

CALL MANAGER

SCHEDULING USER GUIDE

Call Manager, our free online meeting tool for our Reservationless-Plus® service, is a desktop application that you can download or run in your browser. It puts you in complete control of all aspects of your meeting including scheduling, participant management and security.

Call Manager'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

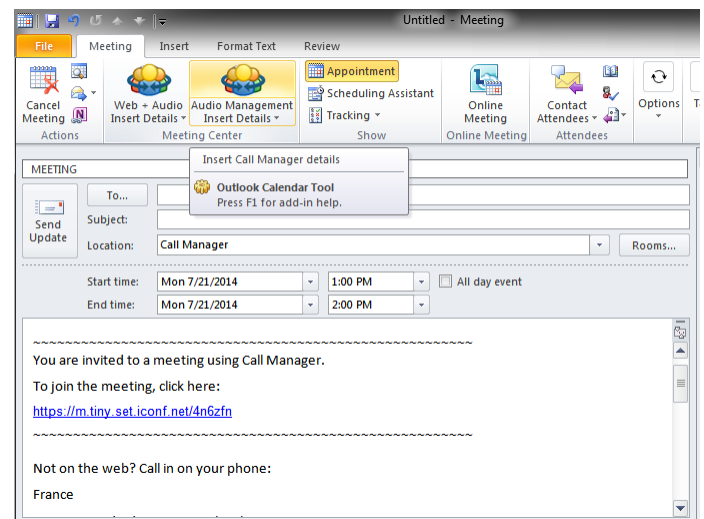
- Easily start or join meetings from your calendar by clicking on the Join-URL of the meeting invite.
- Automatically integrate scheduling with your enterprise calendar tool when you download Call Manager.
- Send meeting invitations in eleven languages for global reach.
- Conveniently schedule meetings for teammates, co-workers or supervisors.
- Sync your meetings with SmartMeet® for easy identification and the ability to start and join, on the go directly from your mobile device.
- 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

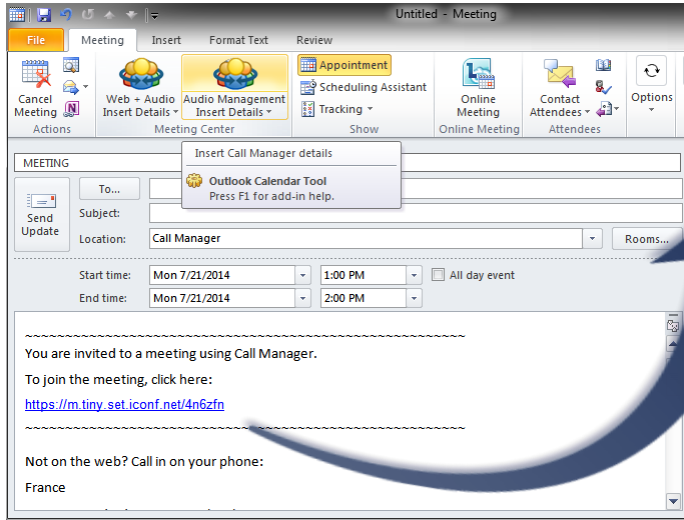
1. Open an appointment time in your Outlook calendar and click the Call Manager icon.

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 customize the language of your meeting invitation, click the down arrow below the Call Manager icon and make your selection. The meeting information will populate the invite in this language.



- 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 customize your message.



You are invited to a meeting using Call Manager.



To join the meeting, click here:

<https://m.tiny.set.icconf.net/4n6zfn>

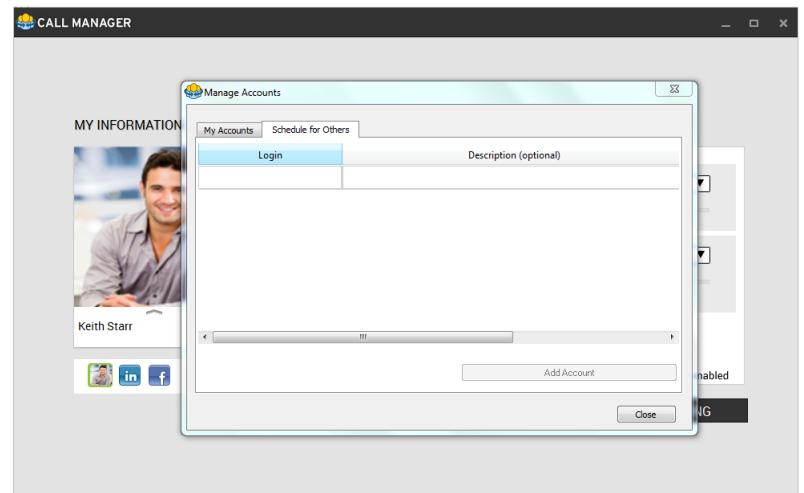
on the web? Call in on your phone:

France

SCHEDULING FOR OTHERS WITH MICROSOFT OUTLOOK FOR WINDOWS

- Right click on Meeting Center taskbar icon  and select **Manage Accounts**.
- Select **Scheduling for Others** and click **Add Account**.
- Enter their login number and description and click  to add the account.

Now from the Call Manager scheduling plug-in, you'll have the option to select the account that you use to schedule.



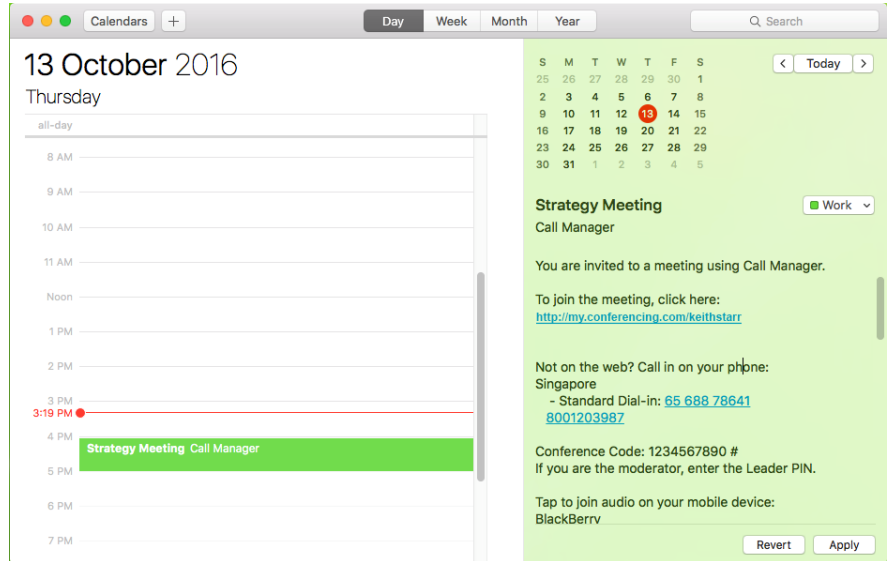
SCHEDULING WITH ICAL/CALENDAR FOR MAC

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

To customize the language of your meeting invitation, click the down arrow below the Call Manager icon and make your selection. 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 customize your message.



The screenshot shows the iCal/Calendar for Mac interface. The main window displays a calendar for Thursday, October 13, 2016. A meeting titled "Strategy Meeting" is scheduled for 3:19 PM. The meeting details panel on the right includes the following information:

- Strategy Meeting** (Work)
- Call Manager
- You are invited to a meeting using Call Manager.
- To join the meeting, click here: <http://my.conferencing.com/keithstarr>
- Not on the web? Call in on your phone: Singapore
 - Standard Dial-in: [65 688 78641](tel:6568878641)
 - [8001203987](tel:8001203987)
- Conference Code: 1234567890 #
- If you are the moderator, enter the Leader PIN.
- Tap to join audio on your mobile device: BlackBerry

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.

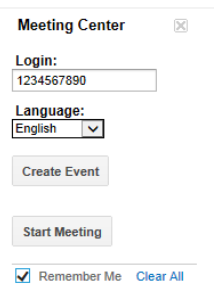
Now from the Call Manager scheduling plug-in, you'll have the option to select the account that you use to schedule.

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 Call Manager 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 customizable invitation text for Call Manager.
3. Add guests to be invited to your meeting and click **Save**.



The screenshot shows the Meeting Center form with the following fields and buttons:

- Meeting Center** (Close button)
- Login:**
- Language:**
- Create Event** button
- Start Meeting** button
- Remember Me** [Clear All](#)

SCHEDULING FOR OTHERS WITH GOOGLE CALENDAR

1. Using the same Google Gadget, enter the Reservationless-Plus 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 customizable invitation text for Call Manager.
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 Call Manager 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 customize your message.

Return receipt Sign Encrypt

Calendar Entry Notify me Mark Private Pencil In

Meeting

Subject: Sample Meeting

Chair: another manager??

When: Starts Thu 09/12/2013 12:00 PM 1 hour
Ends Thu 09/12/2013 01:00 PM
 Specify a different time zone
 Repeats

Where: Location Call Manager
Rooms
Resources
Online This is an Online Meeting

Invitees: Required (to)
Optional (cc)
FYI (bcc)

Scheduler: [Click to see invitee, room and resource availability](#)

Description: [Click to append attachment\(s\)](#)

You are invited to a meeting using Call Manager

To join the meeting, click here:
<https://lobby.mc.icconf.net/username>

Not on the web? Call in on your phone:

SYSTEM REQUIREMENTS FOR MODERATORS AND PARTICIPANTS

[Click here](#) for a complete list of system requirements. Meeting these requirements will help ensure successful, productive meetings.