

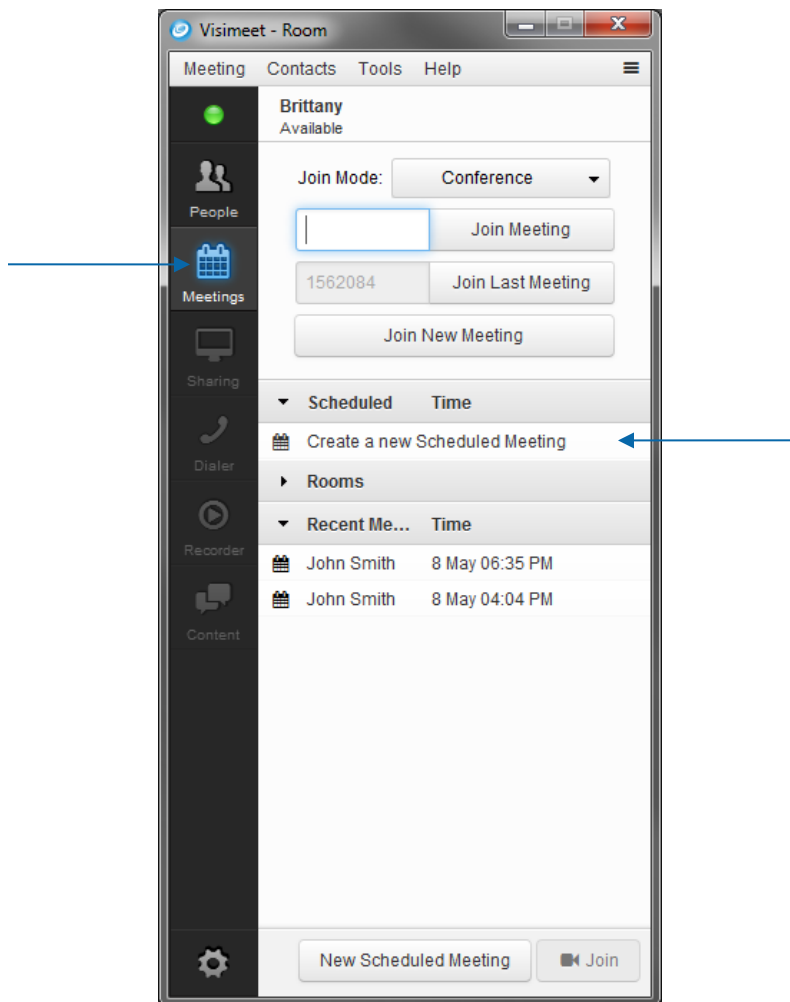
How to Create Scheduled Meetings



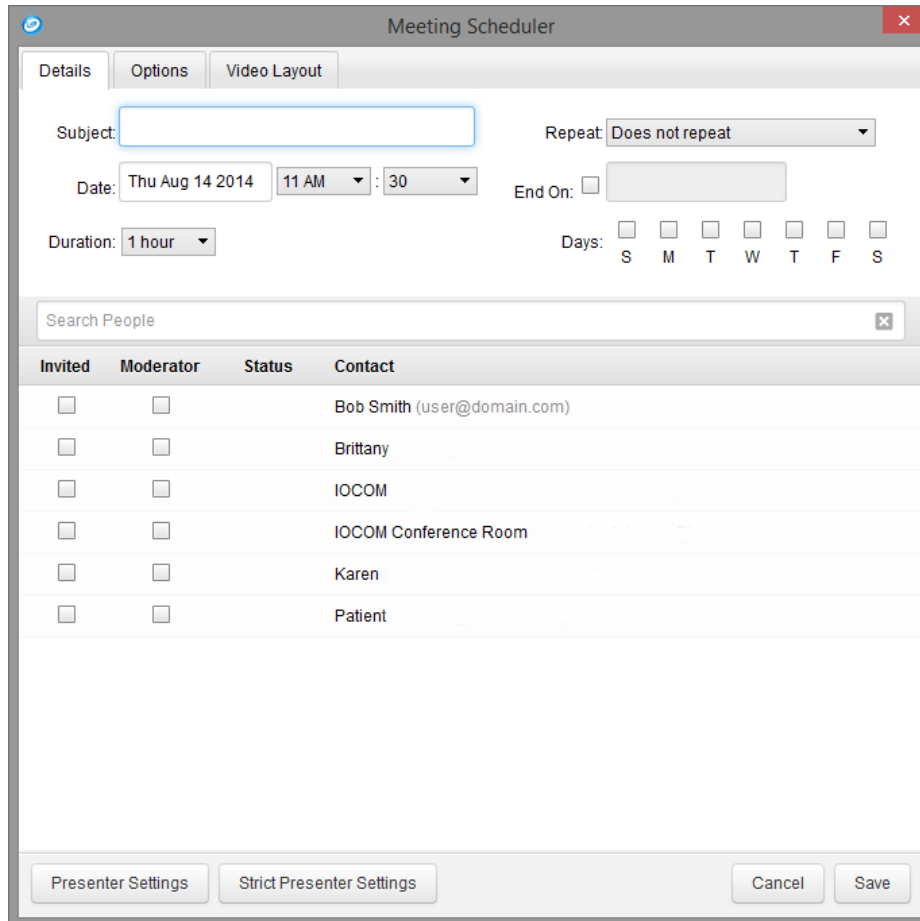
A scheduled VisiMeeting is ideal for preplanned meetings with multiple participants or for meetings that repeat. The meeting scheduler makes it easy for everyone to join on time or when they are ready. An email with the meeting invitation is sent to all desired participants.

Attendees can join via VisiMeet, VisiMobile, VisiWeb, phone, or H.323/SIP.

1. To schedule a meeting go to Meeting – Create a New Scheduled Meeting



2. The Meeting Scheduler will appear



Meeting Scheduler

Details Options Video Layout

Subject:

Repeat: Does not repeat

Date: Thu Aug 14 2014 11 AM : 30

End On:

Duration: 1 hour

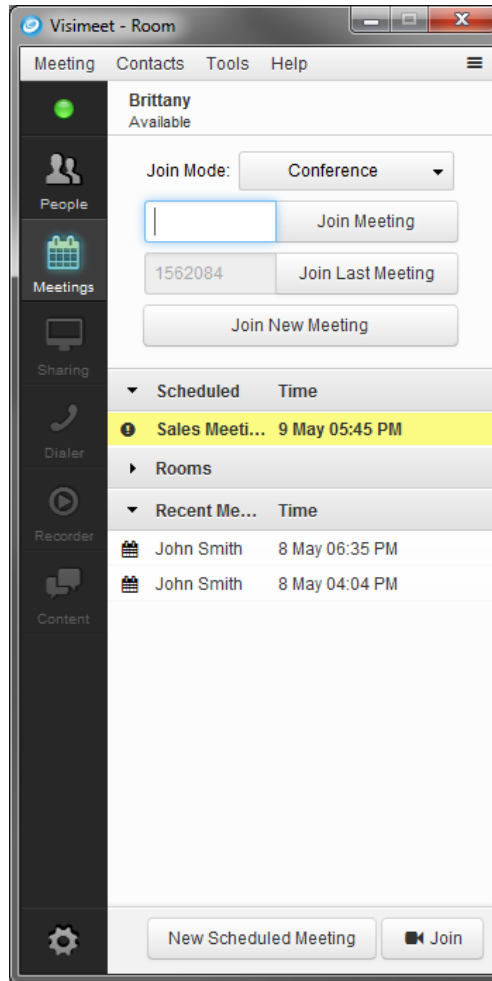
Days: S M T W T F S

Search People

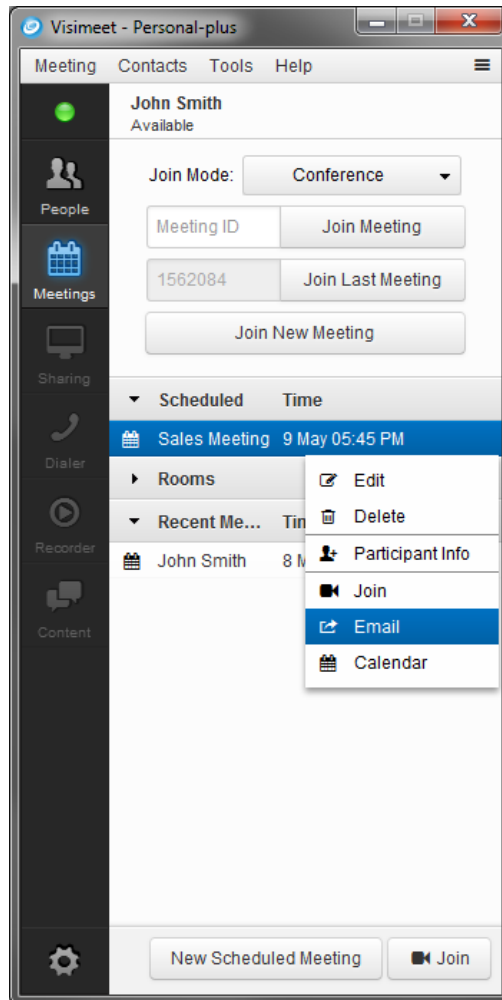
Invited	Moderator	Status	Contact
<input type="checkbox"/>	<input type="checkbox"/>		Bob Smith (user@domain.com)
<input type="checkbox"/>	<input type="checkbox"/>		Brittany
<input type="checkbox"/>	<input type="checkbox"/>		IOCOM
<input type="checkbox"/>	<input type="checkbox"/>		IOCOM Conference Room
<input type="checkbox"/>	<input type="checkbox"/>		Karen
<input type="checkbox"/>	<input type="checkbox"/>		Patient

Presenter Settings Strict Presenter Settings Cancel Save

3. From here you can set the meeting parameters, such as time, date, duration, and if and when it repeats as well as invite contacts to the meeting through the VisiMeet application
4. Attendees can be invited through the VisiMeet application, they must be one of your contacts. This can be done by checking the box in-line with the name of the contact you would like to invite. You can also mark them as a moderator so any meeting restrictions are not applied to them.
5. Participants selected from this list will see the meeting in their Meeting Scheduler and can join from there when the meeting is set to begin.



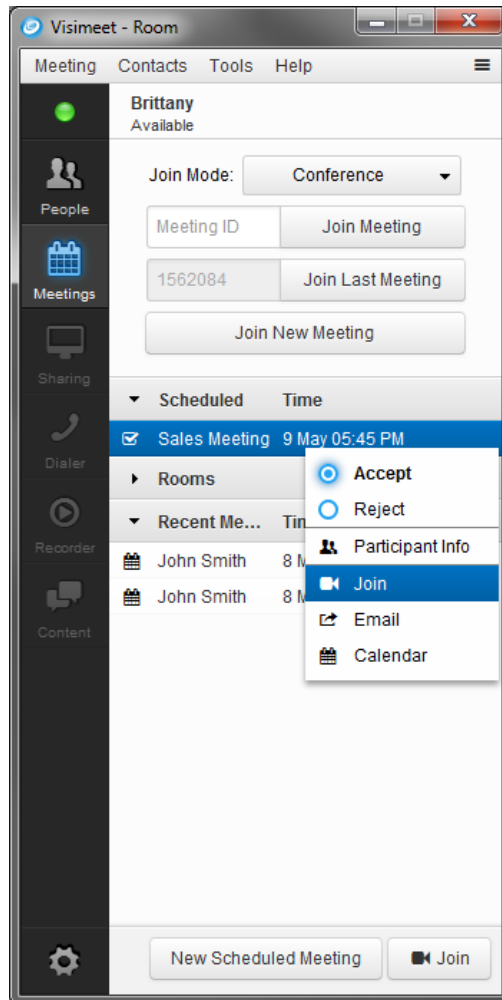
6. To invite users who are not on your contact list use the email function found by right-clicking the title of the scheduled meeting.



- Once the desired meeting parameters are set, click “Save” and you will see the meeting listed on the Meeting Scheduler.

Note: Refer to end of document for steps to send scheduled meeting information if you do not have a default email application

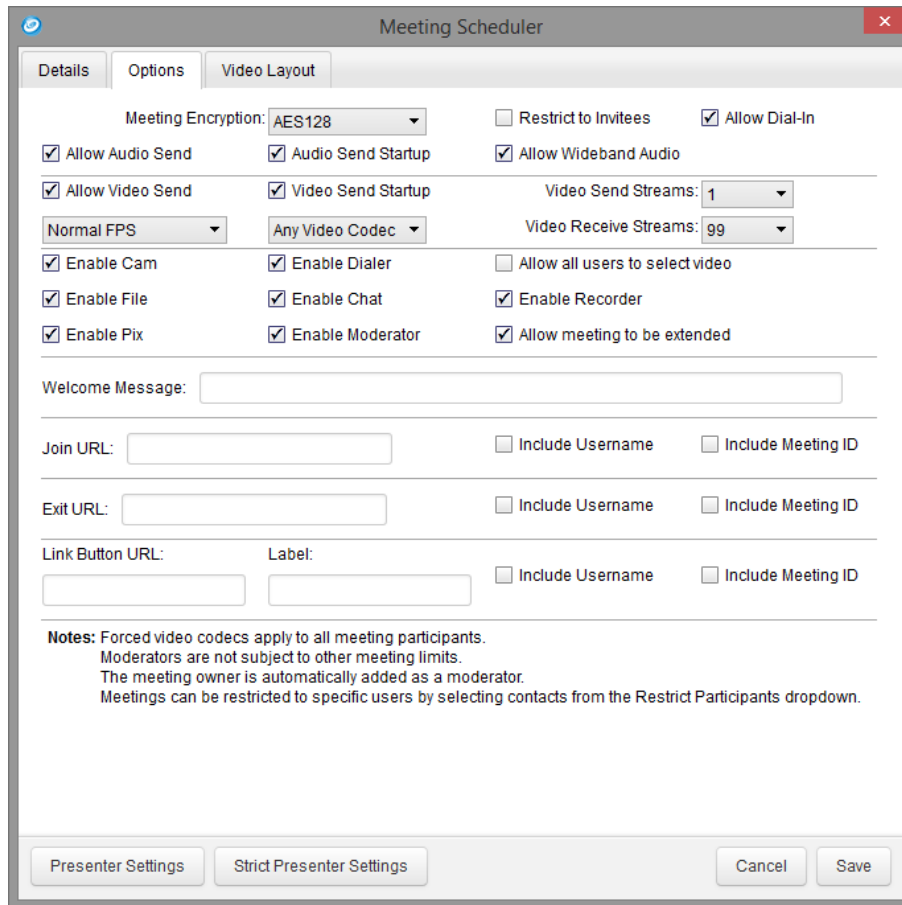
- When it is time for the Meeting, the meeting creator and those who have been added under Participants can join the meeting by right-clicking the scheduled meeting and selecting “Join.” All other attendees will join by following the directions provided in the email invitation.



Options

1. Select the “Options” tab to set meeting participant limitations.

For an overview of all the options please refer to the Meeting Scheduler Quick Reference found on the IOCOM Support page as well as on the VisiMeet application under Help-Quick Reference



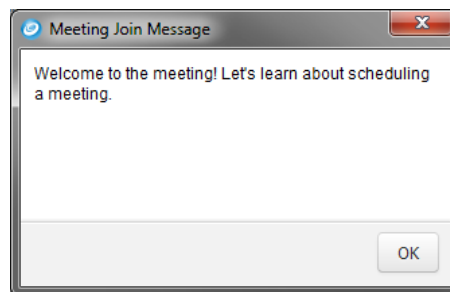
The screenshot shows the 'Meeting Scheduler' dialog box with the 'Video Layout' tab selected. The 'Details' tab is also visible. The settings are as follows:

- Meeting Encryption: AES128
- Restrict to Invitees
- Allow Dial-In
- Allow Audio Send
- Audio Send Startup
- Allow Wideband Audio
- Allow Video Send
- Video Send Startup
- Video Send Streams: 1
- Normal FPS
- Any Video Codec
- Video Receive Streams: 99
- Enable Cam
- Enable Dialer
- Allow all users to select video
- Enable File
- Enable Chat
- Enable Recorder
- Enable Pix
- Enable Moderator
- Allow meeting to be extended

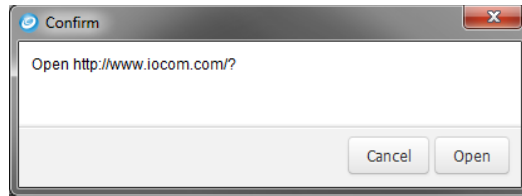
Below these settings are text boxes for 'Welcome Message', 'Join URL', 'Exit URL', and 'Link Button URL'. Each URL field has checkboxes for 'Include Username' and 'Include Meeting ID'. At the bottom, there are buttons for 'Presenter Settings', 'Strict Presenter Settings', 'Cancel', and 'Save'.

Notes: Forced video codecs apply to all meeting participants.
 Moderators are not subject to other meeting limits.
 The meeting owner is automatically added as a moderator.
 Meetings can be restricted to specific users by selecting contacts from the Restrict Participants dropdown.

- Set users as moderators on the **Details** tab to exclude them from limitations and give them the ability to moderate attendees.
- Create a **Welcome Message** that will greet participants when they join a meeting. This message can include directions or a greeting.

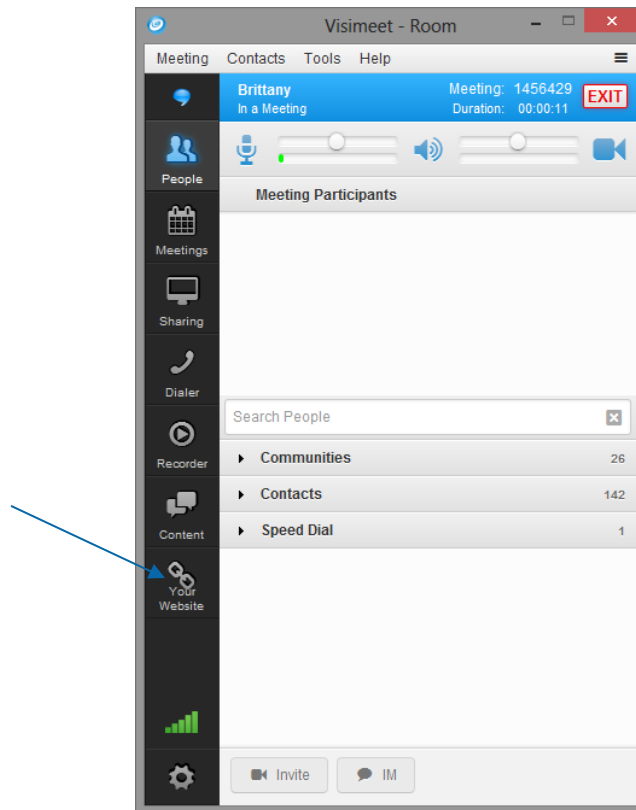


- Enter a **URL** for attendees to be directed to when they enter and/or exit the meeting. This is ideal for polling or questionnaires.

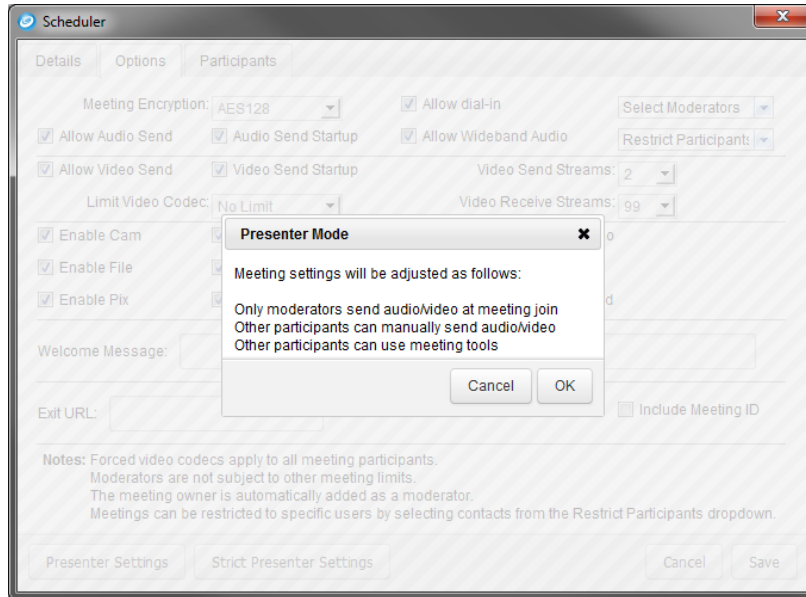


Note: Selecting “Include Username” and “Include Meeting ID” are optional

5. Add a **URL Link** to the side panel on VisiMeet during a meeting. It will look like this during a meeting:

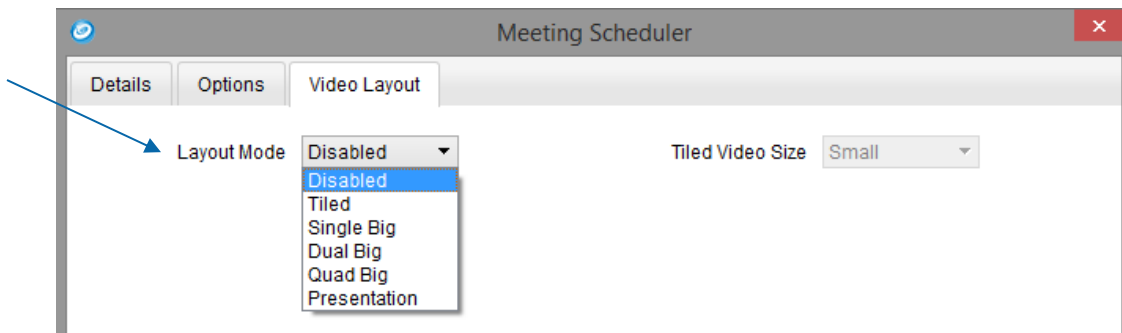


6. Selecting “**Presenter Settings**” and “**Strict Presenter Settings**” automatically deselects capabilities. Strict Presenter Settings deselects most items.

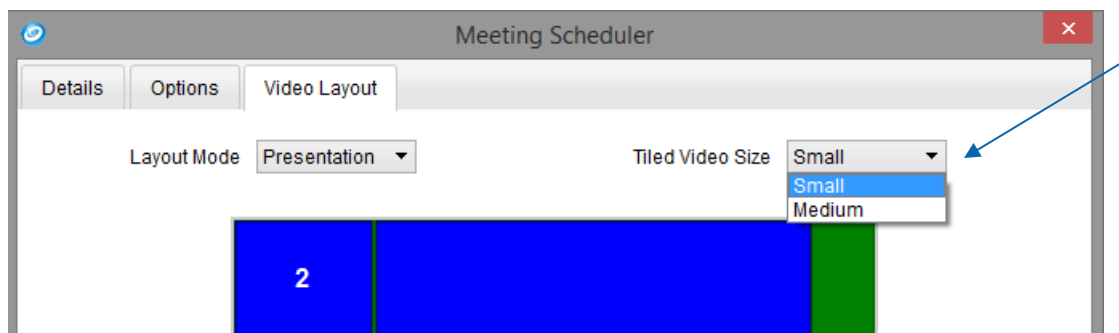


Video Layout

1. To set how videos are laid out on the displays of all participants click the [Video Layout](#) tab
2. Choose how the videos layout across the display by selecting a mode from the Layout Mode dropdown menu. Click through the layout options to see examples.



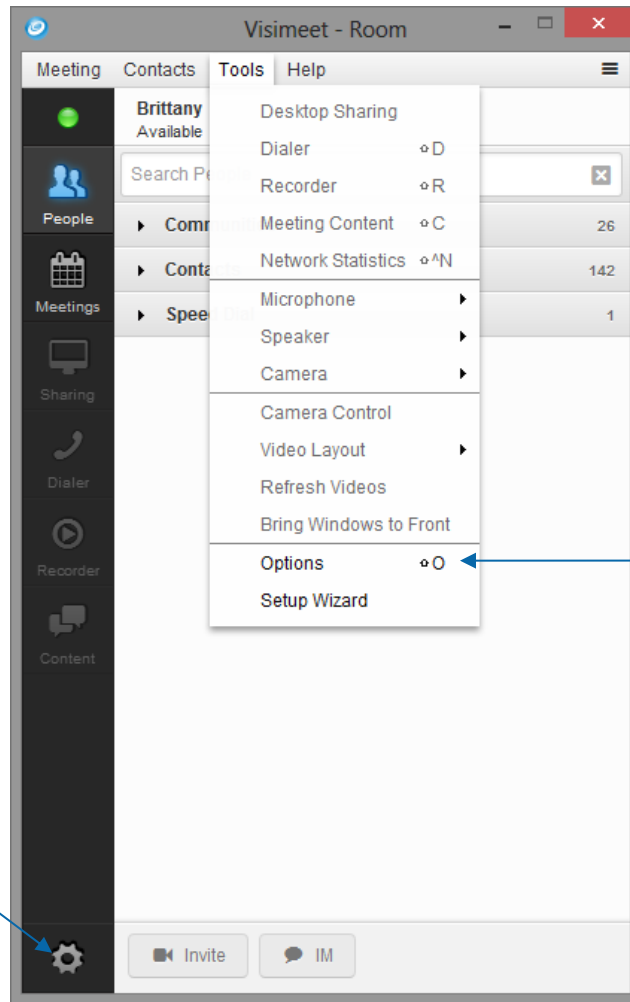
3. Set the size of the video window using the “Tiled Video Size” dropdown menu



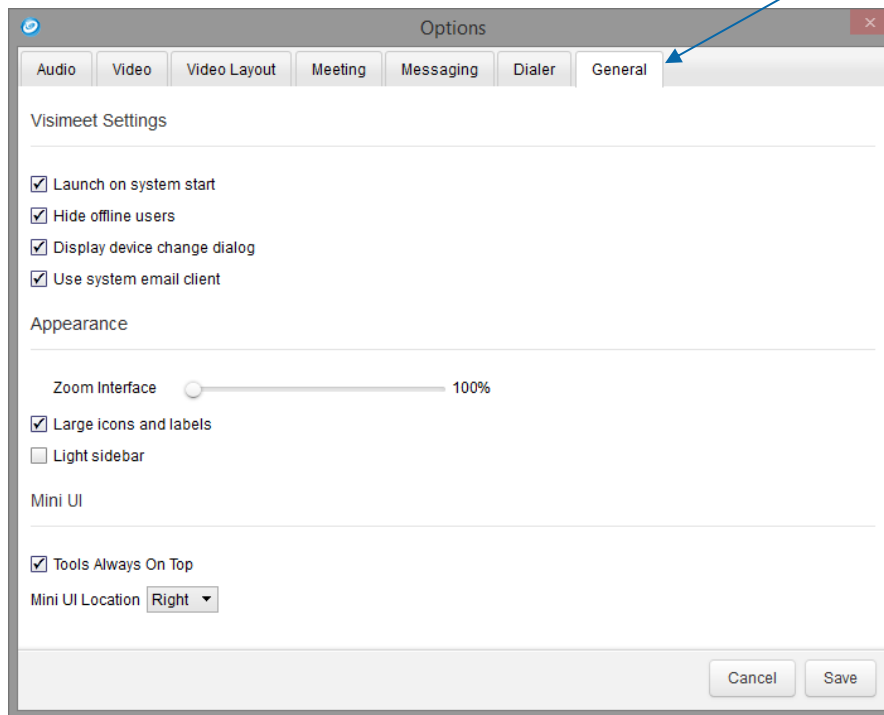
E-mail a Scheduled Meeting without a Default Mail Client

For users who do not have a default e-mail client can now choose to copy the text from a text window and paste it into the e-mail client of their choice.

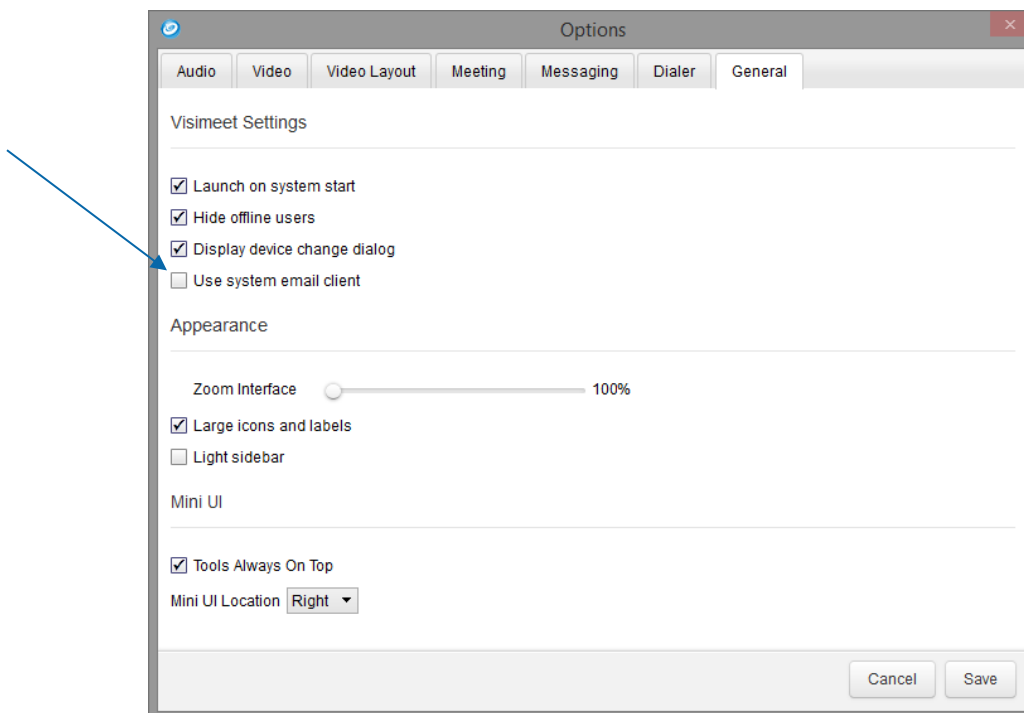
1. Under Tools Select options or click the tools icon in the lower left corner ()



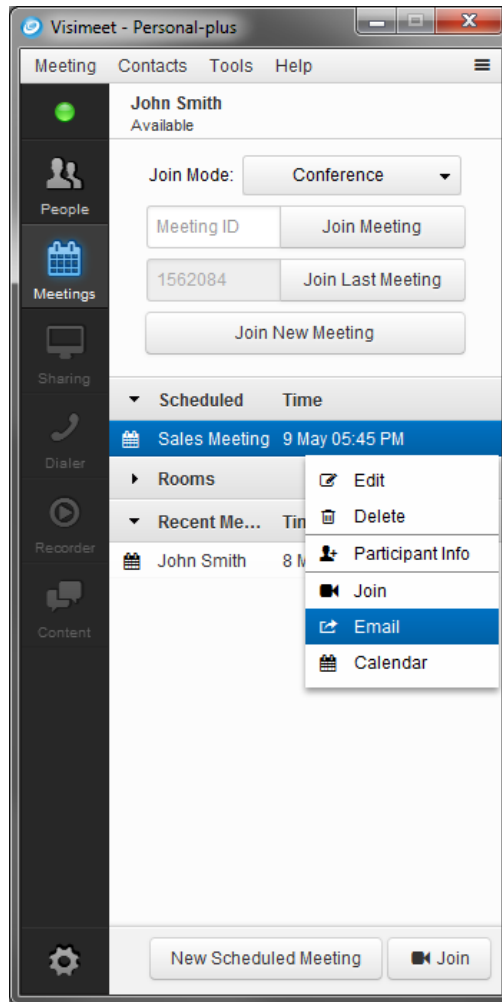
2. Select General



3. Deselect “Use system email client”



4. Create a scheduled meeting and right click the meeting name and select “email” to see the information



5. A window will appear with the meeting information, select “Copy to Clipboard” to copy the text and paste it where ever you want.

