



Microsoft® Office Live Meeting Video Controls



For more information:
800.374.2441
www.intercall.com

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 comprehensive guide introduces Video Controls for Microsoft Office Live Meeting and walks you through each setting.

System Requirements

OS and Software Requirements

- + Microsoft Windows Operating systems
- + Windows 2000 Professional
- + Windows XP Professional Edition
- + Windows XP Home Edition
- + Microsoft DirectX 8.1 or later should be installed capabilities.
- + Microsoft Internet Explorer Version 6 or higher

Hardware and Configuration Requirements

Best quality video and audio (QCIF at 30fps with 4 to 6 videos opened; CIF at 15fps, 1 to 3 video windows open)

- + Pentium 4, 1.5-2.53 GHz, 256- to 512-MB RAM (Windows XP)

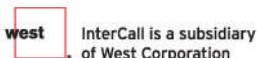
High-level video, audio and presentation (QCIF at 15 fps with 4 video windows open; CIF at 15 fps, 1 or 2 video windows open)

- + Pentium III, 800 MHz, 256-MB RAM (Windows 2000 or Windows XP)

Mid-level video, audio and presentation (QCIF at 15 fps with 4 video windows open)

- + Pentium III, 500 MHz, 128-MB RAM (Windows 2000 or Windows XP)
- + The video frame rates can be increased in anyone of these configurations. To increase video frame rates, decrease the number of video windows or the video window size. For example, with the recommended system, you could open up 6 to 8 SQCIF video windows.

Webcam Video out - USB (1 or 2)



AAP/EDE

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Firewall Configuration*

Port	Purpose
TCP Port 1503	CUData protocol (T.120 data)
TCP Port 7648	Outgoing Conference Client connection to a Conference Server or another Conference Client
TCP Port 7650	CUData protocol (moderation)
UDP Port 56800	Sending/receiving RTP video streams

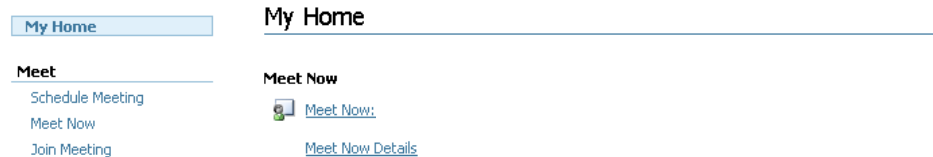
*Optional Tunneling Plug-in: Port 443

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.

Streaming Media Custom Frame

Attendee URL: Frame Height: pixels

Presenter URL: Frame Height: pixels

- 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)

Streaming Media Custom Frame

Attendee URL:	<input type="text" value="http://intercall.glowpoint.net/"/>	Frame Height:	<input type="text" value="250"/>	pixels
Presenter URL:	<input type="text" value="http://intercall.glowpoint.net/"/>	Frame Height:	<input type="text" value="250"/>	pixels

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.

My Home

Meet

- Schedule Meeting
- Meet Now
- Join Meeting

Manage

- Meetings
- User Preferences
- Address Book
- Events

View

- Reports
- Public Events

Schedule Meeting

Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.

Important: Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.

Attendees:

Presenters:

Subject:*

Location:

Start:* :

End:* :

Enter dates in MM/DD/YYYY format.

Time Zone:*

Occurrence:*

Meeting and its contents expire 365 days after the meeting end time. For details, click Meeting Options, and then click Expiration.

Audio: *

All meeting participants use phone conferencing:
InterCall: +1 (720) 356-3530 +1 (888) 802-6589 Participant Code: 6456963

Meeting Options

- 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.

Streaming Media Custom Frame

Attendee URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels
Presenter URL:	<input type="text"/>	Frame Height:	<input type="text"/>	pixels

- 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=XXXXXX
(XXXX is your virtual room number)

5 Enter a Frame Height (recommended Height is 250)

Streaming Media Custom Frame

Attendee URL: Frame Height: pixels
Presenter URL: Frame Height: pixels

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

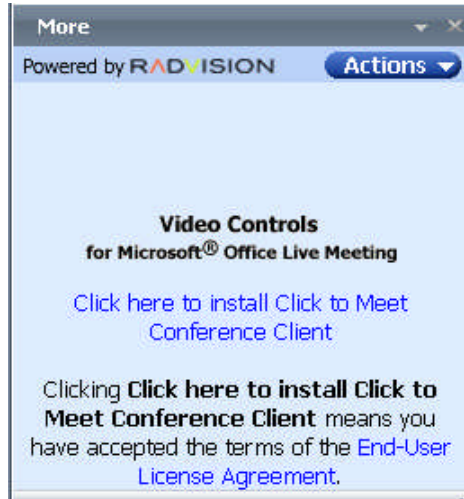
You access the Video Controls when participating in a Live Meeting session via the Live Meeting More Panel. This section describes how to access the Video Controls user interface.

Note: To view Video Controls, your More window must be either floating or docked around your presentation. If the window is viewed as a drop-down from the menu items at the top, Video Controls will not display properly. To move this window, please click the drop-down for More, and use your cursor to drag the pane from the top.

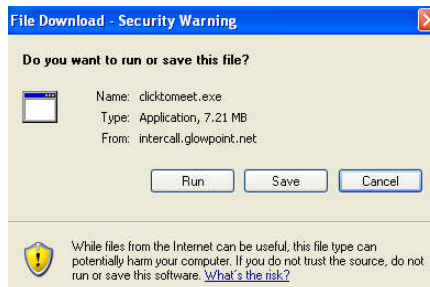


To access the Video Controls user interface

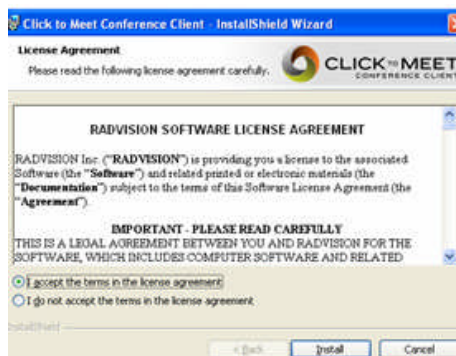
- 1 Via the Live Meeting More Panel, click the Click here to install Click to Meet Client link. The File Download dialog box displays.



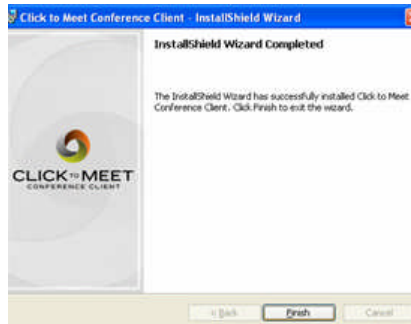
- 2 Click Open to run the clicktomeet.exe file for installing the Click to Meet Conference Client. Optionally, you may click the clicktomeet_tunneled.exe file if your version of Click to Meet supports tunneling. After running the file, the Click to Meet License Agreement dialog box displays.



- 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.

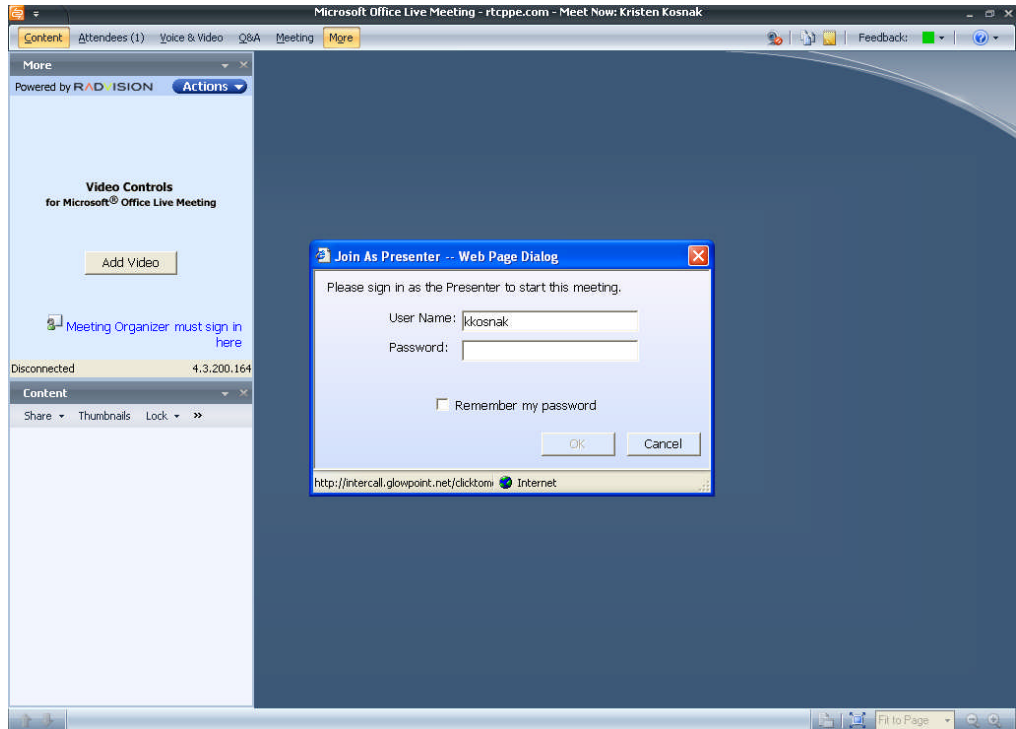


Note: If you cannot connect and the Click to Meet installation does not include tunneling, the system will prompt you to install the tunneling option and will try to connect you.

Logging 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.

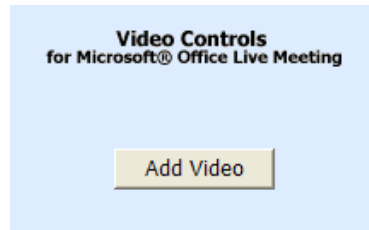


Note: A tool tip on the network icon indicates the current send/receive rates, and whether or not tunneling is enabled. The tool tip is automatically updated approximately every 2 seconds.

Logging in as a Meeting Attendee

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.

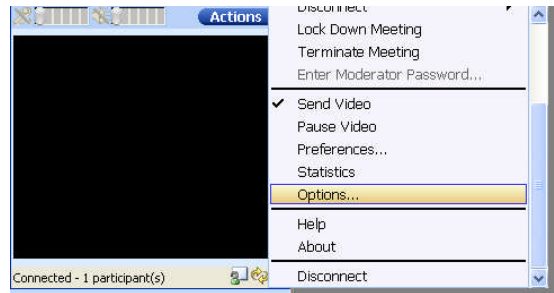


Disabling Automatic Login

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.



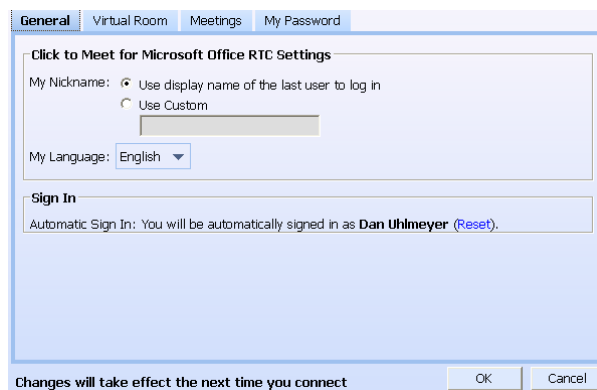
- 2 Click the (Reset) link. The Automatic Login text changes to "No automatic login is setup."
- 3 Click OK.

Defining Your Nickname

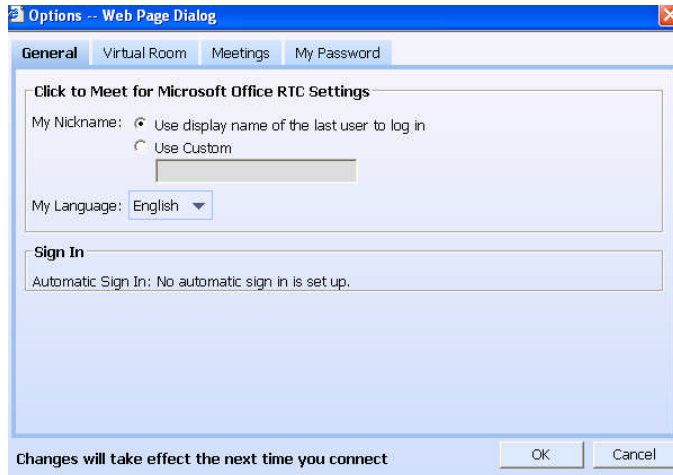
This section describes how meeting presenters and attendees can define the name that will be displayed while in a meeting.

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



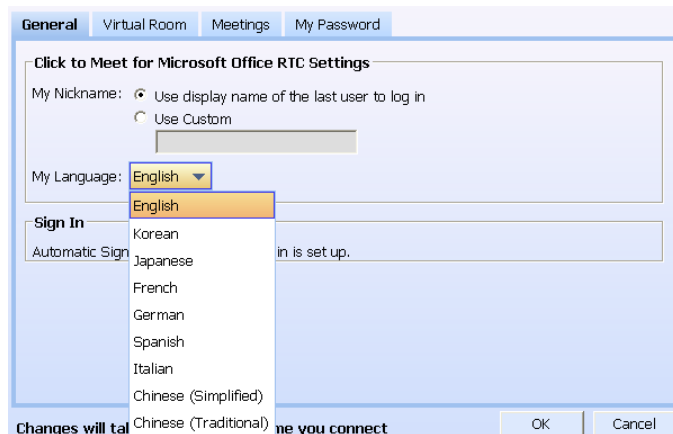
- 4 Click OK. The changes will take effect the next time you log in.

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

- 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 change the user interface language from English, select the required language from the My Language drop-down list.



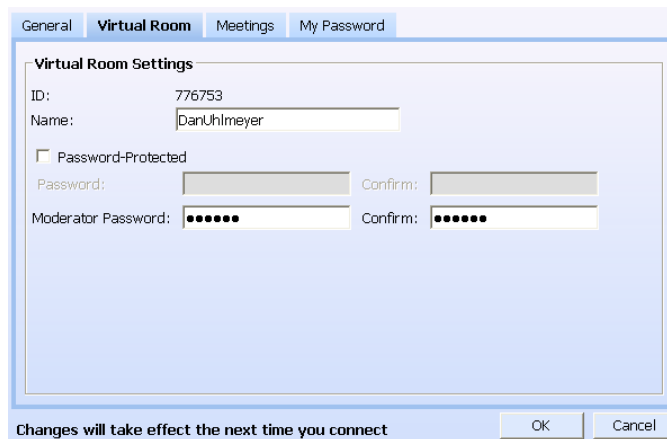
- 3 Click OK. The changes will take effect the next time you log in.

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.



General **Virtual Room** Meetings My Password

Virtual Room Settings

ID: 776753
Name: DanUhlmeier

Password-Protected

Password: Confirm:

Moderator Password: Confirm:

Changes will take effect the next time you connect

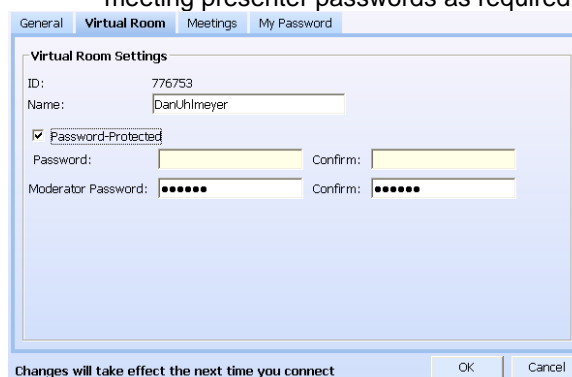
- 4 Click OK. The changes will take effect the next time you log in.

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.



General **Virtual Room** Meetings My Password

Virtual Room Settings

ID: 776753
Name: DanUhlmeier

Password-Protected

Password: Confirm:

Moderator Password: Confirm:

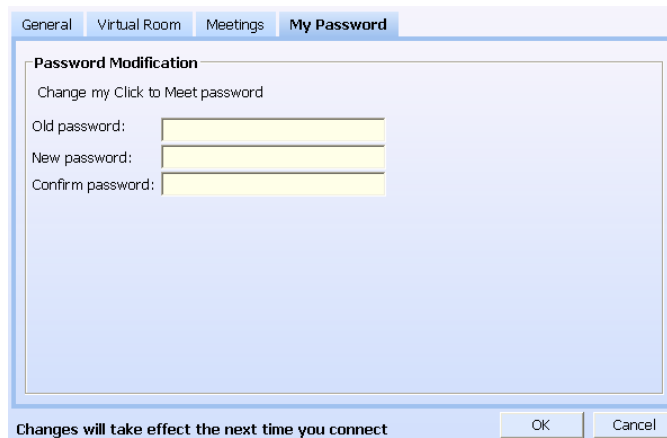
Changes will take effect the next time you connect

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.



The screenshot shows a software interface with a tabbed menu at the top containing 'General', 'Virtual Room', 'Meetings', and 'My Password'. The 'My Password' tab is selected. Below the tabs is a dialog box titled 'Password Modification'. Inside the dialog, there is a text label 'Change my Click to Meet password' followed by three input fields: 'Old password:', 'New password:', and 'Confirm password:'. At the bottom of the dialog, there is a status bar that reads 'Changes will take effect the next time you connect' and two buttons: 'OK' and 'Cancel'.

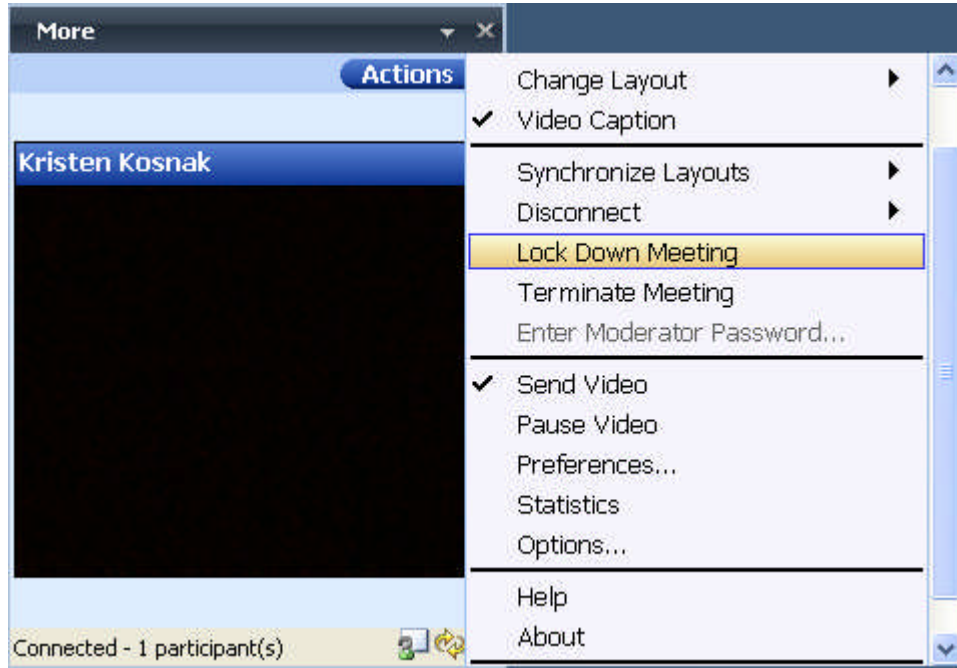
- 3 Type your old and new passwords, confirm the new password, and then click OK. The changes will take effect the next time you log in.

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 About

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.

