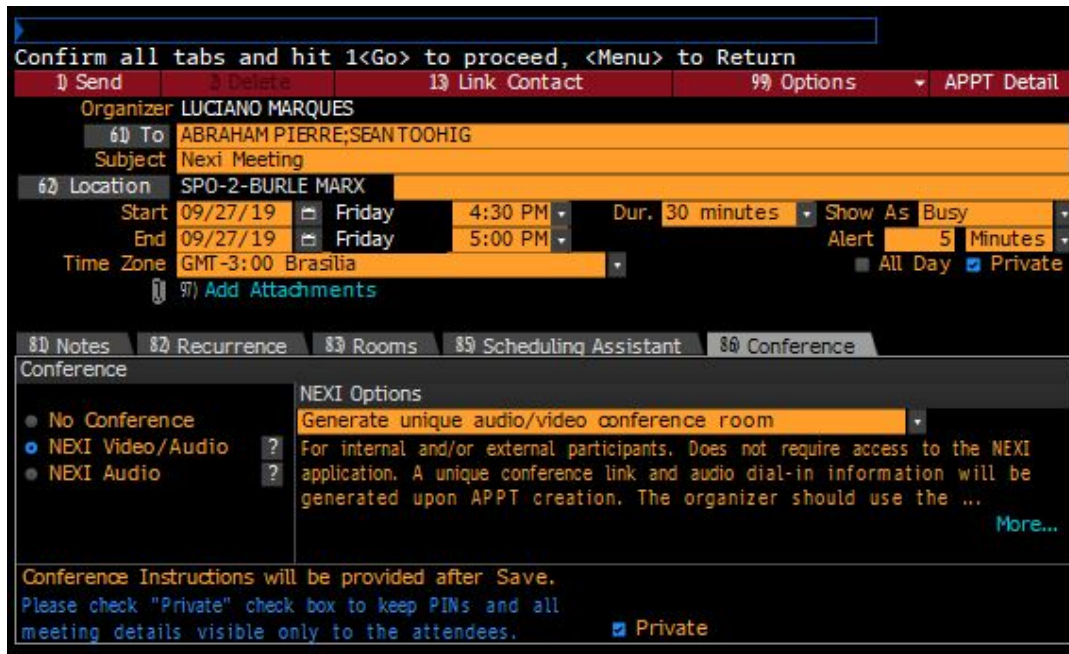


Create a Unique NEXI Invite

If you are having a large meeting and need to conference in all participants, you can use APPT to generate a unique PIN number:

1. Create an APPT on your Bloomberg Terminal as you would any meeting.
2. To generate a unique Pin number, select the *Conference* tab. By default, the tab is set to *No Conference*, but can be changed to select a conference with *NEXI Video/Audio* or *NEXI Audio*.
3. In *NEXI Video/Audio*, click the *NEXI Options* drop down menu and ensure the **Generate unique conference room** option is selected.



4. Additionally, click the **Private** check box to ensure that the PIN number and all meeting details are visible *only* to the attendees listed on the *To:* line.
5. Once your APPT is saved, the system will not only create the unique PIN number, but will share the PIN number and all meeting details with anyone you add in the *To:* line of your APPT.