

Conference PlaceSM Audio Controls

Reservationless-PlusSM Integrated Audio for Conference Place

To use the integrated Reservationless-Plus audio controls during a Conference Place web conference, you must first set up and verify your audio options. This document explains how to make the integrated audio conferencing features available to meeting attendees.

SET UP AND TEST MEET NOW AUDIO

You can use the information about your phone conferencing account to set up Meet Now audio. Once you have set it up, you should test it. This section explains how to set up and test Meet Now audio.

To set up/verify Meet Now audio:

- 1 Log into your Conference Place account.
- 2 On the My Home page, click Meet Now Details.
- 3 On the Meet Now Details page, click Meet Now Options.
- 4 On the Meet Now Options page, click Audio.

The screenshot shows the 'Meet Now Options' page. On the left is a navigation menu with sections: 'My Home', 'Meet' (with sub-items: Schedule Meeting, Meet Now, Join Meeting), 'Manage' (with sub-items: Meetings, Recordings, User Preferences), and 'View' (with sub-items: Recordings, Reports). The 'Meetings' item is highlighted. The main content area is titled 'Meet Now Options' and contains several links: Meeting Details, Entry Control, Presenters, Entry Control, Attendees, Meeting Entry Time, Extended Registration, Meeting Lobby, Additional Features, Content Expiration, and Audio Recording. The 'Audio' section is expanded, showing instructions to enable audio for the presentation. It includes a dropdown for 'This meeting uses:' set to 'Live Meeting with audio conferencing', and a dropdown for 'Conferencing provider:' set to 'InterCall'. There are three checkboxes, all checked: 'Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in', 'Display the toll free phone number to meeting participants in the Live Meeting Console.', and 'Display the toll phone number to meeting participants in the Live Meeting Console.'. Below are fields for 'Toll-free meeting phone number: +1 (888) 698-6934' and 'Toll meeting phone number: +1 (720) 239-6091', each with dropdowns for 'Country/region:' and input fields for 'City/area code:' and 'Local number:'. At the bottom are input fields for 'Participant code:' (1234567) and 'Leader code:' (1234).

- 5 In the This meeting uses list, select Live Meeting with audio conferencing.
- 6 In the Conferencing provider list, select InterCall®.
- 7 Select the phone conferencing options you want to enable:



For more information:
877.333.2666
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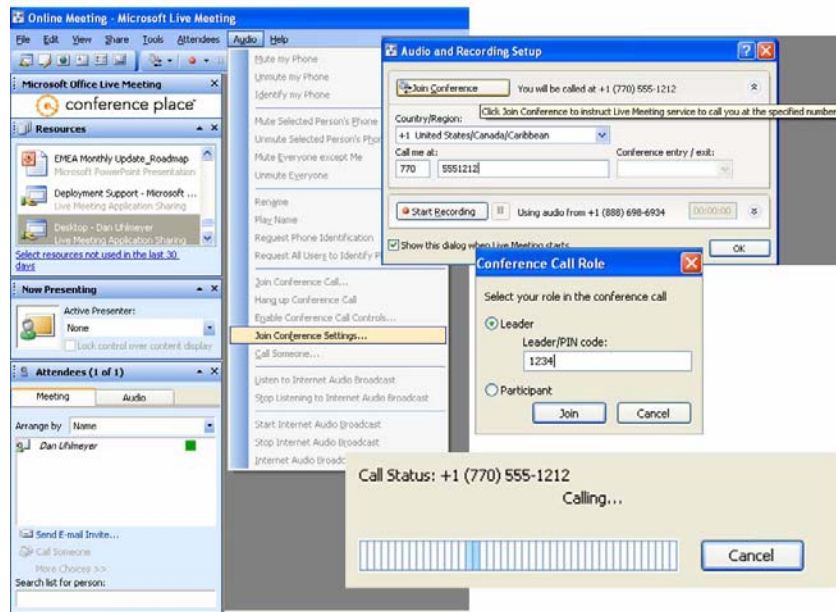
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- Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Conference Place console to have the conferencing service dial out to them rather than dialing into the conference call.
 - Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
 - Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.
- 8 Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
 - 9 Enter your Reservationless-Plus Conference Code in the Participant Code box.
 - 10 Enter your Reservationless-Plus Leader PIN in the Leader Code box.
 - 11 Click OK.

To test Meet Now audio:

- 1 On the Meet Menu, click Meet Now to start a Conference Place Meet Now session.
 - Optional. If the Audio and Recording Setup dialog box does not appear, go to the Audio menu and select Join Conference Settings.



- 2 In the Audio and Recording Setup window, expand the Join Conference section then enter the phone number where you want to be called.
- 3 Click Join Conference. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

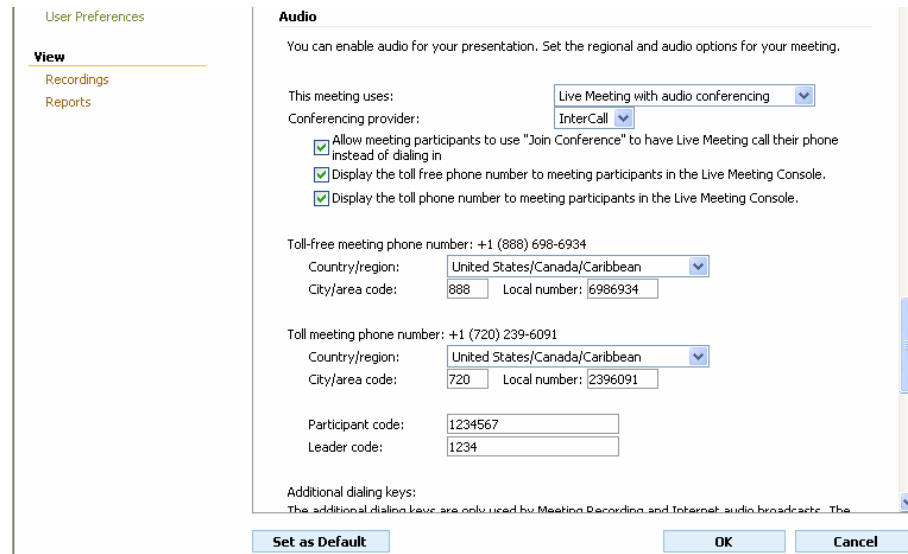
SET UP AND TEST THE DEFAULT AUDIO FOR SCHEDULED MEETINGS

You can configure default audio settings that are used whenever you schedule a meeting. This section explains how to do so and also how to test the settings that you specify.

NOTE The procedure in this section for setting up the default audio for scheduled meetings affects all meetings you schedule with Conference Place. You can override the default settings for a specific meeting by clicking the meeting name (instead of Schedule Meeting) in step 1 in this procedure, and then clicking Save (instead of Save as Default) in step 10.

To set up the default audio for Scheduled Meetings:

- 1 On the My Home page, under Meet, click Schedule Meeting.
- 2 Click Meeting Options.
- 3 On the Meeting Options page, click Audio.



The screenshot shows the 'Audio' configuration page. On the left, there is a sidebar with 'User Preferences' and 'View' options: 'Recordings' and 'Reports'. The main content area is titled 'Audio' and contains the following fields and options:

- This meeting uses:** A dropdown menu set to 'Live Meeting with audio conferencing'.
- Conferencing provider:** A dropdown menu set to 'InterCall'.
- Three checked checkboxes:
 - Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in.
 - Display the toll free phone number to meeting participants in the Live Meeting Console.
 - Display the toll phone number to meeting participants in the Live Meeting Console.
- Toll-free meeting phone number:** +1 (888) 698-6934
- Country/region:** United States/Canada/Caribbean (dropdown)
- City/area code:** 888 (input) Local number: 6986934 (input)
- Toll meeting phone number:** +1 (720) 239-6091
- Country/region:** United States/Canada/Caribbean (dropdown)
- City/area code:** 720 (input) Local number: 2396091 (input)
- Participant code:** 1234567 (input)
- Leader code:** 1234 (input)
- Additional dialing keys:** A section with a small text note: 'The additional dialing keys are only used by Meeting Recording and Internet audio broadcasts. The'.

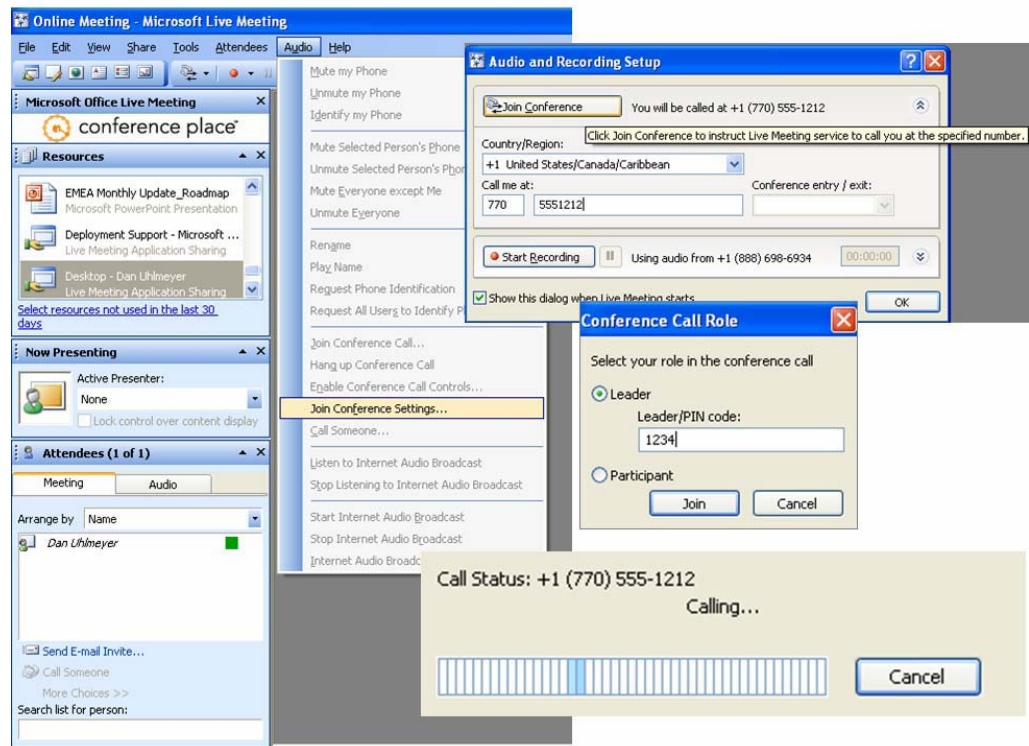
At the bottom of the form, there are three buttons: 'Set as Default', 'OK', and 'Cancel'.

- 4 In the This meeting uses list, select Live Meeting with audio conferencing.
- 5 In the Conferencing provider list, select InterCall.
- 6 Select the phone conferencing options you want to enable:
 - Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Conference Place console to have the conferencing service dial out to them rather than dialing into the conference call.
 - Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
 - Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.
- 7 Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
- 8 Enter your Reservationless-Plus Conference Code in the Participant Code box.
- 9 Enter your Reservationless-Plus Leader PIN in the Leader Code box.

- 10 Click OK.
- 11 Select Set as Default if desired.

To test audio for scheduled meetings:

- 1 On the My Home page, under Meet, click Schedule Meeting.
- 2 Enter your email address in the Attendees and Presenter boxes.
- 3 In the Start section, select the current date and time.
- 4 In the End box, select an appropriate time to end the test meeting.
- 5 Click Send Invitations to send the invitation to yourself.
- 6 Within a few minutes, the invitations should arrive in your inbox. When they do, open them.
- 7 Verify that all of the audio conferencing information (Dial-In Numbers, Conference Codes, etc.) is correct.
- 8 To join the test meeting, click Join Meeting in the email message.
- 9 Optional. If the Audio and Recording Setup dialog box does not appear, go to the Audio menu and select Join Conference Settings.



- 10 In the Audio and Recording Setup window, expand the Join Conference section then enter the phone number where you want to be called.
- 11 Click Join Conference. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.