

Microsoft Office Live Meeting 2007

Client user guide



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Introduction:

This document guides you how to view presentation through Microsoft Office Live meeting 2007 Client.

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Prerequisites:

Software	Live Meeting client of Office Communications Server 2007 R2 Note : 1. you can download from following site http://office.microsoft.com/en-us/help/HA101733831033.aspx 2. Please refer below given System Requirement for installation of Live Meeting Client
Audio	Head phone with Mic.
Video	Web Cam

Live Meeting client for Office Communications Server 2007 R2

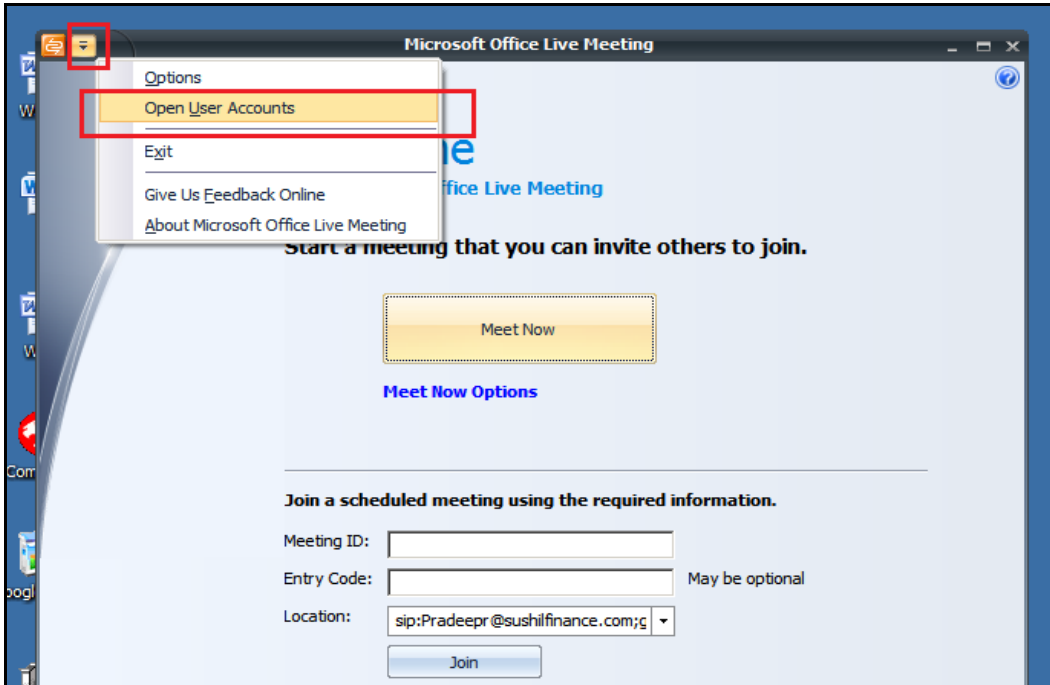
SYSTEM COMPONENT	MINIMUM REQUIREMENT
Display Resolution	Required: Super VGA 800x600 Recommended: Super VGA 1024x768 or higher NOTE Microsoft Windows XP Tablet PC Edition portrait mode is supported.
Operating System	Windows Vista, 32-bit Edition and 64-bit Edition (running in 32-bit mode) Windows XP Professional with Service Pack 1 (Service Pack 2 recommended) Windows XP Professional 64-bit Edition Windows 2000 Professional with Service Pack 4 Windows Server 2003 with Service Pack 1 NOTE Uploading content is not available on the 64-bit edition of Windows Vista.
Computer/Processor	Data and Voice: 500-megahertz (MHz) or higher processor, Intel Pentium-compatible For Webcam video: 1 GHz or higher For Microsoft Round Table: 1.8 GHz dual or higher
Memory	256 megabytes (MB) of RAM Recommended: 512 MB
Disk Space Needed for Installation	125 MB
Video Memory	Video card with 64 MB of RAM (video RAM or VRAM) and Microsoft DirectX application programming interface generation
For VOIP	Sound card, speaker, and computer microphone
For sending Video	Webcam or Microsoft Round Table device
Bandwidth Requirements for Data Only	56 kbps or better (Recommended: DSL or Cable high speed internet access)
Bandwidth Requirements for Voice and Video	Voice: 50 kbps minimum ¹ , 80 kbps high quality ² Webcam: 50 kbps minimum, 350 kbps high quality Round Table: 100 kbps minimum, 700 kbps high quality NOTE The required and recommended bandwidth speeds are cumulative. For example, if you want to use voice, webcam, and Microsoft Round Table, the minimum bandwidth would be 50+50+50=150 kbps.
Other Software	Microsoft Office PowerPoint 2002 or later presentation graphics program or Microsoft Office Standard Edition or Professional Edition (which includes PowerPoint software) to upload presentations. Adobe Flash Player version 8 or higher to view Flash content in the meeting. On Windows Vista, Adobe Flash Player version 9.0.45 to view Flash content in the meeting. Windows Media technologies player, version 9 or later (version is checked when the meeting client starts) to view Windows Media content in the meeting.

Steps for Microsoft live meeting

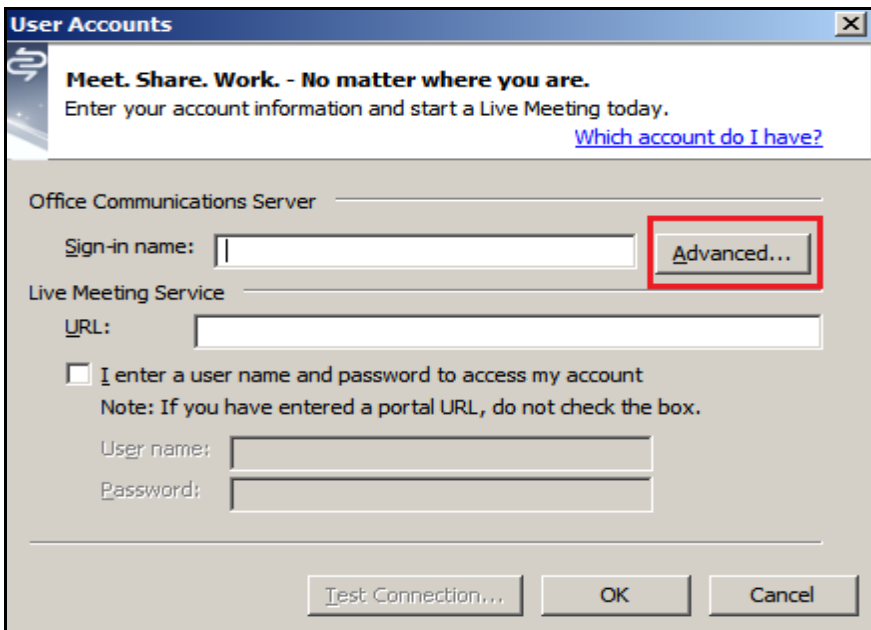
Step 1 : Prepare machine with **Prerequisites** as per above and test your Audio and Video

Step 2 : click start then programs and open **Microsoft office live meeting 2007**

Step 3 : Click on Main menu and **Open user account** as per given screen shot



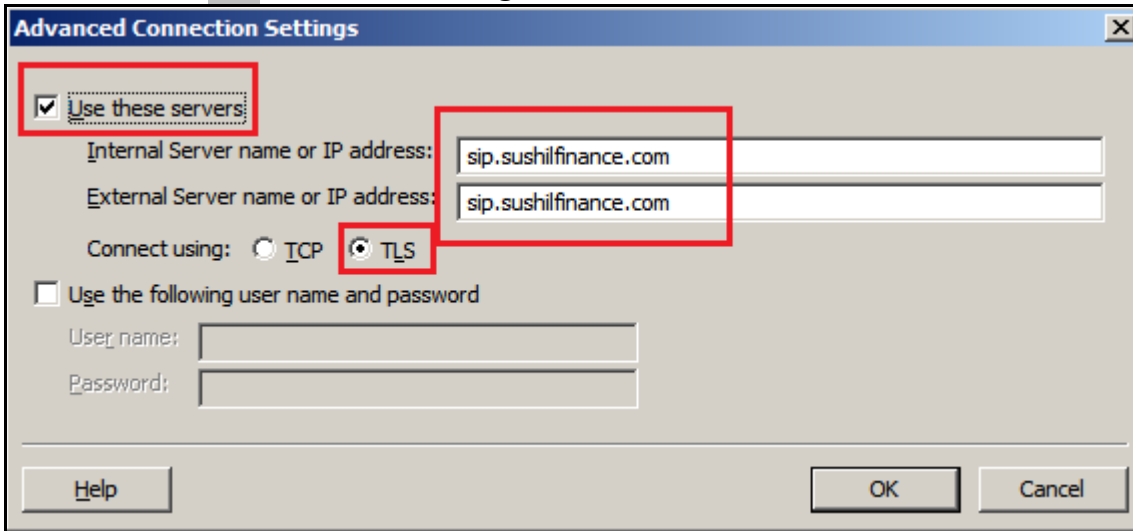
Step 4 : click on **Advanced** Tab



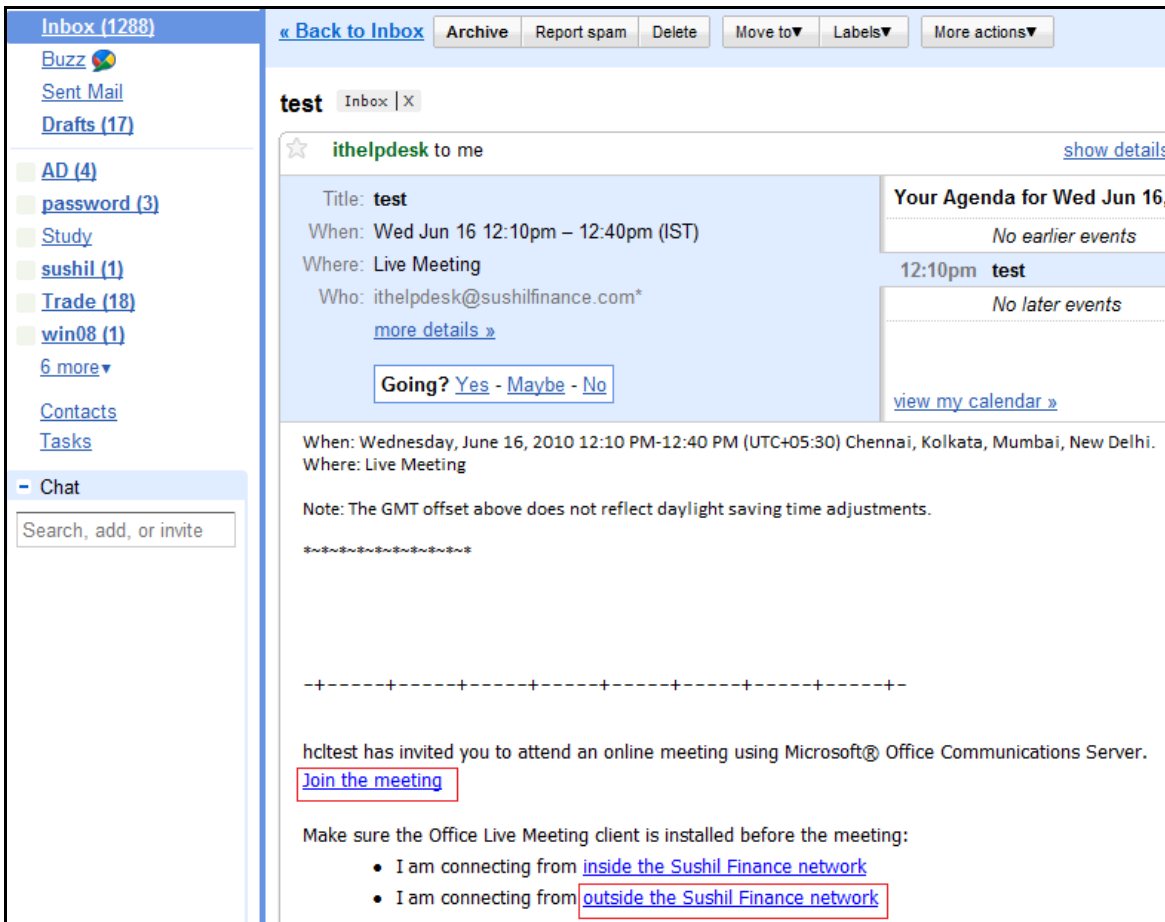
Step 5 : select **Use these server** and type following entries and click OK

sip.sushilfinance.com

Select **TLS** in connect using



Step 6: In your e-mail inbox, open the meeting invitation



Step 7 : Copy and paste the **Meeting ID, Entry Code** and **Location** from e-mail invitation to live meeting 2007 and click on join

Passcode: Passcode is not required.

Note: If you have an account on this corporate network, use your PIN to join. Have you set your PIN?

TROUBLESHOOTING

Unable to join the meeting? Start Office Live Meeting and join the meeting with the following information:

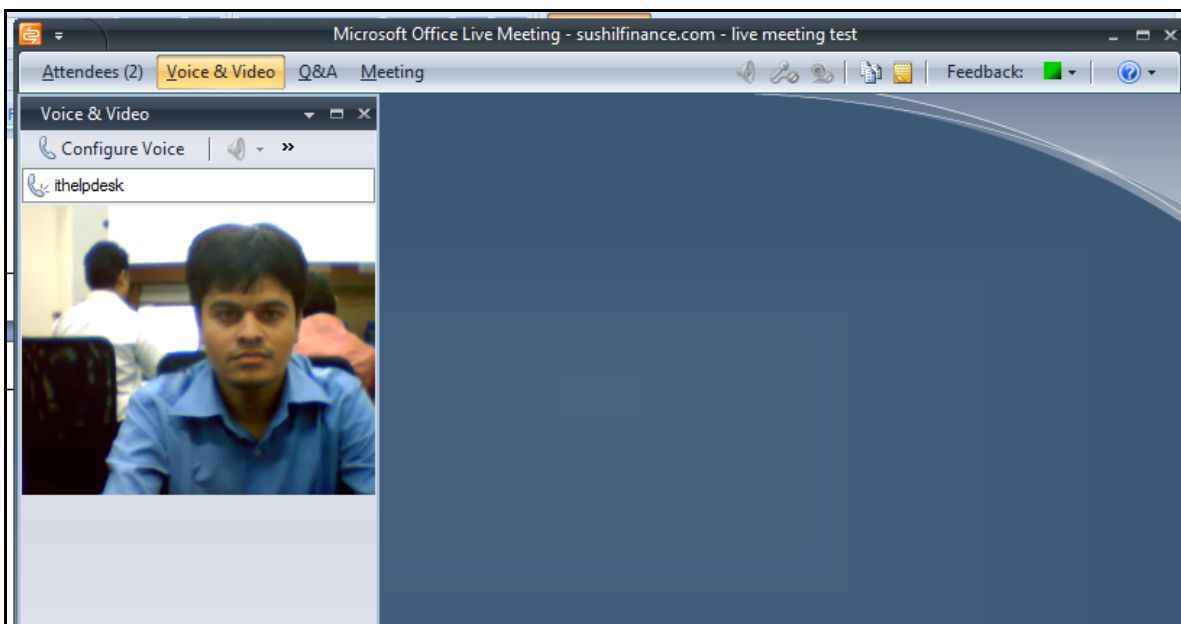
Meeting ID: 2678d15540294dee87f2c4e7980a284b

Entry Code: 4987

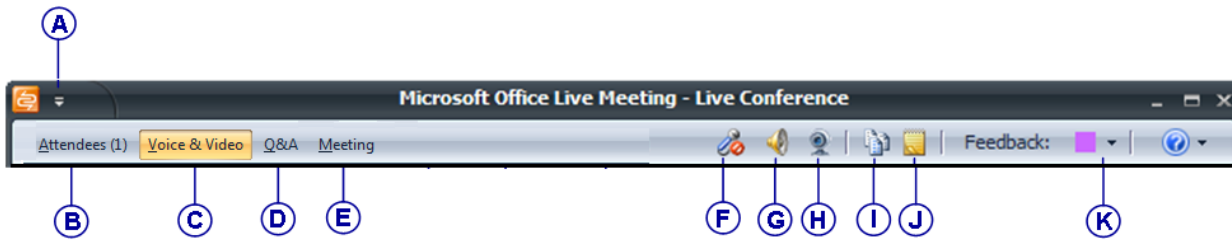
Location: <meet:sip:hcltest@sushilfinance.com;gruu;opaque=app:conf:focus:id:2678d15540294dee87f2c4e7980a284b%3Fconf-key=4987>



Step 8: Live meeting window open with below screen

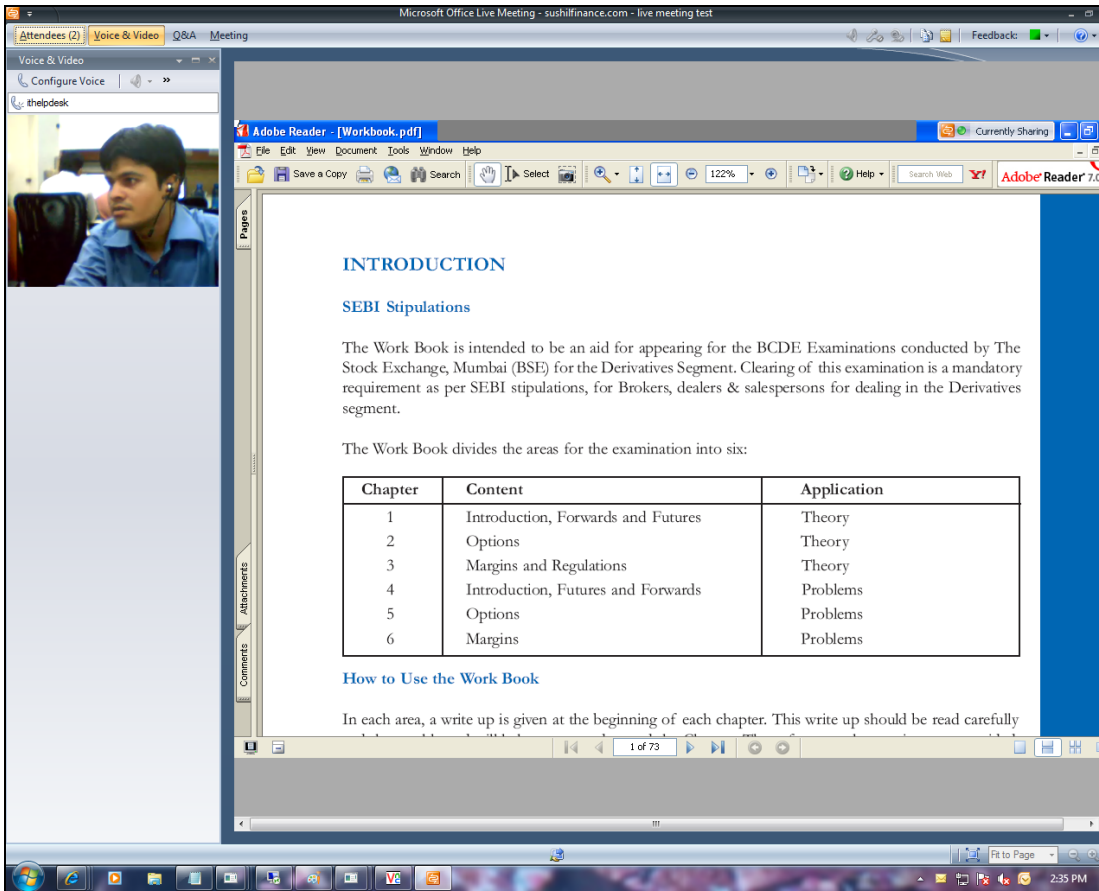


Find below option of live meeting



A	Menu button. You can configure your account information and set your contact card options.
B	Attendees. You can view the list of attendees or the seating chart. Presenters can invite other attendees, mute the other attendees, or set attendee permissions.
C	Voice & Video. You can start and stop your audio and video, mute your speakers or microphone, or adjust the volume of your speakers or microphone.
D	Q&A. You can type questions for the presenter and presenters can type answers.
E	Meeting. Shows meeting details, including meeting ID and entry code.
F	Microphone mute icon. Click to mute or unmute your microphone.
G	Speaker mute icon. Click to mute or unmute your speakers.
H	Webcam icon. Click to start or stop sending your video.
I	Handouts. You can download handouts that the presenter has added to the meeting.
J	Shared Notes. You can create and save notes that all attendees can see.
K	Feedback. You can change your feedback status; for example, to signal to the presenter to slow down.

You can able to view share document from presenter as per below screenshot



Attendee can ask question to presenter by click on **Q&A** button.

