

# Mitel® Collaboration Advanced

## About MCA

Mitel Collaboration Advanced (formerly known as Audio and Web Conferencing) allows you to schedule and manage audio-only, web-only, and audio/web conferences.

With audio conferences, you can:

- Mute, drop, and add participants, and place individual participants on hold while the call is in progress.

With Web conferences, you can:

- Upload documents, transfer files, record the conference, chat online, and broadcast videos.
- Share applications or your desktop and use white board features.

## Published Area

This view in MCA allows anyone to access conferences, documents, and recordings placed here. You do **not** need to log in or have an MCA account to access these tabs on the Home page:

- **Conferences:** When you create a conference, you have the option to publish it and enable anyone access to the conference.
- **Documents:** Documents associated with a published conference are shared to this area, where they can be viewed and downloaded.
- **Recordings:** Recordings associated with a published conference are shared to this area. You can play back and view published recordings from here.

## Join a Conference



**Note:** The first time you join a Web conference, you either install the Mitel Collaboration Advanced Client on your computer or use the MCA Web Client to join (MCA Web Client has a subset of MCAC features). The client you use depends on the default browser on your machine, Active X or Sun Java installations, and security settings. Follow the prompts provided to install the MCAC client or access your conference through the MCA Web Client.

**To join a conference:**

- **E-mail invitation:** Sent by the leader/host to participants. Invitations include:
  - *Dial-in number and access code:* (Appears only if the conference includes an audio portion.) Use your phone to dial into the conference. Follow the instructions in the audio prompts to join the conference.
  - *URL:* Click the link in the invitation to open the Join page. Follow the instructions on the page to connect to the conference.
- **Home tab:** As a leader, your reservationless and in-progress conferences are listed on this page.

Also listed are all Published conferences. From the list, click **Join**.

- **My Conferences tab:** All your current (active) conferences are listed on this page. If available, click **Join** to connect to the conference.

## Instant Conference

You can quickly create an unscheduled, single session conference.

**To start an Instant Conference:**

1. From the Home tab, set the type of conference: audio and Web, audio only, or Web only.
2. Complete the required information for the type of conference, and then click **Start Conference**.

## Participants Tab

Go to My Conferences – **Participants**. As the leader, this page enables you to monitor participants while a conference is in-progress.



**Note:** The Participants tab is available when the conference includes an audio portion. Use the Participants tab for the Web portion.

The page shows the phone number of each participant and their name, when a name is provided. As the conference leader (or delegate), you can access these conference options:

- Mute participants
- Put participants on hold
- Drop participants from the conference
- Add a participant to the conference
- View participant properties

## Schedule a Conference

You can schedule a conference type to meet your specific needs. From the Home tab, select the conference type suitable for your needs, and then complete the information to schedule your conference. The conference types are:

- **One-time conference:** Occurs once for the set date and set start time, with a maximum duration of 24 hours. The access code is only valid for this one-time conference.
- **Recurring conference:** Has a set start time with a maximum duration of 24 hours. The conference is scheduled to be on the set days, with the same start time and duration. The conference is scheduled for the next six months with the same access code used for every occurrence.
- **Reservationless conference:** Has a set start date and end date. The start time and duration are not set for this conference type. You can use the access code any time up to the scheduled end date. This option is available only if your administrator has set it up for you.



### To schedule a conference:

1. From the Set Up a Conference tab, click the link or button of the conference type you want to create.
2. Complete the information on the conference form, and then click **OK**.

### To edit a conference after it is scheduled:

1. From the list on the My Conferences tab, click **Change** next to the conference you want to edit.
2. Update the information, and then click **OK** to save the changes. Outlook Form Template (OFT)

(Optional) After you save and configure the OFT on your computer, you can use your Microsoft® Outlook® calendar to schedule MCA conferences. Your phone numbers, access codes, and Web links are generated the same way as when you log in and schedule a conference through MCA. Refer to the MCA online Help for details about how to install and configure the OFT.

## Record a Conference

As the conference leader/host, after you join the conference, you can use MCA to record it.

### Audio Only Conference

#### To record an audio conference:

1. Log into your MCA account, and then click My Conferences – **Participants**. The Start Recording link is above the conference tabs. The Start Recording link is **not** active until at least one other participant is in the conference with you.
2. Click **Start Recording**; the link changes to Stop Recording.



**Note:** If the conference is both audio and Web, use Recorder on the Leader console to record the conference.

### Audio and Web, and Web Only Conference

The Recorder feature allows you to record a Web (or audio and Web) conference, and then save it to your computer or to the MCA server.

#### To record a Web conference:

1. From the Host console, click Windows – **Recorder**, and the control panel appears at the bottom of the Host console.
2. Click  to start recording.

## Collaboration Player

The Collaboration Player is an application with some of the same controls as on the Host console. It is installed when the Collaboration Client is installed.

You can make a recording with the Collaboration Player, and then save it locally on your computer or network. This allows you to create a recording to publish at a later date or play it while in a Web conference.

## Leader Console

When you join a Web conference as the leader, the Leader console provides features that help you facilitate the meeting. The (default) Leader console includes:

- **Menu Bar:** Appears at the top of the Leader console. The menu bar includes:
  - *Meeting:* Enables you to invite participants, lock the meeting, start a video recording, and clear the chat history.
  - *Share:* Enables you to share an application, your desktop, or a region of your desktop.
  - *Windows:* Controls the panes that are displayed during the conference, including Participants, Video Chat and Recorder. You can also dock and undock panes.

- *Tools:* Provides file transfer, document sharing, and polling tools, as well as access to the online help.

- **Participants tab:** Shows a list of participants in the Web conference. Use the check box next to the name of the participant to select them for Web conference interaction. Conference feature icons appear on this tab.

- **Chat tab:** Includes two panes: one to type text messages that you send to communicate with other attendees, and one that shows the chat conversation history.

You can also select a participant to whom you give remote control of the meeting. By right-clicking on the name of the participant, you can give and take back control of the meeting.

## Participant Console

When you join a Web conference as a participant, the Participant console opens. The Participant console is similar to the Leader console, but it does not have any conference control features. The Participant console includes:

- **Menu Bar:** Appears at the top of the Participant console. The menu bar includes:
  - *Meeting:* Enables you to start a video recording and clear the chat history.
  - *Share:* Enables you to share an application, your desktop, or a region of your desktop.
  - *Windows:* Controls the panes that are displayed during the conference, including Participants, Video Chat, and Recorder. You can also dock and undock panes.
  - *Tools:* Provides file transfer, document sharing, and polling tools, as well as access to the online help.
- **Chat tab:** Enables you to chat with the leader and other participants in the Web conference. You can also initiate a private chat with another participant in the conference.

## Meeting Center

The Meeting Center pane of the MCAC provides information about the conference in which you are participating, such as date, duration, and the URLs for both the leader and participants. It has a Share button, through which you can share an application, your desktop, or a region of your desktop. The Meeting Center features a Start Broadcast button that enables you to view shared video. It also contains a Manage/View Documents button to upload documents to the MCA server for sharing with other participants.



## Undock and Dock

The Host and Client consoles have multiple panes that can be undock and docked.

You can undock and dock windows from the main console by clicking on the pane and moving it to the desired location. You can return the panes to their original docked position by using **Windows - Dock Windows**.