

Live on the call

The 18 steps to get help on every call, from installing the desktop app to reviewing a call with AI coaching. Tick them off as you go.

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| ☐ | 1. Check your Mac runs macOS 12 Monterey or later. | Lesson 11.1 |
| ☐ | 2. Download the build that matches your chip: Apple Silicon (macos-arm64.dmg) or Intel (macos-x64.dmg). It is not a universal binary. | Lesson 11.1 |
| ☐ | 3. Open the .dmg, drag Intempt into Applications, launch it, and click Open if macOS shows the downloaded-from-the-internet prompt. | Lesson 11.1 |
| ☐ | 4. Sign in with Continue with Google, Continue with Apple, Continue with Microsoft, or your work email and the one-time code. | Lesson 11.1 |
| ☐ | 5. Finish first-run setup: enter your company website (Workspace), review the brand profile Blu fills in, then click Start with Starter (Free) on Pick your plan, choose your seats. | Lesson 11.1 |
| ☐ | 6. Grant Microphone and System Audio Permission (macOS Screen & System Audio Recording, System Audio Recording Only is enough) so the app can hear the call. | Lesson 11.1 |
| ☐ | 7. Learn the windows: the main window (Home, Meetings, Scheduling, Accounts, Users, Tasks, Deals, Settings) plus the pill, the HUD, the meeting notification popup and the menu bar panel (Open Assistant, Settings, Quit). | Lesson 11.2 |
| ☐ | 8. Summon an overlay yourself: click the floating pill to start recording, then double-click it to open the HUD. | Lesson 11.2 |
| ☐ | 9. Open Meetings and click New Meeting to see the four options: Record this device, Join meeting via link, Schedule meeting, Upload recording. | Lesson 11.3 |
| ☐ | 10. Pick Record this device, set a title, provider and language, click Start recording, use Pause and Resume, then Stop recording. No bot joins the call. | Lesson 11.3 |
| ☐ | 11. To capture a call you are not on, pick Join meeting via link, paste a Zoom, Google Meet or Microsoft Teams URL, and click Send notetaker. | Lesson 11.3 |
| ☐ | 12. To add an existing file, pick Upload recording, choose an MP4, MOV, WebM, MKV, MP3, WAV, M4A, OGG or FLAC file up to 500 MB, and click Upload & transcribe. | Lesson 11.3 |

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| ☐ 13. | On a real live call, open the HUD and wait on the Coach Blu tab for a card to appear without asking. | Lesson 11.4 |
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| ☐ 14. | Switch to Ask and type a question about the call, then open Transcript and read the lines labelled In room or Virtual. | Lesson 11.4 |
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| ☐ 15. | After the call, open it from the Meetings list and read the Summary tab. | Lesson 11.5 |
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| ☐ 16. | On the Transcript tab click Show speakers and read each speaker's talk-time bar. | Lesson 11.5 |
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| ☐ 17. | Hover two transcript lines and tag them with the star, thumbs up, thumbs down or sticky-note icon; find them on the Notes tab as Highlight, Positive, Concern or Note. | Lesson 11.5 |
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| ☐ 18. | Open the Ask tab, click the Coaching Review chip, edit if needed, and send it. | Lesson 11.5 |
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YOU ARE DONE WHEN

- The new meeting sits at the top of the Meetings list with its transcript after you click Stop recording.
- The call's participant list did not change while Record this device ran: no bot joined.
- A Coach card appeared on the Coach Blu tab without you asking.
- Show speakers displays a talk-time bar per speaker on the finished call.
- The two lines you tagged appear on the Notes tab.
- The Coaching Review answer refers to this call's transcript and participants.

CORE STACK

- **Intempt desktop app (macOS)** This is the app that records, coaches and reviews your calls. Free to start

OPTIONAL UPGRADES

- **Setting Up Call Recording** This is how you choose what gets recorded, once, for your whole team
- **Blu Chat on Desktop** This is Blu, one click away while you work
- **Blu Proactive Live Assist** This is how Blu decides what to show you during a call

The desktop app is free to start. A 30-minute call costs about 30 AI credits to transcribe and 10 to summarize. · intempt.com/docs/academy