About MiCollab Audio, Web and Video Conferencing

MiCollab Audio, Web and Video Conferencing allows you to schedule and manage audio-only, web-only, and audio/web conferences.

Installing the Launcher

Time: This procedure may take up to 10 minutes but typically under 2 minutes.

Note: Mitel advises installing Java 1.8 or higher on your PC. Ensure Java Plug-in is enabled in the browser settings. Doing so means you will not be required to download and run the MCAC-Launcher.exe separately.

The following procedure is generic and will vary based on the MiCollab Audio, Web and Video Conferencing supported Web Browser, Operating System and Security Settings of your PC. This procedure assumes Java version 1.8 or higher has been installed and enabled on your PC.

1. Click the link to join your conference (either from an email or calendar invitation).
2. Click **Join**, **Share** or **Verify Client**.
3. Select the acceptance to run MiCollab Audio, Web and Video. The MiCollab Audio, Web and Video Launcher download starts in the background.
4. You will join the conference once the installation is complete.

If Java version 1.8 or higher has not been installed and enabled in your browser settings, the following prompt is displayed:
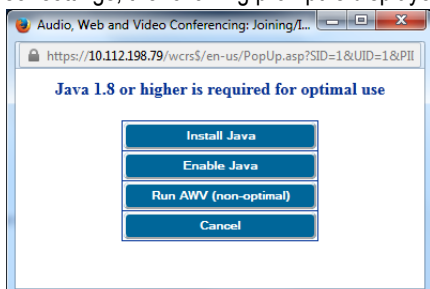
- **Install Java** redirects you to the Java download page.
- **Enable Java** redirects you to your browser settings.

If you select **Run AWV (non-optimal)** and if MCAC Client is not installed, or if the installed version requires an update, the MCAC-Launcher.exe is downloaded.

1. Click **Run** and select **Do not show this again for apps from the publisher and location above** to disable this prompt on subsequent updates.

Note: The browser may also present a dialog asking you to confirm the download of MCAC-Launcher.exe. Some browsers present more than one confirmation window as well as a popup blocker. If prompted, you will need to confirm the download and **run** the file. Disable Popup if required.

Note: Windows 8 specific: A dialog box may appear once you select the AWV-launcher file stating that "Windows SmartScreen prevented an unrecognized app from starting", click More info and click Run anyway to resume the installation.

2. You will join the conference once the download is complete. Follow any other prompts as they appear.

Note: If you encounter an issue upgrading MiCollab Audio, Web and Video Conferencing client, select **Run as administrator** to upgrade the client.
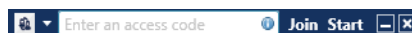
Opening the Launcher

To open the Launcher, click the MiCollab Audio, Web and Video Conferencing icon under Start menu or MiCollab Audio, Web and Video Conferencing shortcut on your desktop.

Want to know more about the Launcher? Go to http://edocs.mitel.com or select **Help** from the Launcher drop-down menu

Joining a conference

Using the **Launcher:**

- **Drag/drop a conference link** (*recommended*).
- or type an access code and click **Join**.

Note: Occasionally, you may need to join a conference on a new or a different server. In which case, enter both the server name and the access code using the following format: <**server name/access code**> and click **Join**. It sometimes helps to check with the conference leader or organizer.

- or select a **recent** or **favorite** conference from drop-down menu.

Note: the **Start** button is used to create an Instant Conference and appears once you have defined your profile attributes (i.e. have an account on the server).

Not using the **Launcher**

- Click on the link in the calendar or e-mail invitation to open a browser.
- Click **Join**.

Creating an instant conference (adhoc)

Using the **Launcher:**

1. Click **Start** (or use drop-down Start Conference).
2. Enter **Topic** and **Conference Type** (optional).
3. Click **Start** again to launch the conference.
4. Communicate the **access code** and **server** information to other parties.

Scheduling a Conference

Using **MiCollab End User** portal MiCollab Audio, Web and Video Conferencing Home tab, you would use this option to schedule a recurring meeting or large webinar.

1. Select the conference type (One-time, Recurring or Reservationless).
2. Set the conference details and features.
3. Click **OK** to schedule the conference.

Note: The link and credentials to MiCollab End User portal can be found in the **Welcome e-mail** from your system administrator.

Selecting Audio options

Choose one of the following audio options:

- **Telephone**: join the audio portion of a conference via telephone.
- **Client**: join via 2-way PC audio using a headset.
- **Browser**: join via 1-way (listen-only) audio via a web browser.

Managing and Updating a conference

To access and control a conference:

From MiCollab End User portal, select **My Conferences** tab to access:

- Conference Details: specific information about your conference.
- Documents: files & documents to be uploaded and published.
- Approval: view and approve participant's requesting approval.
- Participants: list participants while a conference is in progress.

Recordings, Settings and Reports:

- From the **Recordings** tab: manage and view recordings.
- From the **Settings** tab: modify your password, phone number, invitation preferences, Personal ID and assign a delegate.
- From the **Reports** tab: generate conference details reports.

Tips for ease of use

Using the Launcher

- To have the Launcher open up automatically on your PC, add the Launcher to your **Startup program**.
- To have the Launcher always visible and easily accessible, set the option to **Always show the MiCollab Audio, Web and Video Conferencing Launcher on top of other Windows**.
- Set some or all of your regular meeting(s) as **Favorites**.
- Use *i* to get **Conference Information** to quickly view details of a conference.

Recording an Audio / Web or Web Only conference:

From the Collaboration Client Leader console

1. Click the **Record** button on the Share bar.
2. Enter a name and select a location to save your recording.
3. Click **Save**, the recording starts automatically.

Recording an Audio Only conference:

1. Log into your **My Unified Communications** portal account, and click **My Conferences**.
   The Start Recording link appears above the conference tabs.
2. Click **Start Recording**; the link changes to Stop Recording.

Feature listing

Note: MiCollab Audio, Web and Video Conferencing clients offer different features, as per the table below. These features will apply to all conference types regardless of the method used to create or schedule your conference.

Features	MiCollab Audio, Web and Video Conferencing Client		Web Client
	Leader	**Participant (Collaborating participant)**	**Participant (View-only participant)**
Share	Yes	Yes	View only
Video	Yes	Yes	No
Chat	Yes	Yes	Yes
Recorder	Yes	No	No
Audio	2-way audio (using headset)	2-way audio (using headset)	1-way (listen only)
Manage Documents	Yes	View Only	No
Remote Control	Yes	Yes	View only
White board	Yes	Yes	View only
Help	Yes	Yes	No
Exit Meeting	Yes	Yes	Yes
End Meeting	Yes	No	No

Sharing during a conference

What to share:

- **Application**: select and share a specific application
- **Desktop**: share entire desktop
- **Region**: share a specific section or region of your desktop.

Sharing Options	Sharing Modes	
	Basic	**Advanced**
Start/Stop Recording	Yes	Yes
Pause/Stop Sharing	Yes	Yes
Access Whiteboard tools	Yes	Yes
View/Manage Participants	No	Yes
Public/Private Chats	No	Yes
Video	No	Yes

Sharing during a conference