

Instant Meeting Alert User Guide

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Overview

The Instant Meeting Alert (IM Alert) is a desktop icon that pops up an alert notifying the conference leader when the first caller joins his or her Instant Meeting audio conference. The pop-up will contain the conference name and participant's phone number and name (if available). The alert will also display the date and time and a link to start the Instant Meeting Web Moderator online call management tool.

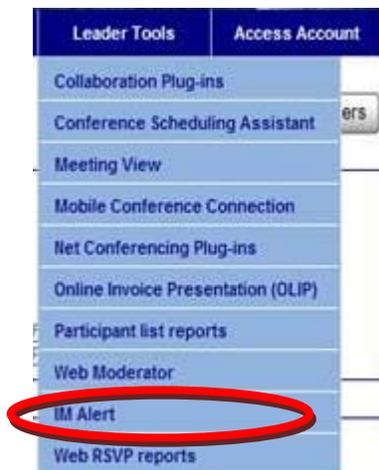
System Requirements

The Instant Meeting Alert will require one of the following operating systems:

- ❖ Microsoft® Windows® XP
- ❖ Microsoft Windows Vista® 32-bit
- ❖ Windows Vista 64-bit (run as 32 bits native mode)
- ❖ Microsoft Windows 7 32-bit
- ❖ Windows 7 64-bit (run as 32 bits native mode)

Installation

To install the plug-in the user must go to <https://www.mymeetings.com> and select **IM Alert** from the Leader Tools menu.

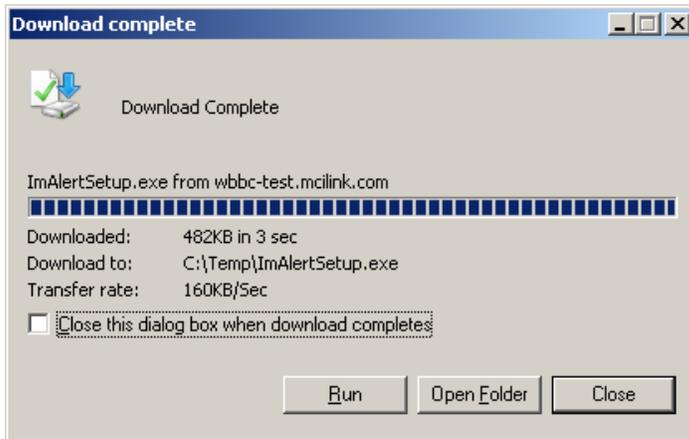


The user will be required to enter his/her Manage My Meetings login name and password and review and accept the related Terms and Conditions prior to downloading the application.

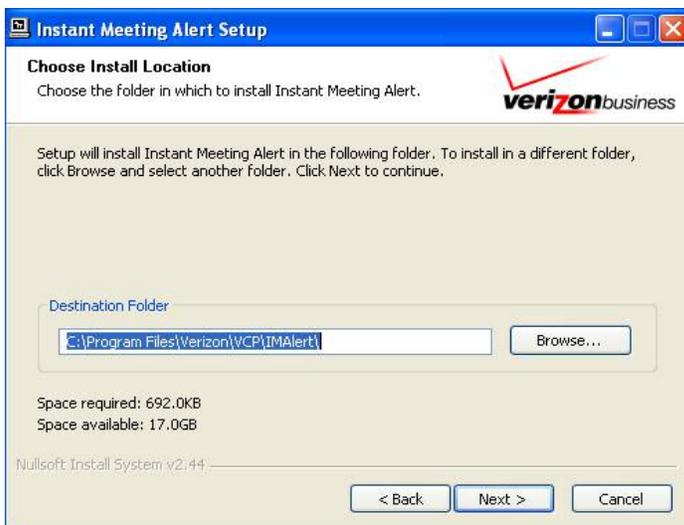
Click [Save] to download the client software:



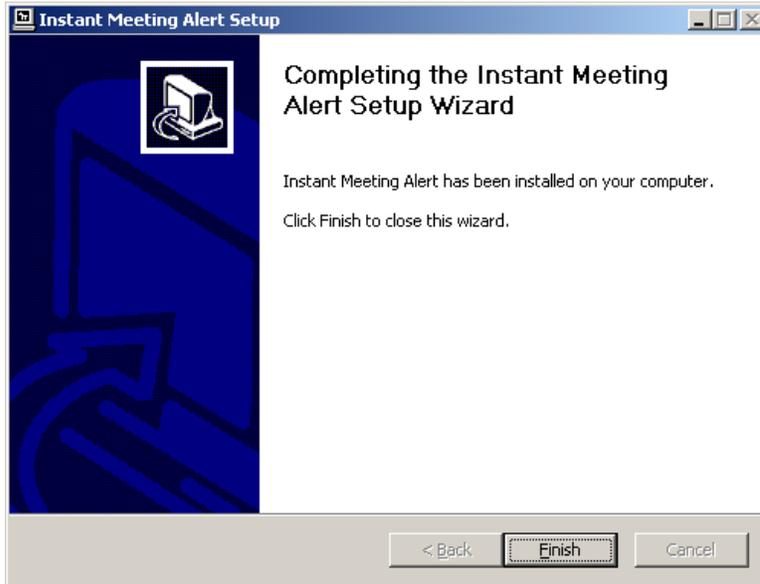
Save ImAlertSetup.exe file to a local directory, then click [Run] to execute the installation process on your client workstation:



Accept the default **destination** folder and click [Next]:



Click [Finish] when completed:



Launching Instant Meeting Alert

After installation of the application, the user will be prompted to launch the IM Alert.



If [No] is selected skip to step 4.2 below.

4.1 The tool tray application client is started for the first time following these steps:

- Click 'Start' in the lower left corner of the screen,
- Click 'All Programs'
- Find & click the VERIZON folder,
- Click the VCP IM Alert Application, and the 'IM Alert' (executable file):



4.2 Select 'Start' in the lower left corner of the desktop:



Then select the IM Alert icon, and execute the program:

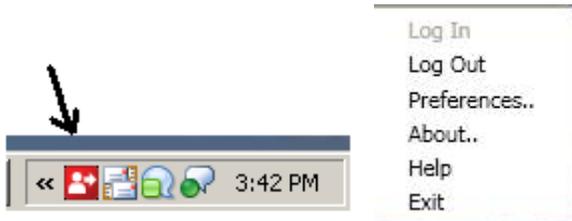


After successful login, client will be running (red icon) in the Windows 'Tool Tray' application bar (lower right corner of the desktop):



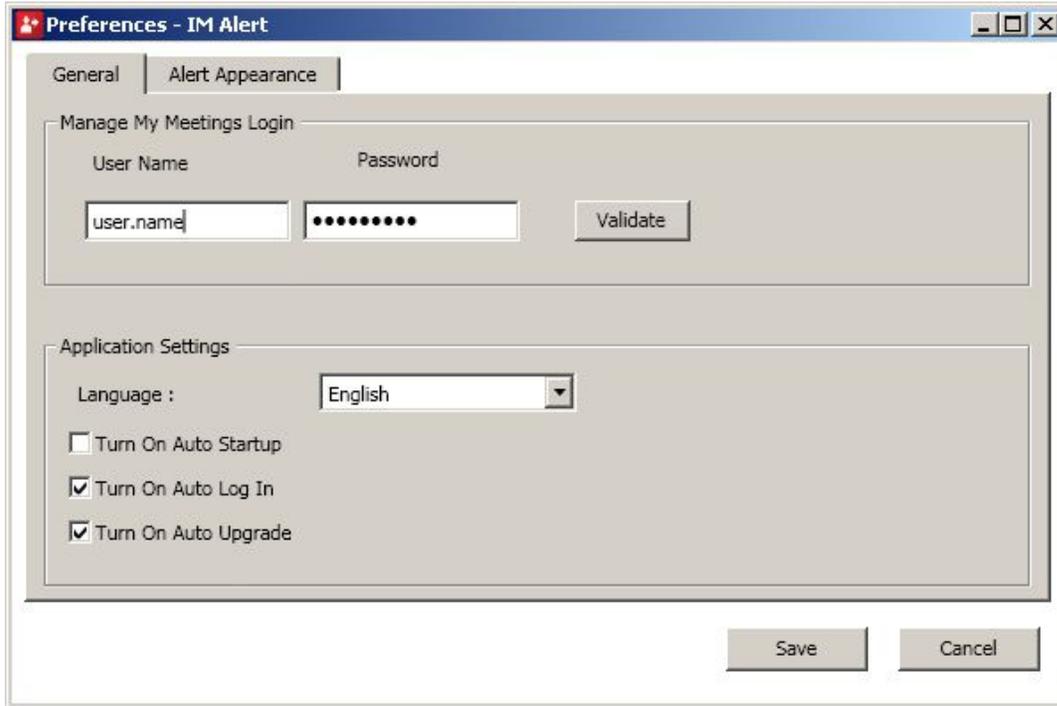
Setting Preferences, logging in to IM Alert

Right-click on the tool tray icon, then click "Preferences"

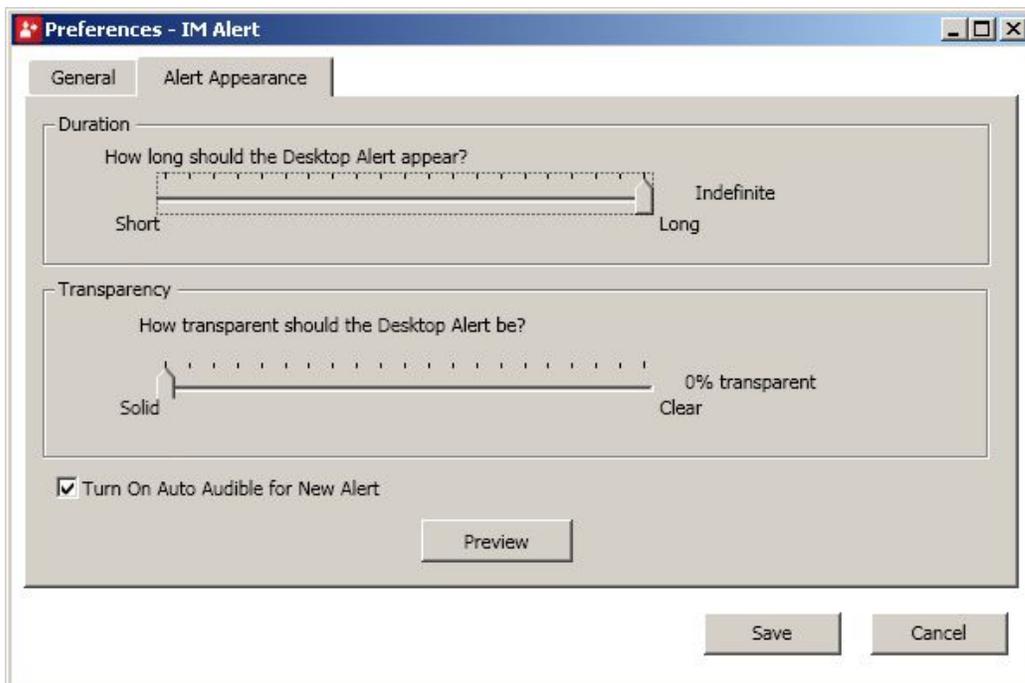


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The user must enter his/her Manage My Meetings user name and password, then select 'Validate'. Next, select desired application settings. Language preference is English only.



Click on 'Alert Appearance' tab and select how long each conferencing alert should appear and how transparent the alert should be. Move the sliding toolbar and click [Preview] to preview the settings. The user can also select whether an audible tone should be played when an alert pops up.



Click [Save] when all Preferences have been set.

Receiving and clearing alerts

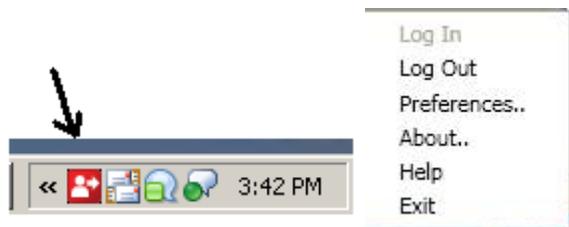
Once the IM Alert client is running in the user's tool tray, when the first participant joins the audio bridge, the pop-up alert window will appear to notify the conference leader.



To launch Web Moderator, click the **Launch Web Moderator** button displayed in the pop-up.

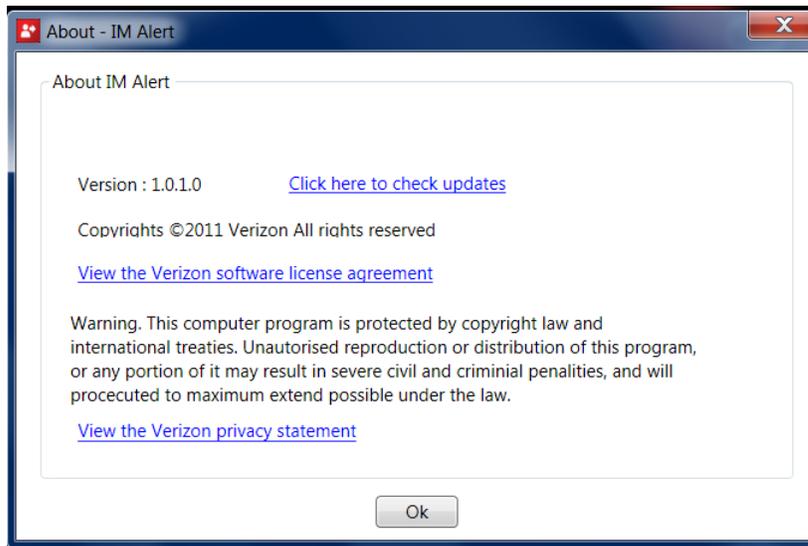
Checking for updates

Right-click on the tool tray icon, then click 'About'



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The screen display below is enabled. Click on 'Click here to check updates' to determine if a new version is available.

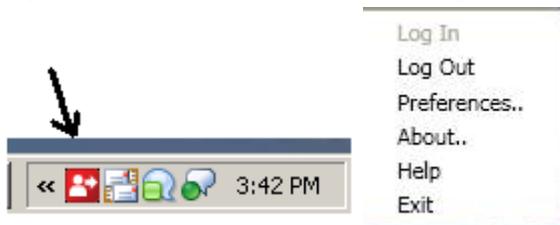


An update screen will inform the user if he/she has the most recent version running. The below screen indicates user does NOT have the most recent version running. The user can take appropriate action by following the instructions & link displayed to download the latest version.



Logging out, closing application

Right-click on the tool tray icon, then click 'Log Out'



A window box will momentarily appear, after which the client will no longer be running (gray icon).



Contact Us

Need additional assistance? Contact Customer Relations:

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