\Orchestrating a brighter world NEC

UNIVERGE BLUE®
MEET

# User Guide

UNIVERGE BLUE®
MEET

# CONTENTS


QUICK START REFERENCES 3

BEFORE YOUR MEETING 4
SIGNING IN
MEETING DASHBOARD
CREATE CUSTOM MEETING URL
RESET PIN
START A MEETING NOW
SCHEDULING MEETINGS
UNIVERGE BLUE® MEET INTEGRATIONS

DURING YOUR MEETING 8
AUDIO, VIDEO AND SHARING CONTROLS
SECONDARY CONTROLS
SHARE YOUR SCREEN
ANNOTATION TOOLS
REMOTE CONTROL
LEFT PANEL CONTROLS
ATTENDEE LIST
MEETING INFO
CHAT NOTES

AFTER THE MEETING 12
MEETING REPORTS
EDIT A SCHEDULED MEETING
START A SCHEDULED MEETING

UNIVERGE BLUE® MEET MOBILE 14
JOIN A MOBILE MEETING
LAUNCH A MOBILE MEETING
MOBILE CONTROLS

# HERE'S A QUICK REFERENCE GUIDE TO HELP YOU GET STARTED WITH UNIVERGE BLUE® MEET

## BASIC TOPICS

How to sign up for an UNIVERGE BLUE® MEET account:

- If you are interested in signing up for an individual UNIVERGE BLUE® MEET account, contact your NEC authorized channel partner
- If you are interested in signing up for a corporate MEET account (multiple users for your business), contact your NEC authorized channel partner

Download the UNIVERGE BLUE® MEET Desktop app:

- Download the desktop app

Download the UNIVERGE BLUE® MEET Mobile app:

- Download UNIVERGE BLUE® MEET for iOS
- Download UNIVERGE BLUE® MEET for Android

UNIVERGE BLUE® MEET technical specs:

- Technical specs for Meeting hosts
- Technical specs for Meeting attendees

UNIVERGE BLUE® MEET User Guide:

- Watch this video for a deep dive on how to use MEET

Getting Started with UNIVERGE BLUE® MEET:

- Watch this video for a short overview on how to get started with MEET

## PLUG-INS

Integrate UNIVERGE BLUE® MEET into popular branded software that you use everyday

- Microsoft Outlook/Microsoft Office 365
  - Administrators: read this guide to enable this integration for your end-users
  - End-users: read this guide to learn how to use this integration
- Microsoft Teams
  - Administrators: read this guide to enable this integration for your end-users
  - End-users: read this guide to learn how to use this integration

## DETAILED TOPICS

- Functions & Features – A quick look at all of the features UNIVERGE BLUE® MEET has to offer
- Meeting Dashboard – Start meetings and customize your meeting URL
- Start a Meeting – Start a meeting you previously scheduled
- Set up audio and video – Preview your webcam and test your audio
- Schedule a Meeting – Set up your meeting and invite participants
- Share your Screen – Share content during your meetings (PPT, Video, etc.)
- Screen Annotation – Meeting participants can annotate on shared content during a meeting
- Join a Meeting on desktop – Participate in someone else's meeting
- Dial-in to a Meeting using your phone – Use your phone instead of your computer
- Host a Meeting on mobile – Start a meeting from your mobile device

## NEED MORE HELP?

- UNIVERGE BLUE® MEET Support Page
- UNIVERGE BLUE® MEET Desktop app FAQs
- Recommendations for best audio quality during meetings
- Troubleshooting/Connectivity issues
- Troubleshooting Screen Sharing

## BEFORE YOUR MEETING

There are two ways for you to use UNIVERGE BLUE® MEET. You can sign in and access UNIVERGE BLUE® MEET using your Google Chrome browser (features are limited), or download the desktop app.

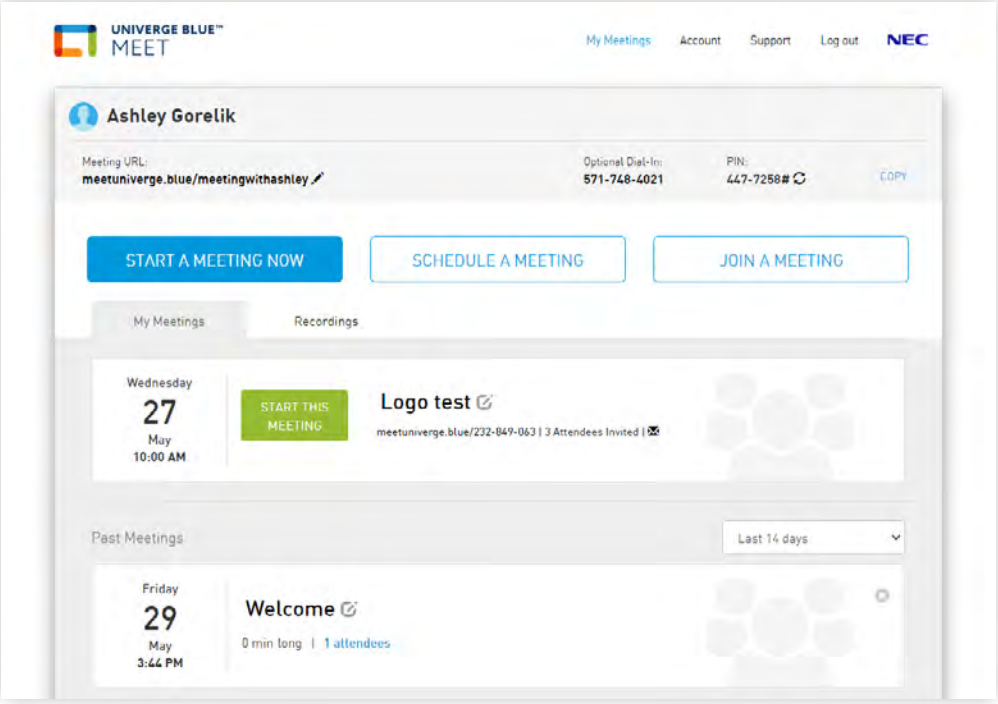
**For quick access, log in using your Google Chrome browser**

**For the best meeting experience, download the desktop app**

**Meeting Dashboard**

Once logged in, you will land on your Account Profile page. This is your personal UNIVERGE BLUE® MEET hub, where you can:

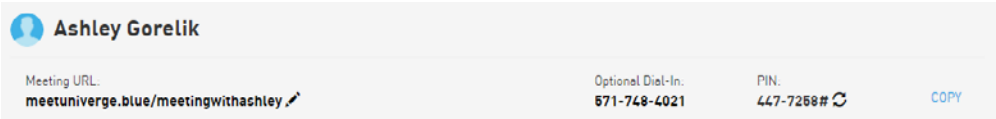
- Create your own custom meeting URL
- See all of your meeting details (URL, conference call number and PINs)
- Start or schedule a meeting
- See past meetings
- View Recordings
- View meeting transcripts



**Custom Meeting URL**

Your custom URL is like your own personal meeting channel-meetings will come and go, but your meeting URL will always stay the same.

Tip: Update your meeting URL to something that is easy to remember, and relevant to you and your business.




- Click ✎ next to your meeting URL
- A dialogue box will pop up, enter your new meeting URL here
- Click the Update Meeting URL button

You can change your personalized URL as many times as you want. You can also refresh your attendee PIN as many times as you want. Your dial-in number and presenter PIN are uniquely your own as well but cannot be customized.

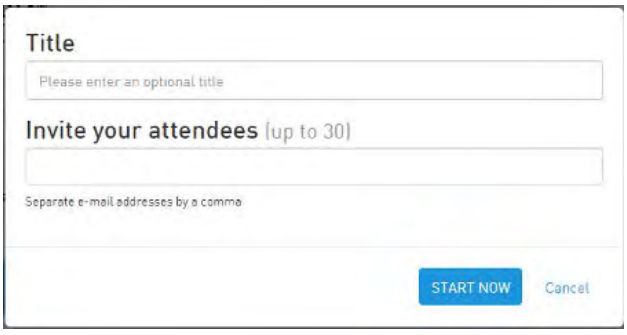
**Reset Pin**

↻ Click this button to generate a new set of PINs for your conference bridge. Once you do this, you cannot retrieve your old pins, so be careful. Any old invitations you sent out would be instantly invalidated.

**Start a Meeting Now**

Starting a meeting on UNIVERGE BLUE® MEET is very easy. It only takes two clicks from the Meeting Dashboard:

- Click 'Start a Meeting Now'
- Enter a Title
- Invite attendees by entering their email addresses
- Alternatively, you can simply send them your Meeting URL via email or external IM
- Click 'Start Now'



**Scheduling Meetings**

Use Your Existing Calendar

One of the simplest ways to schedule meetings is to use your existing calendar, such as Outlook or Gmail. This will give you access to your contact list, availability information and more.

To do this:

1. Create a calendar invite like you normally would (in Outlook or Gmail)
2. Add your UNIVERGE BLUE® MEET shortcut URL into the location field
3. All attendees will easily be able to join your meeting from their calendar invitation.

Plus, you and your attendees will get a calendar notification when the meeting is about to start.

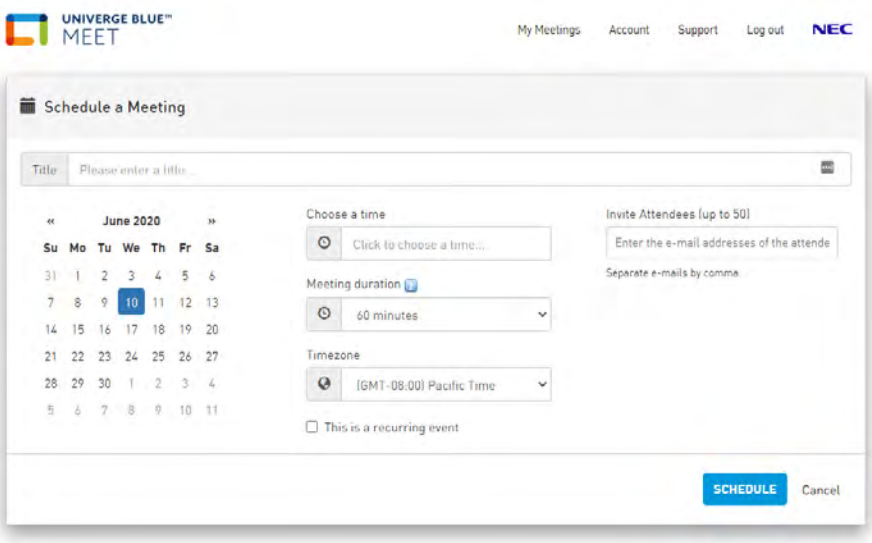
**Scheduling using UNIVERGE BLUE® MEET's Meeting Dashboard**

The Meeting Dashboard gives you the ability to schedule a single meeting in advance, recurring meetings in advance, or instantly start ad-hoc meetings. In most cases, scheduling is not required, except for the following benefits:

- Create a unique meeting code that only works for that specific meeting
- You want to invite many attendees to your meeting, using our e-mail send functionality
- Keep in mind however, that using the Meeting Dashboard for scheduling you won't be able to see RSVPs to your meeting

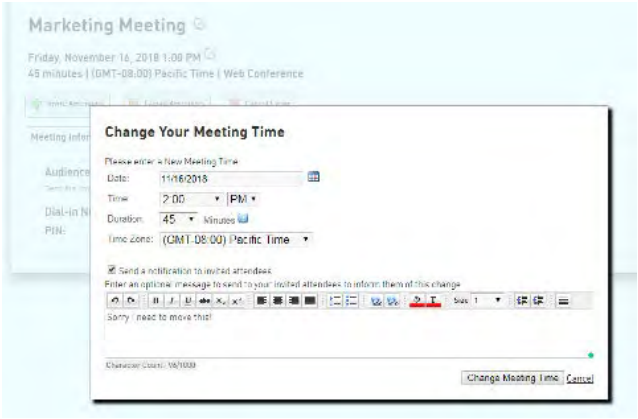
**To Schedule a Single Meeting**

- Click 'SCHEDULE A MEETING'
- Create a Meeting Title
- Select the date, time, duration and time zone of your meeting
- Invite attendees
- Click 'SCHEDULE'



**To Edit a Scheduled Meeting**

- Go to the My Meetings tab on your Account Profile
- Click the Meeting Title
- Click next to the Meeting Title to update the title
- Click next to the date and time to update meeting details
- Update the meeting details (feel free to include a message to attendees here)
- Click Change Meeting Time on the bottom right




**UNIVERGE BLUE® MEET Integrations**

UNIVERGE BLUE® MEET integrates with popular third-party business applications to streamline workflows and improve your team's collaboration.

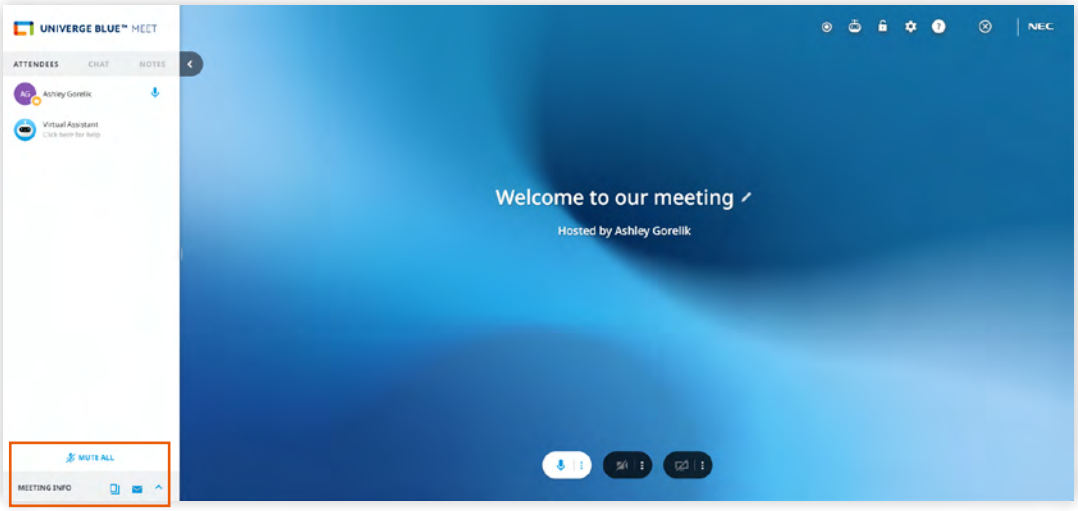
Office 365

Add UNIVERGE BLUE® MEET details to new or existing calendar events. When you start meetings from your Office 365 calendar, meetings will include the meeting title, start time and end time, attendee list, meeting agenda, and more. Contact your account administrator to get access to this integration.

## DURING YOUR MEETINGS

When you start your meeting, the meeting interface will load to help you effectively communicate and collaborate with others. You will be able to use your computer's audio or phone to talk. All meeting participants can share their cameras, screens, or videos for more interactive and collaborative meeting experiences.

**Audio, Video and Sharing Controls**




Located at the bottom center of the screen, where you can:

**Mute or unmute your audio**

- You can also select your audio devices from the 'More menu (3 dots)' next to this button

**Turn your webcam on/off**

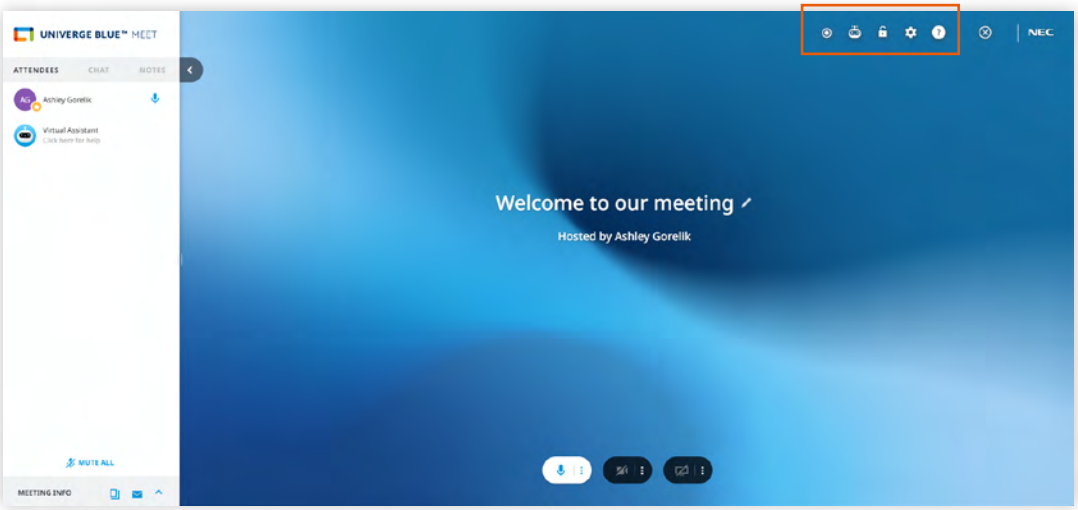
- You can also select your webcam devices from the 'More menu (3 dots)' next to this button

**Share your screen**

- You can share your screen any time, even if someone else is sharing. You will be prompted if you want to interrupt them, and you'll be able to decide the appropriate action
- We've built our application this way to reduce barriers to sharing, and make it more like a real world meeting, in the same physical location

**Secondary Controls**

Located in the Upper Right of your screen, you can:




**Switch to Phone/Microphone**

- Switch to Phone will bring up dial-in information for the meeting

**Record meetings (PRO & PRO PLUS only)**

- You can start a recording, as well as Append or Overwrite a previous one

**Lock your meeting**

- Locking your meeting prevents any new attendees from joining this meeting
- If someone leaves while your meeting is locked, they can return later if they wish, because they were part of the original group when the meeting was locked

**Check your network connection**

- This icon will only show up in the case of a poor network connection

**Meeting Settings**

- Audio & Video settings with Preview – fine tune your webcam and audio settings
- Custom Branding – upload a custom logo and/or background for your meeting
- Virtual Assistant (PRO & PRO PLUS only) – Determine if transcripts should be produced for all meetings, or just the ones you record
- General
  - Participant Management
    - Force new attendees to Join Muted
    - Enable or disable entry and exit chimes for your meetings
  - Video Layout
    - Enable Active Talker – This will bring the current talker to the center of the screen, if their webcam is enabled

- Bandwidth Settings – choose Auto or High, Medium, Low bandwidth options to control your video quality. Choosing options other than Auto may result in a poor experience if you don't have the adequate bandwidth

**Help Menu**

- Get access to our Knowledge Base and other support materials

**End the Meeting**

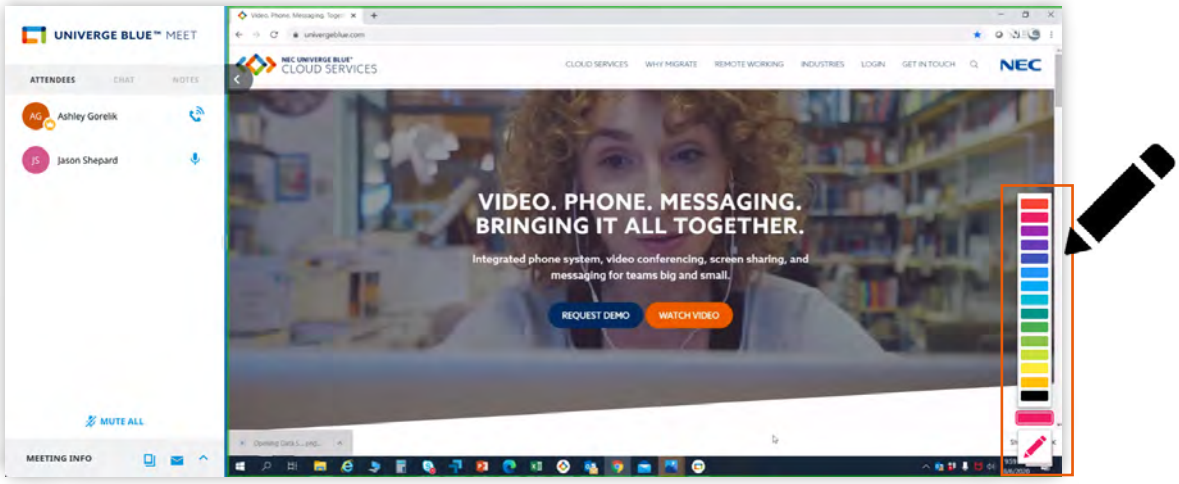
- As a host, you can leave the meeting and leave it running for others. Keep in mind, meetings without a host will automatically end after 20 minutes
- Also as a host, you can end the meeting, disconnecting everyone. This will allow the meeting to process meeting notes, recordings, transcriptions and others

**Share your screen**

- Click
- Choose what you'd like to share Power Point, Video, Webpage etc.).
- A widget will appear at the top of your screen to stop screen sharing

**Annotation Tools (Available on Desktop App only)**

When you're sharing your screen from the UNIVERGE BLUE® MEET Desktop App, your attendees will be able to draw on your screen, as will you. Attendees are presented with a Pen button in the lower right corner of the screen:

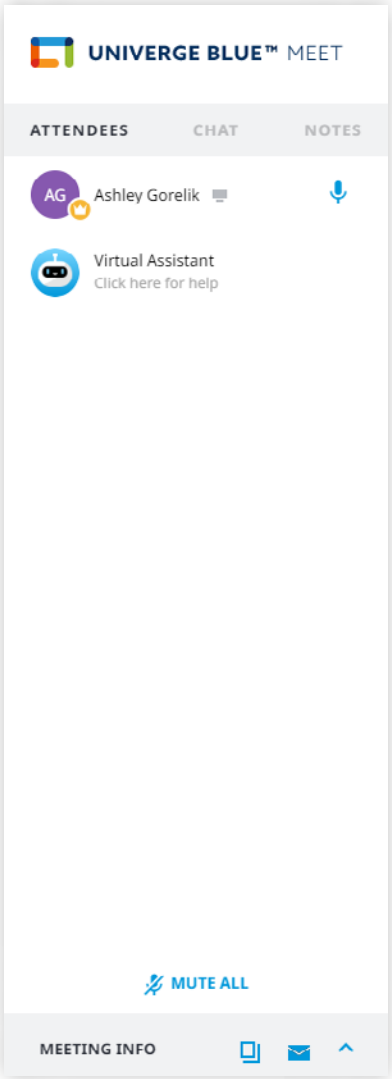



Annotations will disappear after 3 seconds.

If you'd like to retain the drawings, simply record your meeting so you can review the annotations later. You can also give remote control, and work together with one of your attendees in a drawing application that offers robust drawing capabilities.

**Remote Control (Available on Desktop App only)**
Collaborate directly on items you're sharing by giving your participants direct control of your keyboard and mouse.

**To give an attendee remote control:**
- From the attendee menu, click on an attendee and select 'Give Remote Control'
- Or click on the 'Give Remote Control' button in the middle of your screen sharing control screen and select an attendee from the pop-up list
- This will enable the other attendee to control your mouse and keyboard




**Left Panel**
The left part of the screen gives you access to the following features:

**Attendee list:**
- See who has joined your meeting and how their audio is connected to the meeting
- See if anyone is having networking issues (the main cause of poor-quality experiences)
- Mute individual attendees if they're making noise
- Hosts can mute all attendees at once. For privacy reasons, Attendees will need to unmute themselves
- Phone attendees can press *6 to unmute
- All attendees have the ability to mute/unmute themselves

The left panel can be hidden or brought back by clicking the < arrow

**Meeting info:**
- Quick access to your meeting URL and dial in information, in case you or any of your attendees need to invite others to your meeting

**Chat:**
- Exchange messages with all attendees, links and emojis during your meeting
- Typing indicator lets you know if other meeting attendees are typing

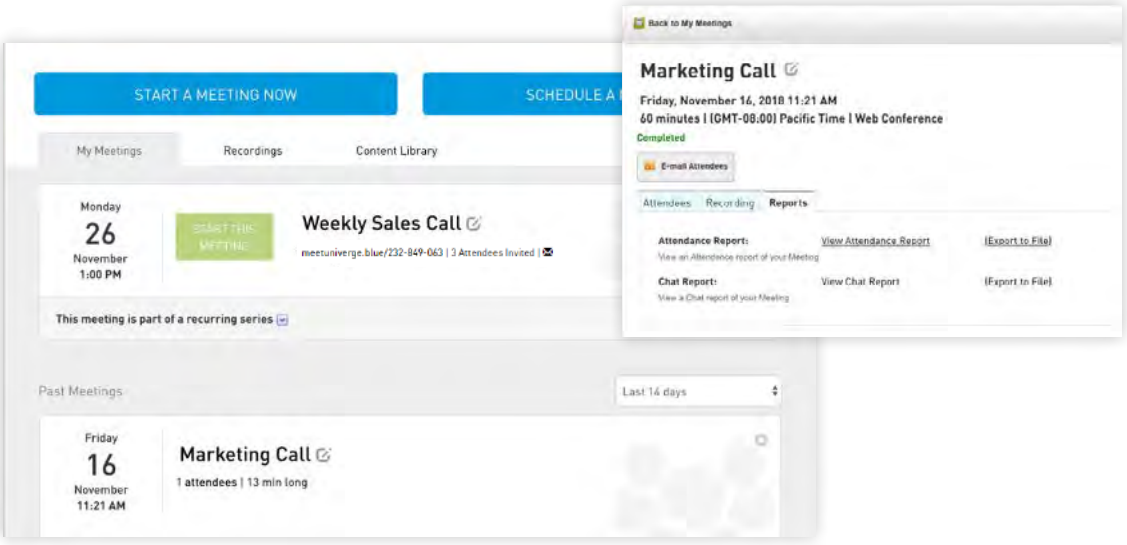
**Notes:**
- Host and attendees can capture meeting notes (like action items, next steps, and more) in real-time during the meeting
- At the end of the meeting, all notes are automatically sent to all attendees via email

## AFTER THE MEETING

**Meeting Reports**

Meeting reports enable you to see who attended past meetings as well as chat history for every meeting.

- Under Past Meetings, click on the Meeting Title of a past meeting
- Under the Reports tab, click to view individual reports to export filess



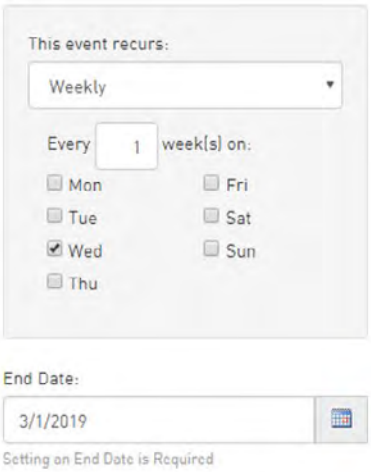

**Advanced Scheduling using Meeting Dashboard**

While most users won't need to use the Meeting Dashboard for these features, they are available.

**Schedule a reoccurring Meeting**

Follow the same steps as above, and:

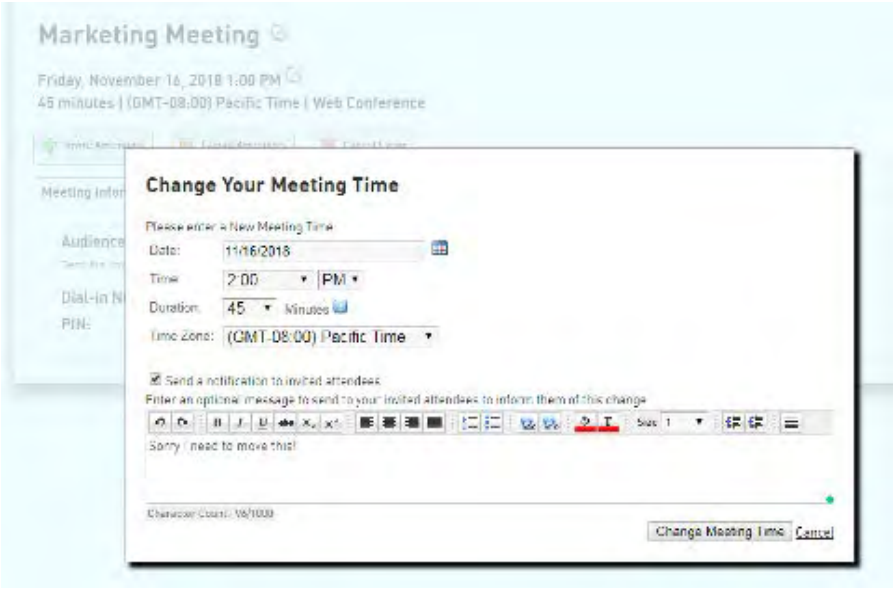
- Check 'This is a recuring event'
- Include recurring details (daily, weekly, monthly)
- Set an end date (this is required)



**To Edit a Scheduled Meeting**

Go to the My Meetings tab on your Account Profile

- Click the Meeting Title
- Click next to the Meeting Title to update the title
- Click next to the date and time to update meeting details
- Update the meeting details (feel free to include a message to attendees here)
- Click Change Meeting Time on the bottom right




**To Start a Scheduled Meeting**

All scheduled meetings will show on your account profile page under the My Meetings tab.
You can launch a scheduled meeting up to one hour before the scheduled meeting times.

To start a meeting in the UNIVERGE BLUE® MEET desktop:

- Click 'START THIS MEETING'
- Choose an audio source for the meeting:
  - Computer: Use computer microphone/speakers to connect. If you have poor Wi-Fi connection, we recommend that you use a phone to dial into the meeting to avoid any interruptions
  - Phone: UNIVERGE BLUE® MEET will provide you with a US toll conference bridge to dial into your meeting
- To make a change to your audio source during the meeting, click in the top navigation to access the Audio & Video options

To start a meeting from your Outlook calendar:

- Open your calendar invite
- Click the 'Join Meeting Now' link in the body of your email

## UNIVERGE BLUE® MEET MOBILE

Download the UNIVERGE BLUE® MEET mobile app for a truly on-the-go experience.

GET IT ON Google Play

Download on the App Store

UNIVERGE BLUE® MEET Mobile features include:

- High quality video conferencing
- High quality audio, through phone or Bluetooth
- Attendee list

**Join a mobile meeting**

- Enter the meeting code, full name, and email address
- Click 'JOIN THE MEETING'

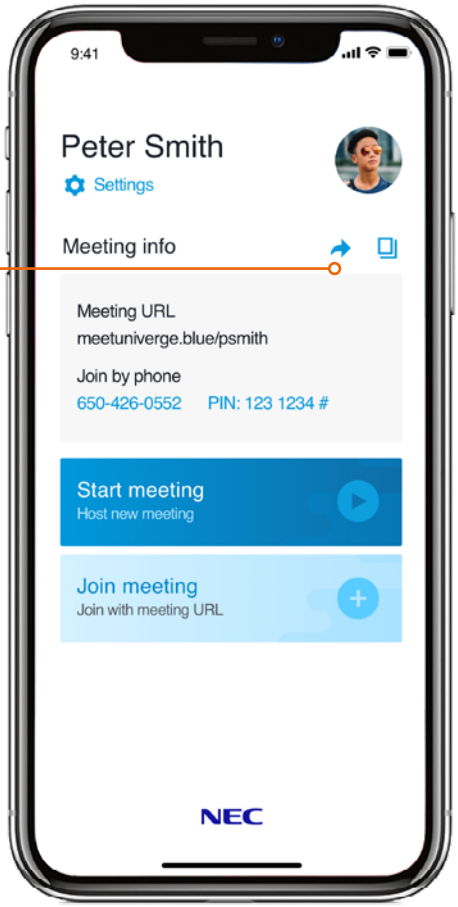
Click this arrow to invite and share meeting details from your mobile device

**Launch a mobile meeting**

Once logged into the UNIVERGE BLUE® MEET app, you will see:

- Meeting URL and dial-in information
- Start A Meeting button
- Join Meeting button

To launch a meeting, click 'Start meeting'

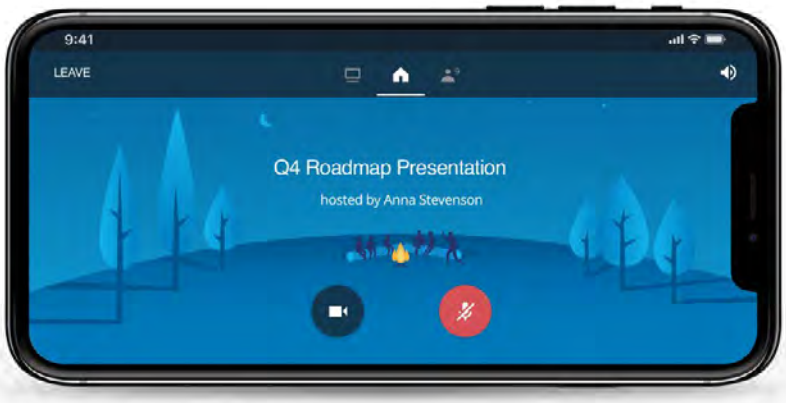


**In Your Mobile Meeting**

Once launched, you will see videos of current participants sharing their camera, or screen sharing if available. You can swipe between video conferencing, screen sharing and attendee list as needed.

**Controls**

- Mute/Unmute Mic – toggle your microphone to be heard in the meeting
- Mute/Unmute Webcam – turn your camera on/off in the meeting
- Swipe – use a swiping gesture switch screens
- Audio output – select what audio device you'd like to use
- Leave – Leave or end this meeting




**Exit Meeting**

Click Leave located on the top left of your Meeting Info. You will have two options to leave the meeting.

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OVER
**$29 BILLION**
**REVENUE**

**#1**
**SMB & ENTERPRISE COMMS WORLDWIDE**

LEADER IN
**BIOMETRICS**

**75 MILLION**
GLOBAL USERS

**TOP 100**
GLOBAL INNOVATORS
(THOMSON REUTERS)

**RECOGNIZED AS A LEADER**
BY FROST & SULLIVAN IN ENTERPRISE COMMUNICATIONS TRANSFORMATION

**125+**
**COUNTRIES**

**GLOBAL 100**
MOST SUSTAINABLE COMPANIES IN THE WORLD
(CORPORATE KNIGHTS)

107,000
**TEAM MEMBERS**
WORLDWIDE

**4,000+**
CHANNEL PARTNERS

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