StarLeaf conferencing and recording guide

User Guide

19 December 2019

StarLeaf

Contents

Joining a meeting

You can join any meeting using StarLeaf, from any device.

Choose a method for joining below for more information:

- Joining from a room system
- Joining from StarLeaf app
- Joining from a web browser
- Joining using phone audio and browser video
- Join Microsoft Teams meetings from StarLeaf rooms
- Join scheduled StarLeaf meetings with Skype for Business

Joining from a room system

You can join any meeting using the controller in your meeting room.

- StarLeaf room systems (p4)
- Third-party room systems (p4)

StarLeaf room systems

Choose a touchscreen below for more information:

Touch 2045	Touch 2035/36

Third-party room systems

You can join a StarLeaf meeting from any third-party room system:

1. Open your StarLeaf invite (this can be found either in your email or on a StarLeaf scheduled calendar event).

2. Click **How to join**. Your default browser opens.

3. Click **Meeting room system**.
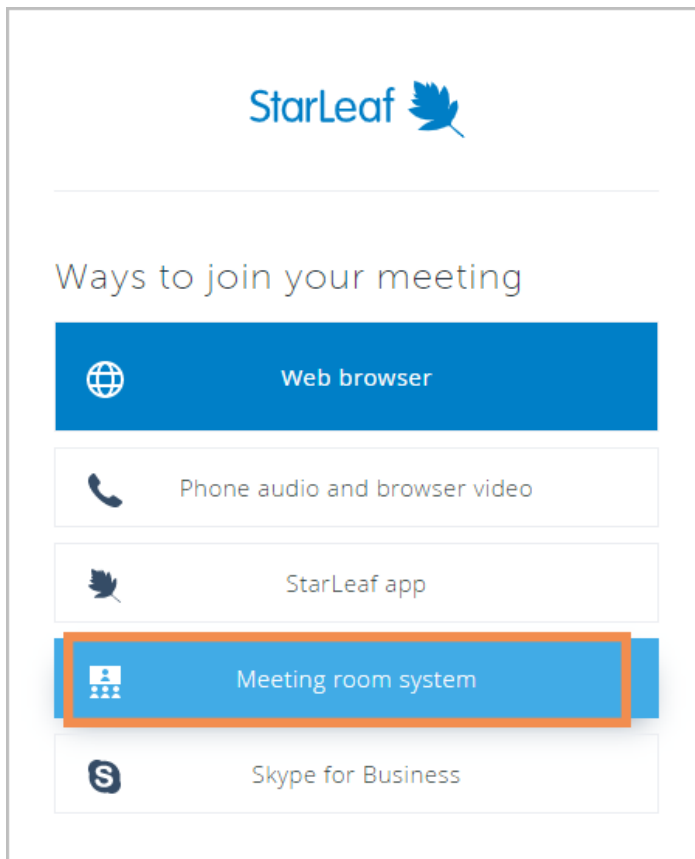
4. Select the room system you are using from the list to display the dialing details.
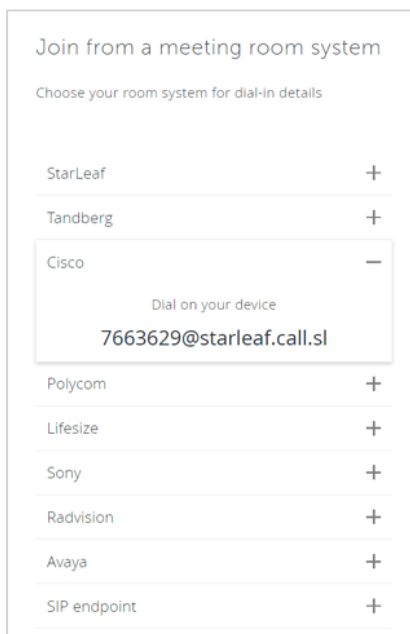
5. Dial the address provided on your room system's controller.

Joining from StarLeaf app

You can join any meeting using StarLeaf app.

StarLeaf app is available for Windows, Android, iOS, and macOS devices.

Join from an invite

1. Open your StarLeaf invite (this can be found either in your email or on a StarLeaf scheduled calendar event).
2. Select **How to join**. Your default browser opens.

3. **Open StarLeaf**.

4. Configure settings on the pre-meeting screen.
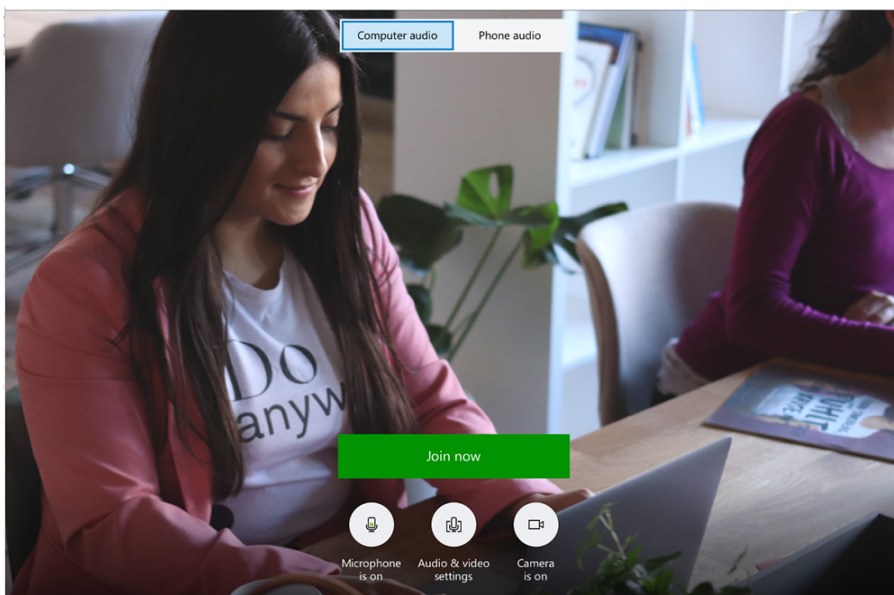
5. Click **Join now**.
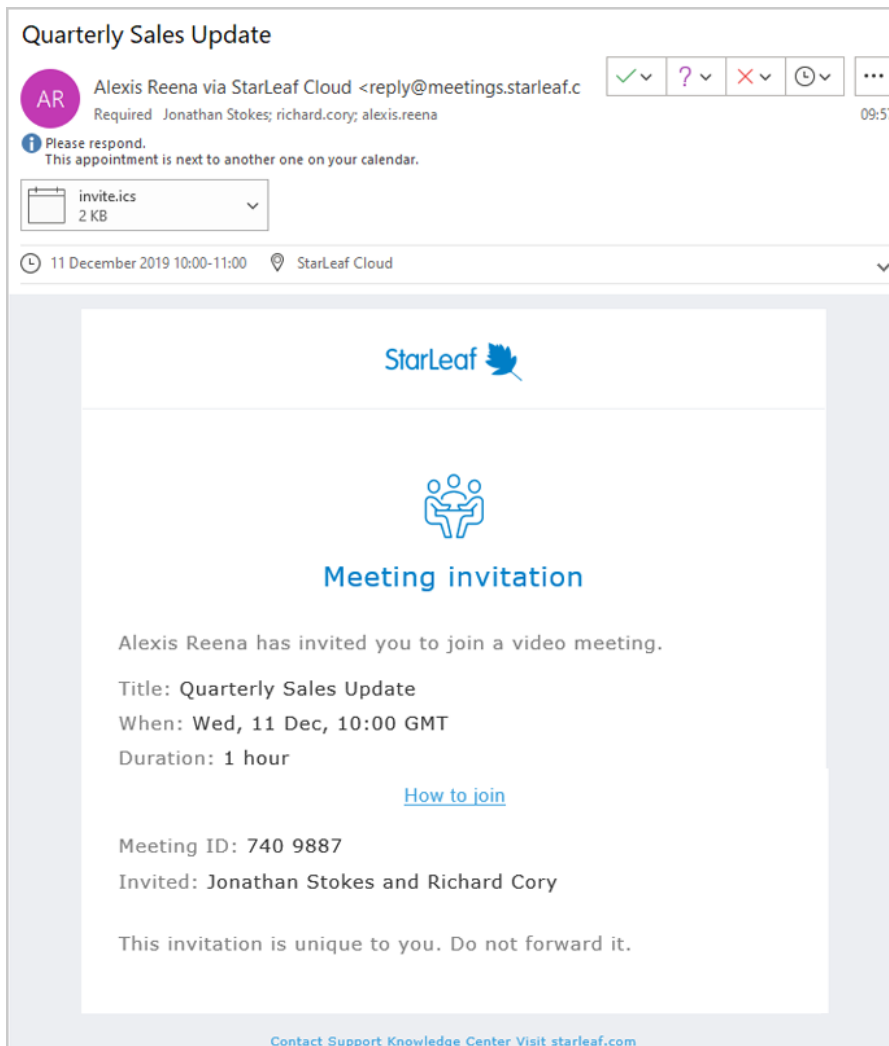
Join with the green button

Ten minutes before a meeting is due to start, a green **Join** button appears on the
Meetings tab of your StarLeaf app. Select **Join** to join the meeting.
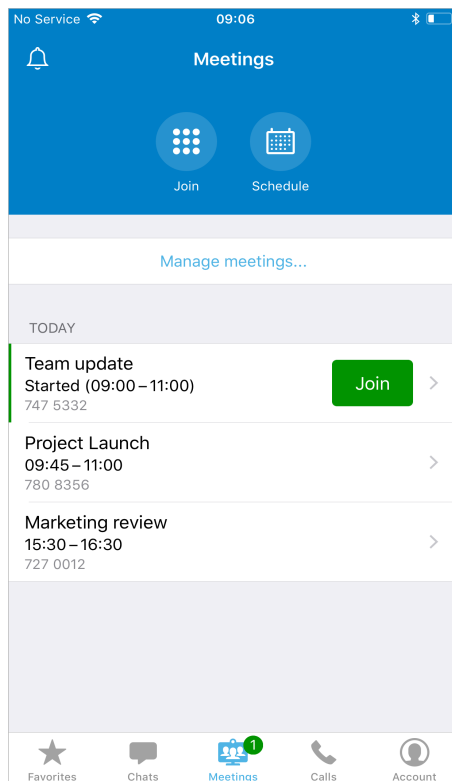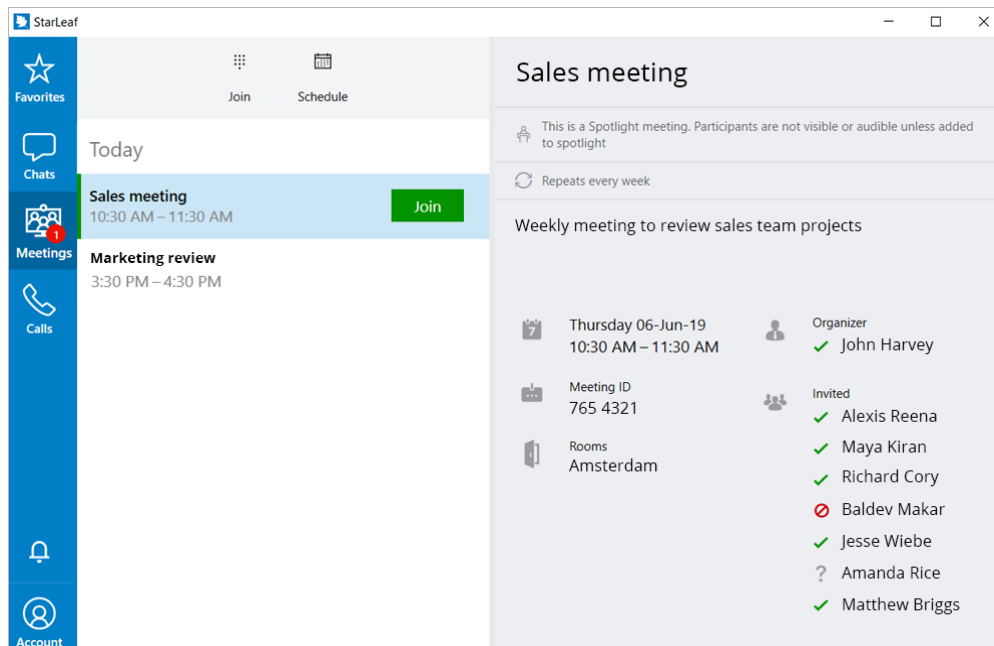
Join with meeting ID

1. Find out the meeting ID by either opening a StarLeaf invite or asking the meeting
   organizer.

2. Go to the **Meetings** tab on your StarLeaf app.
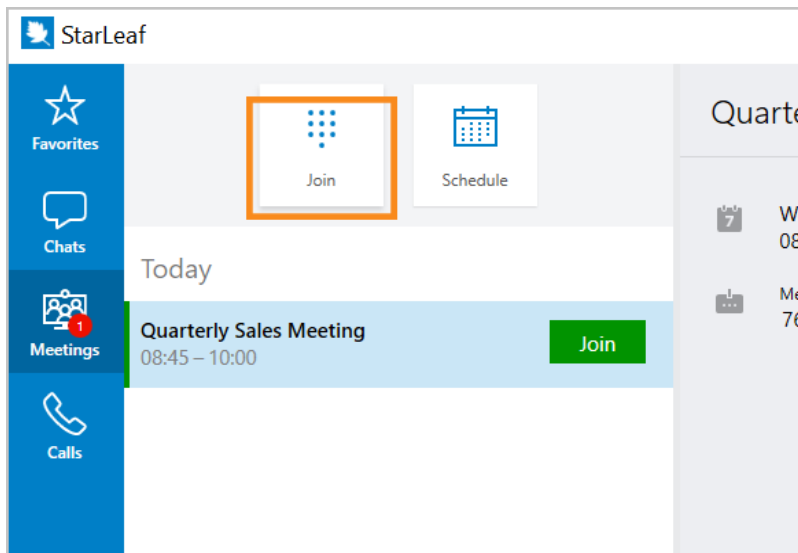
3. Click the **Join** control.
4. Enter the meeting ID.

5. Click **Join**.

Joining from a web browser

You can join a StarLeaf meeting from your web browser. This is sometimes known as Web RTC (real time communication).

Minimum versions of supported browsers:

- Chrome 46
- Internet Explorer 11
- Firefox 45

Note: Safari and Microsoft Edge are **not** supported browsers.

To join a meeting using your web browser:

1. Open your StarLeaf invite (this can be found either in your email or on a StarLeaf scheduled calendar event).

2. Click **How to join**. Your default browser opens.

3. Select **Web browser**.

4. **Allow** your browser to access your camera and microphone.
5. Enter your name.
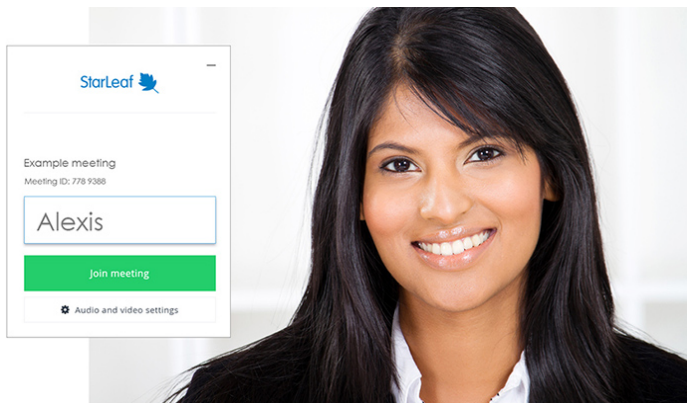
6. Click **Join meeting**.

Joining using phone audio and browser video

You can dial into a meeting using your phone while viewing the meeting in your browser (this is useful if you do not have a microphone in your computer).

1. Open your StarLeaf invite (this can be found either in your email or on a StarLeaf scheduled calendar event).

2. Click **How to join**. Your default browser opens.

3. Click **Phone audio and browser video**.
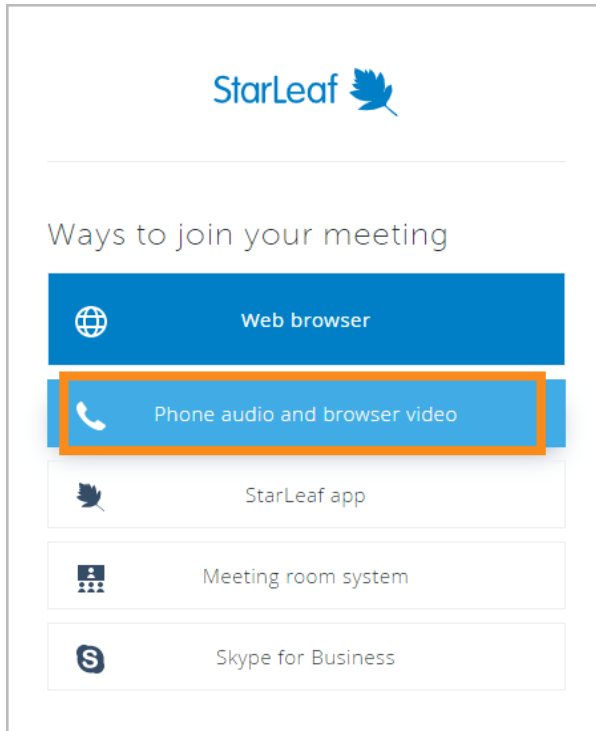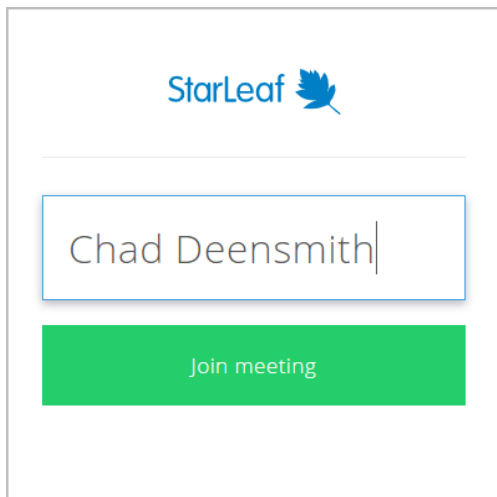
4. Select the region from which you are calling, using the drop down menu.
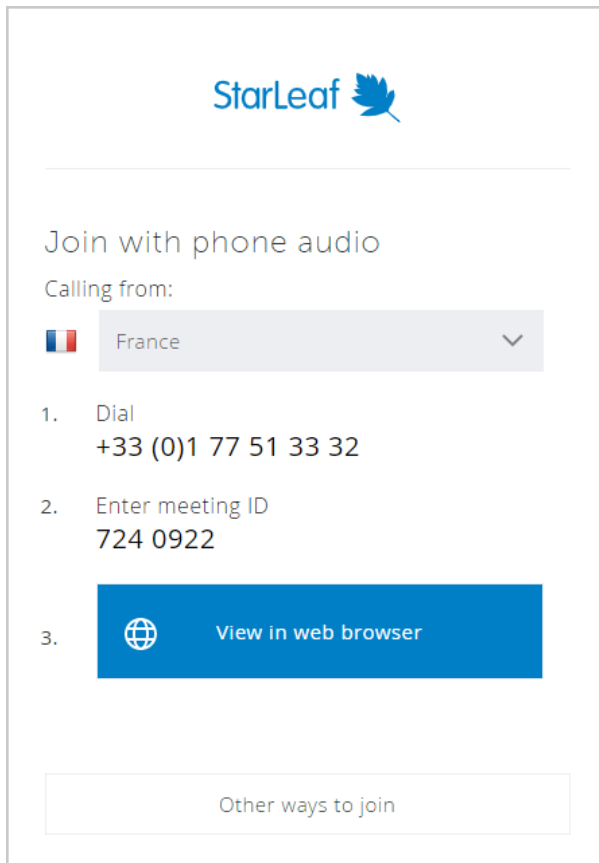
5. Dial the number displayed on your phone.
6. Enter the meeting ID into your phone when prompted. Your phone's audio and microphone is now being used for the meeting.
7. Click **View in web browser** from your computer.

8. Enter your name.

9. Click **Join meeting**.

Join Microsoft Teams meetings from StarLeaf rooms

You can join a Microsoft Teams meeting from a StarLeaf room. MS Teams meeting invites and calendar events contain the dialing information that allow you to join a meeting from your StarLeaf room system touchscreen.

How to join an MS Teams meeting from StarLeaf rooms

1. Go to your MS Teams meeting invite or calendar event.
2. Look for **Join with a video conferencing device** as shown in the example below.

3. Take note of the **video address** and **conference ID**. In the example above, these are **182382303@teams.bjn.vc** and **1291903084** respectively.
4. On your StarLeaf touchscreen controller, select **Call** (or **Dialer** if you are using a Touch 2045).
5. Using the touchscreen keyboard, type the video address in the format **182382303@teams.bjn.vc**
6. Press **Call** on the touchscreen.
   When the call connects, a BlueJeans lobby screen appears.
7. Enter the 10-digit conference ID from the MS Teams invite.
8. Press **#** to submit the conference ID. It may take about 10 seconds to join the meeting.
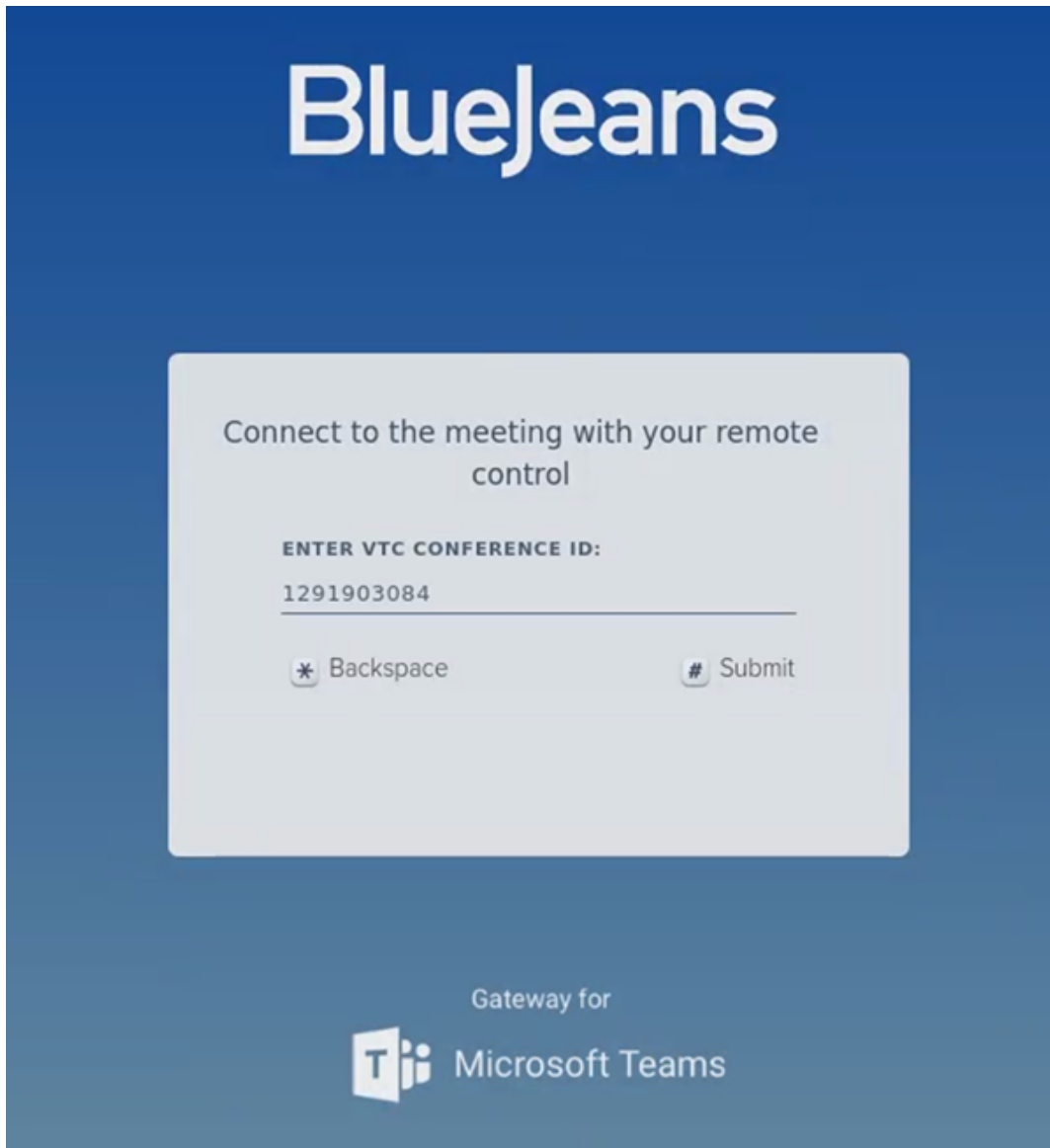
Join scheduled StarLeaf meetings with Skype for Business

StarLeaf users can invite Skype for Business users to scheduled meetings. To do so, schedule a meeting in the usual way (refer to How to schedule a meeting).

When you are invited to a StarLeaf meeting, you receive an email explaining how to join the meeting.

If you are a Skype for Business or Lync user, choose **Skype for Business** in the invite to launch Skype for Business/Lync and join the meeting.
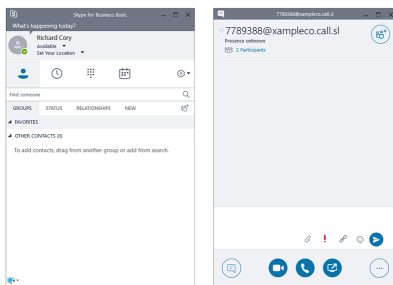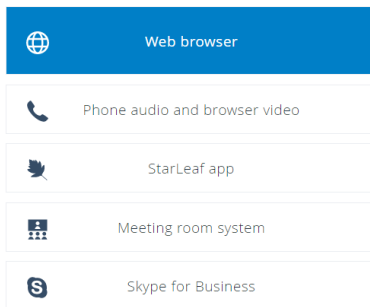
If Skype for Business does not open automatically, open it manually and dial the meeting address in the search bar.

The meeting address is in a format such as *1234567@companyname.call.sl*

Skype for Business support

StarLeaf supports the following Skype for Business/Lync infrastructure:

- Skype for Business Server
- Lync 2013 Server
- Skype for Business for Office 365
- Lync Online

StarLeaf supports audio and video with the following Skype for Business/Lync clients:

- Lync 2013 for Windows
- Lync 2013 for iOS
- Lync 2013 for Android
- Skype for Business 2015 for Windows
- Skype for Business 2015 for iOS
- Skype for Business 2015 for Android

StarLeaf supports audio only with Lync for Mac 2011.

StarLeaf does not support:

- Lync Server 2010
- Lync 2010 for Office 365

Scheduling a meeting

Depending on your organization, you may use one or a combination of ways to schedule StarLeaf meetings.

Select a topic below to learn more about how to schedule meetings using the StarLeaf Portal, an Outlook Calendar, or a Google Calendar.

- StarLeaf Portal
- StarLeaf Scheduler for Outlook Exchange Server
- StarLeaf Scheduler for Outlook Office 365
- StarLeaf Scheduler for Google Calendar

Scheduling using StarLeaf Portal

When you schedule your meeting in the StarLeaf Portal, you choose when your meeting takes place and who attends. Your invitees receive email invites to your meeting.

If you use StarLeaf app, you are still directed to the Portal or another scheduler to schedule meetings.

You can join scheduled meetings as soon as they are created, and for up to four weeks after the scheduled end time. This is especially useful if you want to join a meeting early to be prepared.

To schedule a meeting:

1. Either:
   - go to portal.starleaf.com and log in (using your email address and the password you created when you activated your StarLeaf account)
     OR
   - if you are a StarLeaf app user, go the **Meetings** tab in the app, select **Schedule**. This takes you to **Meetings** page in the StarLeaf Portal
2. Select **Schedule meeting**.

3. Add a **Title** and **Description**. Meeting invite emails will include these details.

4. If you want to record the meeting and your organization has purchased the recording solution, select **Record meeting**.
5. Set the time and date for your meeting.
6. To invite people, type names into the **Invitees** field. Or, you can enter an email address. Everyone will receive an invite that describes the different ways to join your meeting.
7. If there are **Room systems** in your organization, you can add one or more.
8. If you want to configure settings such as meeting privacy and layout, select the Advanced settings (p20) drop-down.
9. To schedule your meeting, select **OK**.

Advanced settings

In the **advanced settings** drop-down, you can configure the meeting privacy, hold option, time zone, and video layout.

- **Private**: Check this box to create a private meeting.

If a meeting is **private**:

- only the name of the meeting organizer appears beside the word *Meeting* in public spaces such as on the Join button of a room system touchscreen controller
- only the meeting organizer can edit the meeting settings in the Portal. Administrators cannot edit private meetings in the Portal

If a meeting is set to **public**, both the name of the meeting and the meeting organizer are visible on the room system.

- **Keep people on hold until**: Use this setting to determine whether people are able to talk to each other before you join the meeting
- **Time zone**: If you are in a different time zone to the one displayed here, correct it. This ensures that invitees know the correct time for your meeting
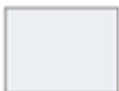
- **Layout** : You can choose a layout for the meeting. Video layouts are described later in this document

Note: Up to 100 participants can join a StarLeaf meeting. If you are interested in scheduling large, town-hall style meetings, see Spotlight meetings.

StarLeaf Scheduler for Outlook Exchange Server

About the StarLeaf Scheduler for Outlook Exchange Server

The StarLeaf Scheduler is an add-in that allows Outlook users in an organization to schedule StarLeaf video meetings directly from their Outlook client. The scheduled meeting is visible, but not editable, on the StarLeaf Portal.

If you do not yet have a StarLeaf account, ask your administrator to create one or download the StarLeaf app and sign up.

Scheduling a StarLeaf meeting

To schedule a new StarLeaf meeting from your Outlook calendar:

1. Select the StarLeaf Scheduler button on your Outlook calendar.
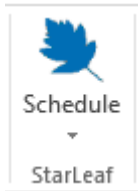
2. Select **Schedule meeting** from the dropdown.
   The StarLeaf Scheduler automatically checks your StarLeaf credentials. A new invitation appears. The invitation text is prepopulated with information about how to join the meeting.

3. Edit and complete the invitation fields.
4. Select **Send**. A meeting invite is sent to all participants.

Additional meeting options

When you create a meeting, there is window that displays some additional options that you can use for your meeting.

Record meeting: If your organization has purchased the recording solution, you can select record meeting. You will be able to download and view the meeting again.

Video layout: This determines the layout of the video panes for the speaker and meeting participants.

Spotlight: This feature is useful for large meetings where only one or a few people will be talking or presenting but where there are many participants who want to view and listen. In a Spotlight meeting, only the participants in spotlight are visible and audible by default in the meeting. Audience participants are muted.

Tips

- You can invite meeting room systems to the video meeting. StarLeaf meeting room systems display a **join** button making it very easy for people to join their video meeting
- If you later want to update any of the meeting details (e.g. change the time of your meeting), you can do so by editing the meeting details in your Outlook calendar. All participants receive email updates
- To cancel a meeting, find the meeting details in your Outlook calendar and select **Cancel meeting**. All participants who accepted the meeting receive email updates informing them that the meeting is canceled
- To convert a regular Outlook meeting into a video meeting, open the meeting details and select **schedule**:
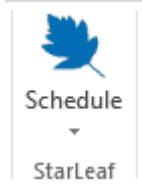
- Outlook 2010: If you are using this version of Outlook, and you create a repeating conference, you cannot later edit a single occurrence of that conference

Where to find more information or get help

For information about using StarLeaf products, refer to the documentation available in the StarLeaf Knowledge Center.

You or your reseller can get help by raising a case with StarLeaf Technical Support.

StarLeaf Scheduler for Outlook Office 365

The StarLeaf Scheduler for Outlook Office 365 ('O365') allows all O365 users in an organization to schedule video meetings directly from their O365 client and Outlook web version.

On this page:

Install the StarLeaf Scheduler

To download the StarLeaf Scheduler, go to the StarLeaf Scheduler page in Microsoft AppSource here.

1. Select the blue **Get It Now** button.

2. If you are not already signed in, sign into your Microsoft account in AppSource. The email address you use to sign in here must be the same as your StarLeaf account email address.
3. Select **Continue** if you agree to the StarLeaf Scheduler terms and policies.
4. Select **Add**.
5. Select **Continue**.

The StarLeaf Scheduler begins installing. When it is successfully installed, follow the steps for below.

Connect the StarLeaf Scheduler to your O365 calendar

When the StarLeaf Scheduler is installed, it must then be connected to your O365 calendar. To complete this one-time connection:

1. Open your O365 client.
2. In your O365 calendar, select **Schedule** beside the StarLeaf icon in the toolbar.
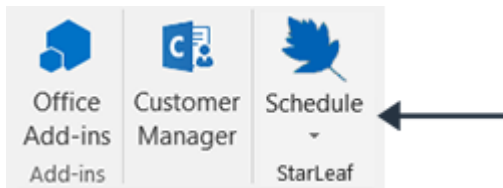
3. Select **Schedule meeting**.
4. Select **Connect** to connect StarLeaf to your O365 calendar.
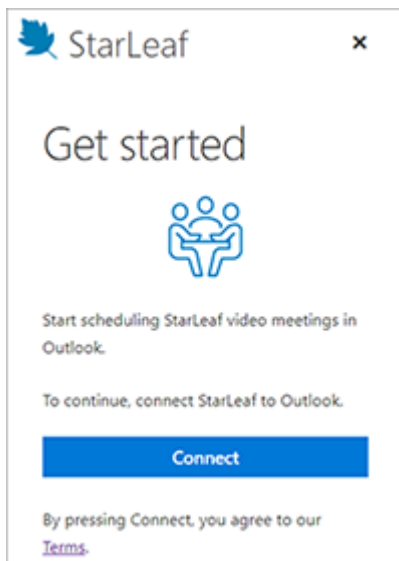
Your StarLeaf account and O365 calendar are now connected.

Note: If you select **Connect** but have not yet signed up to StarLeaf, you are prompted to download StarLeaf. Follow the instructions provided by StarLeaf to sign up, then return to your O365 client for scheduling StarLeaf meetings.

Connect the StarLeaf Scheduler to your O365 calendar (web app)

1. Open the O365 web app in your browser.
2. In your O365 calendar, select **New event**.
3. In the event window, select the StarLeaf icon in the toolbar as shown below.
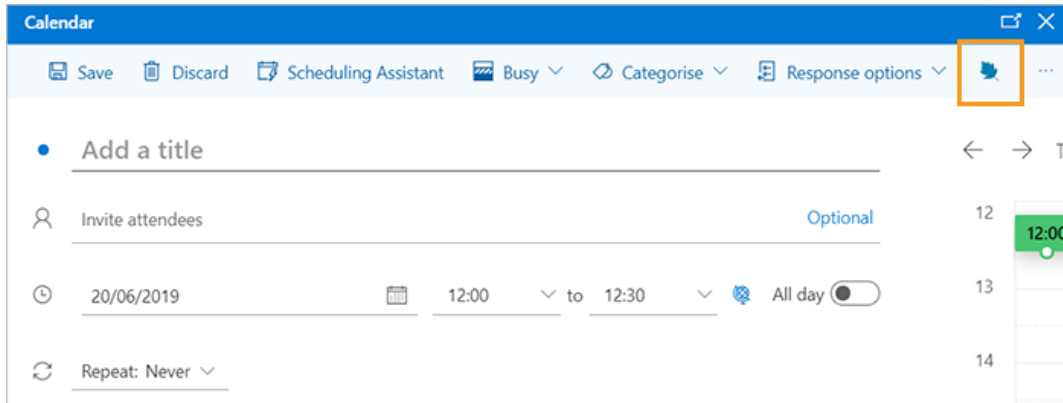
Note: If you do not see the StarLeaf icon in your toolbar, go to Add the StarLeaf Scheduler to your O365 calendar toolbar (web app) (p25).

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4. Select **Connect** to connect StarLeaf to your O365 calendar.
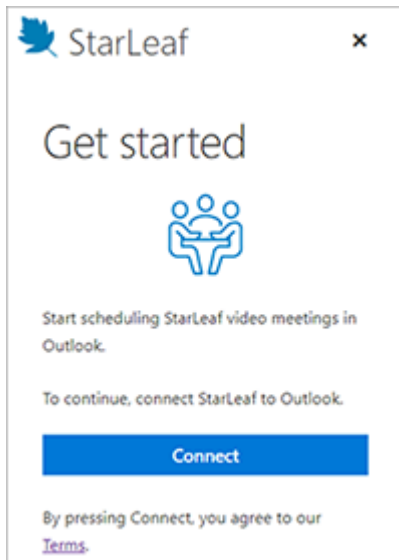
5. In the Microsoft window that opens, select **Yes** to grant StarLeaf permission to access your O365 calendar for scheduling meetings.

Add the StarLeaf Scheduler to your O365 calendar toolbar (web app)

To add the StarLeaf Scheduler button to your calendar toolbar for easy scheduling:

1. In your O365 calendar web app, go to **Settings**.
2. Select **View all Outlook settings**.

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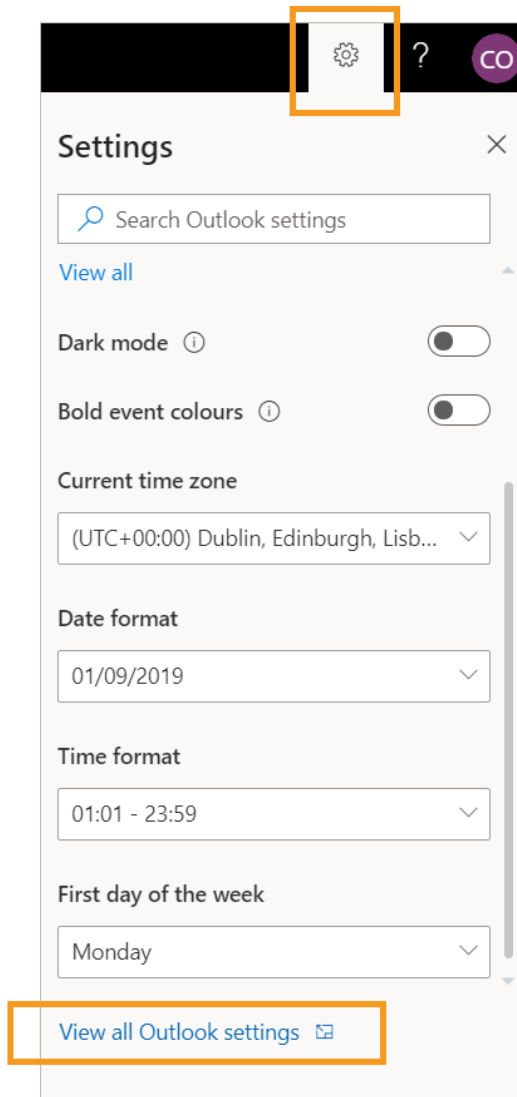
3. In **Settings**, go to the **Calendar** tab on the left-hand side (if you are not already on it).
4. Select **Customise actions**.
5. Tick the box beside StarLeaf as shown below.
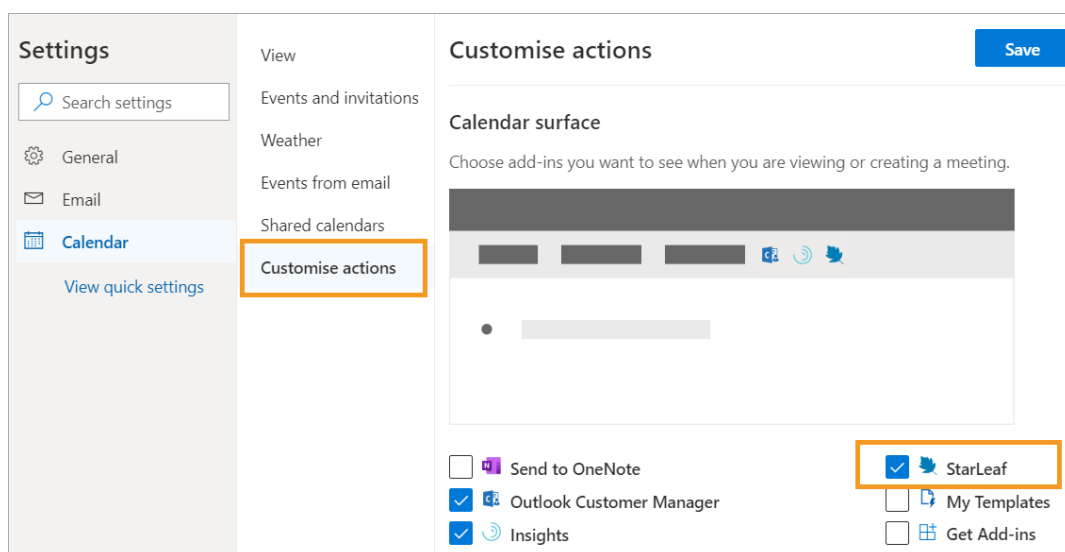
6. Select **Save**.

The StarLeaf Scheduler button now appears in the calendar toolbar.

Schedule a meeting using the StarLeaf Scheduler

You can schedule a StarLeaf meeting directly from your O365 desktop client.

1. In your O365 calendar, select **New Meeting**.
2. On the Meeting toolbar, select the StarLeaf **Schedule Meeting** button as shown below.
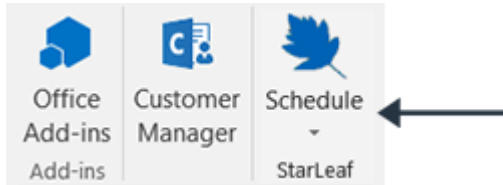
3. Select **Add video meeting**.
   The text of your invite is pre-populated with instructions on how to join the meeting but you can edit this or add your own text.

4. Complete the remaining invite fields.

5. Select **Send**.
   Each participant receives a meeting invite by email.

Additional meeting options

When you create a meeting, there is window that displays some additional options that you can use for your meeting.

Record meeting: If your organization has purchased the recording solution, you can select record meeting. You will be able to download and view the meeting again.

Video layout: This determines the layout of the video panes for the speaker and meeting participants.

Spotlight: This feature is useful for large meetings where only one or a few people will be talking or presenting but where there are many participants who want to view and listen. In a Spotlight meeting, only the participants in spotlight are visible and audible by default in the meeting. Audience participants are muted.

About meeting invites

When a meeting is scheduled, each participant receives a meeting invite by email which provides instructions for all the different ways of joining a StarLeaf video meeting:

- From a web browser
- Using phone audio and browser video
- From StarLeaf app
- From a meeting room system (StarLeaf, Cisco, Polycom, etc.)
- From Skype for Business

Mass deploy the StarLeaf Scheduler for Outlook Office 365

For information on how to mass deploy the add-in to a group of users, go to Deploy Office add-ins in the Office 365 admin center.

StarLeaf Scheduler for Google Calendar

StarLeaf Scheduler for Google Calendar is an integration that allows you to schedule StarLeaf meetings directly from your Google Calendar. It can be used to invite anyone to a meeting, even if they are not a Google Calendar user.

The StarLeaf Scheduler is available on Google Chrome and you can download it from the Chrome Web Store. In this topic:

How to install the StarLeaf Scheduler

1. Go to the **StarLeaf Scheduler** page in the Chrome Web Store here.
2. Click **Add to Chrome**.
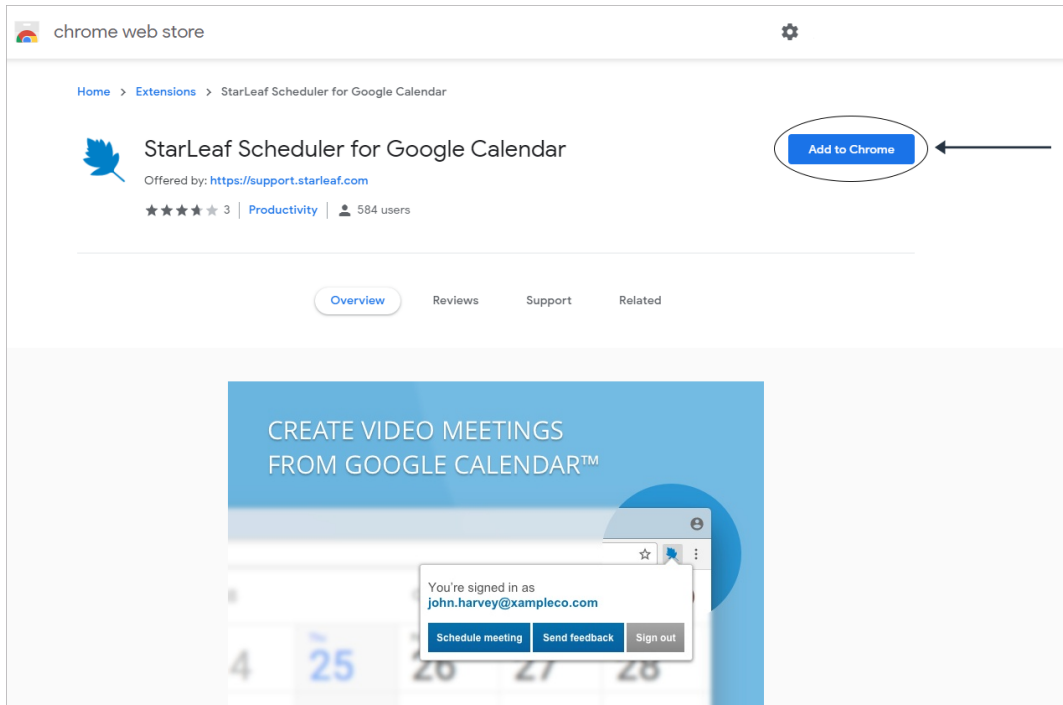
3. Click **Add extension** in the pop-up window.
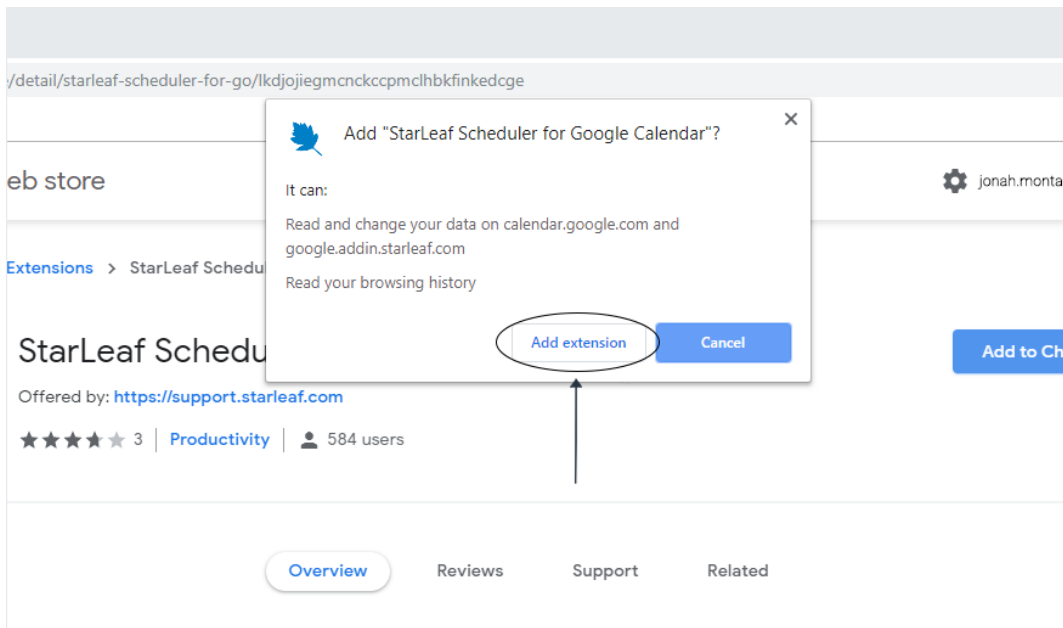
4. After the page has refreshed, go to the top right-hand corner and click on the StarLeaf icon in the Chrome toolbar.

5. Click **Connect**.
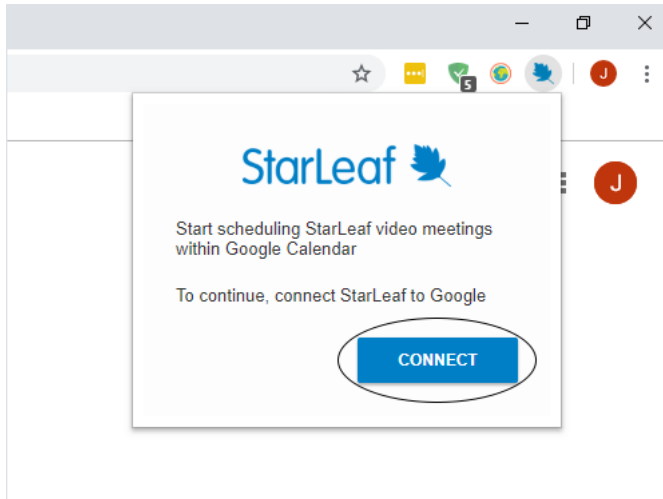
6. Choose an account to link the StarLeaf Scheduler to.
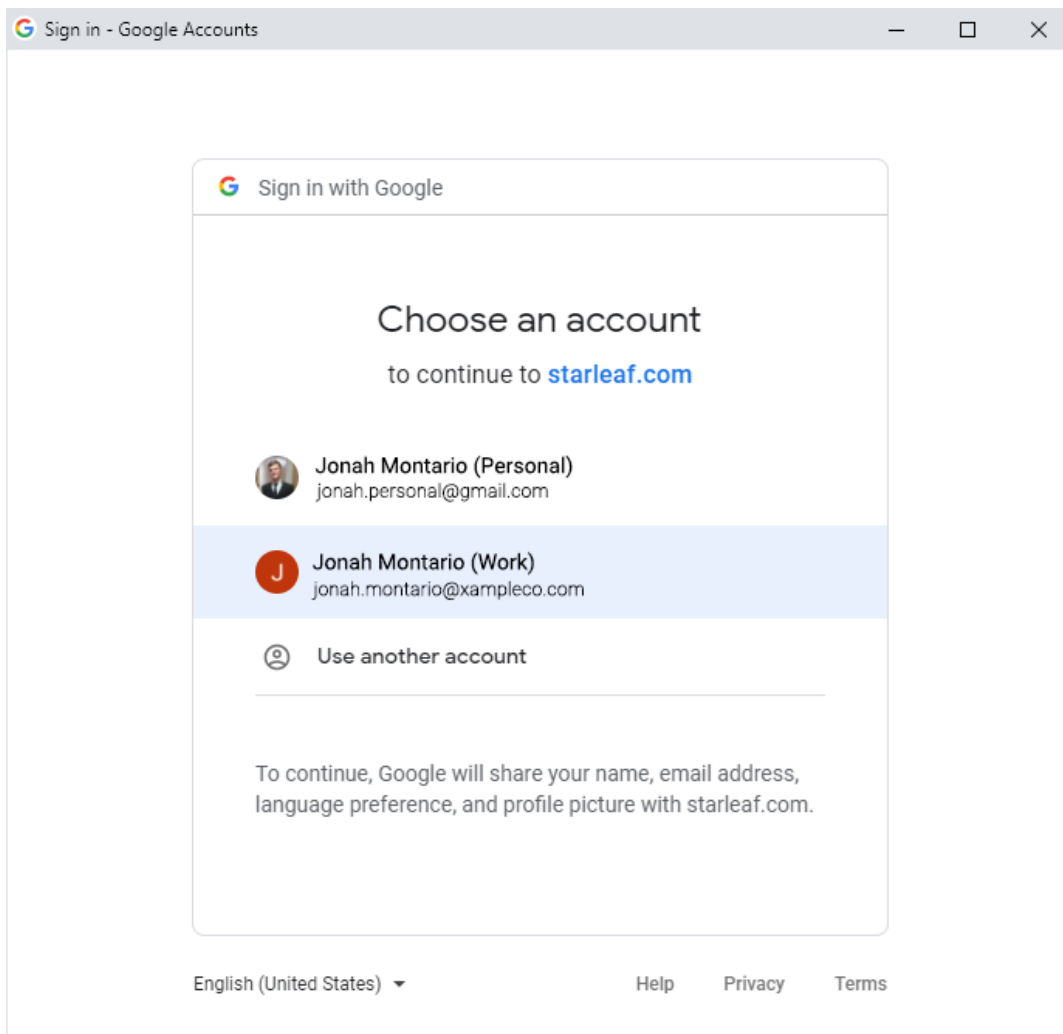
7. Click on the information icon to learn more about StarLeaf permissions.
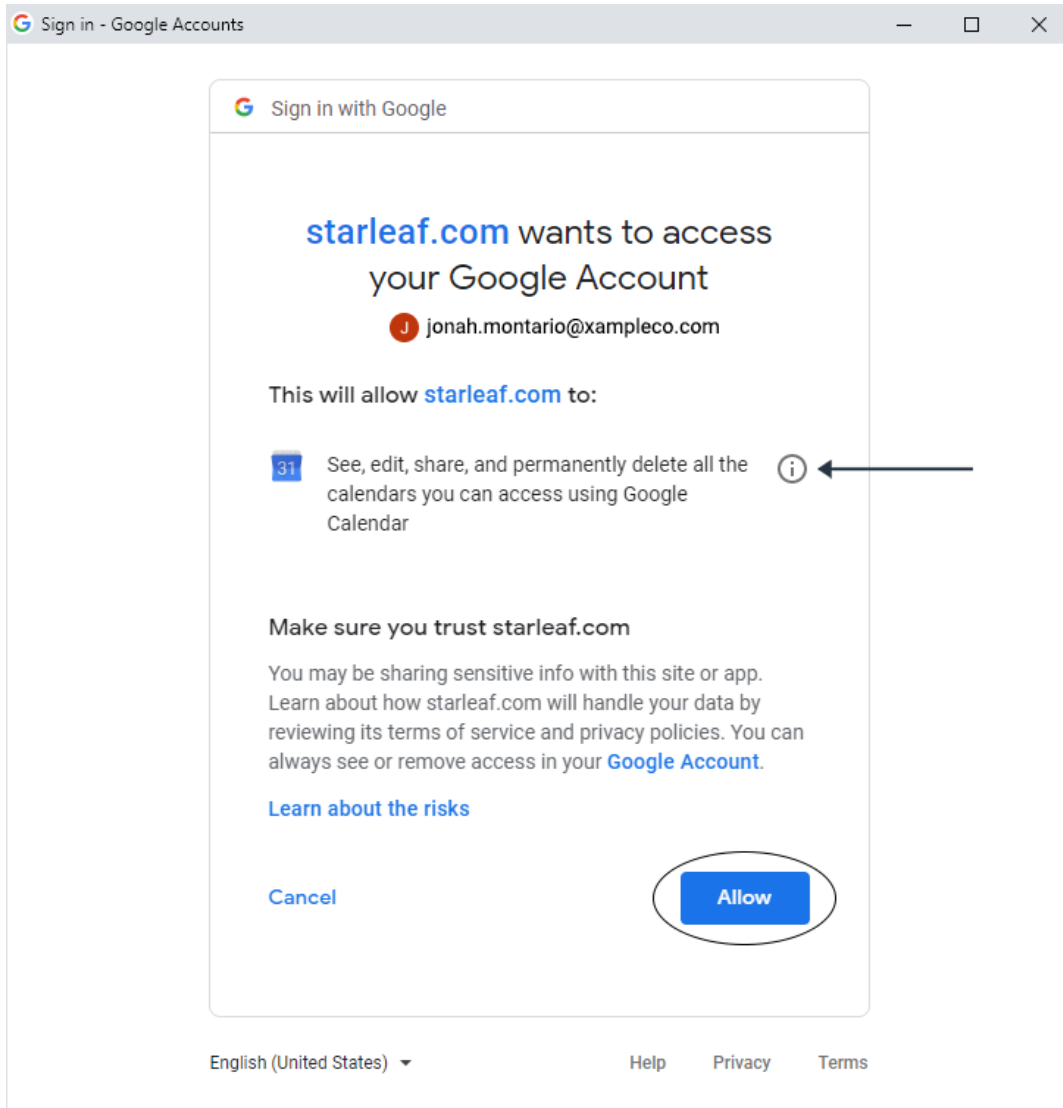
8. **Allow** the StarLeaf Scheduler to access your Google Account to complete the installation.

Schedule a meeting from Google Calendar

1. In your Google Calendar, click the **Create** button in the top left-hand corner.
2. When the event window opens, choose the **Schedule with StarLeaf** button.
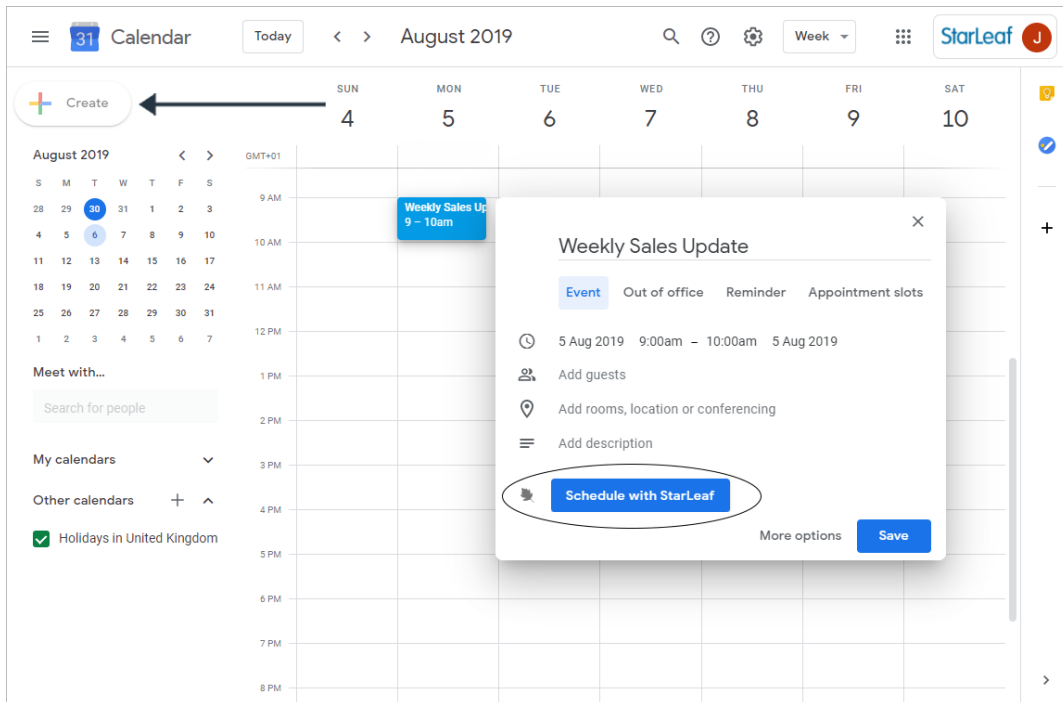
3. Customize your meeting using the usual Google Calendar settings and features. Note that the text in your description box is pre-populated with details on how to join your StarLeaf meeting (this is fully editable).

4. Click **Save** when you have finished creating your meeting.
5. Choose whether you want to notify your guests by email.

6. Your StarLeaf meeting will appear as a normal Google Calendar event. Right click on the event to edit or cancel it.
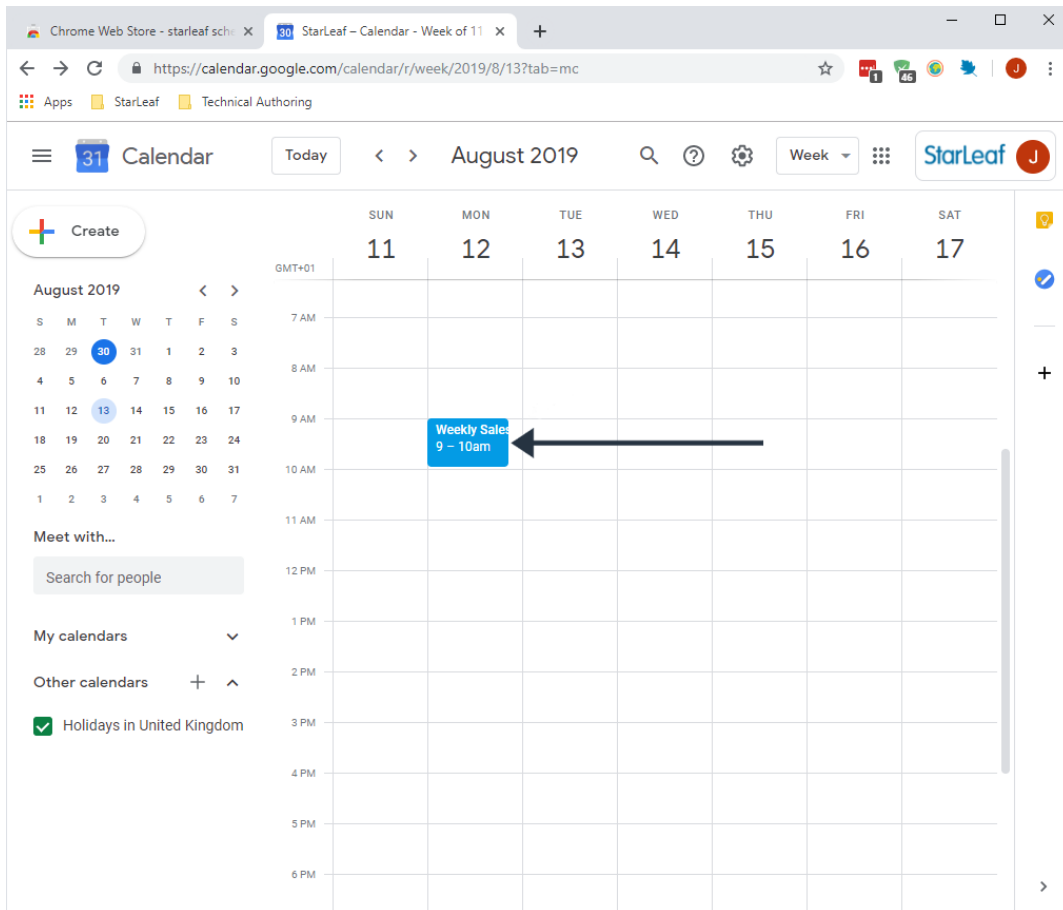
Using the StarLeaf Scheduler shortcut

The StarLeaf Scheduler shortcut is an icon in the Google Chrome toolbar.
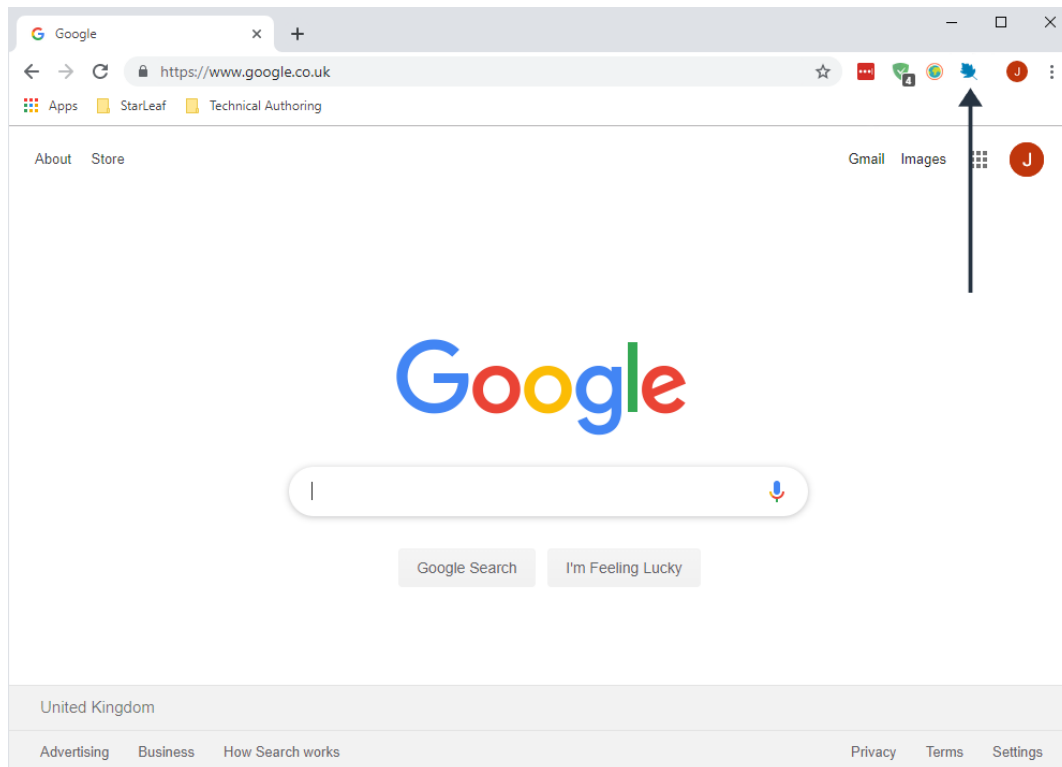
Here you can click on the StarLeaf icon to access the following features:
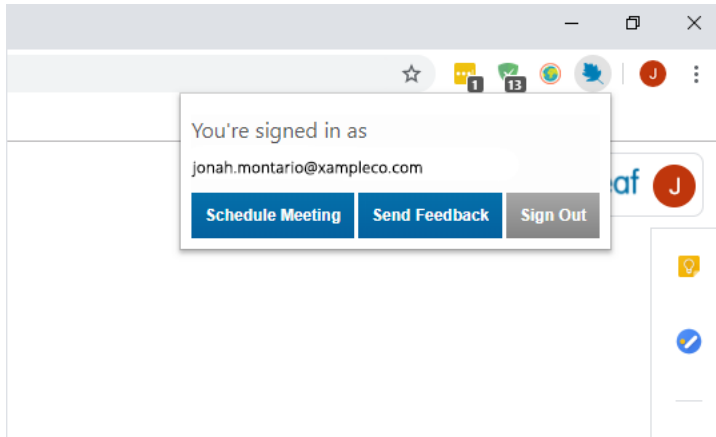
- **Schedule Meeting:** Opens a new tab and takes you directly to the create event pane in your Google Calendar (A StarLeaf meeting is automatically selected)
- **Send Feedback:** Sends you to your primary email app where you can provide StarLeaf with any feedback you may have
- **Sign Out:** Disconnects the StarLeaf Scheduler from your linked Google Account. You can reconnect by going to the StarLeaf Scheduler shortcut, clicking **Connect**, and then completing the installation process as outlined above

To hide the shortcut, or uninstall the StarLeaf Scheduler, right click on the StarLeaf icon in the Google Chrome toolbar.

About meeting invites

When a meeting is scheduled, each participant receives a meeting invite by email which provides instructions for all the different ways of joining a StarLeaf video meeting:

- From a web browser
- Using phone audio and browser video
- From StarLeaf app
- From a meeting room system (StarLeaf, Cisco, Polycom, etc.)
- From Skype for Business

Integrating with StarLeaf rooms

People who are scheduling meetings using the StarLeaf Scheduler for Google Calendar will want to book meeting rooms for those meetings. To allow people to book both the room AND the StarLeaf room system (which lights up the **Join now** button and prevents the room from being double-booked), the StarLeaf Scheduler supports room resource calendar integration.
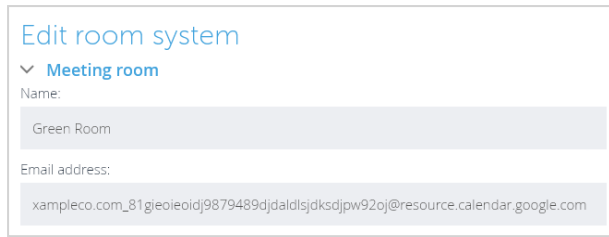
How to integrate Google calendar with Starleaf rooms

For each meeting room:

1. Ask the Google admin to find the room resources page and make a note of the Google room resource account. This is an email address.
2. Log in to the Starleaf Portal, go to **Rooms**, and on the **Edit room** page, enter the

Google room resource account into the **Email address** field.

Edit room system
∨ **Meeting room**
Name:

Green Room

Email address:

xampleco.com_81gieoieoidj9879489djdaldlsjdksdjpw92oj@resource.calendar.google.com

Note that if the **Email address** field is not visible, contact StarLeaf Support to enable it on your organization's account.

Conferencing and recording

This section provides information about using StarLeaf conferencing and recording services.

Choose an article from the Table of Contents on the right.

About meetings

There are three types of meeting that you can join using StarLeaf:

- Scheduled meetings (p37)
- Ad hoc meetings (p38)
- Permanent meetings (p39)

Scheduled meetings

A scheduled meeting begins at a particular time. Participants receive instructions on how to join a scheduled meeting from either a StarLeaf invite (see below), or a StarLeaf scheduled calendar event.

When a meeting is scheduled, each participant receives a meeting invite by email which provides instructions for all the different ways of joining a StarLeaf video meeting:

- From a web browser
- Using phone audio and browser video
- From StarLeaf app
- From a meeting room system (StarLeaf, Cisco, Polycom, etc.)
- From Skype for Business

Ad hoc meetings

When you add a person or room system to a one-to-one call, this is known as an ad hoc meeting. You can add a participant at any time using the in-call **Add participant** control on your touchscreen or StarLeaf app:
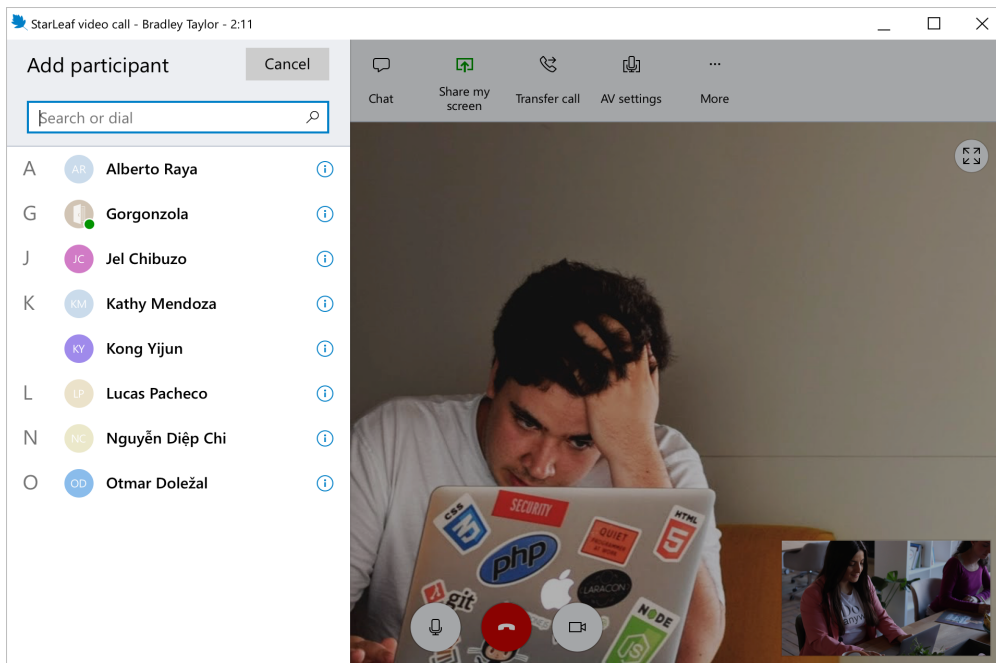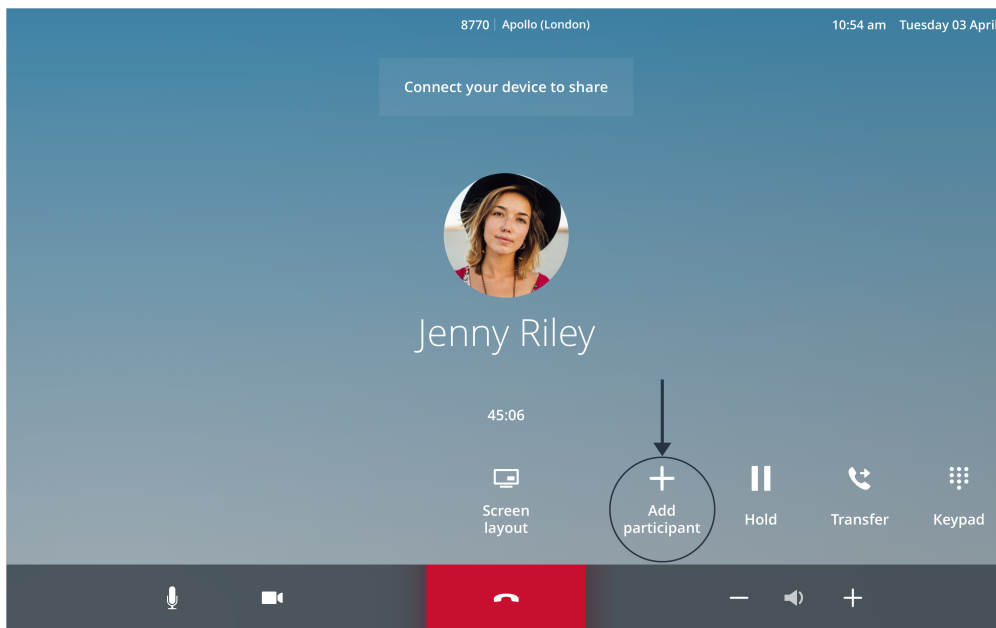
An ad hoc meeting has the same in-call controls and features as any other meeting.

Permanent meetings

This is the same as a scheduled meeting but without a date and time. A permanent meeting is a virtual meeting room that anyone can dial into at any time. Permanent meetings have the same features as scheduled meetings (invites, interoperability, PSTN dial-in, etc.). The dialing details never change and the meeting is always joinable.

To create a permanent meeting, go to **Portal** > **Meetings** > **Create permanent meeting**.
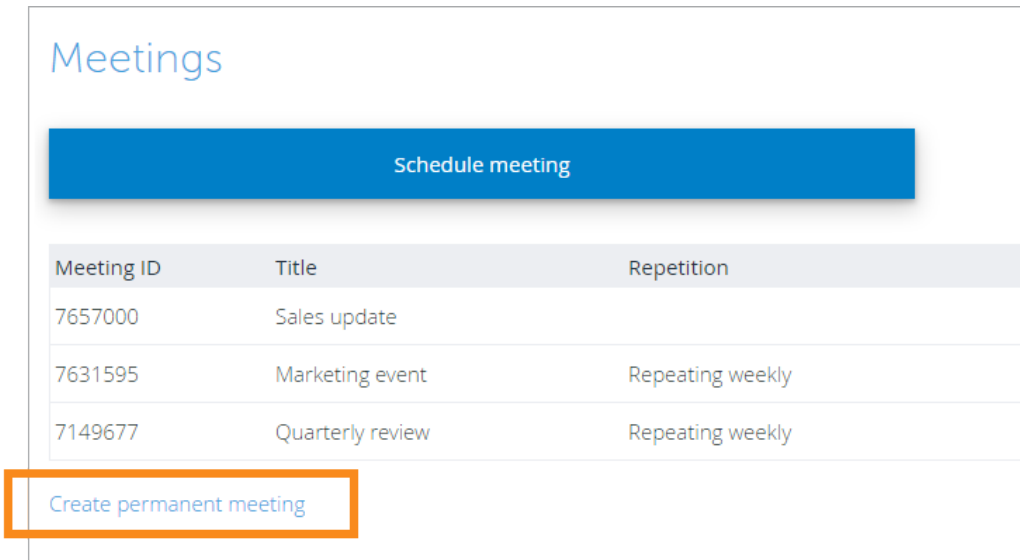
Note: If your organization does not have the option to create permanent meetings and you want it do, ask your admin to contact **support@starleaf.com** to request permanent meetings.

Recording a meeting

StarLeaf Encore is a recording service that allows you to capture all the audio, video and content sharing in a meeting. You can download and share the recording after the meeting, from the **Recordings** tab in your StarLeaf Portal.

On this page:

- Schedule a recording using StarLeaf Scheduler for Outlook (p40)
- Schedule a recording using StarLeaf Portal or app (p43)
- Recording from a room system (p45)
- Recording in StarLeaf app (p45)

These controls are only available to customers who have purchased the recording solution.

How to schedule a recording

When you schedule a meeting, you can set it to automatically record. The recording will appear in the **Recordings** tab of your StarLeaf Portal after the meeting has ended.

Note: When an organizer has scheduled a meeting to automatically record, other participants will not be able to use the recording solution during the meeting. The icon will appear grayed out on the participant's screen.

Schedule a recording using StarLeaf Scheduler for Outlook

To schedule a recording from your Outlook calendar, you must have the StarLeaf Scheduler installed. For installation instructions, go to StarLeaf Scheduler for Outlook Exchange Server (p21).

1. Go to your Outlook calendar.
2. Click **New Meeting**.
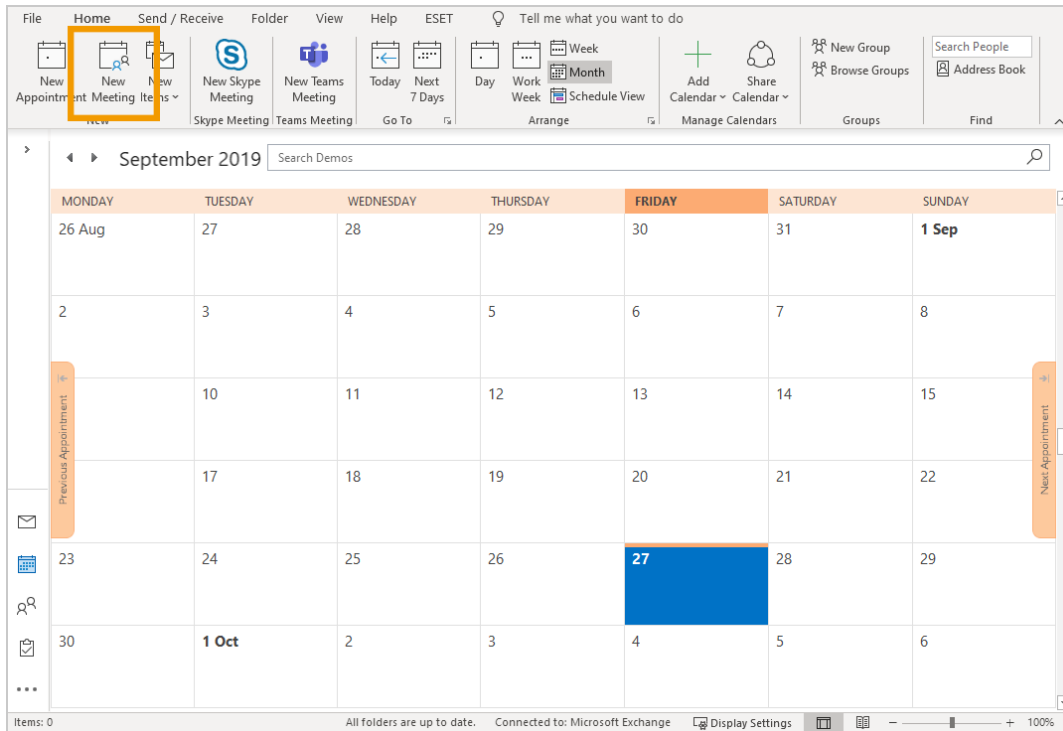
3. Select **Schedule Meeting** with the StarLeaf Scheduler for Outlook, in the top toolbar.
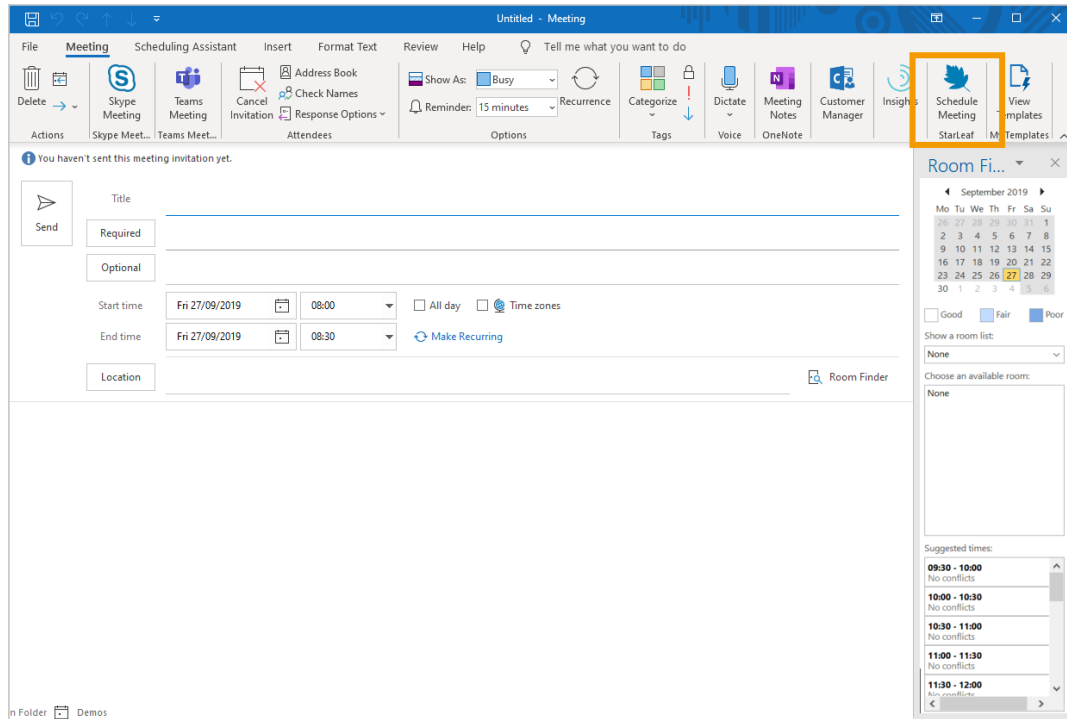
4. Click **Add video meeting**.
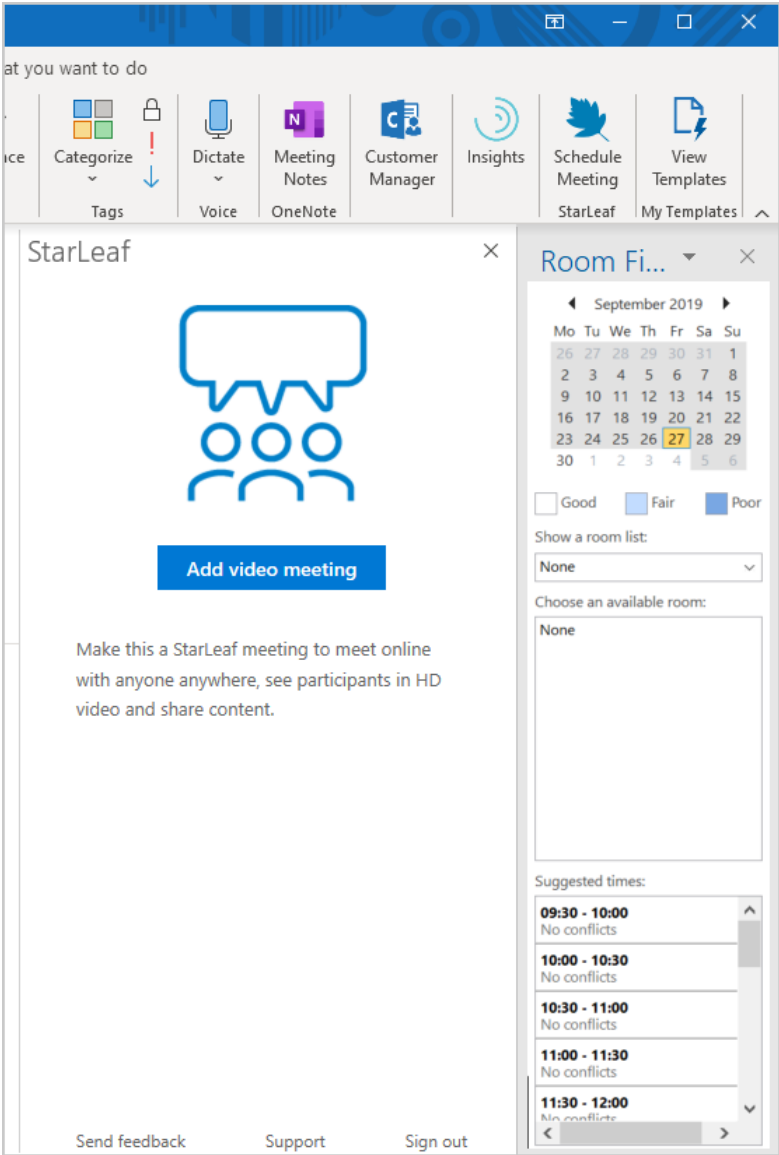
5. Turn on the **Record meeting** button. The button turns blue when it is turned on.
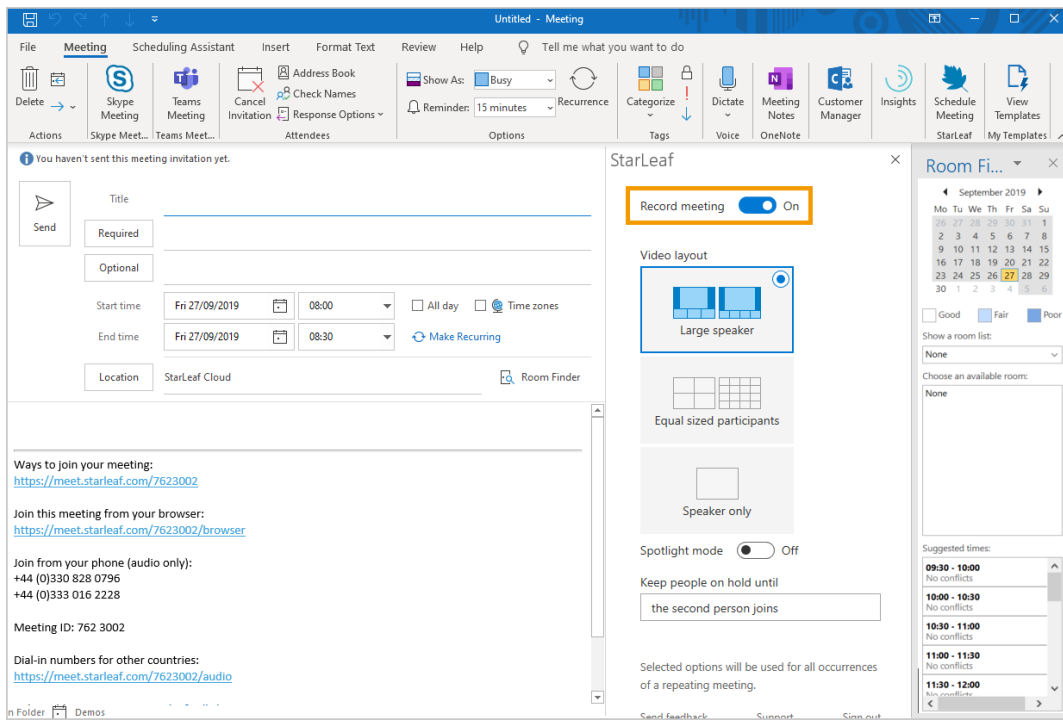
6. Enter the other details of your meeting and schedule as you normally would.
7. Click **Send**.

Schedule a recording using StarLeaf Portal or app

1. Go to the **Meetings** tab of your StarLeaf app.
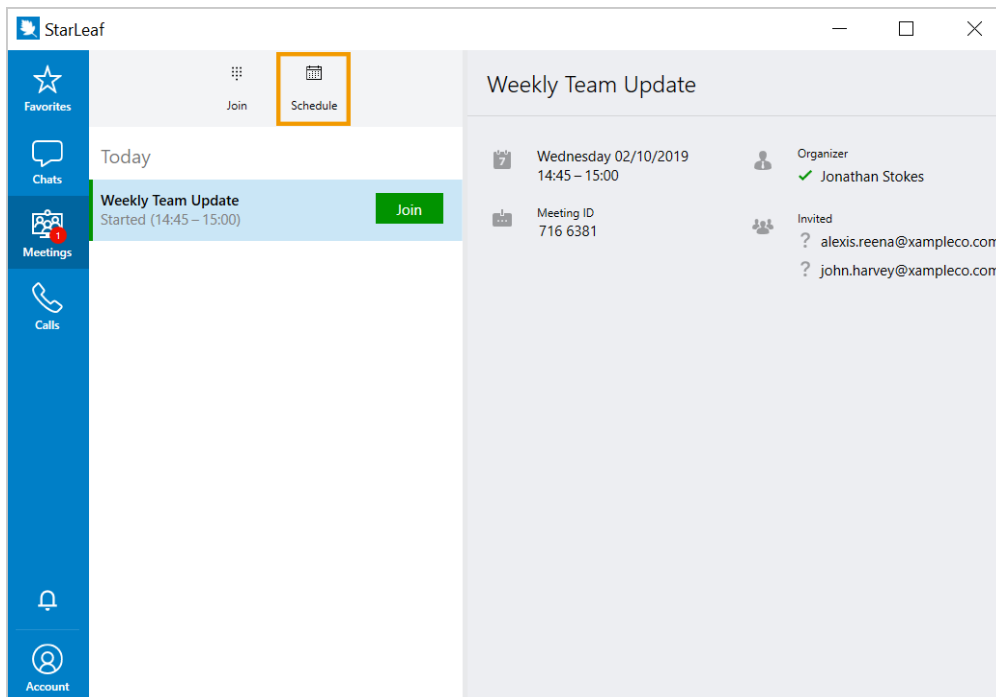
2. Click **Schedule**. This will redirect you to your StarLeaf Portal.

3. Go to the **Meetings** tab in your StarLeaf Portal.
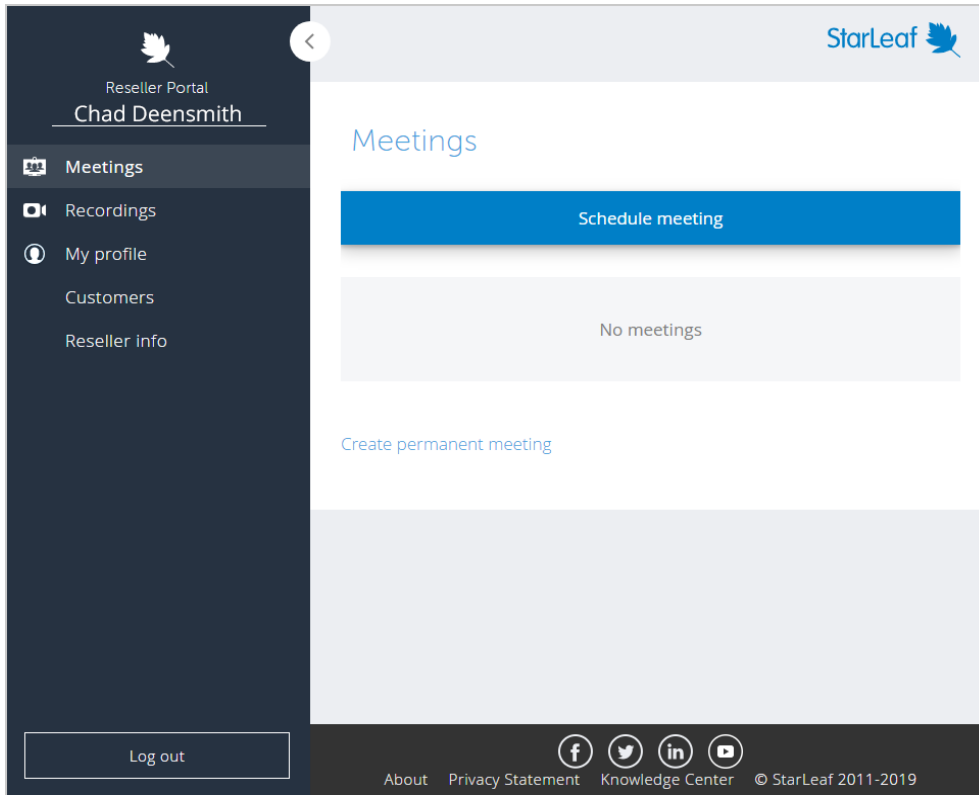
4. Click **Schedule meeting.**
5. Tick the **Record meeting** box. The box turns green when it is ticked.
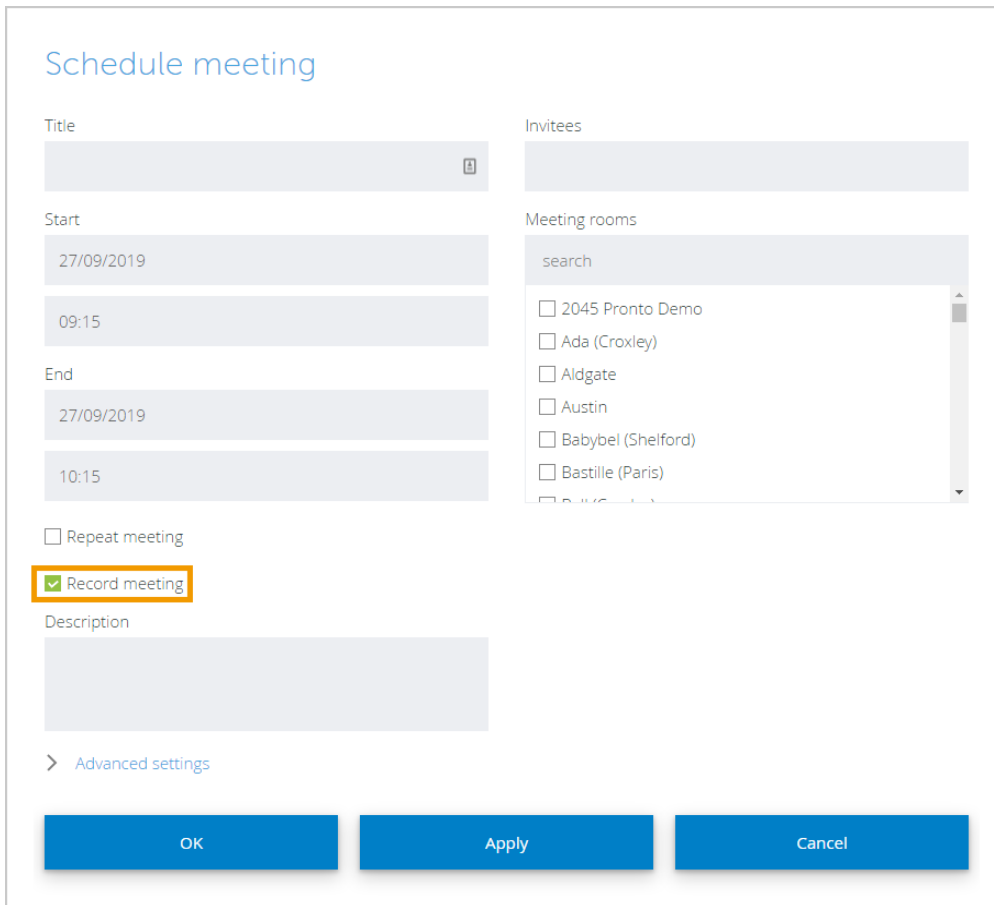
6. Enter the other details of your meeting and schedule as you normally would.
7. Click **Apply**.

How to record during a meeting

If a meeting is not scheduled to automatically record, you can still make a recording. Any participant can start recording while in a meeting, but the only people who will be able to view or download the recording afterward are the organizer or an admin. The recording will appear in the **Recordings** tab of their StarLeaf Portal.

Recording from a room system

1. Touch the record icon on your touchscreen controller. The icon turns red while you are recording.
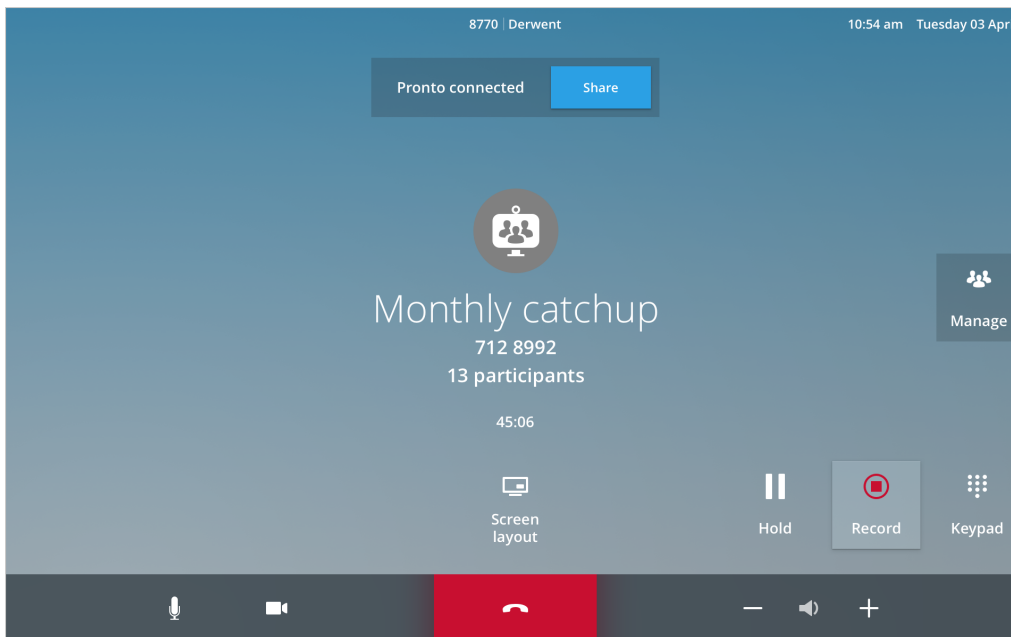
2. To stop recording, touch the icon again.

Recording in StarLeaf app

The recording control is only available on Windows or MacOS.

1. Click **Start recording** in the control bar at the top of your screen. The icon turns red while you are recording.

2. To stop recording, click **Stop recording**.
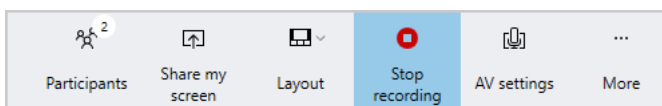
Spotlight meetings

The Spotlight meetings feature is included in an Enterprise meeting subscription only. On this page:

- About Spotlight meetings (p46)
- How to schedule a Spotlight meeting (p46)
- How to start a Spotlight meeting (p47)
- Spotlight meeting controls (p48)
- Frequently asked questions (p48)

About Spotlight meetings

In a Spotlight meeting, a chosen participant (or participants) is added to **spotlight** by the meeting organizer as shown in the participants panel below. Anyone who is not added to spotlight by the meeting organizer remains in the **audience**.

Everyone in the meeting can see and hear the person (or people) in **spotlight**. Everyone in the **audience** remains muted (voice and video).
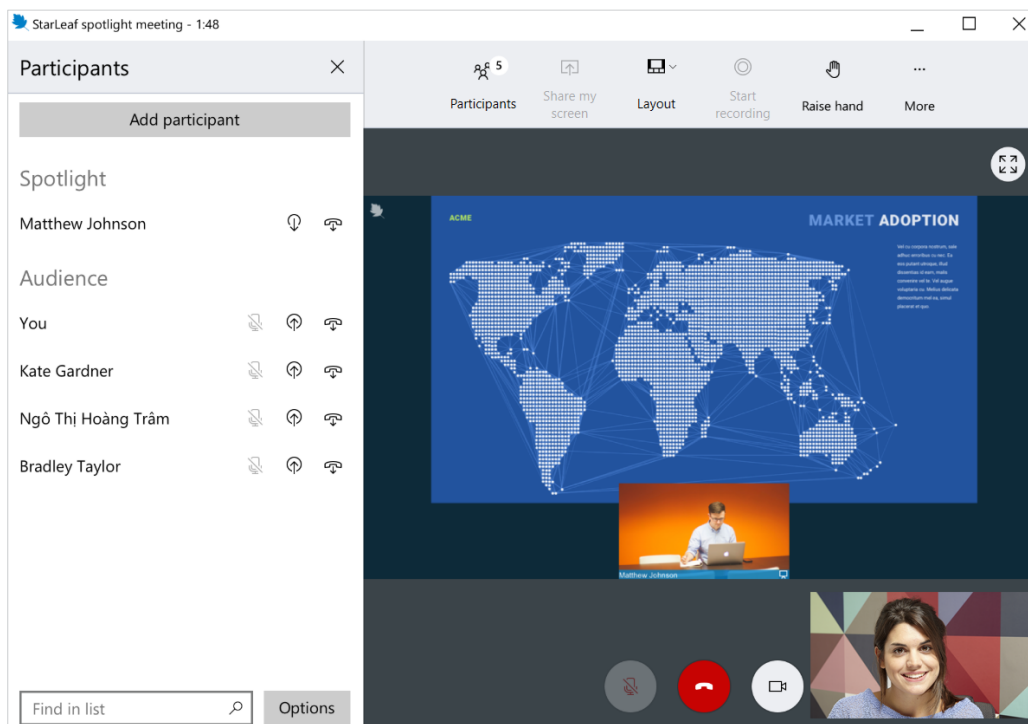
How to schedule a Spotlight meeting

When you schedule a meeting in the Portal there is an optional setting that makes your meeting a Spotlight meeting when you select it. To do this, schedule a meeting:

1. In your StarLeaf app, select the plus icon and **New meeting**.
2. Complete the meeting detail fields.
3. Select **Advanced settings**.

4. Tick the box beside **Spotlight**.
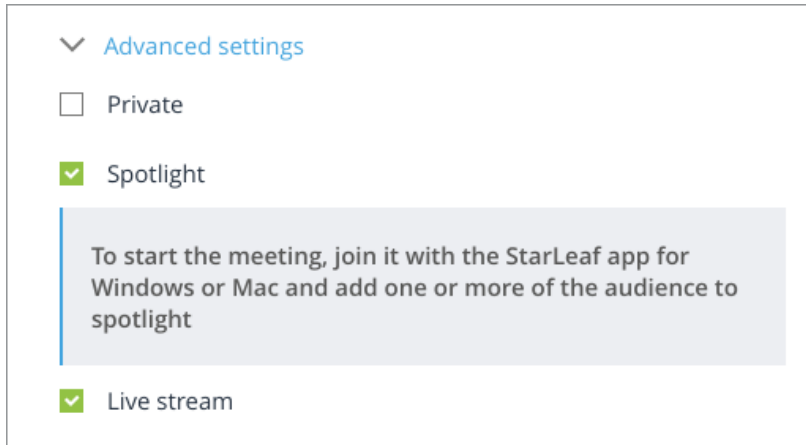
5. Select **OK** to schedule your Spotlight meeting.

How to start a Spotlight meeting

The meeting organizer must join the Spotlight meeting using the StarLeaf app (Windows PC or Mac only) and must add at least one participant to spotlight to start the meeting.

Note: If no one is added to spotlight, all audience participants will remain on the waiting screen.

To start a Spotlight meeting as a meeting organizer:

1. Join the meeting (on StarLeaf app for Windows or Mac).
2. Select the **Add to spotlight** button beside the participant you want to add to spotlight as shown below. This moves the participant from the audience into spotlight and the meeting automatically starts.
   Note: You can add more than one person to spotlight if you need to. There is no limit.
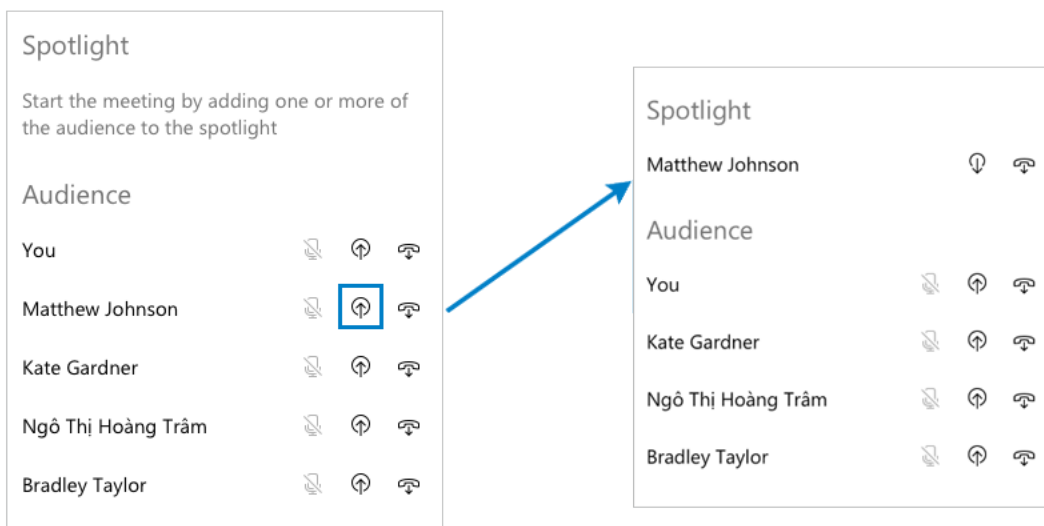
Spotlight meeting controls

If you are the meeting organizer, you have specific controls that other participants do not. These controls are described below.

Add participant +👤	Add a participant to the meeting. If someone has not been invited or not joined the meeting, you can search for them in your directory and add them using this control.
⬆	Add a participant to spotlight. When you add someone to spotlight, this makes them visible and audible to everyone in the meeting.
⬇	Remove a participant from spotlight. This places the person into the audience and mutes them.
🎤	Mute a spotlight participant's microphone. **Note:** You cannot unmute a participant in the audience.
🎤̸	Unmute a spotlight participant's microphone. To unmute a participant in spotlight so that everyone in the meeting can hear them, select this button. You can mute them again afterward if you wish. **Note:** If a participant has muted themselves, you cannot unmute them.
☎⬇	Remove a participant from the meeting. This disconnects the participant from the meeting.

If you are a participant in the audience, you have the following controls:

✋	Raise hand. Select this when you want to say something in the meeting. The meeting organizer receives a notification and can choose to add you to spotlight so that everyone can hear you.
✋	Lower hand. Select this when you no longer want the meeting organizer to add you to spotlight.

Note: Meeting participants outside of the organization that scheduled the meeting cannot use the raise hand feature.

Frequently asked questions

Q. How many people can be in a Spotlight meeting?

A. Up to 100 participants.

Q. How many people can be added to spotlight to present?

A. Up to 100 participants but it is not likely that this many people will be presenting.

Q. Are Spotlight meetings the same as town hall meetings?

A. Yes; people also refer to them as large meetings, all-hands meetings or company updates.

Q. I'm the meeting organizer. Can I start the Spotlight meeting on my mobile StarLeaf app?

A. No. You must use StarLeaf app for Windows or Mac to start the meeting.

Live streaming

The information below describes how to schedule and view live streaming.

On this page:

About live streaming

Live streaming is a broadcast of a Spotlight meeting. Anyone can access the live broadcast through a unique link that opens a web page with an embedded video player. This feature is useful if you want allow a wide audience to view a live meeting, discussion, or company update.

All live streams are automatically recorded and available to download from the meeting organizer's Portal.

How to schedule a live stream

To create a live stream link for your meeting, you must schedule a **Spotlight** meeting:

1. In your StarLeaf app, select the plus icon and **New meeting**.
2. Complete the meeting detail fields.
3. Select **Advanced settings**.
4. Tick the box beside **Spotlight**.
5. Tick the box beside **Live stream**.
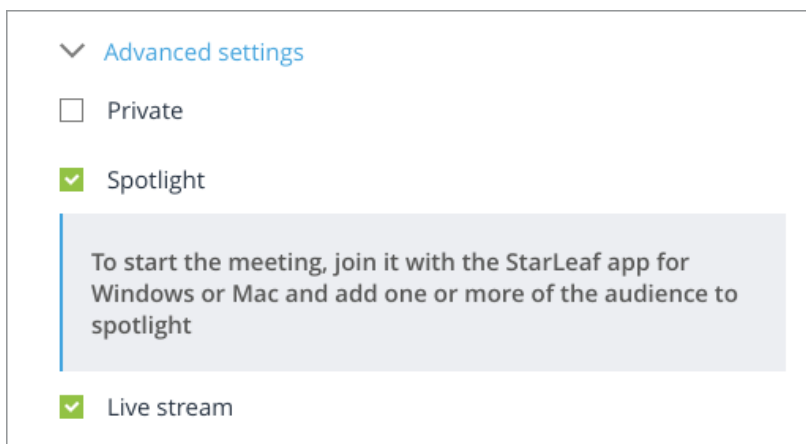
6. Select **Apply**. The Portal page updates.

7. To view your live stream link, scroll to the bottom of the page to **Dialing information**. You can copy and share this link with anyone who you would like to view the live stream.
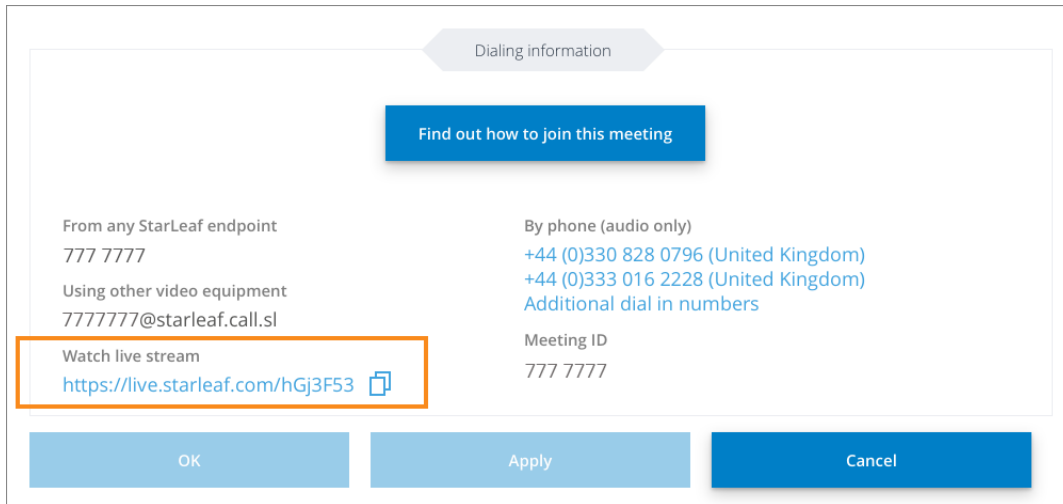
You will also receive an email with a copy of the live stream link as shown below. Only meeting organizers receive this email but you can forward or share the email to your intended audience for the live broadcast.
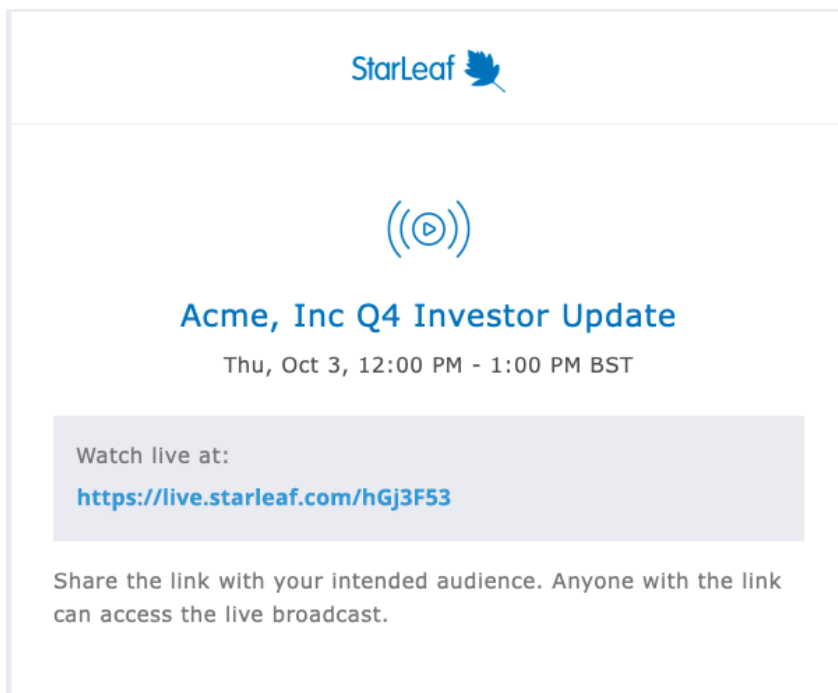
How to access the live stream

To watch a live stream of a meeting select the live stream link that was sent to you. If you are the meeting organizer you can find the link in your Portal as described in the previous section.

The link opens a web page in your browser and shows a countdown until the start of the Spotlight meeting.
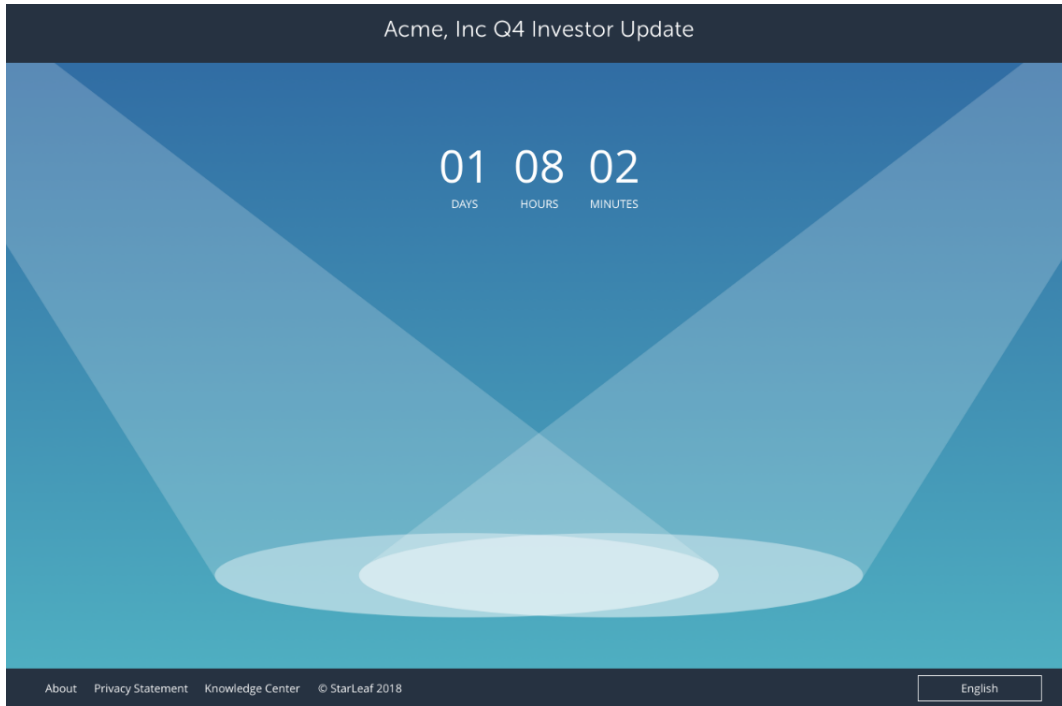
When it is the scheduled start time but the Spotlight meeting has not yet started, you will see a wait screen such as the one below.
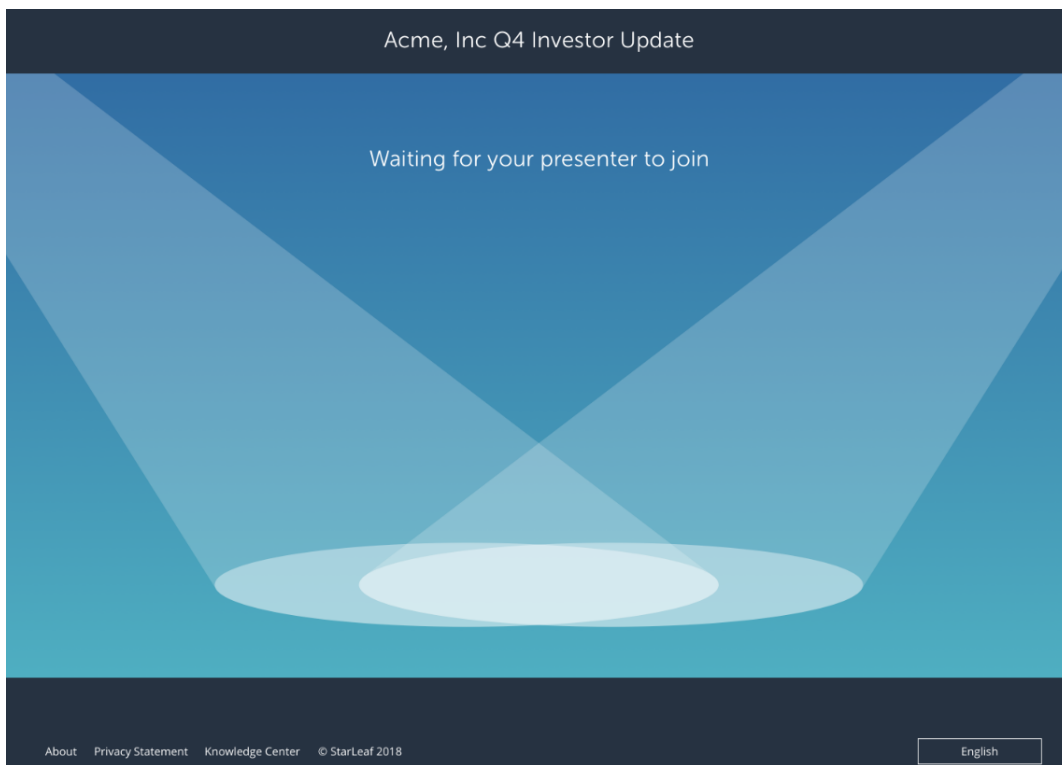
Note: The live stream only begins when the meeting organizer starts the Spotlight meeting by adding the presenter to **spotlight**.

Frequently asked questions

Can I schedule a live stream for a non-Spotlight

meeting?

No; your meeting must be a Spotlight meeting if you want to create a live stream.

Can I disable recording for a live stream meeting?

No; all live streams are automatically recorded and available to download from the Portal by the meeting organizer.

Can I use the StarLeaf Scheduler for Outlook or Google Calendar to schedule a live stream?

No; at the moment it is only possible to create a live stream when you schedule a Spotlight meeting in the Portal.

When does the live streaming end?

Live streaming of a meeting stops when there are no participants left in the meeting. If there are still participants in the audience but no one in spotlight, the streaming will continue but will show the *Waiting for your presenter to join* screen.

What happens if I edit a meeting that already has a live stream link?

If you edit or update the details of a meeting with a live stream, the link remains the same as before.

What about repeating Spotlight meetings?

In the case of a repeating Spotlight meeting, all meetings in the series will stream to the same link; the URL does not change.

About global telephone dial-in numbers

StarLeaf provides global dial-in numbers for scheduled meetings. This means that, if necessary, participants can join their video meeting as an audio-only participant from a telephone.

Each meeting also has its own unique meeting ID, which you need if you want to join a meeting. Find the meeting ID in the meeting-invite email.

Europe, Middle East, and Africa (EMEA)

Country	Number
Austria	+43 (0)720 817017
Belgium	+32 2 899 49 68
Czech Republic	+420 22888 5707
Cyprus	+357 22 232728
Denmark	+45 89 88 48 56
Estonia	+372 660 1767
Finland	+358 (0)9 4245 1136
France	+33 (0)1 77 51 33 32
Germany	+49 (0)32 211 122320
Greece	+30 21 1198 5189
Iceland	+354 415 4415
Ireland	+353 (0)76 888 7016
Israel	+972 2 374 8920
Italy	+39 06 9480 1462
Kenya	+254 207640617
Latvia	+371 67 859 609
Lithuania	+370 447 20312
Luxembourg	+352 27 86 05 55
Malta	+356 2778 2762
Netherlands	+31 (0) 20 808 1104
Nigeria	+234 1 440 6274
Norway	+47 21 95 81 15
Poland	+48 22 307 3938
Portugal	+351 308 809 309
Romania	+40 31 630 3660

	Russia	+7 499 643 5774
	Slovakia	+421 48 230 45 84
	Slovenia	+386 828 80408
	South Africa	+27 87 237 9808
	Spain	+34 518 88 88 98
	Sweden	+46 (0)8 580 971 99
	Switzerland	+41 31 528 09 91
	United Kingdom	+44 (0)333 016 2228

Americas

Country	Number
Argentina	+54 11 5984 1847
Brazil	+55 21 3958 9275
Canada	+1 647 490 1504
Chile	+56 (0)2 2938 2055
Colombia	+57 (0)1 508 8155
Mexico	+52 55 4162 2966
United States	+1 669 800 5335

Asia Pacific (APAC)

Country	Number
Australia (Central East)	+61 (0)2 8880 5544
Australia (South East)	+61 (0)3 8899 6965
Australia (North East)	+61 (0)7 3067 7874
Australia (Central and West)	+61 (0)8 7150 1750
China	+86 21 8024 5963
Hong Kong	+852 580 32851
India	+91 22 71279144

	Japan	+81 (0)345 101 520
	Malaysia	+60 (0)3 9212 5505
	New Zealand	+64 (0)9 886 9525
	Singapore	+65 3158 0277
	South Korea	+82 (0)2 6022 2487
	Thailand	+66 (0)2 3283993
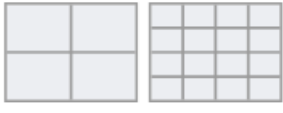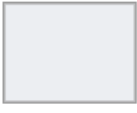
Meeting layouts

In this topic:

Types of video layout

The following video layouts are available for all meetings.

Video layout	
	In this layout, the current speaker is given prominence with the largest pane. Other participants are displayed in a strip below the current speaker. A maximum of five participants appear in the strip. Counters display the numbers of additional audio and video participants in the meeting
	In this layout, every participant is given equal prominence in equal-sized panes. The number of panes is determined by the number of participants in the meeting. Up to 25 participants are shown. Counters display the numbers of additional audio and video participants in the meeting
	In this layout, only the current speaker is seen in a large pane. This layout is sometimes known as 'speaker-only'. Counters display the numbers of additional audio and video participants in the meeting
	In this layout, the current speaker is given prominence in the largest pane. The size of that pane is determined by the number of other people in the meeting. Every participant remains visible at all times up to a maximum of 10 participants. Counters display the numbers of additional audio and video participants in the meeting

The image below show a meeting using the equal panes layout:

The image below shows a speaker only layout:

The image below shows the speaker with strip layout:

Set default layouts

Every organization has a default video layout for meetings. This is set in the StarLeaf Portal in **My organization** > **Edit organization** > **Advanced settings**:

This is the default video layout for new ad hoc and scheduled meetings. However, individual users can override this:
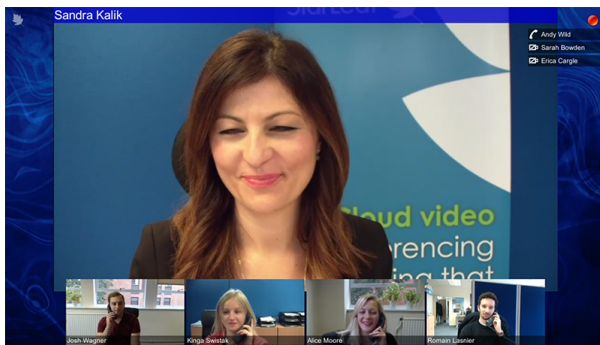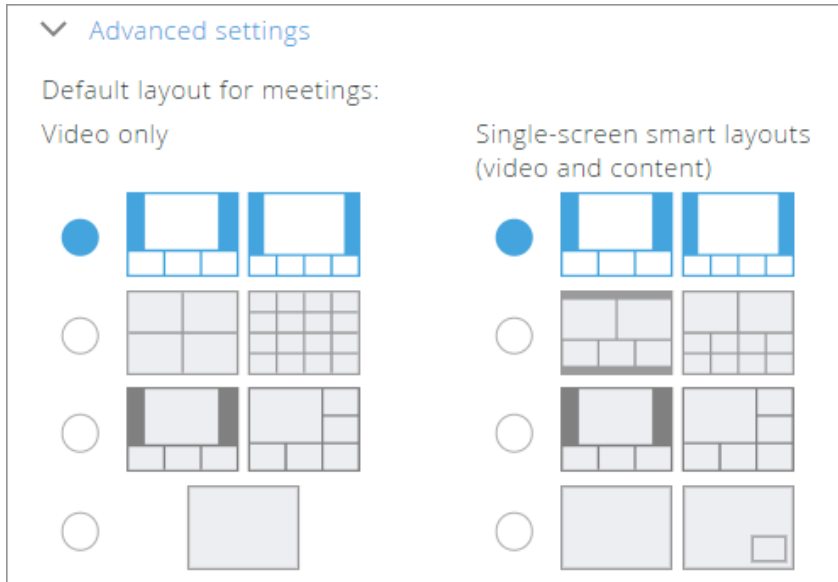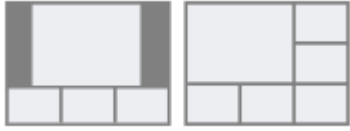
- For ad hoc meetings, users can choose a different layout for all their ad hoc meetings in the **StarLeaf Portal** > **My profile**
- For scheduled meetings, user can choose a different layout when they schedule a meeting (refer to How to schedule a meeting)
- During a meeting, StarLeaf endpoint users can override the video layout and choose a different layout just for their own view

Smart Layouts

Smart Layouts provide a content-aware video meeting experience. Video, content and/or self-view panes do not overlap each other in a video meeting using Smart Layouts. This feature is applicable to single-screen room systems only.

Descriptions of Smart Layout options

Content and strip	
	In this layout, the shared content is shown in the largest pane. Participants are shown in a strip of panes below content, with up to 8 participants visible onscreen. Counters will display the number of additional meeting participants.
Content, speaker and panes	
	In this layout, the shared content and current speaker are shown in the largest panes. Participants are shown in smaller panes with up to 11 participants visible onscreen. Counters will display the number of additional meeting participants.
Content and panes	

	In this layout, the shared content is shown in the largest pane. Participants (including the speaker) are shown in panes below and to the right of content, with up to 8 participants visible onscreen. Counters will display the number of additional meeting participants.
Content and PiP	
	This layout shows only the shared content and the current speaker. Counters will display the number of additional meeting participants.

Layouts for dual screen room systems

Room systems with two screens attached (screen A and screen B), show full-screen self view under the following circumstances:

- in a call, with self view enabled, and no computer connected, screen B shows self view
- off hook, but not in a call, and no computer connected, screen B shows self view
- off hook, but not in a call, with a computer connected, screen A shows self view

The table below shows what is displayed and when in a dual-screen room system.

Room system state	Screen A	Screen B
Not in a call	Leaf icon	Local PC or Leaf icon
In a call	Remote video	Local PC or self view or Leaf icon
Receiving content	Remote video	Shared PC
Sharing content	Remote video	Local PC

Meetings subscriptions

One meeting subscription allows you to have, at the same:

- One ad hoc meeting
- One in-use scheduled meeting

An in-use scheduled meeting means that one or more participants are currently dialed in. This means that you can schedule any number of meetings. Those meetings can overlap in time, but with only one meetings subscription, only one scheduled meeting can have participants at any time.

A meetings subscription also allows you to have one ad hoc meeting, and this can be in use at the same time as the scheduled meeting.

There are two types of meeting subscriptions that StarLeaf offer: **Business** and **Enterprise**. See the table below for the features included in each subscription.

Business and Enterprise subscriptions

Solution	Business	Enterprise
Maximum participants per meeting	20	100
StarLeaf app (software endpoint) for everyone in your organization	✓	✓
StarLeaf Scheduler for Outlook and Google	✓	✓
Global audio dial-in	✓	✓
Interoperability with H323, SIP, Skype for Business	✓	✓
Integration with Microsoft Teams	✓	✓
Join meetings from your browser	✓	✓
Choice of data jurisdiction	✓	✓
Service level agreement (99.999% availability)	✓	✓
Spotlight meetings (townhall/all-hands meetings)	✗	✓
Active Directory user sync (Okta, Azure AD)	✗	✓
Branding	✗	✓

The StarLeaf Encore recording service is available as an extra for either subscription. For more information go to Recording a meeting (p39).

Legal information

Third party software acknowledgments

Acknowledgments of third-party software are available at:

www.starleaf.com/support/legal

Disclaimers and notices