UNIFIED MEETING 5
Scheduling meetings has never been this easy!

Unified Meeting® 5 is InterCall’s meeting and collaboration application that puts you in control of all aspects of your meeting including scheduling, participant management and security.

Unified Meeting® 5’s integration with Outlook® for Windows®, iCal/Calendar for Mac®, Google® Calendar® and IBM® Notes allows you to easily keep track of your meetings and conveniently store conference details for easy auto-population in your invitations.

Benefits of Desktop Scheduling

- Easily start or join meetings from your calendar by clicking on the Join-URL of the meeting invite.
- Automatically integrate scheduling with your enterprise calendar tool when you download Unified Meeting 5.
- Send meeting invitations in eleven languages for global reach.
- Sync your meetings with MobileMeet for easy identification and the ability to start and join, on the go directly from your mobile device.
- Conveniently schedule meetings for teammates, co-workers or supervisors.
- Easily add your meeting details, including dial-in numbers, conference codes, SIP URI for boardroom video conferencing system connection and meeting URLs to your emails and invitations.

Scheduling with Microsoft Outlook for Windows

1. Open an appointment time in your Outlook calendar and click the Unified Meeting 5 icon.

The meeting access information will appear in the body of the appointment. If video is enabled for your account, the IP addresses that can be dialed via H.323 or SIP will also be auto-populated on the meeting invite template.

To customise the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection. The meeting information will populate in this language.
2. Your calendar meeting invite will be automatically populated with meeting access links for you and your participants and additional content can be added to the body of the email to customise your message.

---

You are invited to a meeting using Unified Meeting 5.

To join the meeting, click here:

https://mtny.seticonf.net/123abc

---

Not on the web? Call in on your phone:

United States

- Toll Free: (866) 555-1234
- Standard International Dial-In: (262) 555-1234

Conference Code: 0001757595#

If you are the moderator, enter the Leader PIN.

Tap to join audio on your mobile device:

BlackBerry

ccp: +12625551234x6001757595#

ccp: +18665551234x6001757595#

iPhone and Android

tel: +12529124467, 6001757595
tel: +18662798521, 6031757591

---

Scheduling for others with Microsoft Outlook for Windows

1. Right click on Meeting Center taskbar icon and select Manage Accounts.

2. Select Scheduling for Others and click Add Account.

3. Enter their login number and description and click + to add the account.

Now from the Unified Meeting 5 scheduling plugin, you’ll have the option to select the account that you use to schedule.
Scheduling with iCal/Calendar for Mac

1. To schedule a meeting, click the Meeting Center menu bar icon and select Create Meeting Invitation.

To customise the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection.

The meeting information will populate in this language. The meeting information will populate the invite in this language. If video is enabled for your account, the IP addresses that can be dialed via H.323 or SIP will also be auto-populated on the meeting invite template.

2. Your calendar meeting invite will be automatically populated with meeting access links and dial-in information for you and your participants. Additional content can be added to the body of the email to customise your message.

Scheduling for others with iCal/Calendar for Mac

1. Click the Meeting Center icon and select Manage Accounts.

2. Click Scheduling for Others and click Add Account.

3. Enter their login number and description and click + to add the account.

Now from the Unified Meeting 5 scheduling plugin, you’ll have the option to select the account that you use to schedule.

Scheduling with Google Calendar

1. After downloading and adding the Google Gadget to your calendar from https://content.conferencing.com/gadget/meet_InstallGadget.html, enter your Unified Meeting 5 login (same as conference code) into the Web Login field.

   Check Remember Me to save your web login. Please note: This field value is stored with your calendar and not on your computer. Therefore, if you were to open up your Google Calendar on another computer, it will still display your saved field value. Clear All will remove the saved field value.

2. Click Create Event to open the Google Create Event window. The description field will contain the customisable invitation text for Unified Meeting 5.

3. Add guests to be invited to your meeting and click Save.
Scheduling for Others with Google Calendar

1. Using the same Google Gadget, enter the ReservationlessPlus conference code you wish to schedule a meeting for into the Web Login field. This will override any existing saved profile stored with your calendar.

2. Click **Create Event** to open the Google Create Event window. The description field will contain the customisable invitation text for Unified Meeting 5.

3. Add guests to be invited to your meeting and click **Save**.

Scheduling with IBM Notes

1. Open an appointment time in your IBM Notes and click the Unified Meeting 5 icon.

2. Your calendar meeting invite will be automatically populated with meeting access links and dial-in information for you and your participants. Additional content can be added to the body of the email to customise your message.

System Requirements for Moderators and Participants

The information below describes the system requirements for both moderators and participants using the application or browser only features. Meeting these requirements will help ensure successful, productive meetings.

Desktop Application

Please note that participants are not required to install the meeting application in order to participate in a meeting. However, participants must install the Unified Meeting 5 application in order to be promoted to presenter or to view/share webcam video.

<table>
<thead>
<tr>
<th></th>
<th>Moderators/ Presenters Application</th>
<th>Participant Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating system</strong></td>
<td>Microsoft® Windows Vista / 7 / 8 / 10&lt;br&gt;Mac OS X 10.7 (Lion) or higher</td>
<td>150 MB – Windows and Mac</td>
</tr>
<tr>
<td><strong>CPU</strong></td>
<td>1 GHz processor - Windows&lt;br&gt;x86 processor - Mac</td>
<td></td>
</tr>
<tr>
<td><strong>RAM</strong></td>
<td>1 GB required for Windows and Mac</td>
<td></td>
</tr>
<tr>
<td><strong>Disk space</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Moderators/Presenters Application</strong></td>
<td><strong>Participant Application</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
</tbody>
</table>
| **Browser**                       | Microsoft Internet Explorer® 9 or higher  
                                   | Google Chrome™ 11 or higher  
                                   | Mozilla® Firefox® 10 or higher  
                                   | Safari® 6.1.6 or higher |
| **Network**                       | High-speed DSL/cable or faster |
| **Avatar picture**                | Flash Plug-In required for creating picture with web cam – Windows and Mac |
| **Viewing Archives**              | Microsoft Internet Explorer® 9 or higher  
                                   | Google Chrome™ 11 or higher  
                                   | Mozilla® Firefox® 10 or higher  
                                   | Safari® 6.1.1 or higher  
                                   | MP3 Support |
| **Webcam**                        | Requires installed client  
                                   | Utilises H.264 SVC to optimise quality based on network traffic  
                                   | Requires a minimum of a 2 GHz Core 2 Dual processor and 2 GB memory |
| **Presentations**                 | Microsoft PowerPoint 2007 or higher | N/A |
| **Calendar Integration**          | Microsoft Outlook® 2007 or higher – Windows  
                                   | Google Calendar via Plug-in  
                                   | IBM Notes 6.0 or higher - Windows  
                                   | ICS Supported Calendar – Mac | N/A |
| **Contacts / Address book Integration** | Outlook 2007 or higher - 32Bit - Windows  
                                   | LDAP Integration - Windows/ Mac  
                                   | Mac Address Book – Mac | N/A |
| **Instant messenger integration** | OCS 2005 or 2007 – Windows  
                                   | Microsoft Lync® 2010 or higher – Windows  
                                   | MSN Messenger 7.5 – Windows  
                                   | Windows Live Messenger 8.0 or higher  
                                   | Skype 6.6 or higher – Windows/Mac | N/A |
Browser Application

If moderators do not install the meeting application, they can launch browser-only meetings to manage their audio participants online. With browser only, you can utilise features such as mute, dial me, chat and open/close meeting room door.

Please note that the following features are not available in browser only: integration with instant messenger, calendars, contacts, Voice over IP, scheduling, recording and viewing/sharing of webcam video.

<table>
<thead>
<tr>
<th><strong>Moderator and Participant Browser Only Requirements</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Operating system** | Windows Vista / 7 / 8 / 10  
Mac OS X 10.7 (Lion) or higher  
Linux  
Android® Tablet (limited support)  
iPad (limited support) |
| **CPU** | 1 GHz processor - Windows  
x86 processor - Mac |
| **RAM** | 1 GB required for Windows and Mac |
| **Disk space** | Not applicable |
| **Browser** | Internet Explorer 9 or higher  
Google Chrome 11 or higher  
Mozilla Firefox 10 or higher  
Safari 6.1.1 or higher |
| **Network** | High-speed DSL/cable or faster, 3G or faster for mobile devices |
| **Viewing Archives** | Same OS/Browser as Participant Browser, MP3 Support |
| **Avatar picture** | Flash Plug-In required for creating picture with web cam- Windows and Mac |