



MITEL COLLABORATION ADVANCED

About MCA

Mitel® Collaboration Advanced allows you to schedule and manage audio-only, web-only, and audio/web conferences.

With audio conferences, you can:

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

With Web conferences, you can:

- Broadcast video, chat with participants, upload documents, and record the conference.
- Share applications or your desktop and use white board features.
- Use the Audio Through Client feature (allows the use of microphone/speakers on your PC).

Creating a conference

From **My Unified Communications** portal MCA Home tab:

To create a conference:

Select the conference type that best meets your needs, set the conference details and features, then click OK to schedule the conference.

- **One-time conference:** Occurs once for the set date and start time.
- **Recurring conference:** The conference is scheduled to be on the set days, with the same start time and duration.
- **Reservationless conference:** The start time and duration are not set for this conference type.



Note: Personal ID is new to MCA 5.0 and can be optionally used for joining convenience. If **Requires Approval** is set for the conference the leader must grant access to all participants and Personal ID is required to join.

Joining a conference

- **Invitation:** Depending on the type of conference, the calendar or e-mail invitation will include:
 - *Dial-in number, access code, and states whether a Personal ID is required. If a Personal ID is required, you can lookup your existing or create a new Personal ID prior to joining.*
 - *URL: Click the link in the invitation to join the conference.*



Note: When joining a Web conference you have the option of joining using the Collaboration Client (also known as Desktop client) or the Web Client. The clients offer different features, so review the table below to determine which client may best meet your participation needs.

Features	Collaboration Client (Desktop client)		Web Client
	Leader ^a	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 ^b	2-way audio	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 ^c
End Meeting	Yes	No	No

- a. Desktop client is required for leaders
- b. Participate in audio using PC devices (Audio Through Client)
- c. Exit by closing browser page



Notes on Personal ID and conferences that Require Approval

If a Personal ID is not required to join a conference (as set by the conference leader), it can still be used to join a conference but it is not **mandatory**.

If a Personal ID is required to join a conference

- **Joining an audio conference with Personal ID:** user will be prompted to enter their Personal ID and Access Code (the ID and code prompting sequence may vary on your system).
- **Joining an audio/web or web only conference:** the join page will prompt you to enter your Personal ID (options to lookup your ID or join as a new user are available).

If the conference Requires Approval:

- The conference invitation sent to participants will indicate that pre-approval is required to join the conference.
- To request approval for the conference, participants will be required to follow the process to join a conference and enter their Personal ID.
- The leader will be able to approve each user via the e-mail requesting approval or by using the View Participant Approval menu item in the Collaboration Client.
- Once the registration is approved, an e-mail is automatically sent to the participant indicating **Approval Granted**.

Refer to the MCA online help for information on Personal ID options and settings at <http://edocs.mitel.com/default.htm>.



Note: By joining the web conference first, only the Personal ID is required to join the audio portion.

Sharing during a conference

While in a conference, a leader or collaborating participant can choose what to share:

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



Note: If the application or region is not in view (focus), the participants will see graph paper.

Basic and Advanced Sharing modes:

Basic sharing offers

- Start/Stop Recording
- Pause/Stop Sharing
- Access Whiteboard tools

Advanced, in addition to Basic, while in Sharing mode, the Advanced option offers:

- View/Manage Participants
- Public/Private Chats
- Video

Refer to the MCA online help for additional sharing options and details at <http://edocs.mitel.com/default.htm>.

Recording a conference

As the conference leader, after you join the conference, you can use MCA to record it. 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 an Audio and Web or Web Only conference:

- From the Collaboration Client Leader console, click the **Record** button on the Share bar. Enter a name and select a location to save your recording on your computer. The recording will start automatically when you click **Save**.

To record an Audio Only conference:

1. Log into your **My Unified Communications** portal account, and click My Conferences – **Approval** or **Participants**. The Start Recording link appears 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.

Managing and Updating a conference

To access and control a conference:

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, you can manage and view recordings.

From the **Settings** tab, you can modify your password, phone number, invitation preferences, assign a delegate and manage your Personal ID.

From the **Reports** tab, conference details reports can be generated.