INTEMPT ACADEMY

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.

☐ 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

- [ ] 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
- [ ] 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
- [ ] 15. After the call, open it from the Meetings list and read the Summary tab. Lesson 11.5
- [ ] 16. On the Transcript tab click Show speakers and read each speaker's talk-time bar. Lesson 11.5
- [ ] 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
- [ ] 18. Open the Ask tab, click the Coaching Review chip, edit if needed, and send it. Lesson 11.5

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