Conferencing Integration With Jabber Instant Messaging

Overview

Verizon Business Conferencing has integrated its audio and net conferencing with Jabber Extensible Communications Platform (Jabber XCP), so that the users of the Jabber MomentIM instant messaging client can create, send and receive Instant Meeting and/or Instant Net conference invitations while logged into the Jabber Messaging network. These enterprise capabilities will allow users and invited participants to immediately collaborate, communicate and share information.

This document will cover the following topics:

- 1. Minimum requirements
- 2. Adding personal information into Jabber MomentIM client
- 3. Starting a conference organizer and participant experiences
 - Starting an audio conference
 - Starting a net conference
- Starting an audio and net conference
- 4. Contact us

1) Minimum Requirements

Users should be using Jabber MomentIM version 5.2.1 or later.

In order to use the conferencing integration with Jabber, you must have an Instant Meeting Audio conference subscription and/or an Instant Net subscription. To sign up for service, contact Verizon Business Conferencing at 800-475-5000. You will need an authorization code to sign up for service.

2) Adding Personal Information Into Jabber

It is recommended you complete the personal information within the Jabber MomentIM client in order to facilitate your audio conferences.

To do so, select "Options", then "Registration", then "Edit Profile, Avatar".



A new window will open. Click on "Work Information" in the left margin. Complete the field labeled "Voice Tel" with your work number.





Next, click on the "Personal Information" section, and complete the field labeled "Voice Tel" with your home or mobile number. These actions will allow you to select the preferred number you wish to be called at from a drop down menu when starting your audio conference.

🎨 My Profile		
Basic Personal Information Address Work Information Address	Occupation: Birthday: Voice Tet: Fax Tet: Description:	Vipical Format: YYYYY-MM-DD 3125551212
		OK Cancel

3) Starting a Conference

In order to start an audio conference with a contact in your contact list, select the name of the contact and right click. Select "Start a Verizon Instant Meeting Conference".



Upon selection of the option "Start a Verizon Instant Meeting Conference", a new window will open. You will have the option to either start an audio conference, a net conference, or both.

3a) Starting an Audio Conference

If you wish to start an audio conference, select the "Instant Meeting Audio Conference" box in the window, select the individuals you would like to send an invitation to (by clicking on the "Add" button) and click "Next".

Start a Verizon Instant Meeting Conference 🛛 🛛 🗙			
Verizon Instant Meeting C	Verizon Instant Meeting Conference Invitation		
Select one or both types of the con	ference; confirm invitees; then click 'Next		
Instant Meeting Audio Conference			
Instant Net Conference			
Contacts to Invite:*	bill@example.com jack@example.com	Add Remove	
Fields with an (*) asterisk are required			
Previous	Next Finish	Cancel	

Note: you can send invitations to people on your contact lists as well as individuals not on your contact list simply by typing in their Jabber ID in the bottom field of the dialog box that appears when you click on the "Add" button.

😚 Select Contact	
 Coworkers bill (offline) First Cut (offline) jack (offline) julia (offline) tom (offline) Friends cecile (offline) 	
Jabber ID:	
ОК	Cancel

The next window that appears asks you to provide your audio conference subscription dial-in number and your leader passcode. It will also allow you to select your call back number. If you completed the steps in section 1, the "Call me back at (primary)" field will have a drop down menu, allowing you to select the number at which you would like to be called.

Start a Verizon Instant Meeting Conference 🛛 🛛 🔀				
Start an Instant Meeting /	Audio Conference			
To initiate a conference, you must p	provide your Audio Conference details:			
Conference Phone Number:*	572-555-5555			
Leader Passcode:*	9999999			
Call me back at (primary):	work: 555-222-2222			
Call me back at (alternate):	773-111-1111			
Customer reference code/CRC:				
Fields with an (*) asterisk are required				
Previous	Next Finish Cancel			



If you did not complete the steps in section 1, you will need to populate the "Call me back at (alternate)" field with the phone number at which you would like to be called.

Click "Finish", and the audio bridge will call the leader and all participants simultaneously. A dialog box will indicate the status of the dial out.

Start a Veri	izon Instant Mee	eting Conferen	ice	×
Start a Success	ı Verizon Instar	nt Meeting Co	nference	
	The invitation has 773-111-1111	: been sent to parl	icipants. You'll be ca	lled shortly at
				Close

Participants will receive the audio conference invitation in the form of a chat message from the leader:

😵 Jabber MomentIM - test@ashconfjabr20	00.vzbi.com	
File People Options Windows Help		
Friends Finds Fin	Mike Ashburn Mike Ashburn Mike Ashburn I (25 pm)cmike-on-ashburn> You have been invited to a conference call. To join, visit the veb page here (http://WSAP2S00227.9000/click/Join/sender/WBBCCli	
🌳 Available 🛛 📸		

When participants click the URL, a browser window will open to the "Click2Join" web portal. The participant will then complete the fields on the page, including the phone number at which they wished to be called. Once the "Join Conference" button is clicked, the audio bridge will dial out to the number indicated on the "Dial To Number" field.

	Conferencing	Search Login
veri <mark>zon</mark> business	Products and Services Custo	mer Resources Access Your Account Leader Tools
<u> </u>	Instant Meeting	
Conferencing Home		
Products & Services	Participant Join	
Customer Resources	Please enter your name and the i call you and place you into confer	dial to number where you can be reached, so that we can ence
Access Your Account		
Leader Tools	Name:	Second Guy
Business Solutions	Country Code:	USA (1)
News, Events, Promotions	Dial To Number:	773-111-1111
Contact Us		
	l am the leader. I leader:	Jee the following passcode to join me as the
	Have Ouestic	ns / Need Technical Assistance?
1	To contact a representative <u>e-mail us</u>	

3b) Starting a Net Conference

To start a net conference, select the "Instant Net Conference" box in the window, ensure the correct participants are selected and then click "Next".

Verizon Instant Meeting Conference Invitation			
Select one or both types of the conference; confirm invitees; then click 'Next'.			
Instant Net Conference			
Carbody to Taultan*			
bob@example.com iulia@example.com			
Remove			
Fields with an (*) asterisk are required			
Previous Next Finish Cancel			

The next window will need to have the Leader Login, Leader Password, and Net Conference ID fields completed with your Instant Net conference information. Read and agree to the Verizon Conferencing Privacy Policy, and click Finish.

Start a Verizon Instant Meeting Conference			
💙 Start an Instant Net Confe	Start an Instant Net Conference		
To initiate a conference, you must p	provide your Net Conference details:		
Leader Login:*	jjohnson	^	
Leader Password:*	******		
Net Conference ID:*	XY123456		
✓ I have read and agree to the followi Verizon Conferencing collects, stores and on the Profile Information page in order t Except to the extent necessary to provid Verizon Conferencing will not disseminate	ng Verizon Conferencing Privacy Policy: transmits the data you provide co provide Conferencing service. de and administer Conferencing service, this data.		
Previous	Next Finish Cano	el	

A browser window will open and you will be joined to your Instant Net Conference.

Participants will receive the net conferencing invitation in the form of a chat message from the organizer:

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1 2 🖗 🕲 🗏 🍕 😹	
♥ Friends ♥ kathy ♥ mike-on-ashkum	Image Queue ♥ Mke Ashburn Mike Ashburn Image Queue [4 42 pm]smike-on-ashburn> You have been invited to a net conference. To join, visit he web page here (https://www.mymeetings.com/nc/join.php?i=XY123456&p=7777772&t=c) B I Image Queue Image Queue Image Queue Image Queue Image Queue
💡 Available 🔗	



When participants click on the URL, a browser window will open, allowing participants to join the net conference. By following the instructions on the screen, participants will be able to join the net conference.

	Conferencing 🛛 🗮 🔣 🚺	Search Login
verizon business	Products and Services Customer Resources	Access Your Account Leader Tools
	Join An Event	
Conferencing Home	Leaders: Start an Instant Net Conference,	
Products & Services	Mate Rold/Asterick fields are required. Desconds is case	a nanoživa
 Customer Resources 	Conference/Meeting Numbers*	and an and a second sec
Access Your Account	Conference/Meeting Number:	XY123456
Leader Tools	Conference/Meeting Passcode:	*******
Business Solutions News, Events, Promotions	First Name:*	Second
Contact Us	Last Name:*	Guy
	Email:*	sguy@example.com
	Company:*	Example Company
	Title:	
	Remember me on this computer.	
	I have read and agree to the Conferencing E your agreement by checking the box, you will n	Privacy Policy. Please note that if you do not indicate ot be able to enter the conference.
	Proceed Reset	
	Have Questions/Need Technical Assistance? Plug-ins Net Conferencing Overview	

3c) Starting an Audio and Net Conference

If you wish to start both an audio and a net conference, select both the audio and net conference boxes in the window, ensure the correct participants are selected and click "Next".

Start a Verizon Instant Meeting Conference		
Verizon Instant M	eting Conference Invitation	
Select one or both types	of the conference; confirm invitees; then click 'Next'.	
Instant Meeting Audio Control	iference	
Instant Net Conference		
Contacts to Invite:*	bob@example.com	
	julia@example.com	
	jack@example.com Remove	
ields with an (*) asterisk are	equired	
	Previous Next Finish Cancel	

The next box will allow you to enter both your audio conference and net conference subscription information.

For the audio conference portion, enter your conference phone number and leader passcode. You should also select a number at which to be called back or, if you have not done step 1, enter in a phone number in the "call me back at (alternative)" field. For the net conference information, enter the leader login, leader password, and net conference ID. Read and agree to the Verizon Conferencing Privacy Policy, and click Finish.

Start a Verizon Instant Meeting	Conference	X
Start an Instant Meeting /	Audio-Net Conference	
To initiate a conference, you must p	provide your Audio & Net Conference Details:	
Instant Meeting Audio		~
Conference Phone Number:*	517-555-5555	
Leader Passcode:*	6666666	
Call me back at (primary):	home: 555-555-5555	
Call me back at (alternate):		_
Customer reference code/CRC:		
Instant Net Conference		
Leader Login:*	jjohnson	~
Previous	Next Finish Cance	

Once the leader clicks finish, the audio and net conference information will appear as a chat message to participants. Participants can click on the links and then follow the on-screen instructions to join the conferences.

😵 Jabber MomentiM - test@ashconfjabr200.vzbi.com		
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Prinds ♥ Latry ♥ Infe-on-addom	Wike Asthur Nike Asthur B 02 pn)cmike-masthur: You have been invited to an Instant Meeting Audio N Conference To join, visit lew web page here https://wbb.ctsst.com/wbb.ct/kk.lon/render/WEBCCle/c2/dn2 cc=1&ahd/BSC66665.Apr/Conference/WEBCCle/c2/dn2 cc=1&ahd/BSC66665.Apr/Conference/WEBCCle/c2/dn2 cc=1&ahd/BSC66665.Apr/Conference/WEBCCle/c2/dn2 ds.apr/Conference/StateStateStateStateStateStateStateSta	et
💡 Available	8	_

4) Contact Us

For additional assistance with Verizon Conferencing integration with Jabber MomentIM, contact us at 800-475-5000, visit http://e-meetings.verizonbusiness.com, or contact your company's conferencing administrator.

For help setting up an Instant Meeting audio conference or Instant Net conference subscription, contact us at 800-475-5000 or visit http://e-meetings.verizonbusiness.com.

verizonbusiness.com

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