

# User Guide





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# LotusLive Meetings User Guide

## Overview

PGi, a global provider of on-demand business process improvement solutions, provides and integrates its industry-leading audio conferencing solutions with IBM LotusLive Meetings. This guide provides the basic information necessary to start an integrated LotusLive Meetings web conference. Please review the system and bandwidth requirements at the end of this document to ensure you have everything you need to get started.

### Logging In

There are separate login interfaces for hosts and for participants. Hosts should access LotusLive Meetings through their PGiMeet Customer Site. Meeting participants should access LotusLive Meetings through the PGi custom login page found at the link below:

<http://pgi.com/us/en/conferencing/web-conferencing/partner-products/ibmlotuslive/login.html>

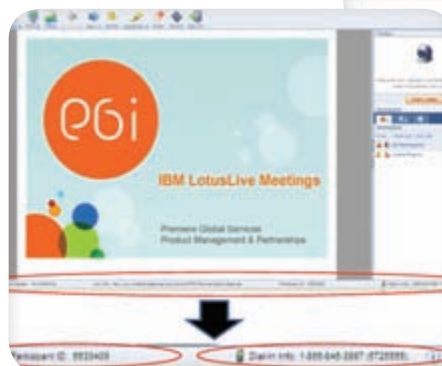
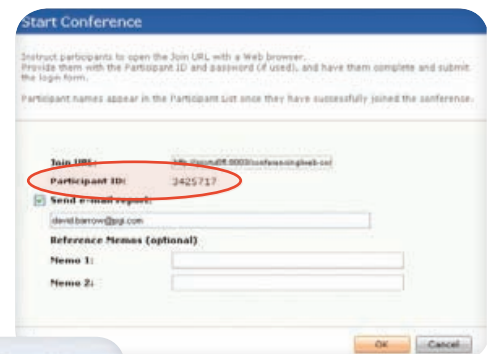
Hosts will need their ClientID or email address and password to login, while guests will need a Participant ID provided by the meeting host.

*NOTE: Since your LotusLive Meeting account is a persistent meeting room, there is not a unique Participant ID for every meeting instance. The same Participant ID will always be used to enter your meeting. The exception to this is if you change your audio information in the PGiMeet Customer Site. This will change the Participant ID for your meeting. Every audio account will have a separate Participant ID. Keep in mind that no participant can join a meeting until it is started by the host.*

### OBTAINING PARTICIPANT ID

Participants will require a Participant ID to join a LotusLive web meeting. As a host, you must provide this information to the participants in your meeting. A Participant ID is created when you are first logged into the LotusLive system. To obtain your participant ID:

- 1 Log into your LotusLive Meetings account following the instruction in the “Host Login” section of this document.
- 2 Click the “Start button” on the LotusLive Meetings toolbar.
- 3 After starting the meeting, you will be presented with the “Start Conference” window to the right. On this screen, the Participant ID for your meeting will be displayed. Click “OK” to start the meeting.



- 4 Once the meeting is started, you will be presented with the LotusLive console seen to the left. Participant ID can also be found on the lower conference bar along with the audio conference information, toll-free number and audio Passcode.

# LotusLive™ Meetings

## HOST LOGIN

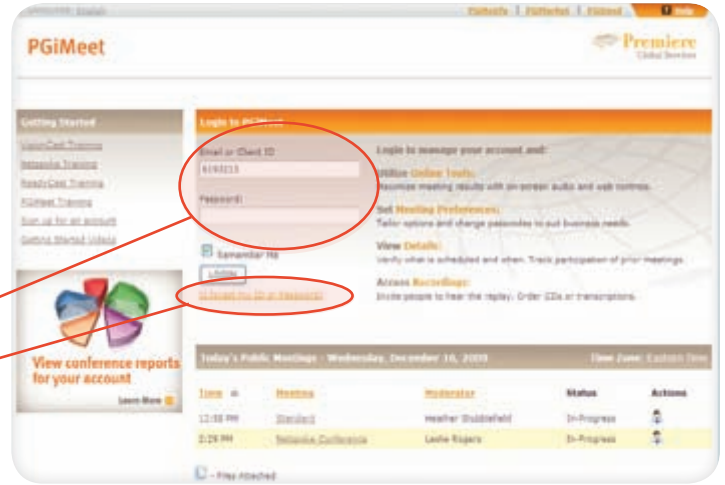
As a host, you should follow the steps below to begin using LotusLive Meetings.

**1** Login to your PGIMeet Customer Site. This site should have a url with the format `http://companyname.pgimeet.com`. Use your ClientID or email address and password to log into your account. You should have been provided with this information when your PGIMeet account was created.

**2** After logging into your account, select "LotusLive Web Meetings" from the "More PGIMeet Solutions" section.

**3** This will bring you to the LotusLive Meetings login page. Select "IBM LotusLive Meetings" from the dropdown menu and select "Go" to launch into your LotusLive Meetings web conference. You can also select the audio conferencing account that you want to use with your meeting from this interface.

1

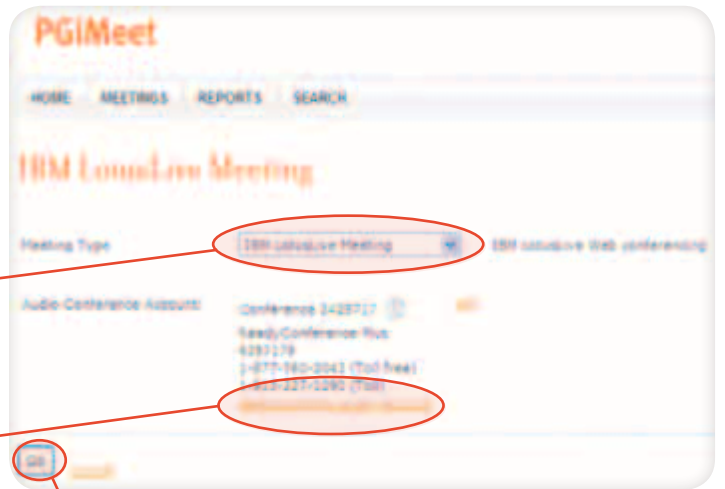


Click here if you do not know your login credentials

2



3



Select "IBM LotusLive Meeting" under the "Meeting Type" dropdown

Select desired audio conference account

Launch Meeting

# LotusLive™ Meetings

## PARTICIPANT (ATTENDEE) LOGIN

It is simple for meeting guests to access a LotusLive Meeting. To join a meeting, navigate to the PGI LotusLive Login page at the url below.

<http://pgi.com/us/en/conferencing/web-conferencing/partner-products/ibmlotuslive/login.html>

Fill in the attendee login form to enter the meeting. Participant ID and name are required fields for entry. You should have received the Participant ID for the meeting from the meeting host. Also, to automatically be placed into the audio meeting, enter the desired telephone number in the specified field.

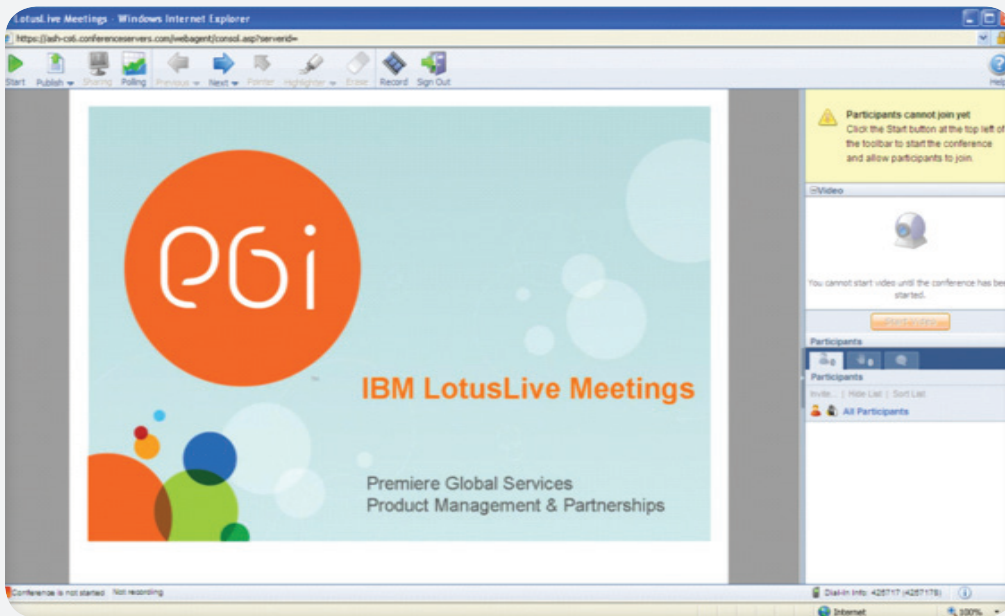
*Note: In order to allow participants to join, the host must login before the meeting is scheduled to begin. Participants will not be allowed into the meeting until the host starts the meeting. Participants who join before the meeting is started will be placed into the meeting lobby until the meeting is started by the host.*

*NOTE: The PGI custom landing page for LotusLive Meetings is the primary interface for participants to join a LotusLive Meetings web conference. Hosts may also join the meeting through this interface, provided that they have previously accessed their LotusLive Meetings account through the PGIMeet Customer Site, which is the preferred access method for hosts. All hosts must join through the PGIMeet customer site to be provisioned on the LotusLive system. Hosts must also join through PGIMeet if they want to change the audio conferencing credentials for their LotusLive account.*

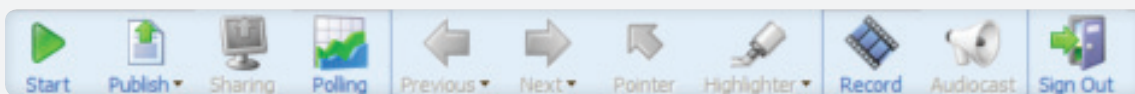
# LotusLive™ Meetings

## LotusLive Meetings Controls

After you have successfully logged into your LotusLive Meeting account, you will be presented with a conference window.



At the top of the conference window is a toolbar containing buttons used to conduct and manage LotusLive web conferences.

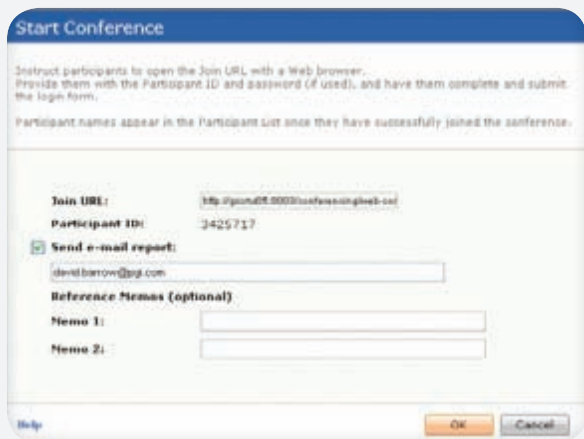


# LotusLive™ Meetings

## STARTING A WEB CONFERENCE

Since LotusLive Meetings does not require pre-planning or scheduling, once you have logged into your account, you can immediately start a conference.

- 1 Click the START button on the toolbar. A dialog window opens displaying instructions for inviting participants to join the conference. If you do not start the conference, you will be prompted to start the conference.



- 2 Once the conference has been started, the start button will be replaced by a stop button as show in the toolbar view below.



- 3 Participants who join the conference before you start the meeting will be placed in the meeting lobby and be presented with the screen below. Once the host starts the meeting, the participants will be automatically placed into the web conference.

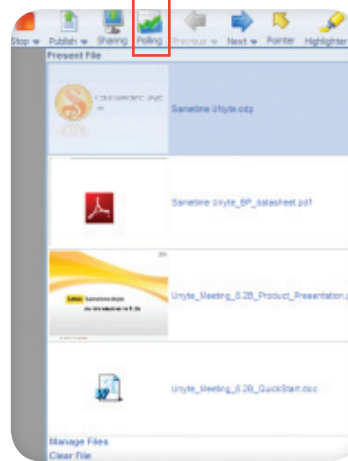


## PUBLISHING A DOCUMENT

Once you have logged in to your account, you can either start a web conference or you can prepare for a conference by publishing Microsoft® PowerPoint®, Word, or Excel documents. LotusLive Meetings also includes support for Adobe PDF and Open Document Format (.ODF) Documents.



- 1 Click the PUBLISH button on the presenter toolbar
- 2 Click BROWSE from the “Publish a File” dialog window
- 3 Select a document file path using the file explorer window
- 4 Click the PUBLISH FILE button in the Publish a File dialog window



After you complete these steps, your document is automatically copied and converted into a LotusLive Meetings presentation and saved into the presentation library. A status bar indicates the publishing progress. Once publishing is

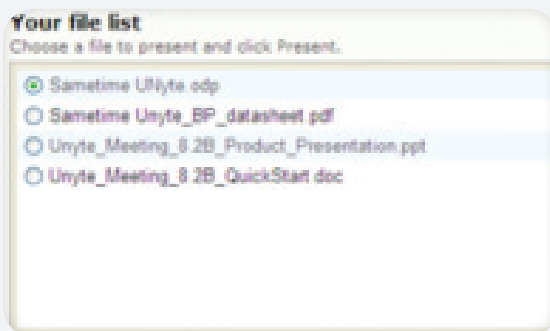


complete, the first page of your document appears in the conference window.

# LotusLive™ Meetings

## PRESENTING PREVIOUSLY PUBLISHED DOCUMENTS

- 1 Click on the PUBLISH button on the presenter toolbar
- 2 The “Publish a File” window will appear. Click the radio button next to the file you wish to present from the titles in “Your File List”



- 3 Click the PRESENT button

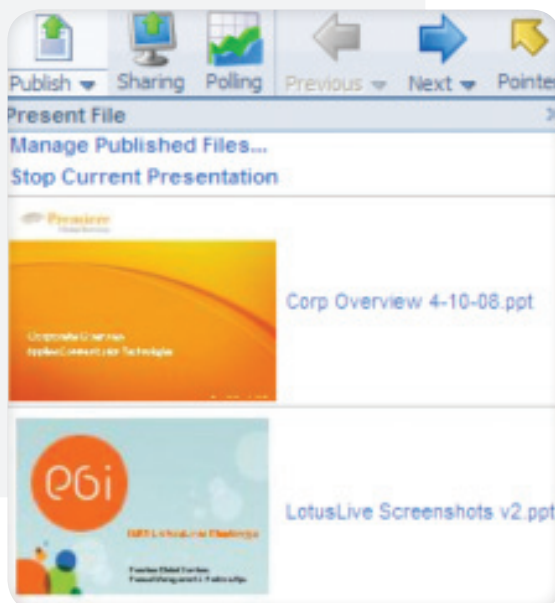
### OR

- 1 Click the Document Publishing sub-menu located on the PUBLISH button on the presenter toolbar. A drop down menu will appear.



- 2 Click the thumbnail of the file you wish to present

- 3 The first slide of presentation will appear on the presenter and participant windows



## DELETING A PRESENTATION

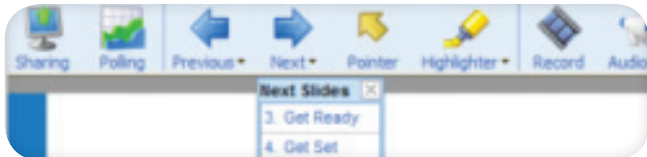
You may choose to delete a presentation anytime in the future using the PUBLISH feature.

### Delete a published document:

- 1 Click the PUBLISH button on the toolbar
- 2 Select the presentation in the Published Documents list
- 3 Click the DELETE button

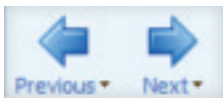
# LotusLive™ Meetings

## PRESENTATION TOOLS



### Navigation Tools

Use the PREVIOUS and NEXT buttons on the toolbar to index slide by slide through a presentation, document sections or worksheets.

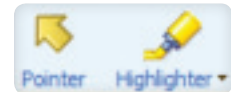


Use the “Next Slide” and “Previous Slide” submenu(s) to jump directly to a specific slide.



### Annotation Tools

Use the POINTER button to toggle the Pointer tool on and off when you want to highlight the content of your presentation.



- » To turn off the pointer, click the POINTER button again.
- » Pointers can be “stamped” on slides by clicking the pointer on the slide.
- » To clear stamped pointers, advance to the next slide.
- » OR
- » Press the ERASER button on the presenter toolbar.



Use the HIGHLIGHTER button when you want to annotate the content of your presentation in real time.

- » Choose from 15 marker colors by clicking on the down arrow on the HIGHLIGHTER button.
- » To turn off the Marker, click on the HIGHLIGHTER button again.
- » To clear the highlighted annotation, advance to the next slide or press the ERASE button.

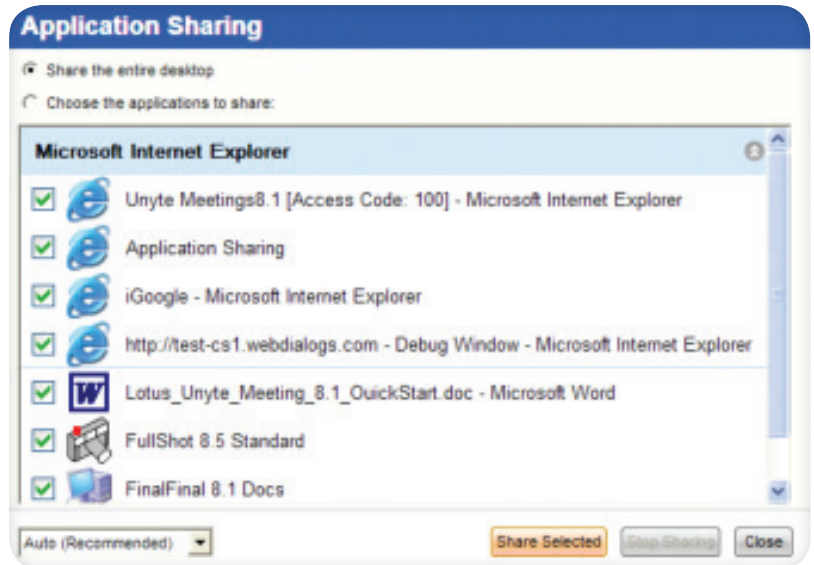
# LotusLive™ Meetings

## APPLICATION SHARING



The SHARE button allows you to share specific applications or your entire desktop, thereby enabling your participants to view changes as you make them and to see applications unique to your desktop. Once you click the SHARE button you will receive a dialog box that shows a list of your currently running applications.

*Note: The Application Sharing feature requires the host to receive a conferencing plug-in component. If this is your first time using Application Sharing, please review the systems requirements information for LotusLive and run the “system check.” The LotusLive system check can be found on the PGi Custom Login page.*

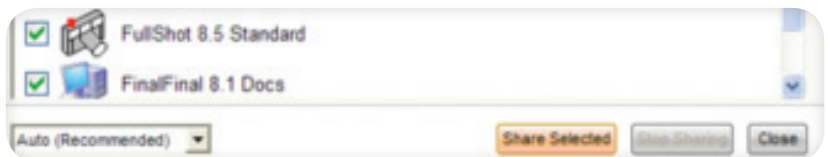


### Sharing an individual application.

- 1 Select one or more applications from the list by selecting the box next to the active application(s).
- 2 Select the “Choose the applications to share” button.



- 3 Select the check box next to the application you would like to share and click SHARE SELECTED.



# LotusLive™ Meetings

## Sharing All Applications

- 1 Click the “Share the entire desktop” button.



- 2 Click SHARE SELECTED.

## Stop Sharing

- 1 Open/restore the LotusLive Meetings application window.

- 2 Click the CANCEL button.

Or

- 1 Double click the icon for Application Sharing in the system tray.

- 2 Select STOP SHARING.

Or

- 1 Click the orange SHARED button on the title bar of the window that is being shared.

## Allowing Control of Your Desktop

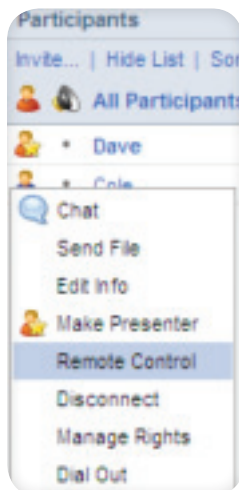
If you would like to allow a participant to make changes to your shared application, you must give control to that participant.

- 1 Click the Participant’s name in the Participant Roster

- 2 Select REMOTE CONTROL

## Regaining Desktop Control

Click the Participant’s name in the Roster and choose DISABLE CONTROL



## Application Sharing Performance Settings

The Performance Settings option allows you to optimize application sharing performance and quality. The options are as follows:

- > Auto (Recommended) - Auto adjust setting from low to high depending upon bandwidth responsiveness.
- > High Quality – This setting has true color, the best appearance, and requires the most bandwidth. May cause delays on slower connections.
- > Best Speed - Fastest transfer speed but 16 colors and some reduction in image quality. This setting is ideal for slower connections such as dial-up.

## ENDING A CONFERENCE

When you are finished with a given meeting session, it is important that you end the meeting. To end a LotusLive Meetings session:

- 1 Click the STOP button on the toolbar to conclude the conference and disconnect all participants. At this point, you are still logged in and can start a new conference. You can also still upload and manage your documents.

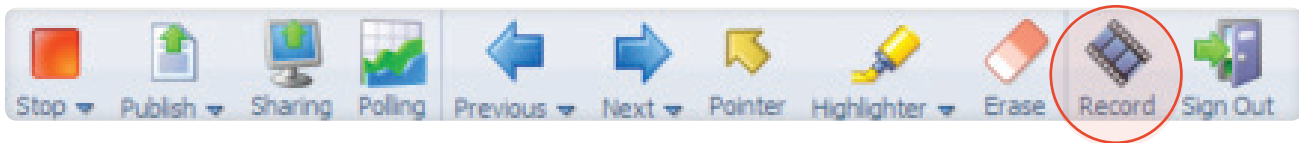


- 2 When you are finished with all LotusLive Meetings activities, you can log out of your account using the SIGN OUT button on the toolbar.

# LotusLive™ Meetings

## RECORDING A CONFERENCE

A presenter can record a conference which can include both web and audio. You must start your conference before you can initiate a recording.



### Start a Recording

- 1 Click Record on the toolbar.
- 2 Verify that your computer speakers have proper volume. You will need to hear the audio bridge connection as it is being made, so use headphones or your computer speakers. If you do not want the recording to include audio, skip to the Start Recording step.
- 3 Enter the conference dial-in number (toll or toll free) and click Dial. You will hear the audio conference prompts through your computer speakers.
- 4 Enter the audio Passcode and click Send. You will hear confirmation through your computer speakers that the Passcode was entered and the recording line will be placed into the conference.
- 5 Turn off or mute your speakers.
- 6 Optional: Enter a name for your recording.
- 7 Click Start Recording. The integrated audio and web recording will begin at this time. The status bar at the bottom of the conference window indicates that the conference is being recorded.



### Stop a Recording

- 1 Click Record on the toolbar.
- 2 In Recording dialog box, click the Stop Recording button.
- 3 Click OK. The archive displays the new recording. You can continue the conference after you stop recording.



### Content automatically recorded during a recorded conference

- » Audio
- » Application Sharing
- » Published Adobe® Acrobat PDF documents (.PDF)
- » Published Microsoft® PowerPoint® presentations (.PPT)
- » Published IBM® Lotus® Symphony™ Open Document Format (ODF) Presentations (.ODP)
- » Published IBM Lotus SmartSuite® Freelance Graphics(R) files (.PRZ)

### Content not recorded during a recorded conference

- » Polls
- » Chat
- » Videocast
- » Published Microsoft® Word files (.DOC)
- » Published Microsoft® Excel® files (.XLS)
- » Published IBM Lotus Symphony Open Document Format (ODF)
  - Open Document Text files (.ODT)
  - Open Document Spreadsheets (.ODS)
- » Published IBM Lotus SmartSuite products
  - Lotus Word Pro® files (.LWP)
  - Lotus 1-2-3® files (.123)

# LotusLive™ Meetings

## Notes

- » A recorded conference is saved in an archive for 30 days. You can download the recording to replay or to share with others.
- » To provide the best experience for participants, the presenter can enter the conference in advance of participants to connect for recording. However, the recording will include the preliminary business of getting all participants joined.
- » If the recording dialog box displays the Archive tab but not the New tab, close the dialog box, start your conference, and click Record again.
- » Audio is recorded at any time it is present during a recording. Here are some tips for using audio:
  - You may hear the audio through both your telephone and your computer speakers while you bridge to your telephone conference. After you complete the bridge, turn off or mute your speakers to prevent feedback.
  - Stopping the recording disconnects the bridge to the telephone conference. You will hear a beep over the telephone indicating that the recording has stopped. You can continue the conference after the recording has stopped.

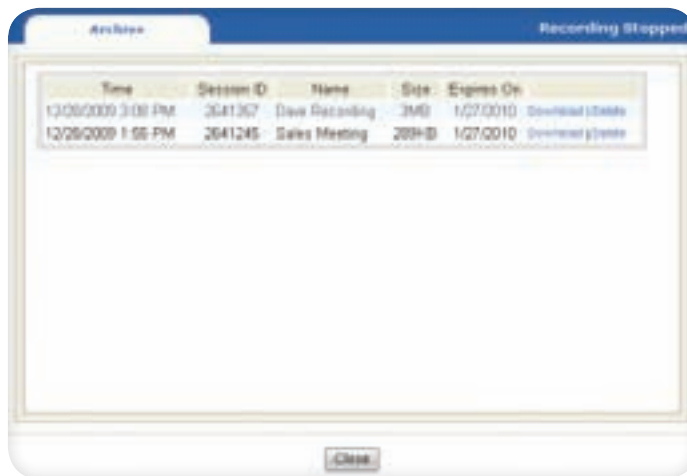
## DOWNLOADING AND PLAYING A RECORDING

A recorded conference appears in your recording archive. You can download the recording at any time to replay the conference or to share the recording with others.

To download and play a recording:

- 1 IBM LotusLive Meetings records web conferences in a .mov container in compliance with H.264/AVC video and G.711 audio standards. To play a movie, users need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats provided in the .mov file.
- 2 Login to your conference. You do not have to start the conference to access the recording archive.
- 3 Click Record on the toolbar. A new window displays.
- 4 Click Archive to see a list of your recorded conferences in a table.
- 5 Locate the recording that you want to download, and then select Download to save it to a folder on your local drive.
- 6 Go to the folder on your local drive that contains the .mov file.
- 7 Double-click the .mov file to play it.

*Note: You can also delete a recording from the archive. In the archive list, look for the delete option beside a recording.*



## SHARING A RECORDING

After you download a recording, you can share it with others.

Here are some ways to share the recording:

- > Post it to a Web site. Use FTP or an equivalent tool to upload the .mov file to a Web server.
- > Share it on an Intranet or company network.
- > Copy or burn the .mov file to a DVD or other media.

*Note: IBM Lotus Live Meetings records web conferences in a .mov container in compliance with H.264/AVC video and G.711 audio standards. To play a movie, users need a properly licensed media player that supports the H.264/AVC video and G.711 audio formats provided in the .mov file.*

# LotusLive™ Meetings

## User Help

For user help, access the online help through HELP button on your LotusLive Meetings toolbar. The help button can be found in the upper right hand corner of your LotusLive Meetings console.

You can also access additional technical support from the pgi support site.

[www.pgi.com/support](http://www.pgi.com/support)

## LotusLive Options Kit.

The LotusLive Options Kit provides users with downloadable tools to help users more easily schedule and join LotusLive Meetings. The LotusLive Options Kit contains the following Add-ons:

- 1 Internet Explorer Conferencing Add-on.
- 2 Microsoft Outlook Conference Scheduling Add-on.

The LotusLive Options Kit for PGI Services can be found at the link below.

<http://pgi.com/us/en/conferencing/web-conferencing/partner-products/ibmlotuslive/login.html>

## INTERNET EXPLORER CONFERENCE ADD-ON

The Internet Explorer Add-on for LotusLive Meetings will place an icon on your desktop that will automatically launch the PGI custom login page for LotusLive Meetings. The Icon will look similar to the icon shown below.



When you double click the icon, the PGI custom landing page for LotusLive Meetings will be launched automatically.

The image shows a screenshot of the IBM LotusLive Meetings Login page. At the top left is the PGI logo with the tagline "ENERGIZE YOUR CONNECTIONS". Below the logo is the title "IBM LotusLive Meetings Login". The page is divided into two main sections: "Host" and "Participant". The "Host" section includes fields for "Client ID", "Host Password", and "General Information" (Name, E-Mail, Company, Phone). The "Participant" section includes fields for "Participant ID", "General Information" (Name, E-Mail, Company, Phone), and a checkbox for "Automatically connects audio by calling the number entered." Both sections have a "Log In" button at the bottom.

*NOTE: The PGI custom landing page for LotusLive Meetings is the primary interface for participants to join a LotusLive Meetings web conference. Hosts may also join the meeting through this interface, provided that they have previously accessed their LotusLive Meetings account through the PGIMeet Customer Site, which is the preferred access method for hosts. All hosts must join through the PGIMeet customer site to be provisioned on the LotusLive system. Hosts must also join through PGIMeet if they want to change the audio conferencing credentials for their LotusLive account.*

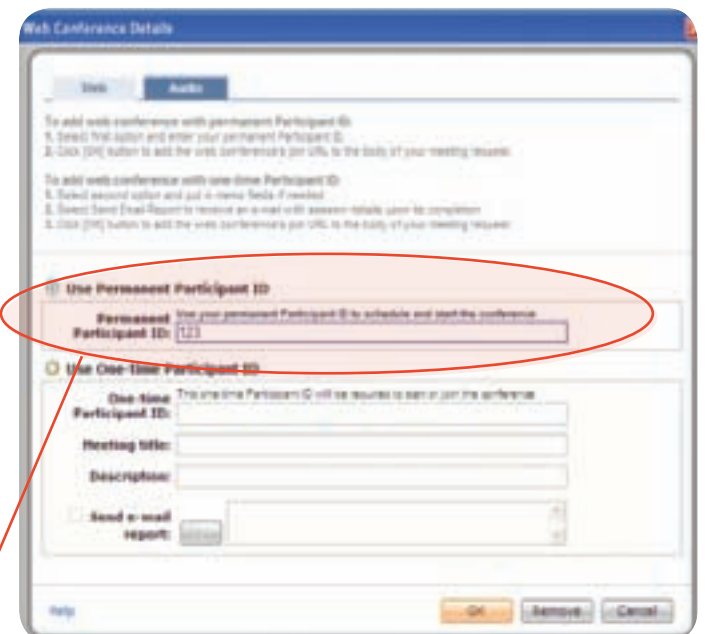
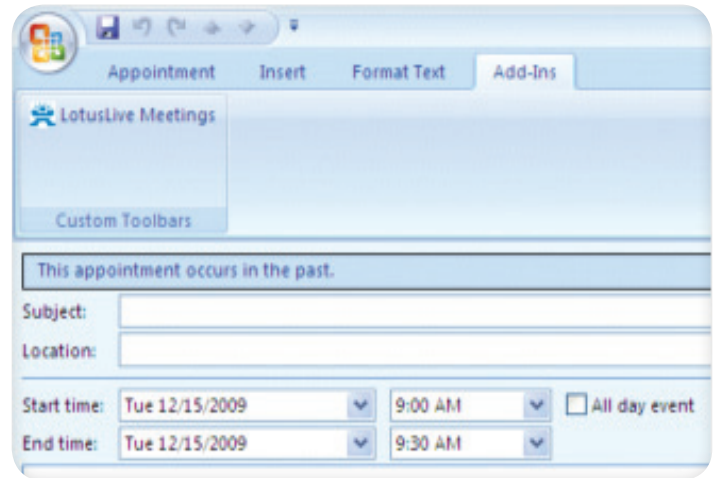
# LotusLive™ Meetings

## OUTLOOK CONFERENCE SCHEDULING ADD-ON

LotusLive Meetings provides a persistent meeting room for web conferencing. The LotusLive Meetings Microsoft Outlook™ Integration allows a host to schedule specific meeting time using this room through Microsoft Outlook.

### Scheduling a conference using Outlook

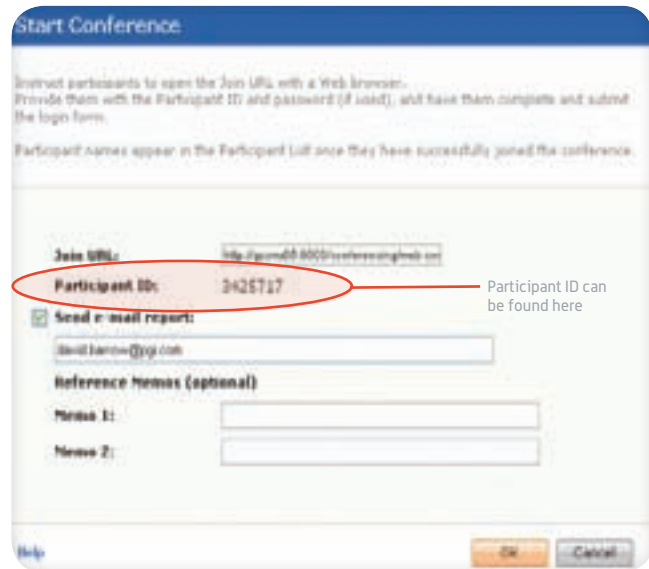
- 1** Install the Outlook Add-On by downloading and installing the LotusLive Options Kit and selecting the “Outlook Add-On” option during installation. You must temporarily close Outlook while installing this feature.
- 2** Access the scheduling feature of Outlook. From the calendar feature in Microsoft Outlook, open a calendar appointment or Meeting Request. You may do so by selecting the FILE menu, next select NEW, and then APPOINTMENT or MEETING REQUEST. You may also create a new appointment by double clicking on a specific date and time on your calendar. An Outlook Appointment or Meeting Request dialog window will open.
- 3** Click the INVITE ATTENDEES button on the toolbar. Insert email addresses and meeting details just as you would through the Meeting feature of Outlook.
- 4** Set a Reminder for your web conference so you will be able to login before the conference is scheduled to begin.
- 5** LotusLive information can be added to the calendar invite in the following ways:
  - a** Outlook 2003. Click the MEETING button at the upper left-hand corner of the Outlook appointment window.
  - b** Outlook 2007. Click on the “Add-Ins” tab in on the invite toolbar.
- 6** Clicking on the LotusLive Meetings Add-on will open a “Web Conference Details” window which will include a dialog window with a tab for web and audio conference details. Ensure that your web conference account information is correct in the fields provided. The Outlook Add-on will remember your conference information for all future meetings.



Input Participant ID for your LotusLive Meetings account

# LotusLive™ Meetings

Note – if you do not know your LotusLive Meetings Participant ID, log into your LotusLive Meetings account and press the “Start” button. The “Start Conference” window will appear. The Participant ID for your account will be displayed on this window as shown below.



Participant ID can be found here

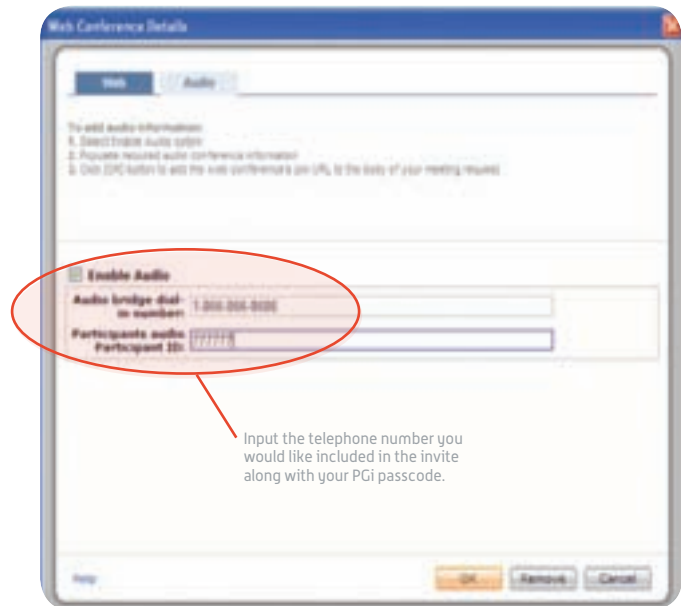


8 Click the OK button, which will insert the meeting link and dial-in information into the body of your meeting request..

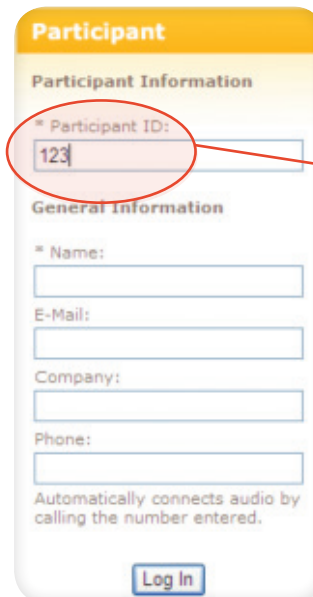
9 To join the meeting, participants will click on the “Conference Link” url. This will take the participant to the PGI custom login page. The Participant ID for the meeting will be pre-populated. The participant should fill-in all other applicable information and press “Login.” To be automatically placed into the audio conference, the participant should enter their telephone number before logging in.

Note: In order to allow participants to join, the Host must login before the meeting is scheduled to begin.

7 Next, click on the “Audio” tab in the “Web Conference Details” window. Check the “Enable Audio” box and enter your PGI audio information. Input your PGI toll or toll-free access number in the first field and your audio passcode in the second filed.



Input the telephone number you would like included in the invite along with your PGI passcode.



Participant ID for the meeting is pre-populated

# LotusLive™ Meetings

## AUDIO INTEGRATION

PGi provides and integrates LotusLive Meetings with its industry-leading audio conferencing solutions. LotusLive works with PGi's robust audio conferencing capabilities. This integration offers significantly enhanced functionality over the core LotusLive product, and demonstrates PGi's commitment to providing greater value to our customers. The LotusLive call controls are accessible via an easy-to-use web interface that provides hosts with full desktop control of all elements of a virtual group meeting.

The converged solution empowers users to manage their audio conference call directly from the LotusLive Meetings interface with high-value features including

- > Dial-out capabilities to place attendees into the audio conference call.
- > Dial-out capabilities to add additional participants to the audio meeting.
- > Individual controls for mute and un-mute.
- > Additional presenter controls including mute all, un-mute all, rename user, and the ability to remove selected participants from the meeting.

PGi's audio conferencing integration with LotusLive Meetings adds significant value to enterprise communications software and enables businesses to better connect people, information and business processes.

## Configuring Audio Integration.

PGi audio integration is automatically configured for all meeting hosts. Audio information is passed to the LotusLive system when the host is provisioned through the PGiMeet Customer Site. Once the host logs into their LotusLive Meeting, the integration with PGi audio is already enabled and ready to use.

## Using Audio Integration.

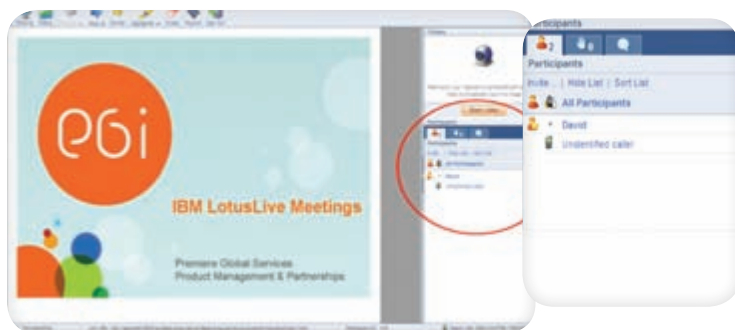
### JOIN CONFERENCE (DIAL OUT) — HOST

Hosts can easily join the audio conference with a single click. You no longer have to remember or reference conference numbers and passcodes. Simply enter the number at which you would like to be called and the system places you directly into the audio conference.

As a host, you can have the system dial you and place you into the audio conference from inside the LotusLive Meetings web conference.

- 1 First locate your name in the participant roster.

1



# LotusLive™ Meetings

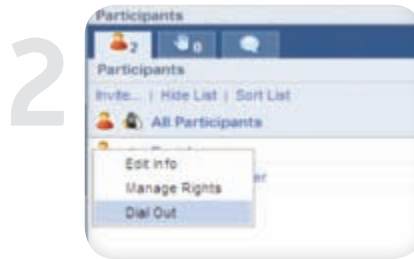
## Using Audio Integration (cont.)

### JOIN CONFERENCE (DIAL OUT) — HOST

1 Next, click on your name to expose the actions menu and select “dial out.”

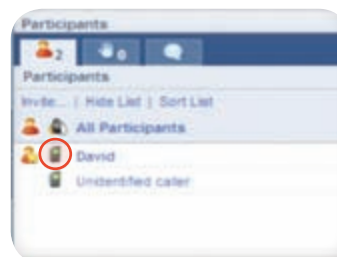
2 You will then be prompted to enter your phone number and other optional information. Enter the telephone number at which you would like to be called. Select “Dial Out.”

3 After a few seconds, the selected telephone should ring. Answer the phone and follow the audio prompts to join the conference. Note the telephone icon next to your name that reflects the connection to the audio conference.



3

4



### JOIN CONFERENCE — PARTICIPANT

Participants will use the PGI Custom Login page to join LotusLive Meetings web conferences. The PGI Custom Login page can be found at the url below.

<http://pgi.com/us/en/conferencing/web-conferencing/partner-products/ibmlotuslive/login.html>

To automatically join the audio conference, participants should enter their telephone number in the field provided on the login page. The PGI system will dial the designated number and place them into the audio conference.

*NOTE: Participants must enter their telephone number in the field above in order to take advantage of the dial out feature. Once the user is in the LotusLive Meetings web conference, they can no longer enable this feature and must dial directly into the audio conference.*

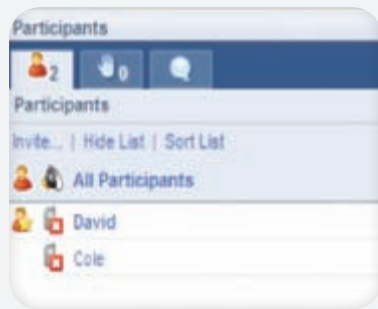
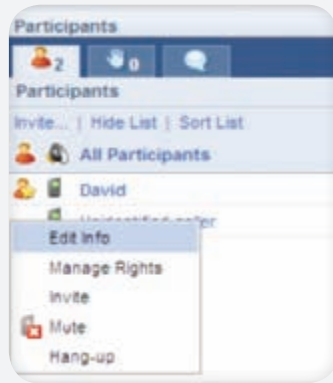
# LotusLive™ Meetings

## Individual Audio Call Controls

As a host or participant, you can control your own audio by clicking on your name in the participant roster. You can mute and un-mute yourself as well as remove yourself from the audio call.

Participants can only perform these actions on themselves, while hosts can perform the above actions on any individual participant.

Call controls appear in a drop down when a participant is selected. Individuals can be muted, un-muted, and removed from the conference.



Note that the telephone icon is updated to reflect the participant's status. In the figure to the left, you can see that both participants have been muted.

## Host Only Audio Controls (Host Only)

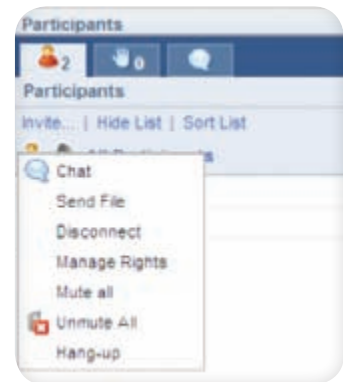
### GLOBAL CALL CONTROLS

As a moderator you can also take larger scale action on the conference. This is done by clicking on the "All Participants" link in the participant roster shown below.



When you click on this link, the menu below will appear that will allow you to mute all participants, un-mute all participants or hang up all participants and end the audio call.

Call controls appear in a drop down when "All Participants" is selected. Mute all, un-mute all, and end conference are the available controls.



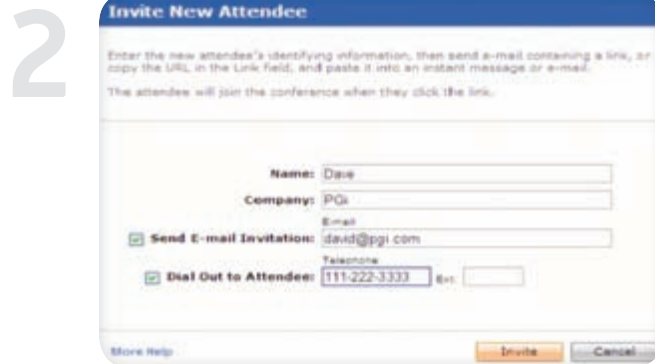
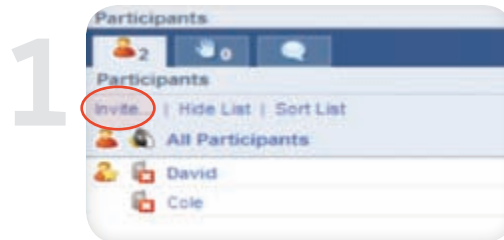
# LotusLive™ Meetings

## Host Only Audio Controls (cont.)

### INVITE NEW PARTICIPANT (DIAL OUT)

New audio participants may be added to the meeting from directly within the LotusLive Meetings web conference. The system will dial out to the individual's telephone and place them into the conference.

- 1 Click the "Invite" link in the participant roster.
- 2 The "Invite New Attendee" screen will open. Select the "dial out" option and enter the desired telephone number. The PGI conferencing system will dial the new participant and place him into the audio conference. Note that you may also send an email to the participant with a link to join the LotusLive Meeting as well. Enter the desired telephone number and click "Invite."



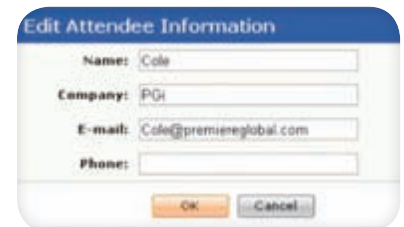
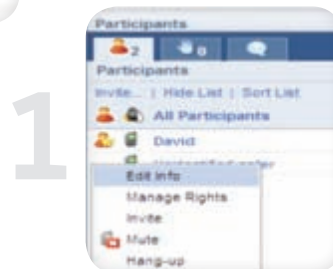
### RENAME USER

If you look at the Participant roster to the right, you will notice an unidentified caller is in the conference. This will happen when an individual dials into the audio conference, but has not joined the LotusLive Meetings conference or did not use the dial out feature to initially join the conference.



As a host, you can edit this participant to clarify his/her identity.

- 1 First click on the desired participant in the roster and select "Edit Info."
- 2 After selecting "Edit Info", you will be presented with a screen to edit the participant's name and enter other pertinent information
- 3 The update is reflected in the participant roster.



## Technical Specifications

### SYSTEM REQUIREMENTS

Systems must meet the following requirements when using the Unyte Meeting service:

- > Internet connection with HTTPS access to the LotusLive Meeting service
- > Internet connection speed of 128 Kbps or higher - see bandwidth considerations below
- > Microsoft Windows 2000/XP/Vista/Server2003 with one of the following browsers:
  - » Internet Explorer 6 SP2, 7.x, 8.0
  - » Firefox 2.x, 3.0, 3.2, 3.5
- > Mac OS X with Firefox 2.x, 3.0, 3.5 Apple Safari 3.x, 4
- > Linux, Unix, or Solaris with Firefox 2.x, 3.0, 3.5
- > Cookies and Scripting enabled in browser

### PRESENTER VIDEOCASTING REQUIREMENTS:

- > Web Camera
- > Microsoft Windows, Microsoft IE, and LotusLive Meetings Plug-In for Microsoft Windows
- > Microsoft Windows, Firefox, and LotusLive Meetings Plug-In for Microsoft Windows
- > Apple Mac OS, Apple Safari, and Java™ 1.5+

### PARTICIPANT VIDEOCAST VIEWING REQUIREMENTS:

- > Microsoft Windows, Microsoft IE, and LotusLive Meetings Plug-In for Microsoft Windows
- > Microsoft Windows, Firefox, and LotusLive Meetings Plug-In for Microsoft Windows
- > Linux, Firefox, and Java 1.5+
- > Apple Mac OS, Apple Safari 2.x, 3.x, 4.0 and Java 1.5+

### NETWORK BANDWIDTH REQUIREMENTS

#### Application Sharing

240 Kbps (Note: Using Auto setting with typical UI update rates)

#### Published Documents

Download rate of slide presentation content is proportional to the available bandwidth. The basic 128 Kbps requirement will provide reasonable performance.

#### Videocasting

50 to 300Kbps (ideal)

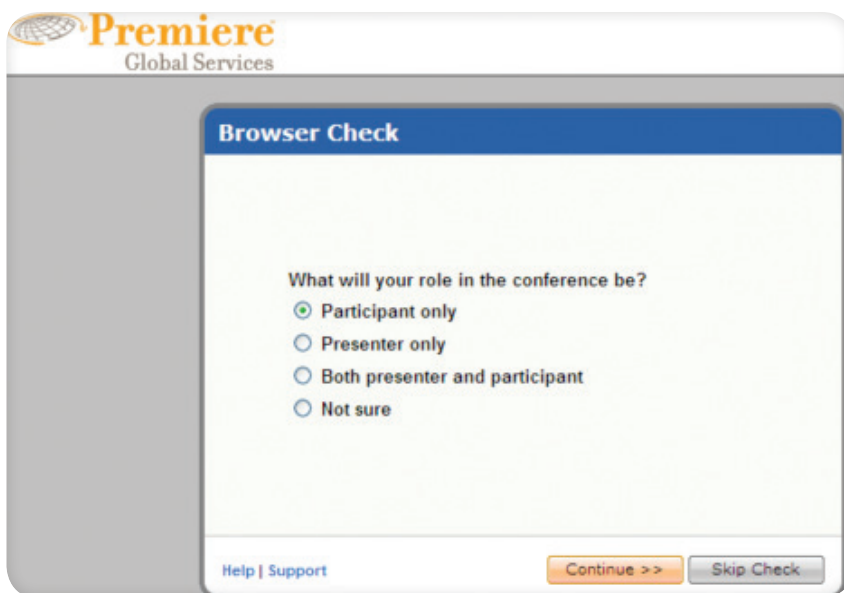
# LotusLive™ Meetings

## System Compatibility Check

Prior to joining your first LotusLive Meetings web conference, it is recommended that you check your system to ensure it is up to date on all system requirements. The system check allows you to specify your role in the meeting and will check your system based on your user type.

A link to the LotusLive system compatibility check can be found on the PGI Custom Login page at the url below.

<http://pgi.com/us/en/conferencing/web-conferencing/partner-products/ibmlotuslive/login.html>



## Host a Meeting: Feature Requirements

### APPLICATION SHARING

In addition to the above general system requirements, a conferencing plug-in is required to share applications. Application and Desktop Sharing are only supported on Windows platforms with the Internet Explorer or Firefox browsers. If the Sharing plug-in is not already on your system prior to starting Application Sharing you will be prompted to download. If your system security settings prevent you from downloading the plug-in, it can be installed manually with the Options Kit.

For viewing shared desktops or applications you must either have the Sharing plug-in or a Java Virtual Machine (JVM). Please note that the Microsoft VM is not supported

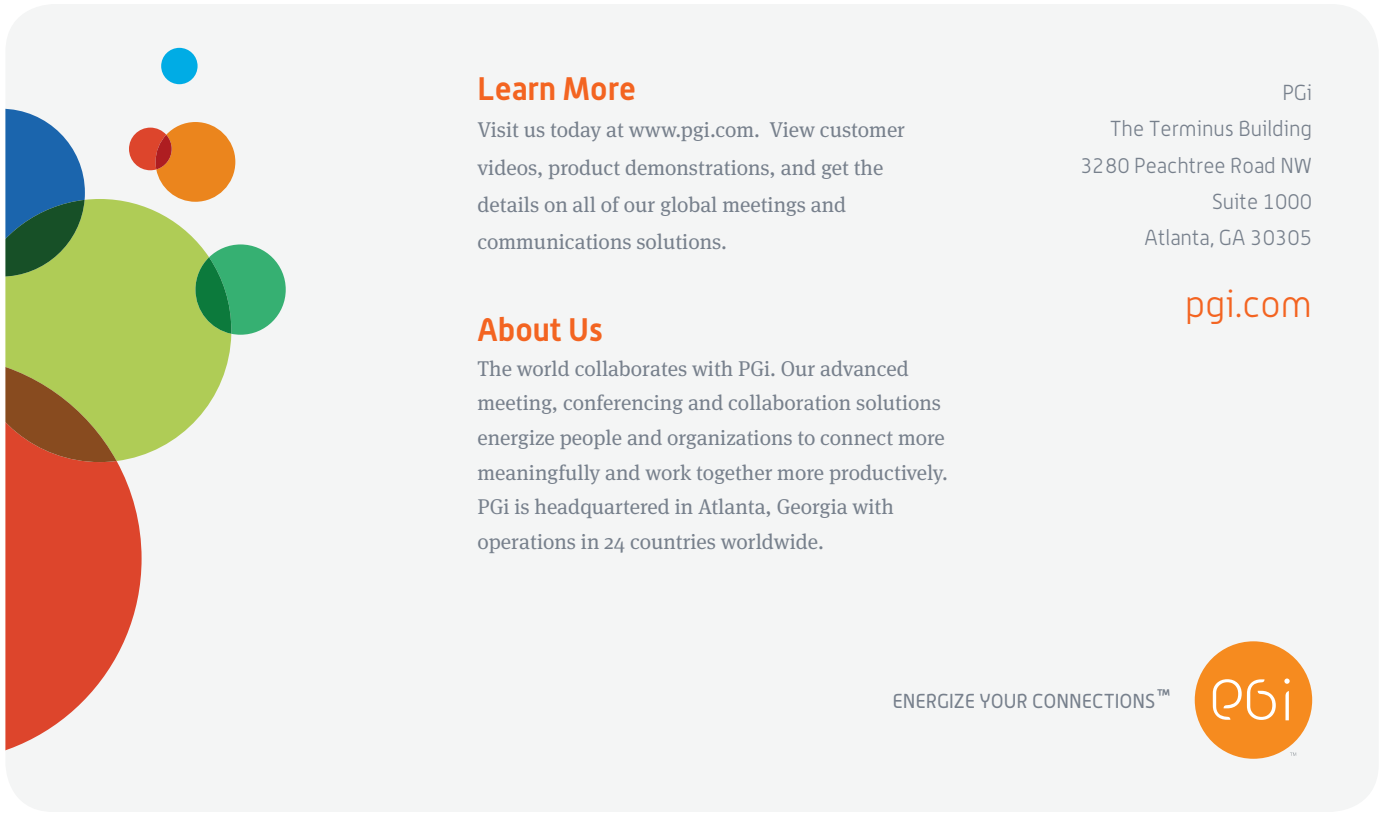
### AUDIOCASTING AND RECORDING

When using the Audiocasting and Recording features, computer speakers or headphones are needed to hear the audio.

## Participate in a Meeting: Feature Requirements

### AUDIOCASTING

When using the Audiocasting feature, computer speakers or headphones are needed to hear the audio.



### Learn More

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### About Us

The world collaborates with PGI. Our advanced meeting, conferencing and collaboration solutions energize people and organizations to connect more meaningfully and work together more productively. PGI is headquartered in Atlanta, Georgia with operations in 24 countries worldwide.

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