



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

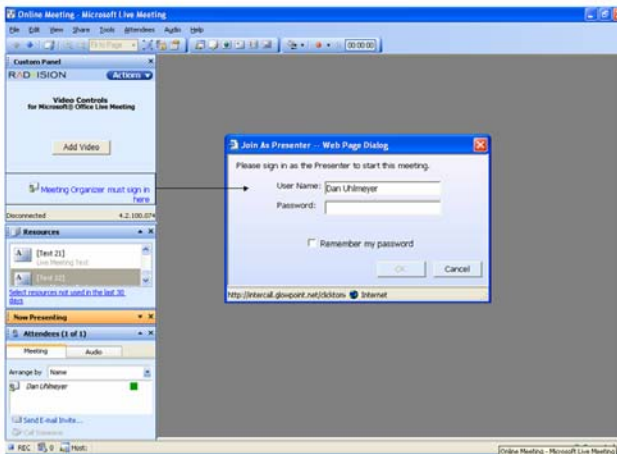
This Guide walks you through account login and basic settings.

▶ LOGGING IN AS A MEETING PRESENTER

This section describes how you log in as a meeting presenter.

To log in as a presenter

1. Click the Meeting Organizer must sign in here link.



2. Your user name displays in the **User Name** field. Type your password in the **Password** field and click **OK**.

Note Check **Remember my password** to automatically sign in when you click the Meeting Organizer must sign in here link in the login screen. Your user name will display in the format Meeting Organizer must sign in here (your user name). The live conference view displays.

Viewing Status Icons

The following status icons display in the presenter live conference view:

- Meeting Presenter indicator—indicates that the current participant is the Meeting Presenter.



- Layout synchronization indicator—indicates the status of the **Synchronize Layouts** option.



- Network icon—Click to display the **Local** tab in the **Current call** section of the Click to Meet Conference Client Control Panel. For more information, see Viewing Endpoint Bandwidth Information on page 31.



Note: A tool tip on the network icon indicates the current send/receive rates, and whether or not tunneling is enabled. The tool tip is automatically updated approximately every 2 seconds.

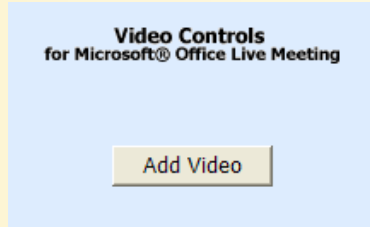


▶ LOGGING IN AS A MEETING ATTENDEE

This section describes how you log in as a meeting attendee.

To log in as an attendee

Click the **Add Video** button.



Note: A Video Controls session can start only when the presenter is connected. When the presenter is not yet connected, attendees are displayed in a "lobby" view. Attendees remain in the "lobby" until the presenter connects and starts the meeting. In the lobby view, no audio or video interaction with other meeting participants is possible. When the presenter connects and starts the meeting, attendees are automatically moved to the live conference view.

▶ ENABLING AUTOMATIC LOGIN

This section describes how meeting presenters can enable the Video Controls automatic login feature.

To enable automatic login

1. Your user name displays in the **User Name** field. Type your password in the **Password** field.
2. Check the **Remember my password** option and click **OK**. The next time you access the login screen, your user name will display in brackets in the Meeting Organizer must sign in here link.



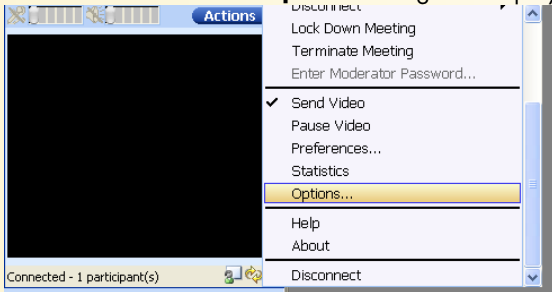


▶ DISABLING AUTOMATIC LOGIN

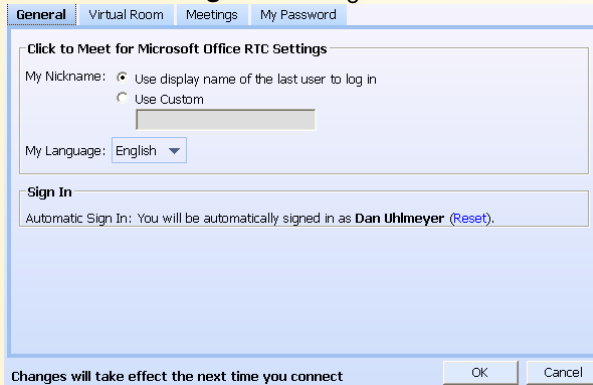
This section describes how meeting presenters disable the Video Controls automatic login feature.

To disable automatic login

1. In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **General** tab of the **Options** dialog box displays.



2. Click the (Reset) link. The **Automatic Login** text changes to “No automatic login is setup.”



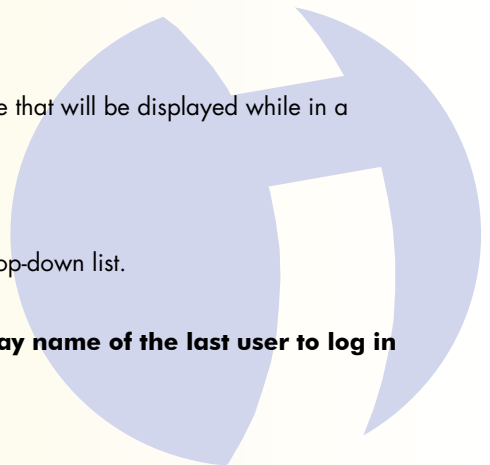
3. Click **OK**.

▶ DEFINING YOUR NICKNAME

This section describes how meeting presenters and attendees can define the name that will be displayed while in a meeting.

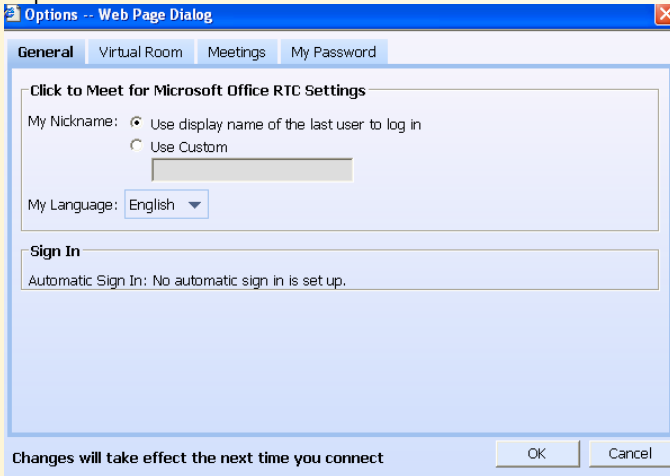
To configure a nickname

1. In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **General** tab of the **Options** dialog box displays.
2. To configure your current user name as your nickname, select the **Use display name of the last user to log in** option.





- To configure a nickname that is different from your current user name, select the **Use Custom** option and type the required name.



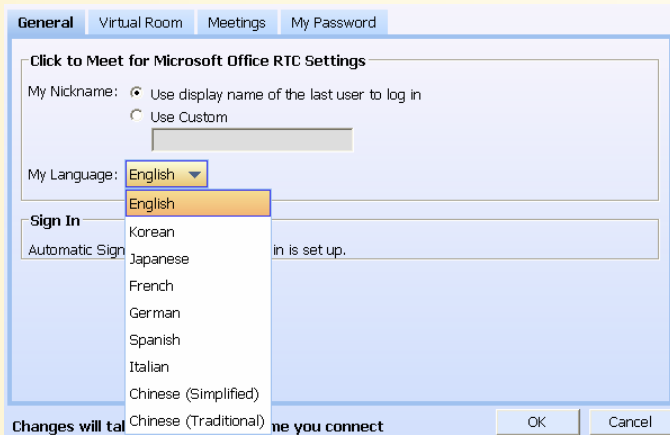
- Click **OK**. The changes will take effect the next time you log in.

▶ CHANGING THE DEFAULT LANGUAGE

This section describes how meeting presenters and attendees can change the default language of the Video Controls user interface.

To change the user interface language

- In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **General** tab of the **Options** dialog box displays.
- To change the user interface language from English, select the required language from the **My Language** drop-down list.



- Click **OK**. The changes will take effect the next time you log in.



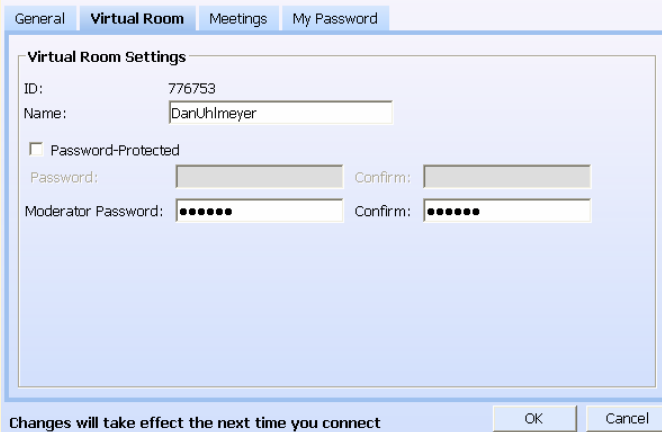


▶ VIEWING VIRTUAL ROOM SETTINGS

This section describes how meeting presenters and attendees can view the virtual meeting room settings of a meeting.

To view virtual room settings

1. In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **Options** dialog box displays.
2. Click the **Virtual Room** tab. The **Virtual Room** tab displays.
3. View room ID and name settings in the **Virtual Room Settings** section.



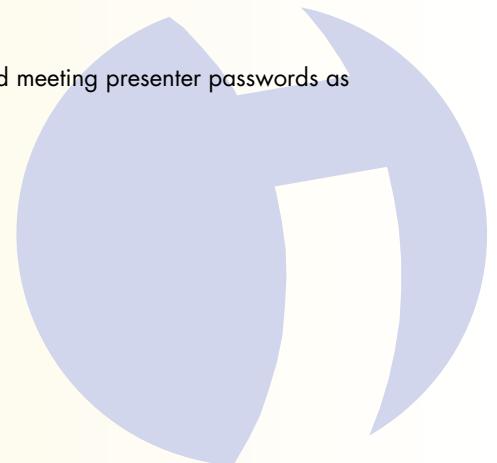
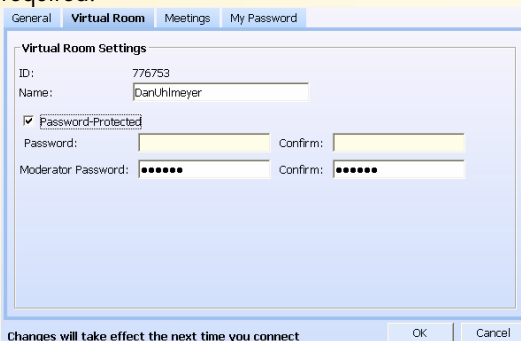
4. Click **OK**. The changes will take effect the next time you log in.

▶ ADDING PASSWORD PROTECTION TO YOUR MEETING

This section describes how meeting presenters and attendees can add password protection to a meeting.

To add password protection

1. In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **Options** dialog box displays.
2. Click the **Virtual Room** tab. The **Virtual Room** tab displays.
3. Check the **Password-Protected** option to define and confirm attendee and meeting presenter passwords as required.



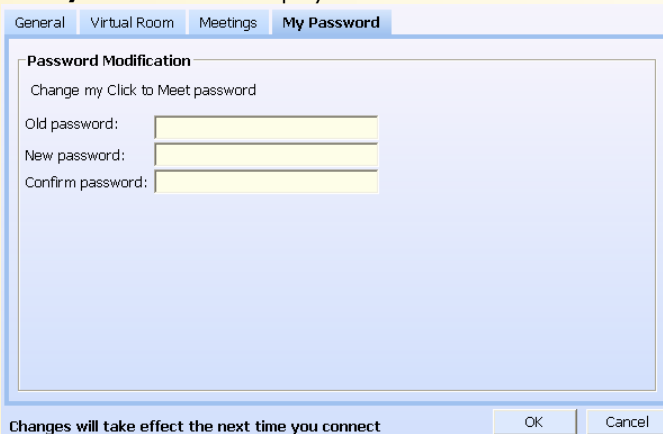


▶ CHANGING YOUR PASSWORD

This section describes how meeting presenters and attendees can change their Video Controls password.

To change a password

1. In the login screen, click the **Actions** button and select **Options** from the drop-down list. The **Options** dialog box displays.
2. Click the **My Password** tab. If you have not yet logged in, you will be prompted to type your current password. The **My Password** tab displays.



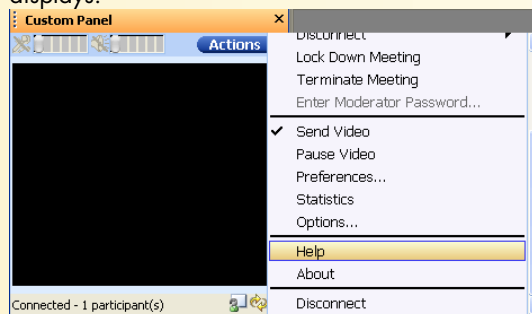
3. Type your old and new passwords, confirm the new password, and then click **OK**. The changes will take effect the next time you log in.

▶ VIEWING THE VIDEO CONTROLS HELP

This section describes how meeting presenters and attendees can access the Video Controls Help.

To access Video Controls Help

In the login screen, click the **Actions** button and select **Help** from the drop-down list. The Video Controls Help displays.





▶ VIEWING THE VIDEO CONTROLS HELP

This section describes how meeting presenters and attendees can view licensing and version information about Click to Meet.

To view licensing and version information

In the login screen, click the **Actions** button and select **About** from the drop-down list. The **About** dialog box displays.

