

Unified Meeting 5

Voice over IP Quick Start Guide

Conferencing is one of the best ways to keep you connected. We are constantly working to make this easier and more cost effective so you can be more productive and accomplish your goals.

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. By using Voice over IP* with Unified Meeting 5 and our innovative hybrid audio platform, you are able to stay connected with an additional way to facilitate meetings from more locations.

Available for   Windows

With Voice over IP you can:

- Access our innovative hybrid audio platform that allows Voice over IP and traditional telephone participants to simultaneously connect to your meetings.
- Start and join your meetings from countries where no dial-in number is available.
- Connect to your meetings when only a Wi-Fi connection is available.
- Save your cell phone's audio plan minutes and avoid roaming charges while traveling.
- Override mobile carrier settings and use your mobile device to join both the audio and web portions of the meeting

Optional Features

- Use a billing code for added invoice tracking.
- Utilize a security code for additional security capabilities.
- Disable Voice over IP.*

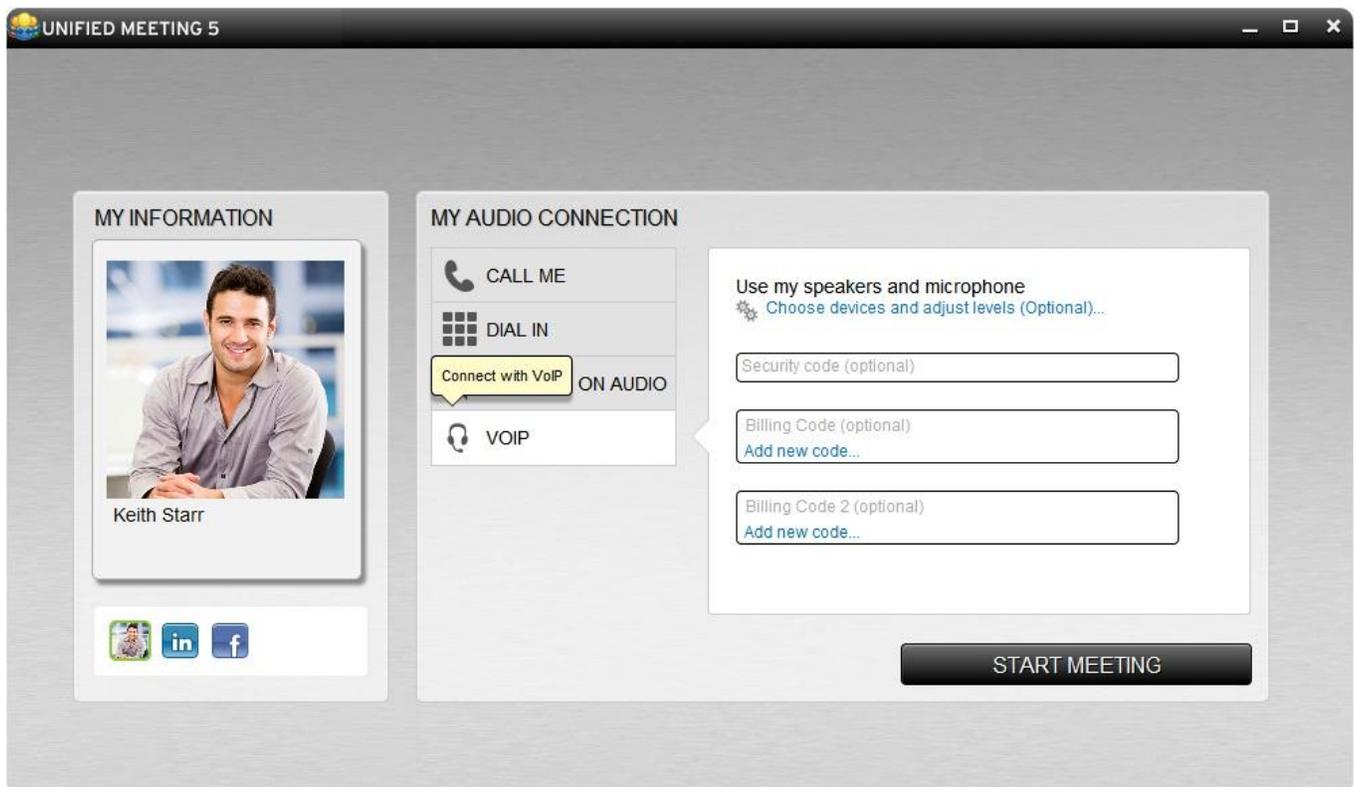
*Unified Meeting 5 must be installed on a desktop in order to use Voice over IP. By default, Voice over IP is enabled for all accounts on our hybrid audio network. If you would like to disable this feature or for further information, please contact your sales representative.

Starting a Meeting with Voice over IP (VoIP)

Available to both moderators and participants; Voice over IP provides the option of using a softphone instead of a traditional phone audio connection.

1. When starting or joining a meeting, select **VoIP** and the client will automatically connect the appropriate speaker.
2. You will be able to select from different audio sources and adjust your volume. When volume is set to an acceptable level, click **OK**.
3. If needed, to calibrate your speakers and microphone, click **Choose devices and adjust levels**. Once completed, click **OK**.
4. You will not need to enter any conference code or digits as the system will connect you directly. You may hear a bridge prompt for additional features which can be accessed using the virtual keypad.
5. During the meeting, you can choose to disconnect your Voice over IP connection and establish a phone connection by clicking the disconnect Voice over IP icon (headset with line) on your participant card.

Please note Voice over IP works with inbuilt microphones, however when joining from a public location it is recommended that HD headsets be used to avoid background noise.

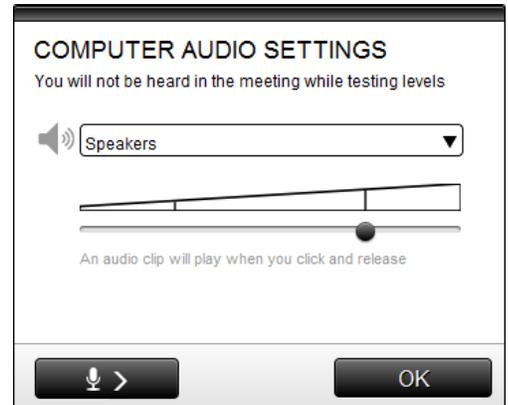


Voice over IP Settings

The Voice over IP settings menu allows you to select your audio input and output devices, in addition to allowing you to adjust your volume level.

The settings menu can be accessed from three areas:

- Clicking **Choose devices and adjust levels (Optional)**... located under VoIP on the Quick Start page.
- Selecting **Choose devices and adjust levels** from the Audio dropdown in the toolbar menu.
- Choosing the Gears icon from the fly out menu on your business card

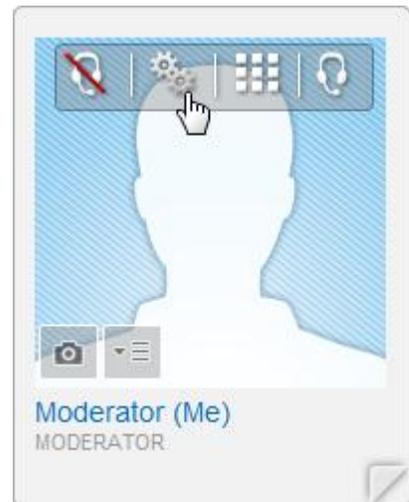


Changing Your Output Device

1. In the VoIP Settings menu, select the output device from the dropdown.
2. Click **OK**.

Changing Your Input Device

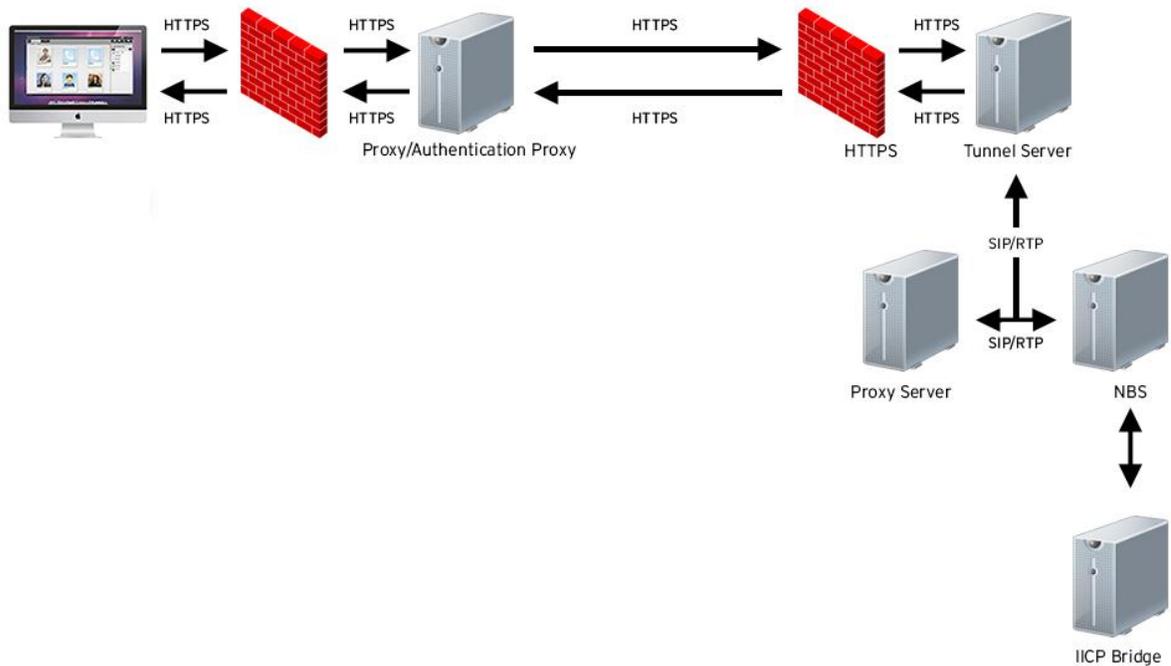
1. In the VoIP Settings menu, click 
2. Select the input device from the dropdown menu.
3. Click **OK**.



Voice over IP Tunneling

Many companies do not want to allow traffic through certain ports. To meet these different infrastructure requirements, we've laid the framework for Voice over IP Tunneling which will allow the Voice over IP client to try different connection methods and choose the best one for each call. It will utilize known ports that should be open in every company's infrastructure for internet traffic so you're always able to connect.

Voice over IP TUNNELING



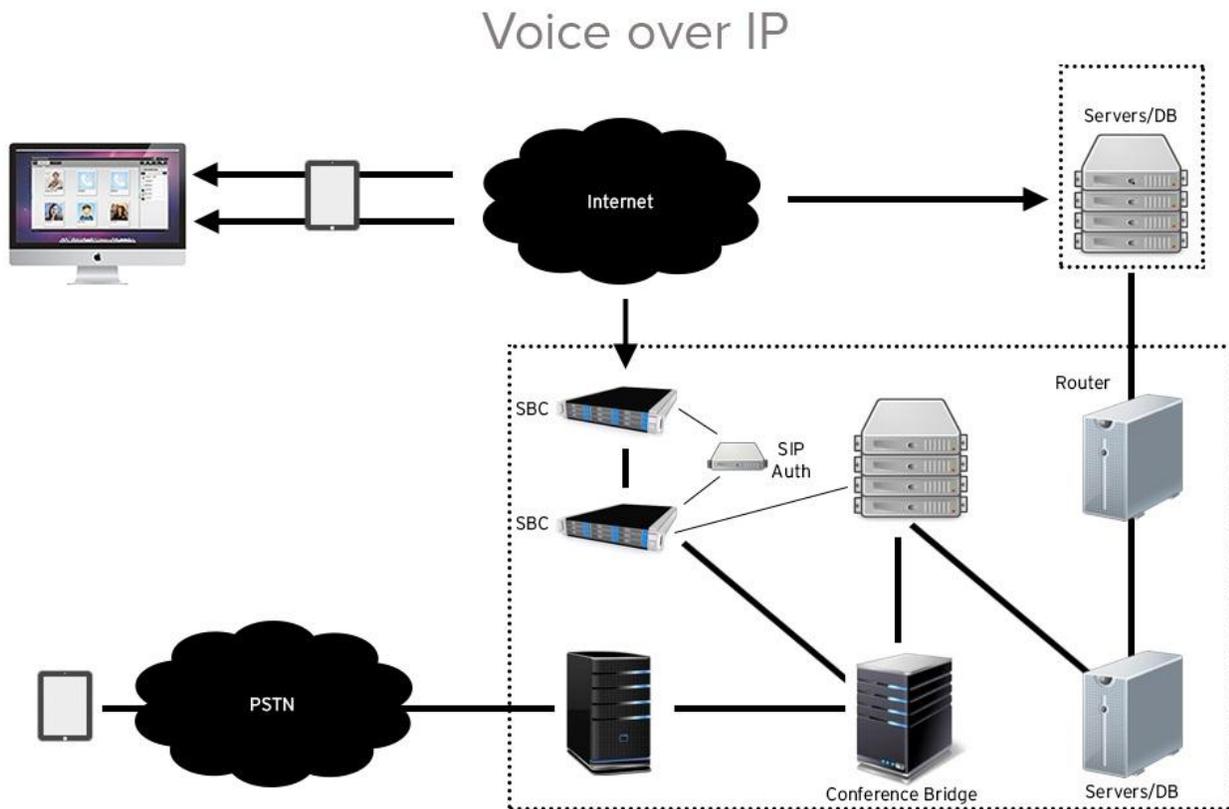
Voice over IP Availability

Due to regulatory requirements, Voice over IP is currently unavailable in the following countries:

- Algeria
- Armenia
- Azerbaijan
- Bahrain
- Belarus
- China
- Egypt
- Estonia
- Georgia
- India
- Iran
- Iraq
- Jordan
- Kazakhstan
- Kuwait
- Kyrgyzstan
- Latvia
- Lebanon
- Lithuania
- Moldova
- North Korea
- Oman
- Qatar
- Saudi Arabia
- Tajikistan
- Turkmenistan
- UAE
- Ukraine
- Uzbekistan
- Yemen

Voice over IP Diagram

Below is a diagram showing you how our Voice over IP service works with Unified Meeting 5.



Voice over IP Network Requirements

- SIP based.
- SIP traffic utilizes Transport Layer Security (TLS) over TCP running on TCP port 5061 to our datacenters at 75.78.160.134, 75.78.195.4 and 75.78.100.164.
- RTP traffic is UDP and utilizes UDP port 1024 – 65535 to 75.78.160.133, 75.78.160.132, 75.78.195.5, 75.78.195.6, 75.78.100.165 and 75.78.100.166.
- Voice over IP is only available to customers on our IICP hybrid audio platform. For further information, please contact your sales representative.