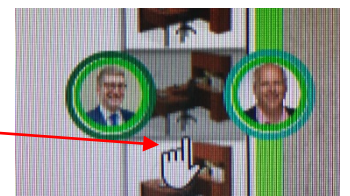
Screen Not Responding/Updating?

1. **Click refresh**



Having Trouble Clicking on a Space?

1. **If there are several participants in a space,**
 - a. Hover over a corner of the space not occupied by a person's photo and click when the space is highlighted in grey, or
 - b. Right click on a person's photo in the room you want to enter
 - c. If you do not have a mouse, hover over a person's photo in the room you want to enter and hold down the Ctrl key and tap your mousepad



Help Desk Support

Visit the Reception area with the Help Desk (event assistance) and Launch NY Investment Associate (LP and Investor Network information) on the Conference Floor along the left wall.

Or email: LPSummitHelp@launchny.org

Or call: 929-205-6099 - Meeting ID 923-945-58951#