

# Conference Place<sup>SM</sup> Meeting Options Guide



For more information:  
877.333.2666  
www.intercall.ca

## Setting Meeting Options

You can customize the Conference Place experience by setting options for individual meetings. For example, you can control how meeting participants will enter a meeting, or you can enable or disable features such as chatting or recording.

### SET MEETING OPTIONS

You set options separately for Meet Now meetings and for scheduled meetings.

To set Meet Now options

- 1 On the My Home page, click Meet Now Details, and click Meet Now Options.
- 2 To set a specific option, click the appropriate link at the top of the Meet Now Options page. For details about specific options, see Meeting Options later in this article.
- 3 When you have finished setting options, click OK. The options that you set will apply to all future Meet Now meetings.

To set options for a scheduled meeting

To begin setting Meeting Options, do one of the following:

- + If you are setting options for a new meeting, in the My Home page, under Meet, click Schedule Meeting.

 InterCall is a subsidiary  
of West Corporation

AAP/EOE

Microsoft and the Microsoft Office Logo are either trademarks or registered trademarks of Microsoft Corporation in the United States and/or other countries.

Last modified on: 6/4/2007

- + If you are setting options for an existing meeting, in the My Home page, click the meeting for which you want to set options.

Click Meeting Options.

- 1 To set a specific option, click the appropriate link at the top of the Meeting Options page. For details about specific options, see Meeting Options later in this article.
- 2 When you have finished setting options, if you want to set these options as the default settings for all future scheduled meetings, click Set As Default.
- 3 Click OK.

## MEETING OPTIONS

The following table shows the options that appear on the Meeting Options page. For a detailed explanation, click the option you want to know about.

MEETING DETAILS	EXTENDED REGISTRATION	CONTENT EXPIRATION
Entry Control	Meeting Lobby	Audio
Meeting Entry Time	Additional Features	Recording

## MEETING DETAILS

- + You are configuring Conference Place for the first time after it was installed.
- + You want to change the length of your Meet Now sessions.
- + You want to expand a meeting to include more people, and you need more simultaneous connections o the Conference Place service.

To set meeting details

In the Meeting Details section of either the Meet Now Options page or the Meeting Options page, set the following options:

- + (Scheduled Meetings only) In the Meeting ID text box, type the ID for the meeting.
- + (Scheduled Meetings only) In the Type section, click Web Meeting Place for collaborative meetings or for smaller groups so that participants can share control of the meeting, or click Auditorium Place for formal presentations or meetings with larger audiences, where the presenter is in control, presents the slides, monitors the audience, and obtains feedback.
- + In the Language list, click the language in which you want the Conference Place console to appear. The language option also specifies the language of meeting invitations, as well as the language used for descriptive data for Conference Place recordings.
- + In the Meeting Size box, enter the maximum number of people that you expect to attend a meeting.

**NOTE:** meeting size is capped

- + (Meet Now only) In the Meeting Duration list, select the maximum length of the meeting.

## ENTRY CONTROL OPTIONS

You can set entry controls to:

- + Control who attends a meeting
- + Make a meeting available for a large general audience
- + Distinguish between participants who are attendees and those who are presenters.

To set entry control options

In the Entry Control, Presenters section of either the Meet Now Options page or the Meeting Options page, set the following options:

- + To limit attendance as a presenter to individuals who have a meeting key (a password), whether supplied by you or generated by Conference Place, click Meeting Key.
- + In the Entry Control, Attendees section of either the Meet Now Options page or the Meeting Options page, set the following options:
  - To limit attendance as an attendee to individuals who have a meeting key (a password), whether supplied by you or generated by Conference Place, click Meeting Key.
  - To allow anyone to join a meeting, whether or not they have a meeting key or a membership in your Conference Place conference center, click Free Entry. Keep in mind that anyone may enter as either a presenter or an attendee.

## MEETING ENTRY TIME

You can prevent attendees from joining a Meet Now meeting before you are ready. Presenters can always join the meeting at any time.

To set meeting entry time options

In the Meeting Entry Time section of either the Meet Now Options page or the Meeting Options page, select the appropriate option:

- + To prevent attendees from joining the meeting until 30 minutes before the scheduled meeting time, click Attendees - 30 min, early, Presenters - anytime. To allow attendees to join the meeting whenever they want, click Anyone - anytime

## EXTENDED REGISTRATION

You can require participants to supply their e-mail address and company name when they attempt to join a meeting. This requirement is called extended registration.

To set extended registration options

In the Extended Registration section of either the Meet Now Options page or the Meeting Options page, select the appropriate option:

- + To require extended registration, click Request e-mail address and company name. To allow participants to join the meeting without supplying their e-mail address and company name, click Do not request email address and company name.

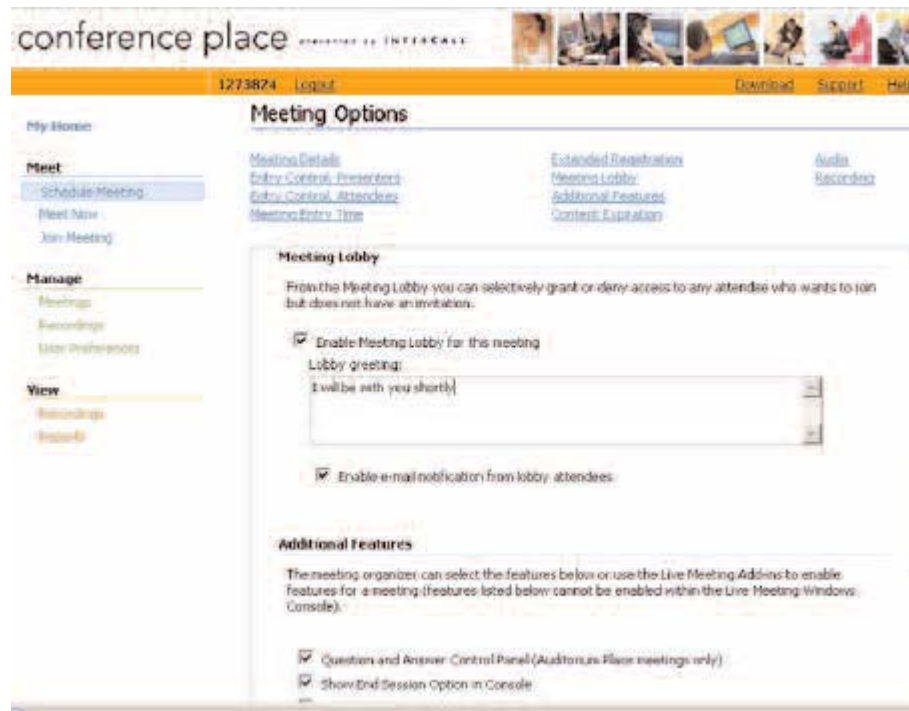
## MEETING LOBBY

The meeting lobby is an area where uninvited people who would like an invitation to your meeting can request entry. You can set meeting lobby options for your Meet Now meetings or for any scheduled meeting that you organize. You can give users a URL to a meeting, such as a Meet Now meeting, when it is not appropriate to send a meeting invitation. For example, you can include the meeting lobby URL on your business cards so that users can enter an ongoing Meet Now meeting. Presenters can use the meeting lobby to control who enters the meeting, as well as the time that they enter.

To set meeting lobby options

In the Meeting Lobby section of either the Meet Now Options page or the Meeting Options page, set the following options:

- + To enable the meeting lobby for your meeting, click Enable Meeting Lobby for this meeting. In the Lobby greeting box, type a message for visitors to the meeting lobby. When you enable the meeting lobby, you will see a meeting lobby URL on the Meeting Details page for Meet Now meetings. This is the URL that you can send to people to allow them access to your meeting if they do not have an invitation.
- + If you want Conference Place to send an e-mail notification to you when individuals are waiting in the meeting lobby, click Enable e-mail notification from lobby attendees.



## ADDITIONAL FEATURES

The options listed under Additional Features on the Meet Now Options page or the Meeting Options page are useful for enhancing participants' meeting experience, for limiting what they can do in some circumstances, and for demonstrating features of the Conference Place console so that attendees become familiar with them.

## To set additional features

In the Additional Features section of either the Meet Now Options page or the Meeting Options page, set the following options:

- + To allow attendees to ask questions of the presenters, select the Question and Answer Control Panel check box.
- + To allow attendees to use the Conference Place console to end the meeting, select the Show End Session Option in Console check box.
- + To allow attendees to use the Conference Place console to send e-mail messages to each other, select the Send e-mail to each other check box.
- + To allow attendees to use the Conference Place console to chat with each other and with presenters, select the Chat check box.
- + To allow presenters to share programs with other participants, select the Application Sharing check box.
  - To determine the level of control that presenters have over application sharing, click Never, When sharing a Single Application only, or When sharing the Desktop, Frame, or Single Application, as appropriate.
  - To allow individual participants to request control of a program, select the Allow meeting participants to request control check box.
  - To set the color quality of shared applications, which can affect the performance of application sharing over the network, click the appropriate option from the How many colors to use for sharing list.
- + To allow participants to print meeting content to an Adobe Acrobat file (.pdf), click Printing to PDF. To enable printing for all participants or to limit it to presenters only, click the appropriate option.
- + To make the seating chart visible to all participants, select the View the seating chart check box. You must also select this check box to edit the color-coded legend in the seating chart. If you want only to edit the legend, but not make the seating chart visible, clear the check box when you are finished editing the legend.
  - To edit the color-coded legend in the seating chart, change the text in the Title box and the boxes corresponding to the colors you want to change.
  - To define a color as the default when a participant joins the meeting, click the color.
  - To enable a custom pane in the Conference Place console that contains streaming media content from a source you specify, select the Streaming Media Custom Frame check box.
  - In the Attendee URL box, enter the URL of the source of streaming media content for attendees.
  - In the Presenter URL box, enter the URL of the source of streaming media content for presenters.
  - You can specify the height of the custom pane for attendees and for presenters in the corresponding Frame Height boxes.

Streaming Media Custom Frame

Attendee URL:

Presenter URL:

Frame Height:

pixels

Frame Height:

pixels

## CONTENT EXPIRATION

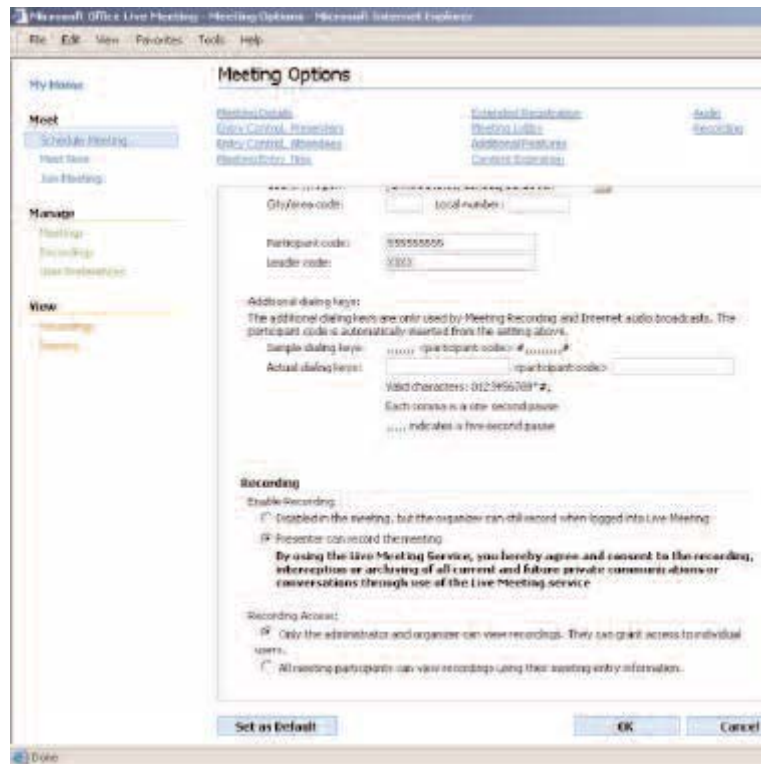
When you set a content expiration time, all content associated with the meeting will be deleted after the time interval you specify. Setting an expiration time can be important when:

- + You do not want confidential content to persist on a server that does not belong to your company.
- + You want to delete information from your computer when it is no longer useful.

To set content expiration options

In the Content section of either the Meet Now Options page or the Meeting Options page, set the following options:

- + To delete content after a meeting ends, select the Delete all meeting content after meeting ends check box.
- + To specify the amount of time you want Conference Place to retain content, type a number in the Wait box, and then click a unit of time on the accompanying list.



## AUDIO

You set Audio options when you are first configuring an audio conferencing service for use with Conference Place or you are temporarily changing your audio preferences for a meeting (for example, calling participants directly rather than using audio conferencing).

To set audio options

In the Audio section of either the Meet Now Options page or the Meeting Options page, set the following options:



- 1 In the This meeting uses list, select the audio configuration you will use with Conference Place.<sup>SM</sup>
- 2 Select InterCall.<sup>®</sup>
- 3 If you want the Conference Place conference center to call participants, instead of requiring participants to dial in to the Conference Place conference center, select the Allow meeting participants to use "Join Conference" check box (For Reservationless-Plus<sup>SM</sup> only).
- 4 To display the audio conferencing toll-free and toll numbers to participants, as applicable:
- 5 If you will use audio conferencing, configure the toll-free and toll meeting phone numbers by clicking a country or region on the Country/region list, and then typing the city or area code and local numbers in the text boxes provided. The number that appears above the Country/region list is the country code for the selected country or region.
- 6 If you will use audio conferencing, also type the participant code and leader PIN in the text boxes provided. The leader PIN will never be revealed to the meeting participants, but it is necessary to connect to the audio conferencing providers.
- 7 If you will record the meeting and if access will require additional dialing keys, type those keys into the text boxes provided in the Additional dialing keys section.

**NOTE:** Keys added in the first box will be dialed before the participant code; keys added in the second box will be dialed following the participant code.

For more information, see [How to Set Up and Test Audio for Conference Place 2005](#)

## **RECORDING**

You can choose to record a meeting or to allow other presenters to record it, and you can control meeting participants' access to the recording.

To set recording options

- + In the Recording section of either the Meet Now Options page or the Meeting Options page, set the following options:
- + In the Enable Recording section, click one of the following options:
- + To allow only yourself (as organizer) to record the meeting, click Disabled in the meeting, but the organizer can still record when logged into Conference Place.
- + To allow presenters to record the meeting, click the Presenters can record the meeting option.

In the Recording Access section, click one of the following options:

- + To allow only yourself and your Conference Place administrator access to recordings, click Only the administrator and organizer can view recordings.
- + To allow all attendees and presenters at the meeting to manage recordings, click All meeting participants can view recordings using their meeting entry information.

