



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

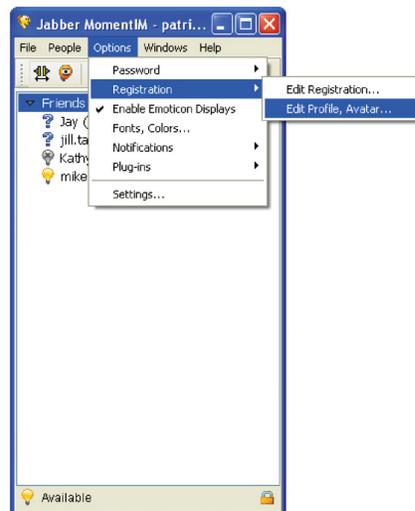
Users should be using Jabber MomentIM version 5.2.1 or later.

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.

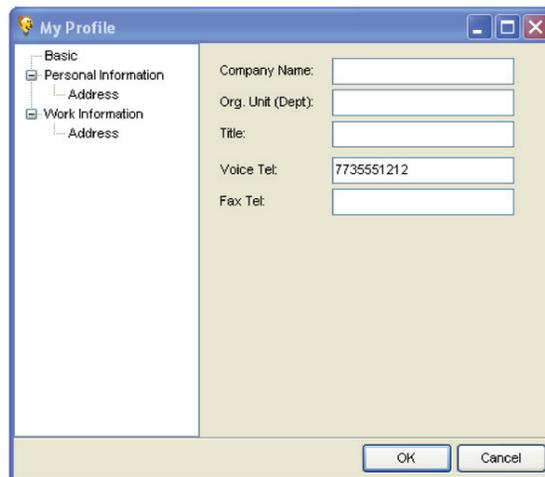
2) Adding Personal Information Into Jabber

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

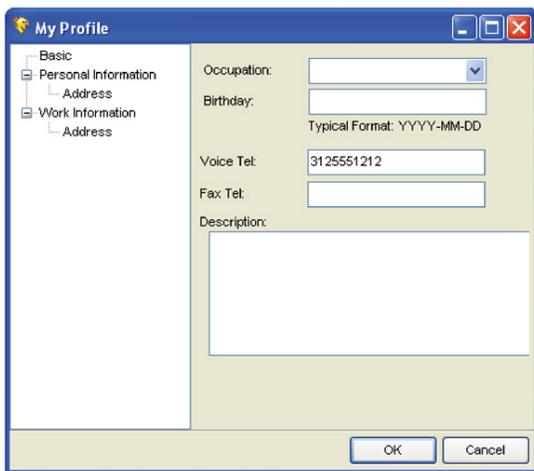
To do so, select “Options”, then “Registration”, then “Edit Profile, Avatar”.



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

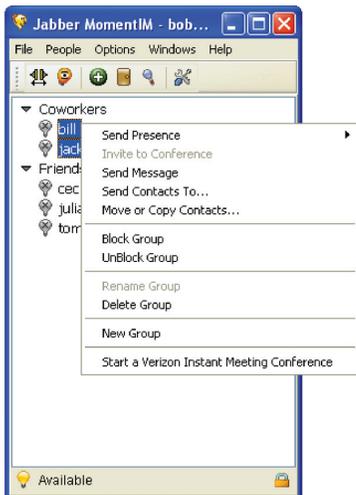


Next, click on the “Personal Information” section, and complete the field labeled “Voice Tel” with your home or mobile number. These actions will allow you to select the preferred number you wish to be called at from a drop down menu when starting your audio conference.



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”.



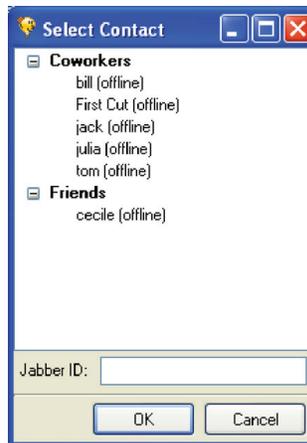
Upon selection of the option “Start a Verizon Instant Meeting Conference”, a new window will open. You will have the option to either start an audio conference, a net conference, or both.

3a) Starting an Audio Conference

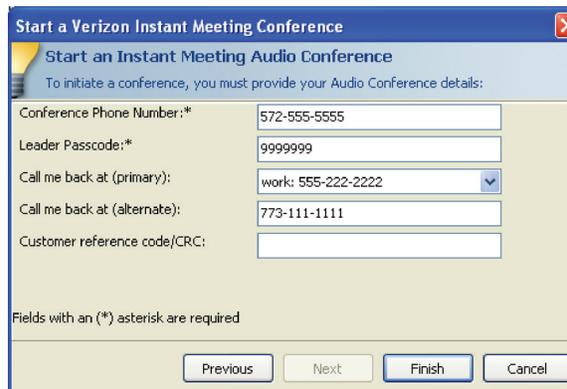
If you wish to start an audio conference, select the “Instant Meeting Audio Conference” box in the window, select the individuals you would like to send an invitation to (by clicking on the “Add” button) and click “Next”.



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.

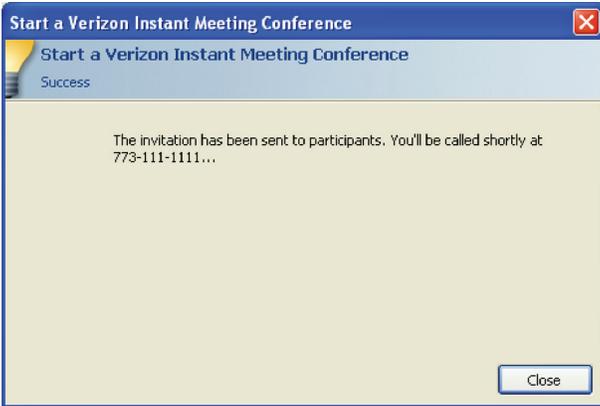


The next window that appears asks you to provide your audio conference subscription dial-in number and your leader passcode. It will also allow you to select your call back number. If you completed the steps in section 1, the “Call me back at (primary)” field will have a drop down menu, allowing you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

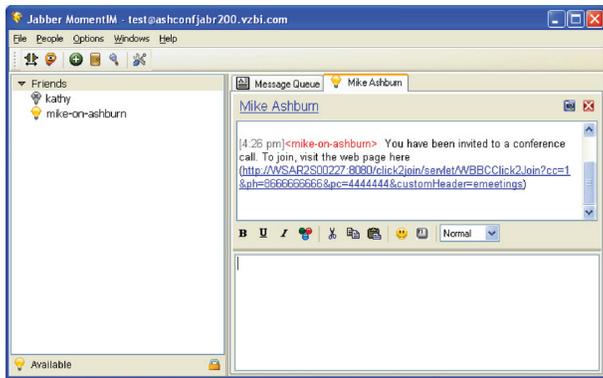


If you did not complete the steps in section 1, you will need to populate the “Call me back at (alternate)” field with the phone number at which you would like to be called.

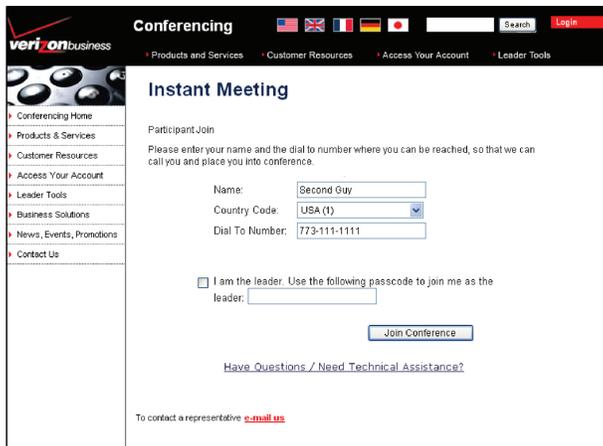
Click “Finish”, and the audio bridge will call the leader and all participants simultaneously. A dialog box will indicate the status of the dial out.



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



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.

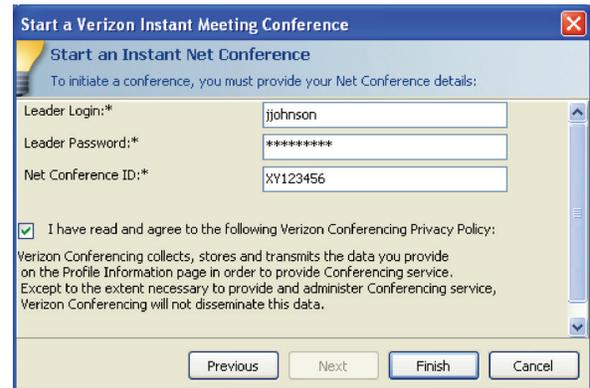


3b) Starting a Net Conference

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

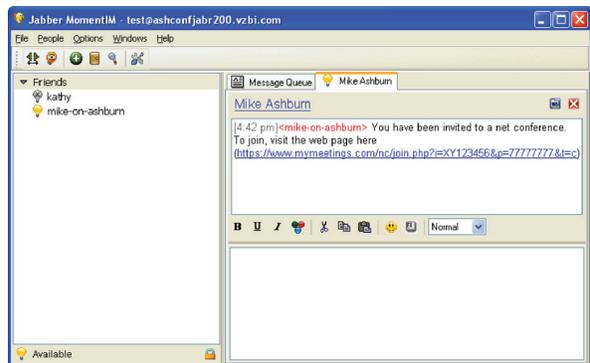


The next window will need to have the Leader Login, Leader Password, and Net Conference ID fields completed with your Instant Net conference information. Read and agree to the Verizon Conferencing Privacy Policy, and click Finish.

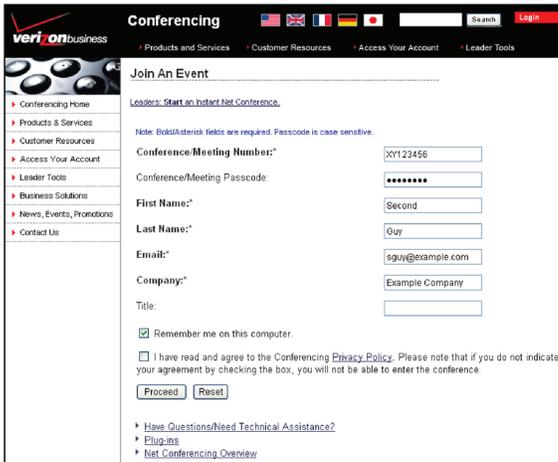


A browser window will open and you will be joined to your Instant Net Conference.

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

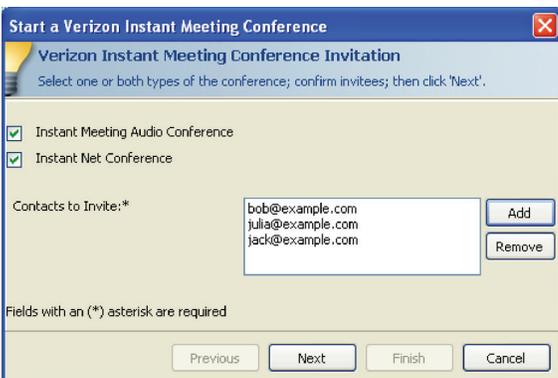


When participants click on the URL, a browser window will open, allowing participants to join the net conference. By following the instructions on the screen, participants will be able to join the net conference.



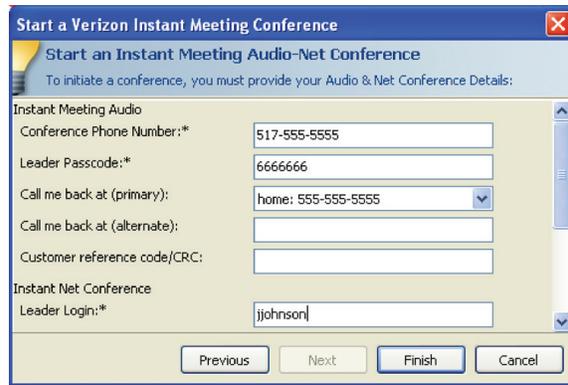
3c) Starting an Audio and Net Conference

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".

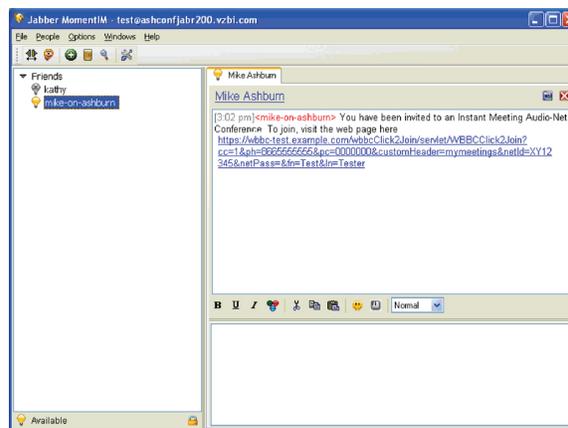


The next box will allow you to enter both your audio conference and net conference subscription information.

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.



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.



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>.