Meetings Feature

The MEETINGS feature is a video conferencing solution that allows users to hold a video conference (up to 25 participants) or host a webinar (up to 200 viewers).

The Meetings features delivers

- Conference - Allows users to share a video conference bridge with up 25 people, allowing users to share their camera, audio, and screen. Now with Active Speaker detection, the conference bridges naturally move the video boxes around and elevate the speaker bringing more attention to them as they speak.

- SFU - Selective Forwarding Unit is a routing component capable of receiving multiple streams and relays the media to the appropriate participants.

- Webinar - A meeting type that allows for up to 200 viewers to join. The presentation may have one or more hosts. The presentation meeting also allows for participants to register for the presentation prior to attending.

- WebRTC - Web Real-Time Communications is a standard enabling real-time communication media streams in the browser without plugins.

Required to work

- The SFU component is required for MEETINGS to work.
- A WebRTC enabled browser is needed to run MEETINGS. **Currently, Google Chrome is the only supported browser.**
- A working camera and microphone are required to stream video and audio to other participants.

Accessing Meetings

- You can access Meetings through the Collaborator web portal or directly at https://mycollaborator.com/video/.
- Navigate to the Portal, click on the Apps dropdown, and select "MEETINGS". This will open
- MEETINGS without a password required (since the user is already logged into the Portal). A password will be required if you access MEETINGS via the direct link.
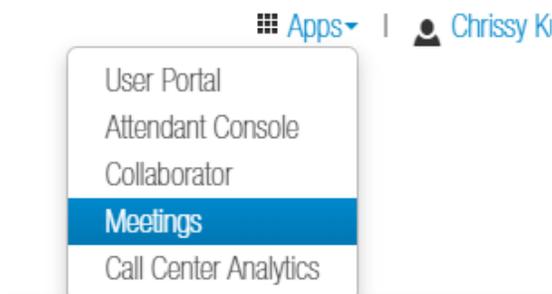
Start or Join a Meeting

- You can **Start a New Meeting** or join an (existing) meeting (**Join A Meeting**). You can also schedule a meeting for a later date/time (Schedule A Meeting). Click on ROOMs to join an available meeting **Rooms** at any time.

- Scheduled meetings display in the left panel and indicate how many participants are invited.

- The right panel starts a new meeting, joins an existing meeting (meeting ID required), schedules a meeting (conference or webinar), creates a meeting room (for a conference or webinar), and views past meeting dates.

*Click on ROOMS to join an available meeting room at anytime*
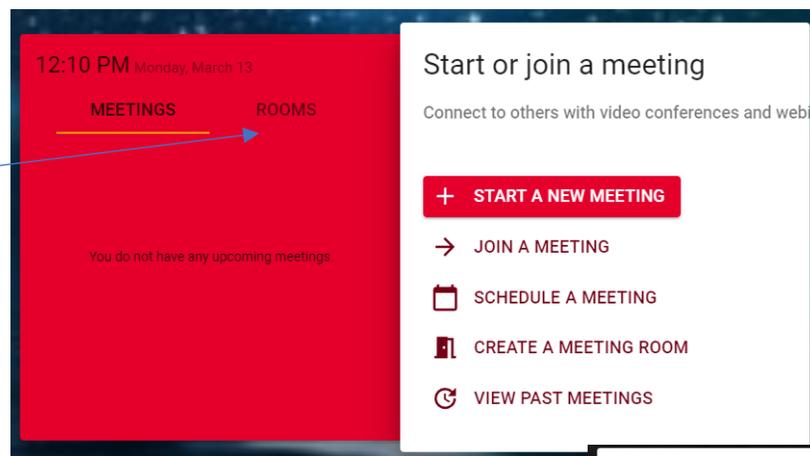
- **Join a Meeting** prompts for a "Meeting ID" (provided by the meeting host), and will also prompt for a name if entering the meeting as a guest rather than through the Portal.

- **Start a New Meeting** prompts to setup a meeting. Give the meeting a name and a description. Decide whether to limit cameras, microphones, in-meeting chat, and other administrative options. On this screen, select participants (by name, extension, number, or email address). When finished, select to "schedule" the meeting for another day or click "next" to setup the meeting now.
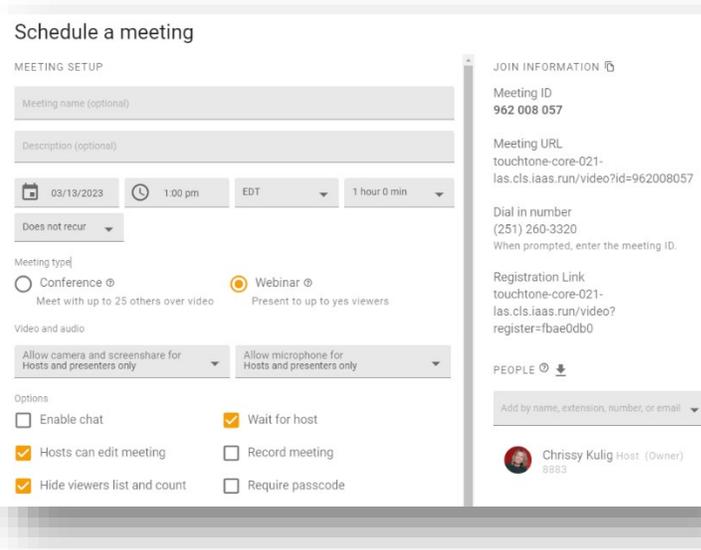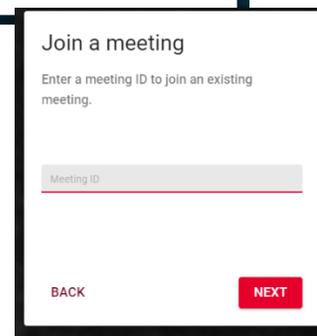
- The first time accessing a video meeting, the browser should ask for permission to access the camera and microphone. **Click Allow**.
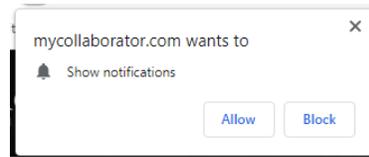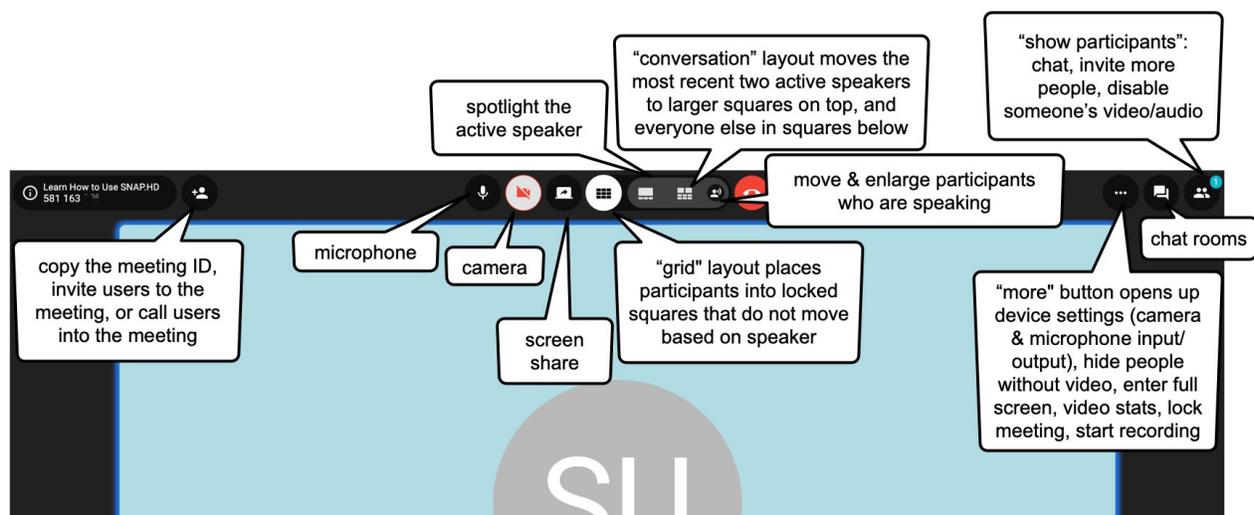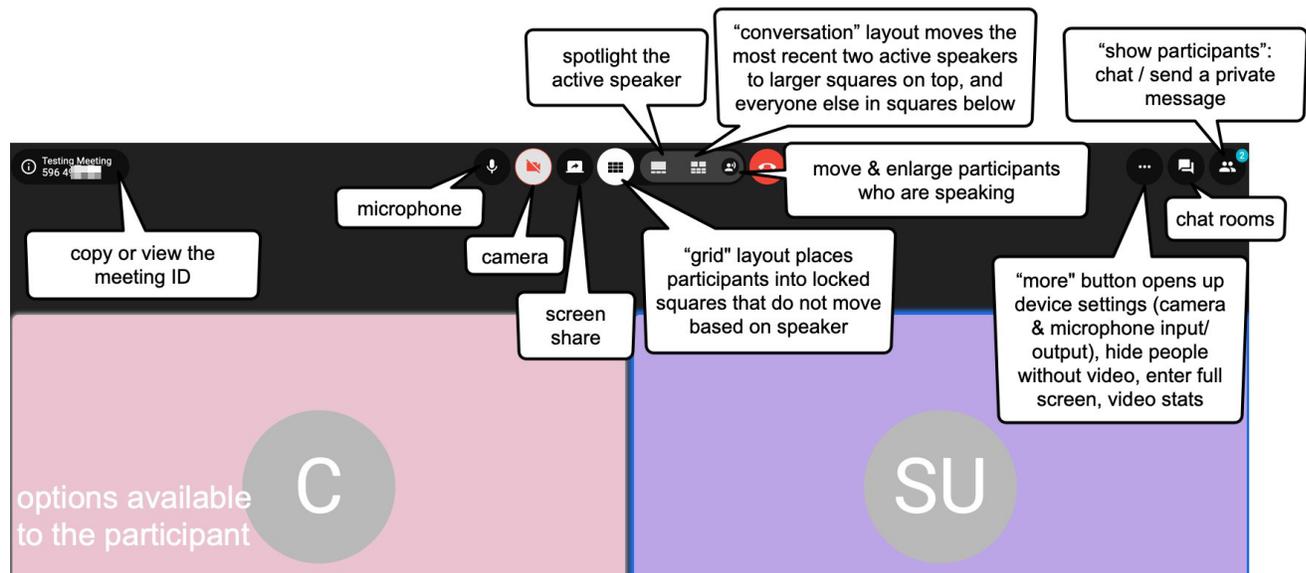

- On the **Get Ready to Join the Meeting** screen, select whether or not to share video and whether to mute microphone before joining.

- Click **Join Meeting**. (The ability to share your video and use your microphone during the meeting may be turned off by the host).
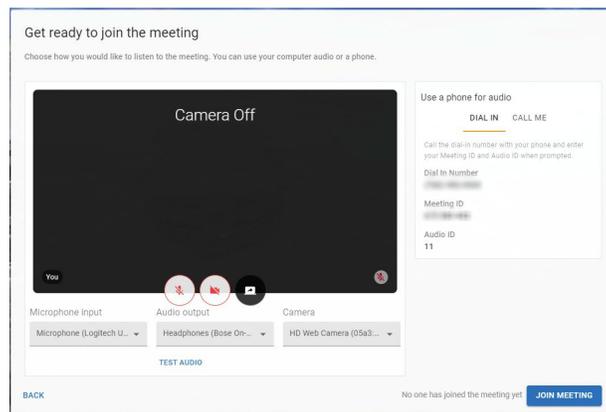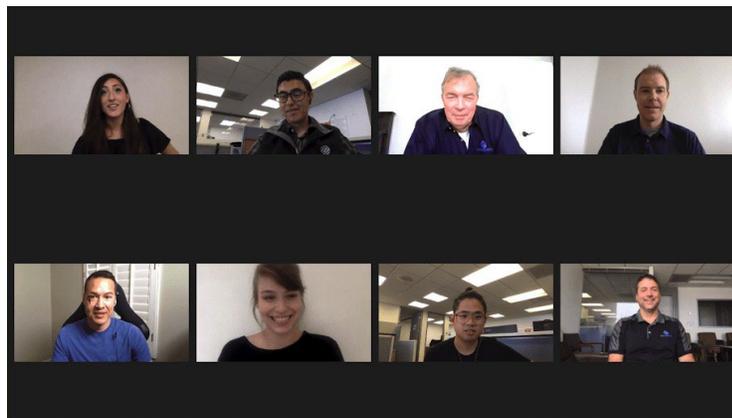

Navigating the Meeting

While actively in a video conference, the following buttons are available to the host and the participant (options may differ based on permissions).

spotlight the active speaker

"conversation" layout moves the most recent two active speakers to larger squares on top, and everyone else in squares below

"show participants": chat / send a private message

microphone

move & enlarge participants who are speaking

chat rooms

copy or view the meeting ID

camera

"grid" layout places participants into locked squares that do not move based on speaker

"more" button opens up device settings (camera & microphone input/ output), hide people without video, enter full screen, video stats

screen share

options available to the participant

Testing Meeting
596 49

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Grid Layout Example

Inviting People

- You can invite people to an active meeting by clicking "Show Participants" on the right-hand side of the screen and then clicking **Invite People**.

Show participants

CHAT

PEOPLE

INVITE PEOPLE

Hosts

Chrissy Kulig Owner
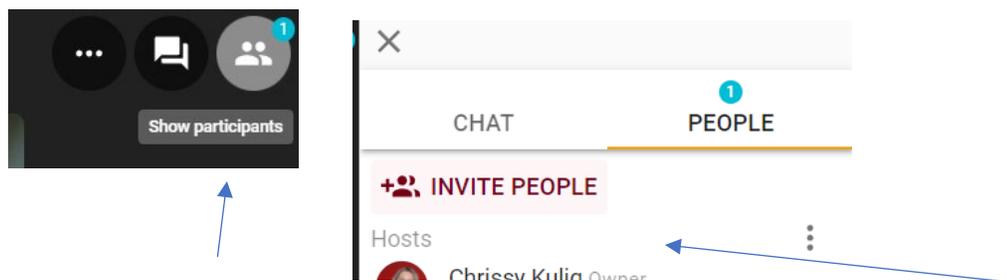
- The below screen will populate. You can Invite people by entering the user's name or extension for people within your company, or enter an email address or phone number outside of your company. The invite can specify whether the user will be a host, presenter, or attendee.

- You can also click on JOIN INFO which will provide the URL and MEETING ID number which you can share.

- Next to each invite there is a person icon. Optionally, click on this icon to change the invitee's permission from an attendee (the default) to either a host or presenter. Remember though that off-net users joining from their cell phone cannot share their screen.

JOIN INFO   INVITE   CALL

similar to this tab, but no email invites

6021234567

press enter after typing the number to move it to the below list

expand the dropdown list of contacts

New number Attendee
(602) 222-1234

choose whether the invitee should join the meeting as an attendee (default), a presenter, or the host

delete from the list of invites

this is only clickable after there is at least one invitee added to the above list

after clicking to send the invites, click done to exit this modal

SEND INVITE   DONE

JOIN INFO   INVITE   CALL

TEST
TEST

Meeting ID
434 552 215

Meeting URL
mycollaborator.com/video/?id=434552215

Dial-In Number
(251) 260-3320

Audio ID
11

COPY MEETING INFO   DONE

International Dialing

If dialing an international number, don't forget to use the country code. Dialing is specific
to your location. If you are outside of the United States and dialing a U.S. number, then the U.S. country
code should be entered before typing the rest of the number. Here are a few examples of country codes:

Australia +61
Canada +1
France +33
United Kingdom +44
United States +1

Meeting Invitation
An email meeting invitation will look similar to the one below (note that the user sending a video invite
must have an email address in their profile for the invite to be sent and the email template must be
configured).

Chat

To use the Chat feature while in a meeting, click on the chat button to open the chat panel and view/start conversations. Chats can be between all participants ("room"), just between you and the hosts, or a private message to any user in the meeting.
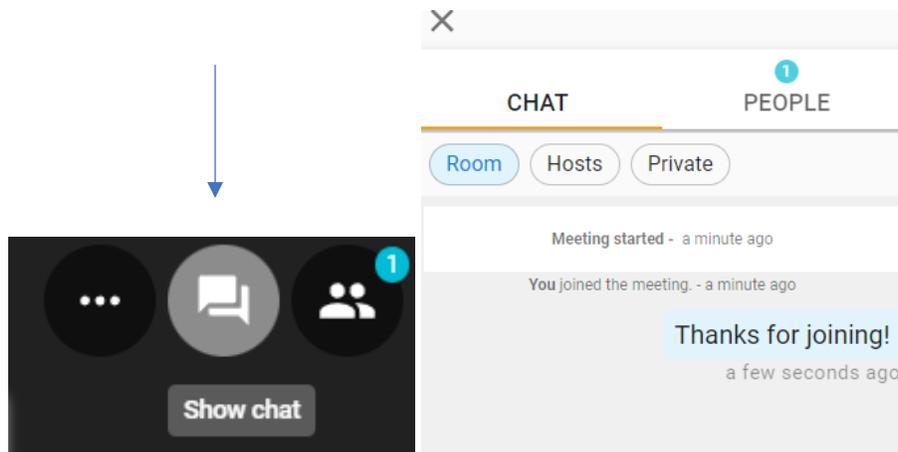
People

In the chat panel, People, are the participants in the meeting. Badges indicate the number of new chat messages and participants. In this example, the badge "3" indicates that there are three people in this meeting.
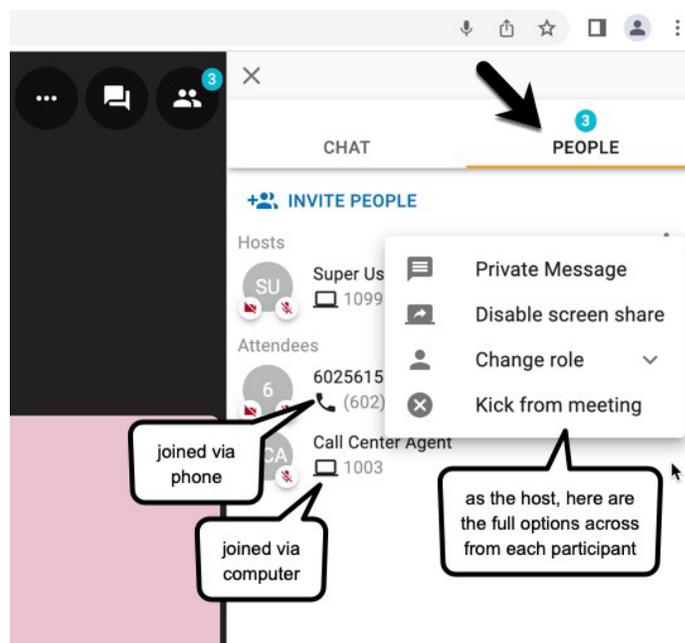
Screenshare

- The Screenshare button is located in the top panel. Choose whether to share the entire screen, a specific window (such as a single document or a single web page), or a specific Chrome tab.

- Off-net users (people outside of the company) cannot utilize the screenshare button while using their smartphone or tablet.
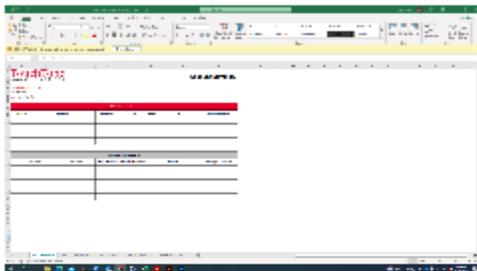

Choose what to share

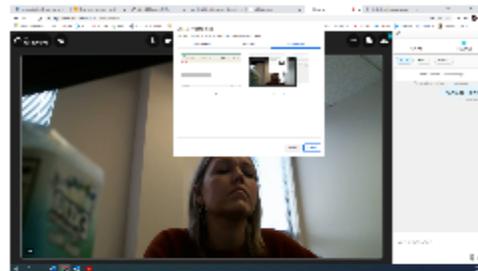mycollaborator.com wants to share the contents of your screen.

| Chrome Tab | Window | Entire Screen |

Screen 1   Screen 2

Share   Cancel

To access additional feature user guides and videos, visit touchtone.net/UC-Resources.html.