



Telesystem's Video Conferencing desktop application provides audio and video conferencing over the internet, including web collaboration features such as screen sharing, whiteboard annotations, and presentation capabilities.

There are several different options for different webinar and higher participant rooms available. This guide simply highlights all the primary meeting features. Please talk with your Telesystem representative for more details on all options available.

## Installation

Meeting is an application that must be installed for use. Downloads files, system requirements, and installation instructions may be found by visiting [www.telesystem.us/video-conferencing](http://www.telesystem.us/video-conferencing).

## Access

Logging into the application requires your account credentials, which are your Telesystem direct **telephone number** and **CommPortal password**.

If you do not have this information, please contact your system administrator or Telesystem directly.

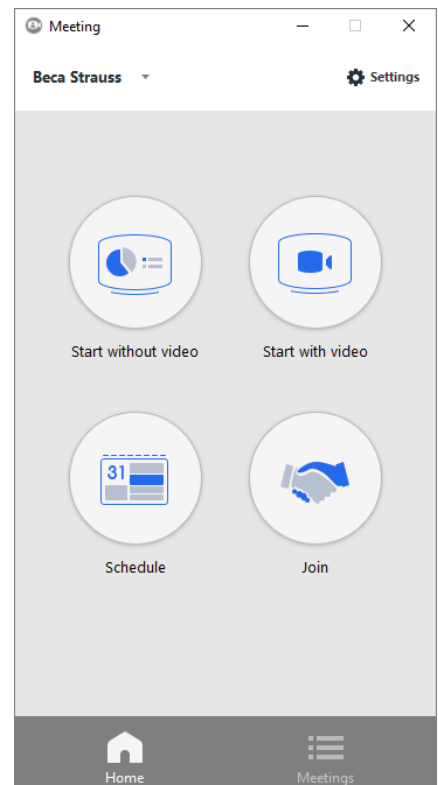
The remainder of this guide assumes that you have successfully installed and logged into the standalone Meeting application on your MAC or PC computer.

## Set Up a Meeting

Meeting users can set up and a meeting that occurs right away or schedule a meeting in advance.

**Choose one of the following to set up a meeting in Meeting home screen:**

- **Start without video** to immediately start a new meeting using audio only.
- **Start with video** to immediately start a new meeting using audio and video (you must have a camera on your device).
- **Schedule** to schedule a meeting in advance. When this option is chosen, you will title and schedule to meeting appropriately. When you are pre-scheduling meetings, your computer's default calendar program (such as google or outlook) may appear to assist you in easily sending the invitation.
- **Join** to join someone else's meeting directly from the application.



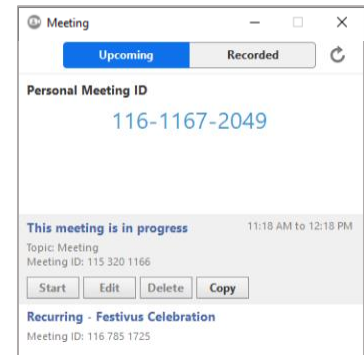
## Viewing Meetings

You can view upcoming and recorded meetings via Meeting application as follows:

- Select the *Meetings* tab
- Choose *Upcoming* or *Recorded Meetings*

From the *Upcoming* screen, you may:

- **Start** the selected meeting
- **Delete** an upcoming meeting
- **Edit** the meeting details such as audio and video preferences
- **Copy** to save the meeting invite details to your computer clipboard

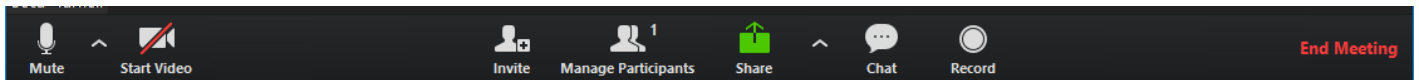


The *Recorded* tab will show details and give access to recorded meetings. Recording files are saved locally to the Meeting program file on your local computer and thus only the recordings saved on your current machine will be shown in the list.





## Live Meeting Options

While a meeting is in progress, you will see the *host* toolbar at the bottom of the Meeting window.

Host toolbar:

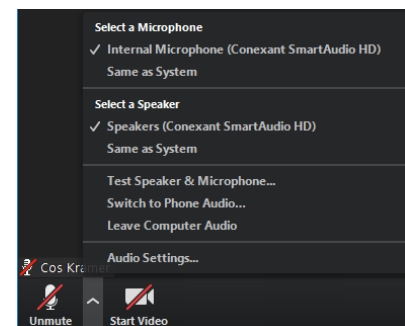


## Audio and Video Options

- Use the **Microphone** icon to toggle your microphone on  and off .
- Select **Join Audio** to allow Meeting to use either your phone or your computer's microphone and speaker.
- Select **Leave Audio** to prevent Meeting from using your speaker and audio device.
- Use the **Video** icon to toggle your video on  and off .

## Other Meeting Settings

Click the arrow to the right of the audio and video to modify the **Settings** for each. There you can set up and test your microphone, speakers, and video (if available).

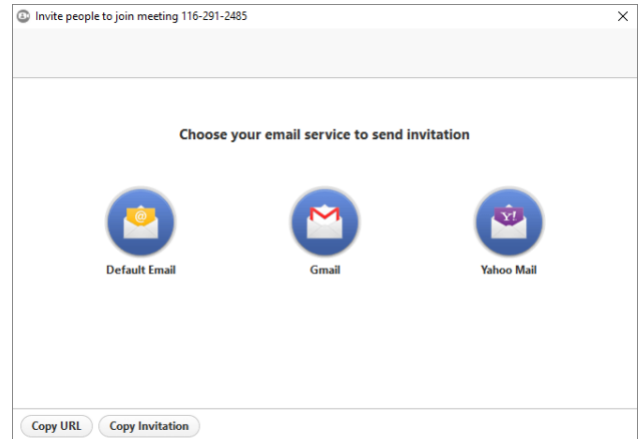


## Inviting Contacts During a Meeting



Click **Invite** to select additional contacts you want to invite to join you in the meeting in the following ways:

- **Default Email**- This triggers your computer's default email program to appear. If you are already logged into your account, a prepared email invitation containing all the meeting join info will appear. Finish the invitation by adding appropriate recipients before sending.
- **Gmail**- This triggers a new browser window for google mail/calendar to appear. If you are already logged into your account, a prepared email invitation that contains all the meeting join info will appear. Finish the invitation by adding appropriate recipients before sending.
- **Yahoo Mail**- This triggers a new browser window for yahoo mail/calendar to appear. If you are already logged into your account, a prepared email invitation that contains all the meeting join info will appear. Finish the invitation by adding appropriate recipients before sending.
- **Copy URL**- click to copy the meeting URL to your clipboard. This URL can be given to participants to easily join your meeting.
- **Copy Invitation**- click to copy the entire meeting join info to your clipboard. This information can be given to participants to easily join your meeting via a URL or audio bridge.



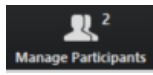
## View Meeting Participants



Participants can select **Participants** to view the list of meeting attendees.

The following options are available:

- Mouse over your name to **mute/unmute** yourself or change your display **name**
- **Mute Me** - put yourself on mute
- **Raise Hand** - let the meeting host know you have something say.









Meeting hosts can select **Manage Participants** to access the **Participants** window. Use the **Mute All** or **Unmute All** options at the foot of the screen or **Reclaim Host** to take back the role of meeting host.

Additionally, the **More** button gives access to the following:


- **Mute Participants on Entry** - mute all attendees as they join the meeting.
- **Allow Participants to Mute/Unmute themselves**- gives attendees to ability to mute or unmute themselves via the meeting software.
- **Play Enter/Exit Chime** when a participant joins or leaves the meeting.
- **Lock/Unlock Meeting** - no new attendees can join if the meeting is locked.

The following icons provide additional information about each attendee.

-  The participant is currently speaking.
-  The participant's microphone is on.
-  The participant's microphone is muted.

-  The participant's video camera is on.
-  The participant's video camera is off.
-  The participant has raised their hand.

## Screen Sharing

Click  and choose the desktop or individual application window that you want to share or access the Advanced tab of the selection window to share only a portion of your screen or computer sound only.

While sharing your screen with meeting participants, you will see the Screen Share toolbar:



The Screen Share toolbar provides the following options:

- **Mute** - toggle your microphone on and off.
- **Stop/Start Video** - toggle your video sharing on and off.
- **New Share** - select a new window to share.
- **Pause/Resume** screen sharing.
- **Annotate** your shared screen using a variety of shapes and highlight tools, including: a Mouse; Draw options (lines, shapes, and arrows); a Spotlight tool; an Eraser to remove selected annotations; and Undo, Redo and Clear annotation options.
- *Note: The Annotate option may not be visible if the meeting host has selected to Disable Attendee Annotation.*
- **Remote Control** - as meeting host, take control of a participant's screen
- **More** - access settings for chat, audio, video, and participant annotation capabilities.


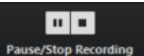
Click  below the toolbar to exit screen sharing.

## Send a Message to Meeting Attendees

Click  to open a chat window and send a message to a single attendee or the whole group.

Click *More – Save Chat* in the window to save the conversation to your local computer.

## Record your Meeting

Click  to start recording or  to pause or stop the meeting recording.





When the meeting ends, the meeting recording will be converted to mp4 format and saved in a local directory. The file directory containing the saved recording will automatically open to show the recorded file.

## Leave the Meeting

Click  to leave the meeting.

If you are a meeting host, click  to end the meeting for all participants.

## Additional Meeting Window Options

-  **Enter Full Screen** extends the meeting display to a full screen display.
-  **Exit Full Screen** exits the full screen display.
-  **Gallery View** displays the video for all meeting participants.
-  **Speaker View** displays the video for the current speaker.

## Download the Outlook Plugin

An Outlook Plugin may be downloaded from within the Meeting Desktop application. This plugin compliments the Meeting functionality by allowing outlook users to easily schedule online meetings from within Outlook.

To download the Outlook Plugin:

- Click the *Options* menu
- Click the *Meetings* Tab
- Click **Download Outlook Plugin** button at the bottom of the screen

## Other Meeting Settings

You can modify your meeting settings that are used for all meetings you host and attend within the Meeting Desktop Application. To access more settings, click the *Options* tab then select the *Meetings* tab.

