



# INTERCALL® VIDEO CONTROLS FOR MICROSOFT® OFFICE LIVE MEETING POWERED BY RADVISION

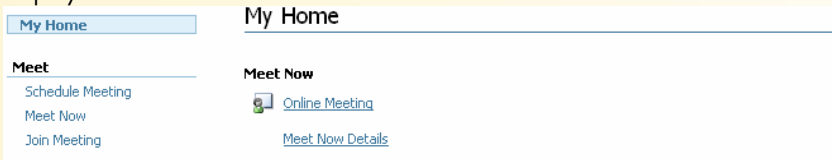
The Video Controls feature for Microsoft Office Live Meeting (Click to Meet) is an add-in component to Microsoft Office Live Meeting which enables live video during your meeting. This guide introduces Video Controls for Microsoft Office Live Meeting and walks you through setup.

## ▶ INTRODUCING VIDEO CONTROLS FOR MICROSOFT OFFICE LIVE MEETING

To enable a connection between Click to Meet and Live Meeting, you must add your video controls URL in the Live Meeting user interface. This section describes the URL configuration procedure. You must configure the URL both in the Meet Now Options page and in the Scheduling Meeting Options page.

### To configure the URL in the Meet Now Options page

1. Log in to Live Meeting and click **Meet Now Details** in the **My Home** page. The **Meet Now Details** page displays.



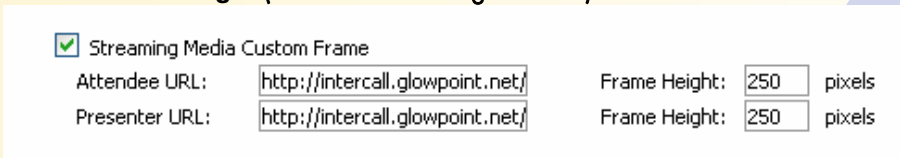
2. Click **Meet Now Options**. The **Meet Now Options** page displays.
3. Click **Additional Features** and scroll down to the **Streaming Media Custom Frame** option.



4. Check the **Streaming Media Custom Frame** checkbox and type the Video Controls URL (including the virtual room number for the required user) in both the Attendee and the Presenter field.

Note: The URL should be in the following format: `http://intercall.glowpoint.net/clicktomeet/mini?ID=XXXX` (XXXX is your virtual room number)

5. Enter a **Frame Height (recommended Height is 250)**



6. Click **OK**.



To configure the URL in the Scheduled Meeting Options page

1. Log in to Live Meeting and click **Schedule Meeting** in the **My Home** page. The **Schedule Meeting** page displays.

2. Click the **Meeting Options** button at the bottom of the page. The **Meeting Options** page displays.
3. Click **Additional Features** and scroll down to the **Streaming Media Custom Frame** option.

4. Check the **Streaming Media Custom Frame** checkbox and type the Video Controls URL (including the virtual room number for the required user) in both the **Attendee** and the **Presenter** field.

*Note: The URL should be in the following format: <http://intercall.glowpoint.net/clicktomeet/mini?ID=XXXXX> (XXXX is your virtual room number)*

5. **Enter a Frame Height (recommended Height is 250)**

6. Click the **Set as Default** button to use the same URLs each time you schedule a meeting.

*Note: Setting as Default means the video controls panel will appear in "every" meeting moving forward.*

7. Click **OK**.



### ▶ ACCESSING THE VIDEO CONTROLS USER INTERFACE

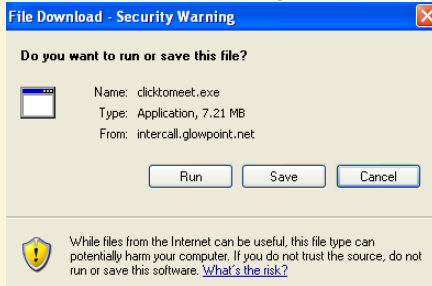
You access the Video Controls when participating in a Live Meeting session via the Live Meeting Custom Panel. This section describes how to access the Video Controls user interface.

#### To access the Video Controls user interface

1. Via the Live Meeting **Custom Panel**, click the Click here to install Click to Meet Client link. The **File Download** dialog box displays.



2. Click **Open** to run the clicktomeet.exe file for installing the Click to Meet Conference Client. Optionally, you may click the *clicktomeet\_tunneled.exe* file if your version of Click to Meet supports tunneling. After running the file, the Click to **Meet License Agreement** dialog box displays.



3. Select **I accept the terms in the license agreement** and click **Install**. The InstallShield Wizard installs Click to Meet Conference Client and the **InstallShield Wizard Completed** dialog box displays.





4. Click **Finish**. The InterCall Video Controls for Live Meeting login screen displays.



**Note:** If you cannot connect and the Click to Meet installation does not include tunneling, the system will prompt you to install the tunneling option and will try to connect you.

