

## IBM Sametime 9 Capabilities for Web Meetings

### Login, Presence and Availability Status

*Change status automatically based on inactivity*

*Change status automatically upon locking the device*

*Change status based on scheduled meetings on my calendar*

### Meeting Invitations

*Add meeting invitees by name*

*Invite selected contact to a meeting room*

*Remove meeting invitees from the meeting invitation*

*Search meeting invitees by name*

*Select either a persistent or an instant meeting room*

### Meetings and Meeting Server Management

*Meeting Rooms and Meeting Room Management*

*Allow all participants to present, download content, and add content to meeting room library*

*Allow only authenticated users or no one to download from meeting room library*

*Allow only room owners, managers, or select participants to present and upload content*

*Change your presence and status from the meeting room*

*Copy meeting room URL to clipboard*

*Create meeting report for the current session or for a specific session*

*Create meeting room and delete meeting room from server*

*Designate meeting room managers*

*Display meeting rooms for selected contact*

*Display recent meeting rooms and my meeting rooms by server*

*Edit meeting room settings*

*Join meeting room*

*Remove all content from the meeting room*

*Search meeting rooms by owner and room name*

*Set meeting room as hidden, for lecture-style meetings, and for managed access*

*Set meeting room password*

*Sort meeting rooms by meeting room name*

*View meeting room information and network performance*

### Application, File and Screen Sharing in Meeting Rooms

*Navigate slides (first, previous, next, last)*

*Scale content to fit shared area*

*Select which monitor to share if you have multiple monitors*

*Set sharing quality (fastest speed, normal, highest quality)*

*Share a file from the meeting room library*

*Share: a section of your screen through a resizable frame, a running application, content in full-screen mode, your entire screen, content in its original size*

<b>Meeting Stream</b>
<i>Clear the meeting stream</i>
<i>Create a meeting report from the meeting stream</i>
<i>Customize discussion items shown on the meeting stream</i>
<i>Post URLs and rich text to the meeting stream (bold, italics, underlined)</i>
<i>Show discussion only, everything, and meeting events on the meeting stream</i>
<b>Voice and Video in Meetings</b>
<i>Adjust audio volume (speaker, microphone) and audio hardware selections (speaker, microphone)</i>
<i>Adjust video layouts</i>
<i>Auto-mute participants upon joining the call</i>
<i>Change the layout of incoming video feeds</i>
<i>Display call information and call performance (media statistics)</i>
<i>End call for all participants</i>
<i>Full-screen video</i>
<i>Hide your video preview</i>
<i>Hold or leave call</i>
<i>Mute and unmute your microphone and moderator controls (mute all, unmute all, lock call)</i>
<i>Pause your video</i>
<i>Start call: in lecture mode, with video, with your computer, and with a telephone or video device (preferred devices or a new number)</i>
<b>Manage Participants from the Meeting Room's Participants Panel</b>
<i>Access participants' business cards from the participants panel</i>
<i>Change meeting room permissions for individual participants</i>
<i>Start one-to-one chat sessions with individual participants</i>
<i>View all participants</i>
<i>View raised hands</i>
<i>View your own permissions</i>
<b>Meeting Room Library and Content Management</b>
<i>Add a file from your Connections Files repository to the meeting room library</i>
<i>Add a file shared with you on Connections Files to the meeting room library</i>
<i>Add a link or a local file to the meeting room library</i>
<i>Choose to start sharing a file immediately upon loading</i>
<i>Create a poll, send it to the meeting participants, and save it to the meeting room library</i>
<i>Download, remove, and change a document's display name in the meeting room library</i>
<i>View details about documents uploaded to the meeting room library</i>
<i>View library contents alphabetically by name or by date</i>
<b>Meeting Recordings</b>
<i>Change the default name of a meeting recording media file</i>
<i>Delete or download selected meeting recording from the server</i>
<i>Mark selected meeting recording as public or private</i>
<i>Record a meeting and set the format for meetings recordings (WMV, MOV)</i>
<i>View meeting recordings for a given meeting room or on the server</i>
<b>Other</b>
<i>Eraser, highlighter (yellow, pink, blue, green), and pointer (annotation tools)</i>
<i>Show and hide panels (navigation ribbon)</i>