



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 guide introduces Video Controls for Microsoft Office Live Meeting and walks you through setup.

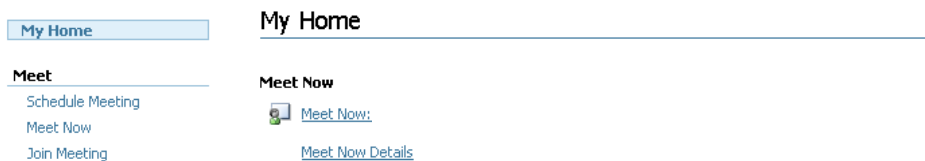
Introducing Video Controls for Microsoft Office Live Meeting

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.

CONFIGURING THE URL

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:	<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=XXXXX>
(XXXX is your virtual room number)

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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 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.

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:

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.

Set as Default

OK

Cancel

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

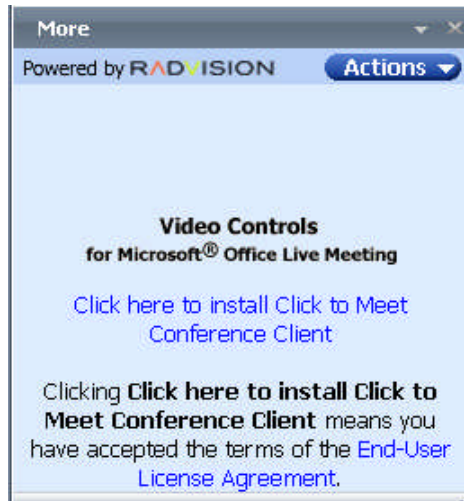
You access the Video Controls when participating in a Live Meeting session via the Live Meeting More Panel. This section describes how to access the Video Controls user interface.

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.

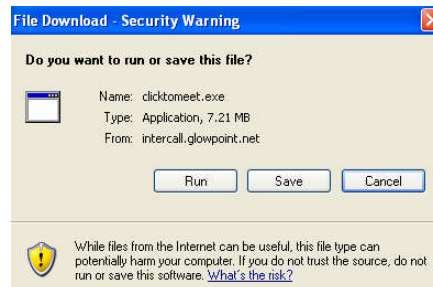


To access the Video Controls user interface

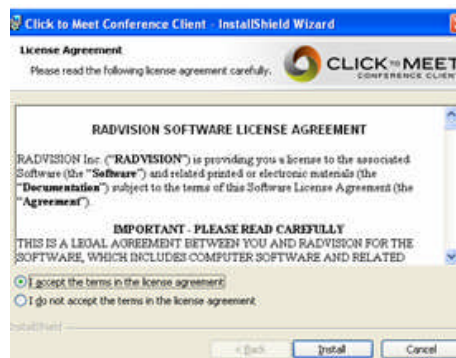
- 1 Via the Live Meeting More Panel, click the Click here to install Click to Meet Client link. The File Download dialog box displays.



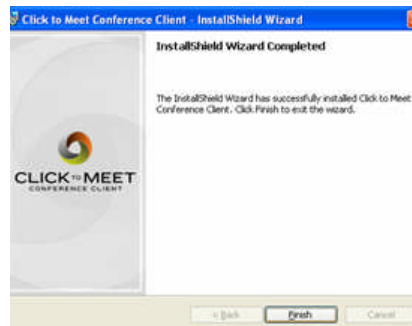
- 2 Click Open to run the clicktomeet.exe file for installing the Click to Meet Conference Client. Optionally, you may click the clicktomeet_tunneled.exe file if your version of Click to Meet supports tunneling. After running the file, the Click to Meet License Agreement dialog box displays.



- 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.



- 5 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.