

Call Manager

Desktop Scheduling User Guide with System Requirements

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

Call Manager's integration with Outlook® for Windows and iCal/Calendar for Mac 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

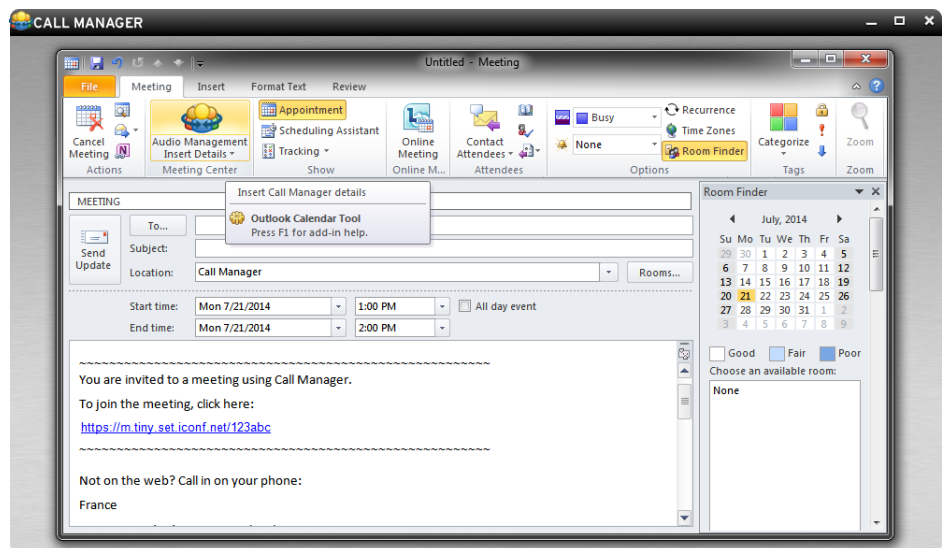
- Easily add your conferencing information, including dial-in numbers, conference codes and Call Manager URLs, to your emails and meeting invitations.
- Create, edit and schedule meetings with pre-defined conferencing information right from your Outlook toolbar.
- Send meeting requests with your conferencing details via your calendar allowing your attendees to accept, decline, or tentatively accept the meeting invitation.
- One click from your meeting invitation, desktop icon or smartphone starts your meeting.

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.

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 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 customize your message.

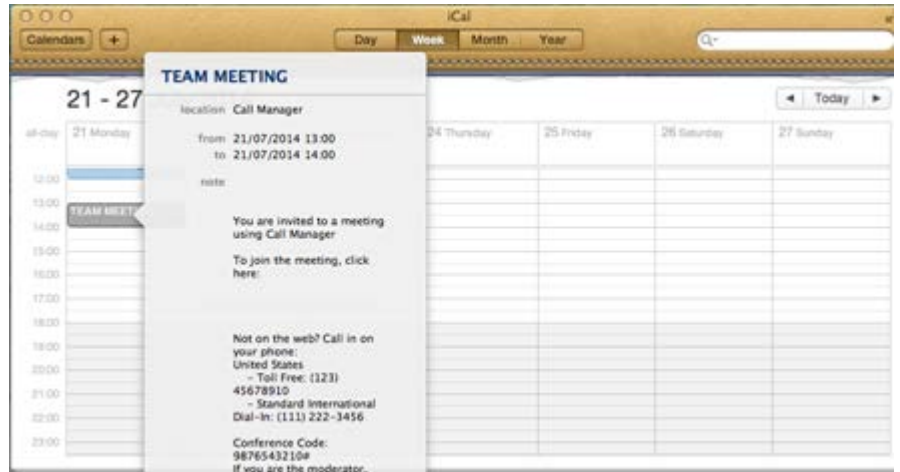


Scheduling with iCal/Calendar for Mac

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 in this language.

2. This will launch your calendar and auto-populate your calendar event entry with all the details you and your participants will need to join your meeting. Additional content can be added to the body of the email to customize 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 Call Manager application in order to be promoted to presenter and use features (i.e., use Voice over IP, calendar, contacts, scheduling and recording).

	Moderators/Presenters Application	Participant Application
Operating system	Microsoft® Windows XP SP3 / Vista / 7 / 8 Mac OS X 10.6 (Leopard) or higher	
CPU	1 GHz processor - Windows x86 processor - Mac	
RAM	1 GB required for Windows and Mac	
Disk space	150 MB – Windows and Mac	
Browser	Microsoft Internet Explorer® 7 or higher Google Chrome™ 11 or higher Mozilla® Firefox® 10 or higher Safari® 5.1 or higher	
Network	High-speed DSL/cable or faster	
Calendar integration	Microsoft Outlook® 2003 and higher – Windows ICS Supported Calendar – Mac	N/A

Contacts / Address book integration	Outlook 2003 and higher - 32Bit - Windows LDAP Integration - Windows/ Mac Mac Address Book - Mac	N/A
Instant messenger integration	OCS 2005 and 2007 – Windows Microsoft Lync® 2010 or higher – Windows	N/A
Avatar picture	Flash Plug-In required for creating picture with web cam	

Browser Application

If moderators do not install the meeting application, you can launch browser-only meetings to manage your audio participants online. With browser only, you can utilize 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 and recording.

Moderator and Participant Browser Only Requirements	
Operating system	Windows XP SP3 / Vista / 7 / 8 Mac OS X 10.6 (Snow Leopard) or higher Linux Android® Tablet iPad®
CPU	1 GHz processor - Windows x86 processor - Mac
RAM	1 GB required for Windows and Mac
Disk space	Not applicable
Browser	Internet Explorer 7 or higher Google Chrome 11 or higher Mozilla Firefox 10 or higher Safari 5.1 or higher
Network	High-speed DSL/cable or faster, 3G or faster for mobile devices
Avatar picture	Flash Plug-In required for creating picture with web cam- Windows and Mac