USER GUIDE

Conferencing

Instant Meeting Alert User Guide

Overview	2
System Requirements	2
Installation	2
Launching IM Alert	4
Setting Preferences, logging in to IM Alert	5
Receiving and clearing alerts	7
Checking for updates	7
Logging out, closing application	8
Contact UsError! Bookmark	not defined.

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 <u>https://www.mymeetings.com</u> 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:

Download com	plete	_ 🗆 🗙
Dow	vnload Complete	
ImAlertSetup.e:	xe from wbbc-test.mcilink.com	
Downloaded:	482KB in 3 sec	
Download to:	C:\Temp\ImAlertSetup.exe	
Transfer rate:	160KB/Sec	
🔲 🖸 Close this di	alog box when download completes	
	<u>B</u> un Open <u>F</u> older	Close

Accept the default destination folder and click [Next]:



Click [Finish] when completed:

🖻 Instant Meeting Alert Setu	up 📃 🔍
	Completing the Instant Meeting Alert Setup Wizard
	Instant Meeting Alert has been installed on your computer.
	Click Finish to close this wizard.
	< <u>B</u> ack <u>Einish</u> Cancel

Launching Instant Meeting Alert

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

📕 Insta	nt Meeting Alert Setup 🛛 🔀
⚠	Do you want to launch Verizon Conferencing IM Alert?
	Yes No

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):

🖬 VERIZON 🕨		🗊 Uninstall
	🗑 VCP IM Alert 🔸	IM Alert

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



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

TextPad	Set Program Access and Defaults
Mozilla Firefox	Connect Io
	Printers and Faxes
V Paint	elp and Support Search
Shortcut to eclipse.exe	700 <u>R</u> un
Microsoft Office Communicator 2007 R2	
IM Alert	
All <u>P</u> rograms	
	outer 🙋 Log Off 🚺 Shut Down

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"



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.

references - IM Alert				
General Alert Appearance	e			
Manage My Meetings Login - User Name	Password	_		
user.name	•••••	Validate		
Application Settings				
Language :	English	•		
Turn On Auto Startup				
🔽 Turn On Auto Log In				
Turn On Auto Upgrade				
			Save	Cancel

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.

Preference	tes - IM Alert		
General	Alert Appearance		
– Duration Hov Sh	v long should the Desktop Alert appear?	Indefinite	
- Transpan	ency	0% transparent Clear	
Turn (On Auto Audible for New Alert	v	

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.

Participant has joined Conference 🛛 🔤
Meeting : Subscription Name
Phone Number : (999) xxx-nnnn
Name : Participant Name
4/18/2011 3:13:25 PM
Launch Web Moderator
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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'



Log In	
Log Out	
Preferences	
About	
Help	
Exit	

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

About - IM Alert	X
About IM Alert	
Version : 1.0.1.0 Click here to check updates	
Copyrights ©2011 Verizon All rights reserved	
View the Verizon software license agreement	
Warning. This computer program is protected by copyright law and international treaties. Unautorised reproduction or distribution of this program, or any portion of it may result in severe civil and criminial penalities, and will procecuted to maximum extend possible under the law.	
View the Verizon privacy statement	
Ok	

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.

Auto Upgrade			×
Version : 1.0.1.1 Download latest V	You don't ersion (1.0.	have the latest versi 1.2)?	on installed
	Yes	No	

Logging out, closing application

Right-click on the tool tray icon, the	n click 'Log Out'
7	Log In Log Out Preferences About
« 📑 📑 🕢 🔊 3:42 PM	Help Exit

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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Europe:	+44-20-7950-9949
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