

Unified Meeting 5

Feature Comparison

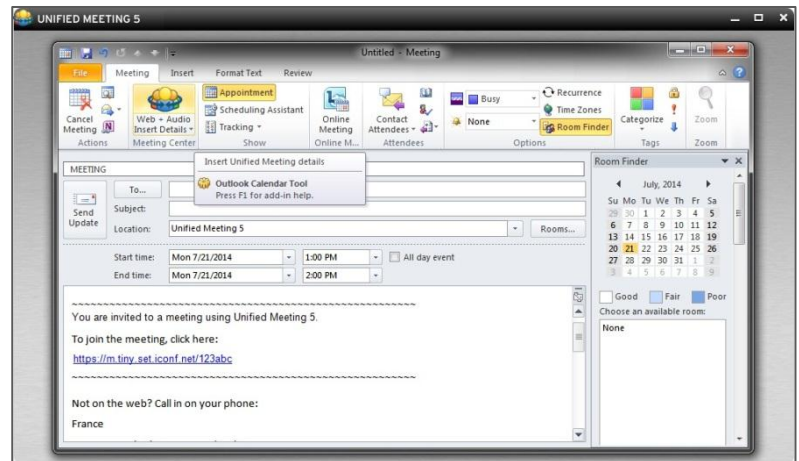
Unified Meeting® 5 is a meeting and collaboration application that puts you in control of all aspects of your meeting including scheduling, participant management and security.

Unified Meeting® 5's integration with Outlook® for Windows®, iCal/Calendar for Mac®, Google® Calendar* and IBM® Notes allows you to easily keep track of your meetings and conveniently store conference details for easy auto-population in your invitations.



Benefits of Desktop Scheduling

- Easily start or join meetings from your calendar by clicking on the Join-URL of the meeting invite.
- Automatically integrate scheduling with your enterprise calendar tool when you download Unified Meeting 5.
- Sync your meetings with MobileMeet for easy identification and the ability to start and join, on the go directly from your mobile device.
- Send meeting invitations in eleven languages for global reach
- Easily add your meeting details, including dial-in numbers, conference codes and URLs, to your emails and invitations.
- Conveniently schedule meetings for teammates, co-workers or supervisors.





Scheduling with Microsoft Outlook for Windows

1. Open an appointment time in your Outlook calendar and click the Unified Meeting 5 icon. The meeting access information will appear in the body of the appointment.

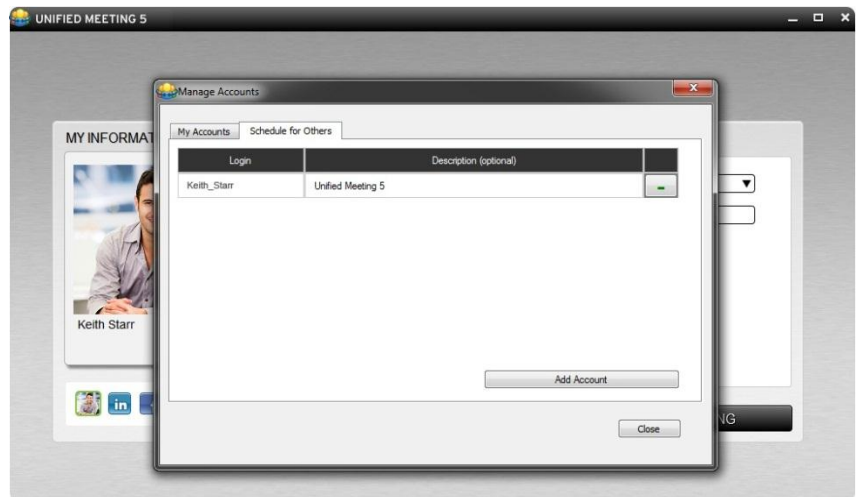
To customize the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection. The meeting information will populate in this language.

2. Your calendar meeting invite will be automatically populated with meeting access links for you and your participants and additional content can be added to the body of the email to customize your message.


Scheduling for others with Microsoft Outlook for Windows

1. Right click on Meeting Center taskbar icon  and select Manage Accounts
2. Select **Scheduling for Others** and click Add Account.
3. Enter their login number and description and click  to add the account

Now from the Unified Meeting 5 scheduling plugin, you'll have the option to select the account that you use to schedule.

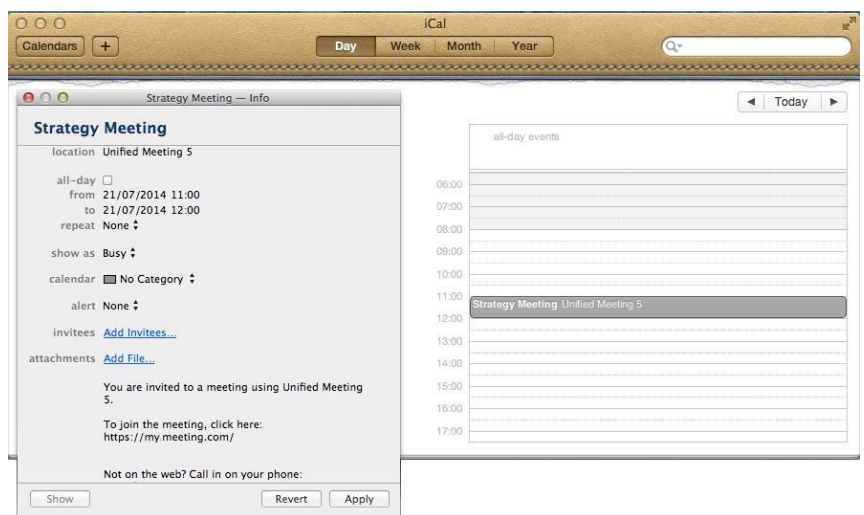


Scheduling with iCal/Calendar for Mac


1. To schedule a meeting, click the Meeting Center menu bar icon  and select **Create Meeting Invitation**.

To customize the language of your meeting invitation, click the down arrow below the Unified Meeting 5 icon and make your selection. The meeting information will populate in this language.

2. This will launch your calendar and auto-populate your calendar event entry with all the details you and your participants will need to join your meeting. Additional content can be added to the body of the email to customize your message.



Scheduling for others with iCal for Mac

1. Click the Meeting Center icon and select Manage Accounts
2. Click Scheduling for Others and click Add Account.
3. Enter their login number and description and click  to add the account

Now from the Unified Meeting 5 scheduling plugin, you'll have the option to select the account that you use to schedule.

System Requirements for Moderators and Participants

The information below describes the system requirements for both moderators and participants using the application or browser only features. Meeting these requirements will help ensure successful, productive meetings.

Desktop Application

Please note that participants are not required to install the meeting application in order to participate in a meeting. However, participants must install the Unified Meeting 5 application in order to be promoted to presenter.

	Moderators/Presenters Application	Participant Application
Operating system	Microsoft® Windows XP SP3 / Vista / 7 / 8 Mac OS X 10.6 (Leopard) or higher	
CPU	1 GHz processor - Windows x86 processor - Mac	
RAM	1 GB required for Windows and Mac	
Disk space	150 MB – Windows and Mac	
Browser	Microsoft Internet Explorer® 7 or higher Google Chrome™ 11 or higher Mozilla® Firefox® 10 or higher Safari® 5.1 or higher	
Network	High-speed DSL/cable or faster	
Avatar picture	Flash Plug-In required for creating picture with web cam – Windows Only	
Viewing Archives	Microsoft Internet Explorer® 7 or higher Google Chrome™ 11 or higher Mozilla® Firefox® 10 or higher Safari® 5.1 or higher MP3 Support	
Presentations	Microsoft PowerPoint 2003 and higher	N/A
Calendar integration	Microsoft Outlook® 2003 and higher – Windows Google Calendar via Plugin Lotus Notes 6.0 and higher - Windows ICS Supported Calendar – Mac	N/A

Contacts / Address book integration	Outlook 2003 and higher - 32Bit - Windows LDAP Integration - Windows/ Mac MAC Address Book – MAC	N/A
Instant messenger integration	OCS 2005 and 2007 – Windows Microsoft Lync® 2010 or higher – Windows MSN Messenger 7.5 – Windows Windows Live Messenger 8.0 or higher	N/A
Webcam	Flash Plug-in Version 11.2 or higher	

Browser Application

If moderators do not install the meeting application, they can launch browser-only meetings to manage their audio participants online. With browser only, you can utilize features such as mute, dial me, chat and open/close meeting room door.

Please note that the following features are not available in browser only: integration with instant messenger, calendars, contacts, Voice over IP, scheduling and recording.

	Moderator and Participant Browser Only Requirements
Operating system	Windows XP SP3 / Vista / 7 / 8 Mac OS X 10.6 (Snow Leopard) or higher Linux Android® Tablet iPad®
CPU	1 GHz processor - Windows x86 processor - Mac
RAM	1 GB required for Windows and Mac
Disk space	Not applicable
Browser	Internet Explorer 7 or higher Google Chrome 11 or higher Mozilla Firefox 10 or higher Safari 5.1 or higher
Network	High-speed DSL/cable or faster, 3G or faster for mobile devices
Viewing Archives	Same OS/Browser as Participant Browser, MP3 Support
Avatar picture	Flash Plug-In required for creating picture with web cam- Windows and Mac
Webcam	Flash Plug-in Version 11.2 or higher