

Remote Meeting Attendance

1. Meeting Invitation

Remote access to IntelliTEAM Factory Acceptance Tests conducted at S&C Electric Company in Chicago is obtained using **Cisco Unified MeetingPlace Express**. Guests will receive an e-mail invitation that contains a URL link to the meeting. This is listed at *Meeting URL*, see Figure 1.

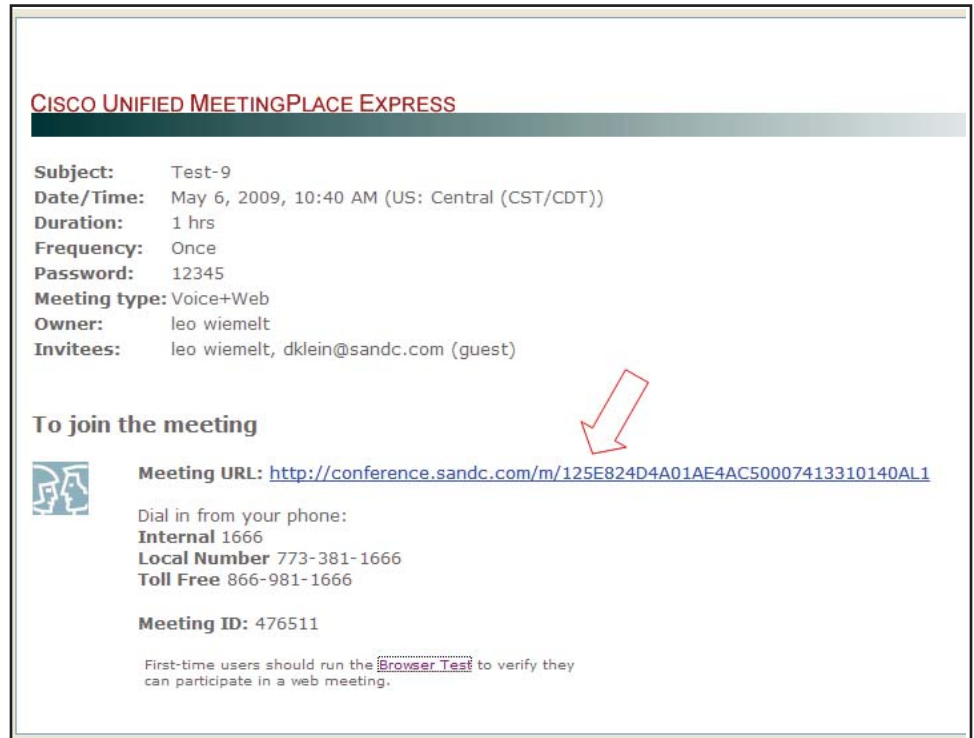


Figure 1. Meeting URL on the FAT meeting invitation e-mail.

2. Pop-up Blocker

After the URL has displayed the MeetingPlace screen in your browser program, you must **disable your Pop-up Blocker**. This is usually done by selecting Tools > Pop-up Blocker > Turn Off Pop-up Blocker. See Figure 2.



Figure 2. Disable the pop-up blocker.



3. Join Meeting

After you have disabled your pop-up blocker, **check** the *Enter web meeting room* check box and **click** *Join Meeting*. See Figure 3.

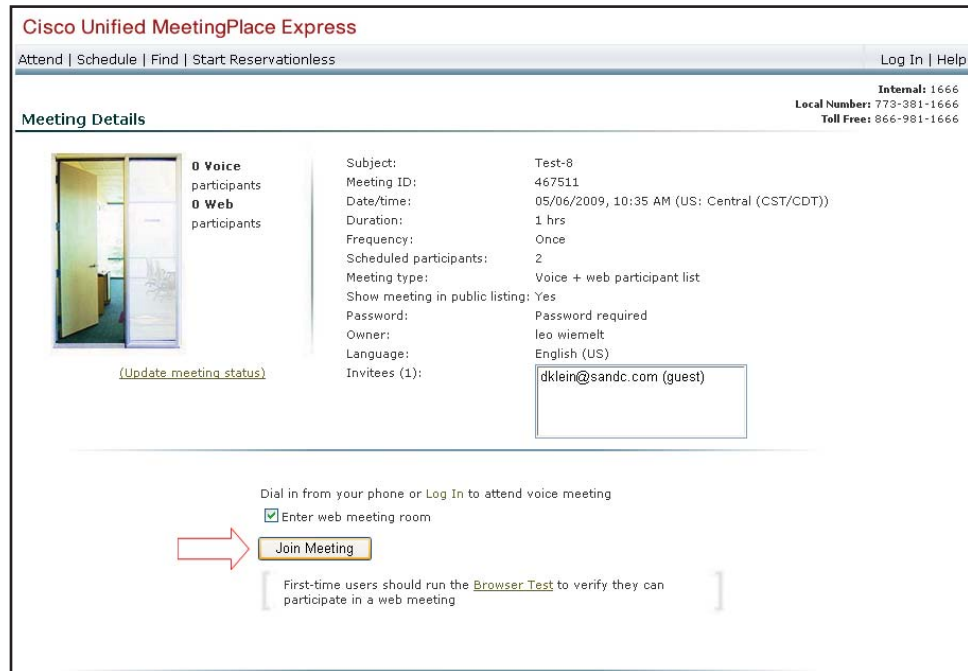


Figure 3. Enter meeting screen.

4. Guest Sign-In

There are two log in options for the meeting. The default entry is *Join as Guest*. Type your name in the Enter Name text box and **click** *Join Meeting*. See Figure 4.

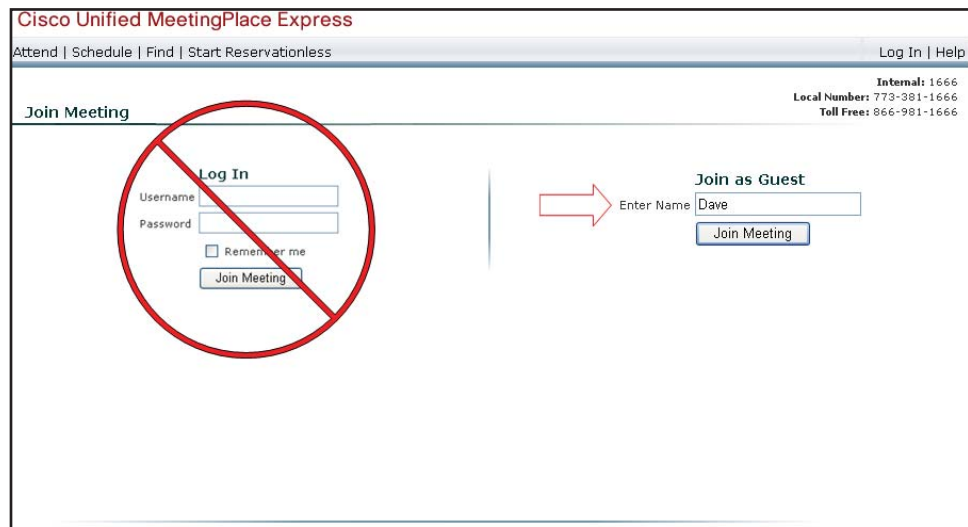


Figure 4. Meeting log in screen.

5. Participants List

Your screen will look like Figure 5. As invited guests join the meeting their names are added to the *Participant List*. **Do not click** the *Start Screen Sharing* button.

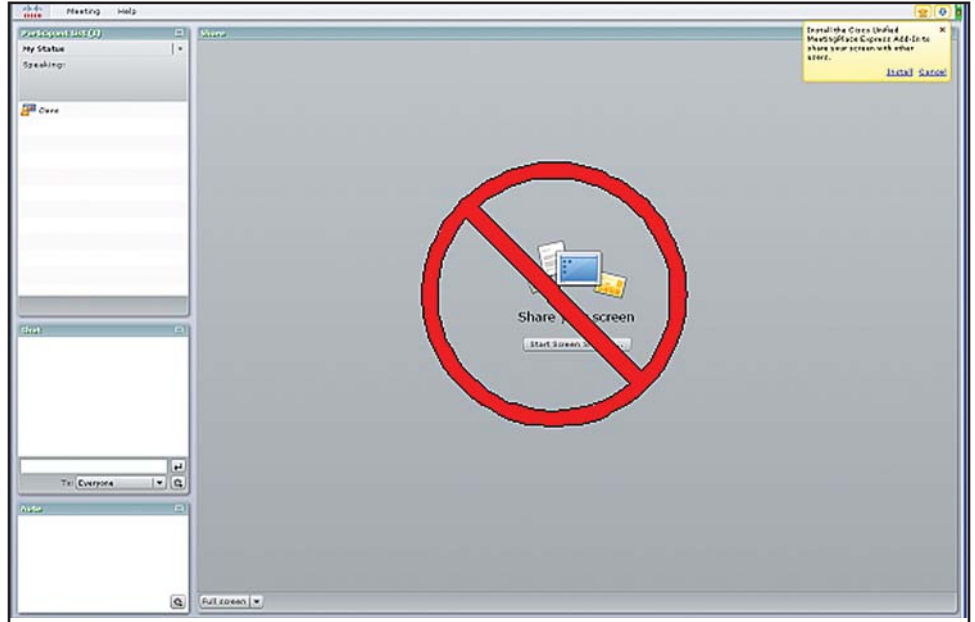


Figure 5. Start Screen Sharing button.

6. Full Screen View

When the meeting organizer logs in, he/she will enable screen sharing and you will see the computer desktop running IntelliTEAM Designer, see Figure 6. **Click** the *Full screen* button to expand your view.

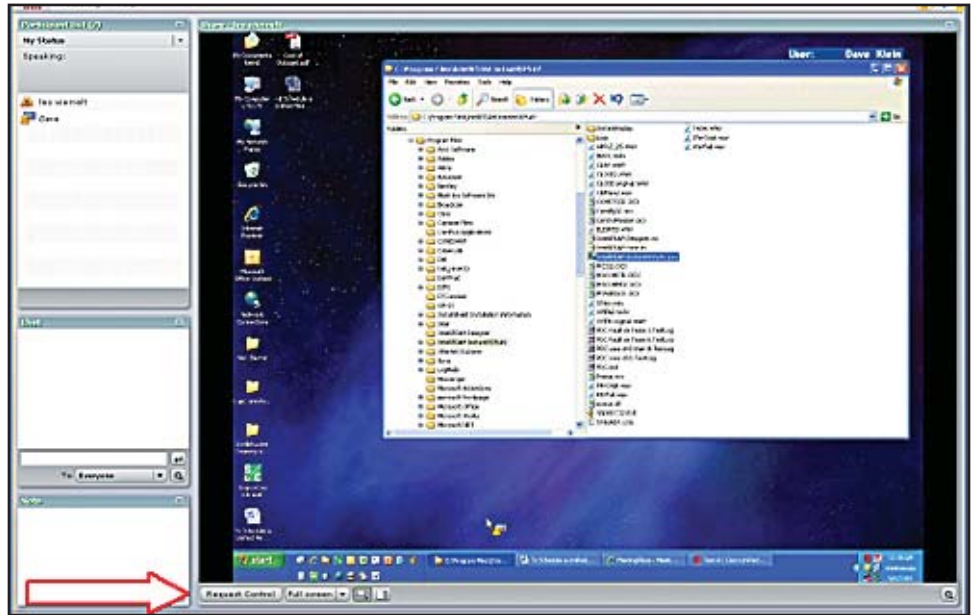


Figure 6. Full screen view of the session program.

7. Access Meeting Audio

You can join the meeting audio at anytime during the meeting by calling one of the numbers shown in Figure 7.



Figure 7. Phone numbers for access to the meeting audio.

8. Leaving the Meeting

At the end of the session the meeting organizer will end the meeting, and the screen shown in Figure 8 will be displayed. Click the "X" button at the top right of the window to close the meeting screen. You can also press your "Esc" key.



Figure 8. Meeting exit screen.