



WINDOWS 2000, XP, AND VISTA USERS:

Step 1, Get Java: Open your web browser (either Internet Explorer or Firefox) and go to <http://www.java.com>. Download the newest version of Java by clicking on the green button labeled **Free Java Download** and following the instructions.

Step 2, Get Adobe Reader: If you don't already have Adobe Acrobat Reader (for viewing PDFs) installed go to <http://www.adobe.com> and download the newest version for free (8.0).

Step 3, Login: Go to <http://www.spinfusion.com> in your browser. Under "Momentia Scheduling" click the **Live Login (Scheduling)** link on the left. (See screenshot). You will be prompted for a **group name, user name, and user password** (see box below).

Step 4, Allow Pop-Ups: You will then be directed to a page that will check that you have the proper setup on your computer. To turn your pop up blocker off for this site, in your web browser go to **Tools, Pop-Up Blocker, Pop-Up Blocker Settings**. Either type in www.spinfusion.com and click **Add/Allow** or click **Always Allow Pop-Ups from this Site**. This needs to be done in order to view PDFs within the program. Click **Login** and reenter your login information.

MACINTOSH OS X USERS:

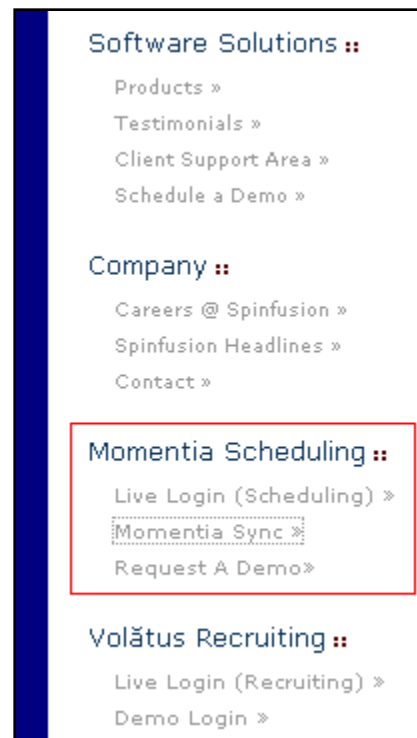
Macintosh installation requires an updated Java Runtime Environment, built into Mac OS X v 10.4. Go to <http://support.apple.com/kb/HT1338> if you need to update your system. Also, you will need a version of Adobe Reader (or other Mac software to view PDFs) see below. Go to <http://www.adobe.com> if you need a PDF viewer.

Step 1, Login: Go to <http://www.spinfusion.com> in your browser. Under "Momentia Scheduling" click the **Live Login (scheduling)** link on the left. (See screenshot). You will be prompted for a **group name, user name, and user password** (see box below).

Step 2, Allow Pop-Ups: You will then be directed to a page that will check that you have the proper setup on your computer. You need to add www.spinfusion.com to the list of "Allowed Sites" for all popup blockers. This needs to be done in order to view PDFs within the program.

Optional Syncing w/Outlook, iCal, Google Calendar, Palm Desktop and Palm Treo

Under Momentia Scheduling click the **Momentia Sync** link. (See screenshot). Enter your group name, user name and password (see box below). You will be directed to a page where you can choose which program you would like to sync with. Further instructions have been provide on the webpage. Download the appropriate program by clicking on the logo of your choice and following instructions.



Login Information (NOT case-sensitive)

<http://www.spinfusion.com>

FOR: Elizabeth Hamber

GROUP NAME: NDTO

USER NAME:

PASSWORD: