

Unified Meeting

User Guide

Unified Meeting lets you quickly and easily bring people together for online meetings. You get audio, web and video conferencing in a single, proprietary system that integrates with everyday business tools, like calendaring systems and instant messaging. Starting and joining meetings is done with a click of the mouse as a service that we manage for you.

Reliable and secure, Unified Meetings allows you to present PowerPoint® slides, share applications, quiz and survey participants and show web sites—all with the same impact and results as in-person meetings.

Tips for a Successful Conference

Below are some helpful hints for conducting an efficient and productive Unified Meeting:

- Prepare in advance. To avoid meeting delays, take time before the conference to create and upload any resources you'll need for your meeting, such as presentations, surveys or quizzes.
- Enter the meeting early to ensure participants can access your meeting at the scheduled start time. Give yourself a few minutes to open the meeting room and make sure all necessary system components are loaded.
- When speaking, talk directly into either a headset or telephone receiver for optimal clarity.
- Mute all participants in non-collaborative meetings to minimize background noise.
- Be conscious of participant connection speeds, as they may vary. Allow time for transition between slides.
- For optimal application sharing performance, keep the number of open windows to a minimum.
- Use annotation tools and include polling and quizzes to promote interactivity.
- To help participants better understand and recall content, limit presentation materials to six or seven lines per slide. Use larger-sized fonts for legibility.
- Be sure participants download the Unified Meeting application prior to your meeting if they wish to use certain features such as presenter capabilities and desktop video.

Note: Your participants are not required to download the application to join your meeting.

Set Up

Start a meeting using your Outlook® or Lotus Notes Calendar or the Unified Meeting desktop icon. It's never been easier! Just follow the simple instructions below and you are on the way to your first unified meeting experience.

Note: Before proceeding with the following steps, please ensure that you have administrator rights to perform the download and installation.

DOWNLOAD AND INSTALLATION


- 1 Download Unified Meeting by going to www.meetingconnect.net/umgo.
- 2 Click **Download**.
- 3 Once the download prompt appears, click **Run**, then click **Next** on the subsequent screen prompts.
- 4 Select **I accept the terms in the license agreement** and click **Next**.

- 1 Enter your user login and password in the fields shown. Check the box if you want to use the Outlook Calendar tool and click **Next**.



- 2 Upon completing of download, check **Sign in to Unified Meeting** and click **Finish**.




- 3 Soon, you will see a Unified Meeting desktop icon  in your system tray. You have successfully installed Unified Meeting!

*Note: If you do not install the Outlook or Lotus Notes Calendar tools, click the Unified Meeting icon in your taskbar and select **Schedule a Meeting**. Follow the steps through the scheduling wizard.*

SET UP FOR INSTANT MESSENGER INTEGRATION

Quickly invite participants to your meeting using instant messenger. Unified Meeting is fully integrated with a variety of instant messaging programs.

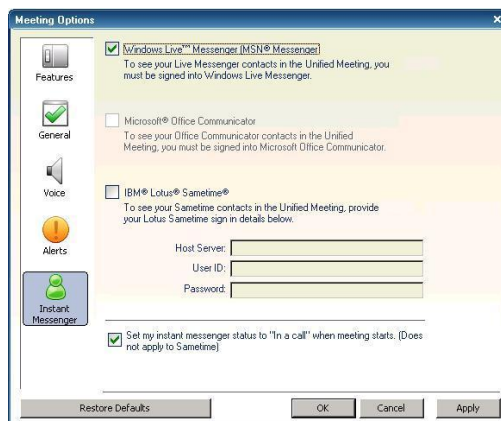
- 1 Once you have installed Unified Meeting, click the desktop icon  in your taskbar and select **Start Meeting**.



- 2 Click the Meeting drop-down menu and select **Meeting Options**.



- 3 Click **Instant Messenger**, then the corresponding check boxes to integrate with Windows Live Messenger and/or Microsoft® Office Communicator.



- 4 To integrate with Lotus Sametime, check the corresponding box and enter your host name, communication port, user ID and password. Click **OK** to save the setting.

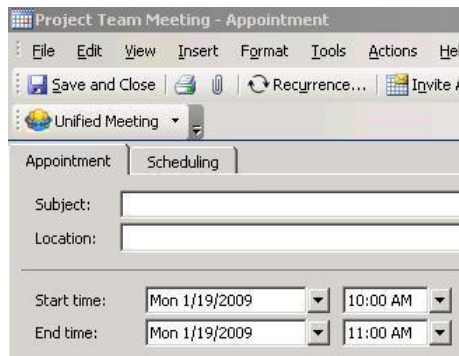


Note: Your instant messenger program must be running while performing the instructions above and to send invites to your Unified Meeting participants.

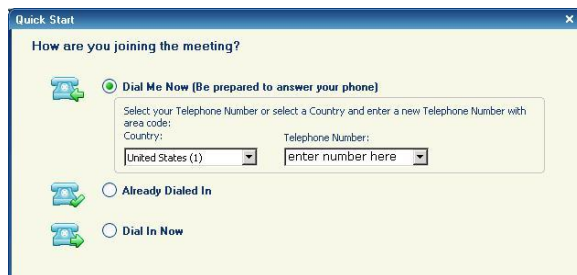
Schedule and Start Meetings

WITH MICROSOFT OUTLOOK

- 1 Open an appointment time in your Outlook Calendar, then click **Unified Meeting**. The meeting access information will appear in the body of the appointment.
- 2 Your Outlook meeting invite will be automatically populated with meeting access links for you and participants.



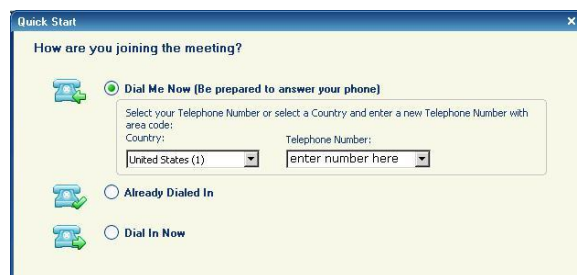
- 3 To join the meeting, the Moderator and Participants click their respective links to join the meeting.
- 4 Unified Meeting will prompt Moderators and Participants to enter telephone numbers to be automatically dialed or choose to dial into the meeting.
- 5 Unified Meeting then dials out to both moderators and participants to begin the meeting.




WITH IBM LOTUS NOTES

Open an appointment time in your Lotus Notes Calendar, then click **Unified Meeting**. The meeting access information will appear in the body of the appointment.

- 1 Your Lotus meeting invite will be automatically populated with meeting access links for the Moderator and participants.
- 2 To join the meeting, the Moderator and Participants click the respective link in the meeting invite
- 3 Unified Meeting will prompt moderators and participants to enter their telephone numbers to be automatically dialed or choose to dial into the meeting.
- 4 Unified Meeting then dials out to both the moderator and participants to begin the meeting.



Unified Meeting Icon

The Unified Meeting desktop icon  is automatically populated in your taskbar when you install the Unified Meeting application.




This user friendly tool can be used for:

- 1 Accessing scheduled or instant meetings with one-click.
- 2 Scheduling meetings.
- 3 Joining meetings.
- 4 Accessing the Conference Manager.

Start an Instant Meeting

MODERATOR

- 1 To start an instant meeting, click the Unified Meeting desktop icon  located in your taskbar and select **Start Meeting**.



- 2 Select how you would like to join the voice portion of your meeting in the first Quick Start menu and click **Next**.



- 3 Select what you would like to do first when your meeting starts (i.e., Show Presentation, Share Application, etc.) in the second Quick Start menu and click **Finish**.

Join an Instant Meeting

PARTICIPANTS

- 1 To join a meeting, click the Unified Meeting desktop icon located in your taskbar and select **Join Meeting**.



- 2 Enter the moderator's user login and click **Join Meeting as Participant**.
- 3 Enter your display name, select how you would like to join the voice portion of the meeting in the Quick Start menu and click **Join Meeting**.

Note: Moderators can also send a Quick Invite through instant messenger or email using the Quick Invite in-meeting shortcut toolbar. Participants simply click the link to join the meeting.

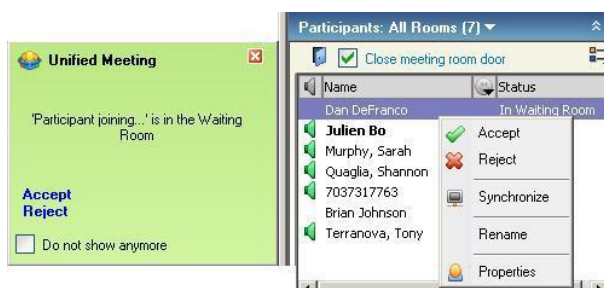
CONFERENCE SECURITY

Add further security to your meeting by closing the meeting room door.

Once the meeting room door is closed, the moderator can screen participants in the waiting room, and then provide them access to the meeting one at a time.



You will be notified of an incoming participant by the desktop icon prompt.



You can accept or reject an incoming participant by either:

- ✓ Clicking the corresponding link in the desktop icon prompt.
- ✓ Right-clicking the incoming participant's number/name.

Note: By default the door to the meeting is closed.

Voice Management

VOICE STATUS ICONS

The moderator can always see the voice status of the participants in the Participant panel.



| | |
|--|--|
| | <p>Standard voice icon</p> <p>The participant (or moderator) is currently in the main voice meeting room.</p> |
| | <p>Active speaker icon</p> <p>The participant (or moderator) is currently speaking, or it may indicate background noise coming from this line.</p> |
| | <p>Muted line icon</p> <p>The participant cannot be heard when his/her line is muted.</p> |

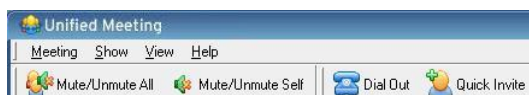
MUTE/UNMUTE PARTICIPANTS

Click the voice icon next to the participant's name to mute or unmute that participant.

To mute/unmute all participants at once, click **Mute/Unmute All**.

DIAL OUT TO PARTICIPANTS

Click **Dial Out** and the Dial Participant window will appear. Enter the name and telephone number of the participant to call and click **Dial**. (Be sure there are no spaces or invalid characters between the numbers).



You can also choose from your Address Book Contacts by clicking **Address Book**.

Dial Participant


Name:


Country: Phone Number:

Showing a PowerPoint Presentation

Moderators can easily show a PowerPoint presentation to participants using the web.

BEFORE THE MEETING

- 1 Click your desktop icon  and select **Enter Conference Manager**.
- 2 At the Conference Manager page, click **Resources** and select **Presentations**.
- 3 At the Presentation Upload page, click **Upload Presentation**.
- 5 Browse and select the file you want to upload, and then enter the presentation name.
- 4 Check **Convert slides to images (no animations)** if you are using PowerPoint 2007.



The screenshot shows a web form for uploading a presentation. It includes the following fields and options:

- Presentation Name:** A text input field containing the word "Presentation".
- Description:** A text input field containing the word "Marketing".
- Presentation File:** A text input field with a "Browse..." button to its right.
- Screen Resolutions:** A dropdown menu with three options: "1280 x 1024", "1024 x 788", and "800 x 600". The "1024 x 788" option is currently selected.
- Convert slides to images (no animation):** An unchecked checkbox with a note: "Use this option if your presentation is Unicode or if you have PowerPoint 2007® installed."
- Information icon:** A small 'i' icon in a box with the following text: "Multiple resolutions will be uploaded by default which allows for automatic scaling of your presentation. Select a single resolution to help increase upload speed. NOTE: Upload times vary based on the speed and strength of your Internet connection, file size and the number of resolutions you choose. 1024 X 768 is the most common resolution."
- Buttons:** "Upload Presentation" and "Cancel" buttons at the bottom right.

DURING YOUR MEETING

- 1 In the Show panel, select **Presentation** and choose your presentation from the drop-down menu. It will load automatically.
- 2 Click the slide preview thumbnails or use the forward and back buttons to navigate through your presentation.
- 3 Click the slide being displayed to proceed to the next slide.



*Note: You can also upload a presentation file here during your meeting. Simply click **Browse** and select the file you wish to upload.*

Share an Application or Entire Desktop

Share and collaborate on files and applications with your participants directly from your desktop.

- 1 In the Show panel, select **File or Application** and choose the application(s) you would like to show to participants.
- 2 All applications currently open will be listed. If the application you want to share is not listed, click **Browse** and select the file.
- 3 Maximize the application on your screen.
- 4 Check the application(s) to begin sharing.
- 5 Alternatively, click **Entire Desktop** to share all applications open on your computer. Everything on your screen will be visible to your participants.



Note: You can click the shared application to hide the moderator control panel. Simply click the Unified Meeting tab on the right-hand side of your screen for the control panel to reappear on top of the application.

GRANTING CONTROL TO PARTICIPANTS

Participants can be granted control to manipulate an application the moderator is sharing from their pc. This does not promote them to a presenter role, but allows them to edit the moderator's shared application.

To grant control to a participant:

- 1 Right-click the name of the participant you wish to grant control.
- 2 Select **Grant Control of Desktop / Application**.
- 3 The participant will receive a notification to take control by clicking her mouse.

To revoke control from a participant at any time, simply click your mouse.

PROMOTING PARTICIPANTS TO PRESENTER

Participants can be promoted to a Presenter during a meeting so they can share content from their own computers and push slides in Presentation mode. *

To promote a participant to Presenter:

- 1 Right-click the name of the participant you wish to promote.
- 2 Select **Promote to Presenter**.
- 3 The participant will receive a notification that he has been promoted to the role of Presenter.



To revoke control and demote a Presenter to participant, simply right click the participant's name and select **Demote to Participant**.

Note: Participants must install the Unified Meeting application in order to be promoted to Presenter.

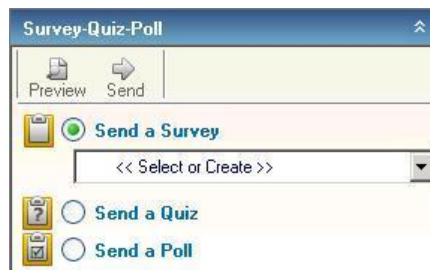
Enhanced Features

Utilize a variety of powerful features to make your meeting more interactive and enrich the experience.

SURVEYS/QUIZZES/POLLS

Gather feedback, test your participants' knowledge and get quick results with surveys/quizzes and polls.

- 1 Click the Meeting drop-down at the top of the meeting interface and select **Meeting Options**.
- 2 Check **Display Survey-Quiz-Poll** and click **OK**.
- 3 Select the survey, quiz or poll from the control panel and click **Send**.



REPORTS

Unified Meeting stores detailed reports from your meetings, with information on the duration of the meeting, number of participants, participant names and survey or quiz results.

- 1 Click the Reports tab in the Conference Manager to access meeting reports.
- 2 Select **Report** and **Export as CSV File**.

DESKTOP VIDEO

Easily broadcast your webcam video from your desktop into your meeting.

- 1 Click the Meeting drop-down menu at the top of the meeting interface and select **Enable Desktop Video**.
- 2 Upon meeting start, click **Broadcast My Video**.
- 3 Select the video device in the drop-down menu and click **OK**.

Note: You can also choose to broadcast video in a scheduled meeting by following Step 5: Resources tab in the Conference Manager scheduling wizard.

UPLOAD A PICTURE OR OTHER IMAGE TO BROADCAST IN A MEETING

- 1 In the Conference Manager, go to Resources, then Images.
- 2 Click **Upload Image** and follow the upload wizard.
- 3 During the meeting, to display the image, click the Meeting drop-down menu on the top of the interface. Select **Meeting Options**, check **Display Image**, select the image from the pull-down and click **OK**. The image will be displayed in the top of the meeting interface.

ARCHIVING

Extend the reach of your meeting by archiving it for future playback.

- 1 Click the Meeting drop-down menu at the top of the meeting interface and select **Record Archive**.
- 2 Name the archive and select **Voice** and/or **Web**.
- 3 Click **Record**. The web recording will begin immediately. The audio recording session will begin after you hear the voice prompt, "This session will now be recorded," followed by a beep.
- 4 Click **Stop** to end the recording.
- 6 After the meeting, you can find the archive in the Conference Manager, under Conferencing/Archives.
- 5 Retrieve your archive in the Conference Manager.

Note: Additional charges will apply.

Voice Conferencing

Unified Meeting integrates with Reservationless-Plus[®] to provide an on-demand audio conferencing solution that allows you to initiate a conference call 24/7 without the need to make a reservation or rely on an operator.

STARTING A RESERVATIONLESS-PLUS CONFERENCE CALL

- 1 Dial your Reservationless-Plus dial-in number.
- 2 When prompted, enter your conference code followed by #.
- 3 When prompted, press * to identify yourself as the leader, then enter your leader PIN followed by #.
- 4 Press **1** to begin your conference or press **2** to change your default conference options.
- 5 If the security pass code option is enabled you will be prompted to enter the pass code at this time.

JOINING A RESERVATIONLESS-PLUS CONFERENCE CALL

- 1 At the specified time, dial the Reservationless-Plus dial-in number provided by the moderator.

- 2 When prompted, enter the conference code followed by #.

AUDIO KEYPAD COMMANDS

Control your conference call with a touch of a button on your telephone keypad.

| | |
|-----------|--|
| *0 | Operator assistance - conference |
| 00 | Operator assistance - individual |
| *1 | Dial-out to a participant - moderator only |
| *2 | Begin/end conference record - moderator only |
| *3 | Change entry/exit method (recorded names, tones, silence) - moderator only |
| *4 | Private roll call |
| *5 / #5 | Mute/unmute all lines except leader's - moderator only |
| *6 / #6 | Mute/unmute your own line |
| *7 / #7 | Lock/unlock conference (including operator) - moderator only |
| *8 | Allow/disallow conference continuation - moderator only |
| *9 | Start/join sub-conferencing |
| 11 | Bypass hold music to enter leader PIN and start call as leader |
| *51 / #51 | Lecture mode on/off - moderator only |
| #99 | Disconnect all lines except leader's - moderator only |
| *# | Private participant count |
| ** | List available keypad commands |

Customer Service and Support

TECHNICAL SUPPORT AND ACCOUNT ASSISTANCE

| | |
|-------------------------------------|--|
| Technical support | 800.305.5208 or +1.303.267.1097 |
| Technical support during conference | <p>On your phone keypad: *0 (conference) or 00 (individual)</p> <p>On the web: Through the Unified Meeting interface: Help/Dial Customer Support</p> |