AVAYA

AvayaLive™ Engage quick start guide

Overview

AvayaLive™ Engage offers the capability of an online meeting space where you can move in a 3D environment. In the AvayaLive™ Engage environment, an avatar is an online character or a computer graphic that represents you.

You can use the mouse or the keyboard to control your avatar or interact with objects in the environment. When you approach a certain object in the environment, such as a chair or a projection screen, AvayaLive™ Engage changes the appearance of the cursor. This change in the appearance of the cursor indicates that you can interact with the object.

For more information about AvayaLive™ Engage, visit *http://www.avayalive.com/*.

System requirements

AvayaLive™ Engage requires the following system specifications:

Software or Hardware	Specifications
OS X	• 10.6 or later. • Safari 5.1 or later Web browser.
Windows	• XP or later. • Internet Explorer 7 or later. • Firefox Web browser. • Chrome Web browser.
Adobe Flash	10 or later.
CPU	Dual Core @ 1.5 ghz, 2.5 ghz required with Intel GMA graphics.
Memory	2 GB+ of RAM.
Network connection	Broadband either cable or DSL.
Audio	USB headset recommended.

Installing AvayaLive™ Engage

About this task
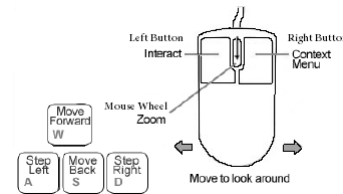Before installing AvayaLive™ Engage, ensure that you have administrative rights on your computer.

Procedure
1. Click the AvayaLive™ Engage link from your meeting invitation.

AvayaLive™ Engage identifies whether your computer meets the system requirements, and then displays a prompt to download the required software.
2. Before installing the client plug-in software, your browser displays a message on the menu bar. Click on this message to install the client plug-in software.
3. Click **Install**.
4. After you have read the license agreement, click **I Agree**.

AvayaLive™ Engage begins the installation and displays a progress bar. After the installation is complete, the system loads AvayaLive™ Engage and displays the login page.
5. Enter your user ID and password.
6. Click anywhere in the environment to begin using AvayaLive™ Engage.

Mouse and keyboard controls

Use the keyboard controls or the mouse to steer, to look around, or to interact in the environment.

Configuring objects

You can use the options from the right-click menu to configure objects in the environment.

Sharing a document
About this task
To share a document with users in the AvayaLive™ Engage environment:

Procedure
1. Approach a projection surface.
2. Right-click and select **Upload file...**.
3. Select the file that you want to upload, and click **Open**.

Sharing your desktop
About this task
To share your desktop with users in the AvayaLive™ Engage environment:

Procedure
1. Approach a projection screen that supports desktop sharing.
2. On the right-click menu, click **Share Desktop**.
3. To stop sharing your desktop, click **Stop Desktop Sharing** on the right-click menu.

Sharing a webcam
About this task
To share a webcam with other users in the AvayaLive™ Engage environment:

Procedure
1. Enter a meeting room and walk close to the Web surface that is pre-configured to function as a live webcam wall.

2. Right-click and select **Collaboration**
3. Select **Share webcam**.

Uploading a media file
About this task
To upload a media file in the AvayaLive™ Engage environment:

Procedure
1. Enter a meeting room and walk close to the Web surface.
2. Right-click the Web surface, and select **Options**.
3. Select **Upload media...** .
4. Browse and choose a media file that you want to upload, and click **Open**.

Visual indicators

Visual Indicators	Name or Location	Purpose
	The status bar is placed in the bottom-left corner.	The status bar that indicates the audio and chat status. You can mute or unmute the audio from the status bar.
	The minimap is placed in the bottom-right corner.	The blue cursor on the minimap that indicates your location in the environment.
	An off-screen listener icon	The icon that indicates the presence of another user within the listening range.
	A Web page projection toolbar	A toolbar that is used to manage your shared Web page.

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