

## Audio Conferencing Getting Started

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### 1. How to open the bridge (conference moderator)

You have several options available for opening the audio conference bridge depending on your location.

1. Dial the 4-digit extension of the bridge + Leader PIN (from MegaPath provisioned phone)
2. Dial the 10-digit phone number of the Conference Bridge + Leader PIN (any phone)
3. Click-to-dial using the Voice Manager + Leader PIN (smartphone)

To use click-to-dial using the Voice Manager, first log in and then click the **Conference** icon to display the Conference numbers page. The conferencing phone numbers are displayed as well as the Conference code and Leader PIN.

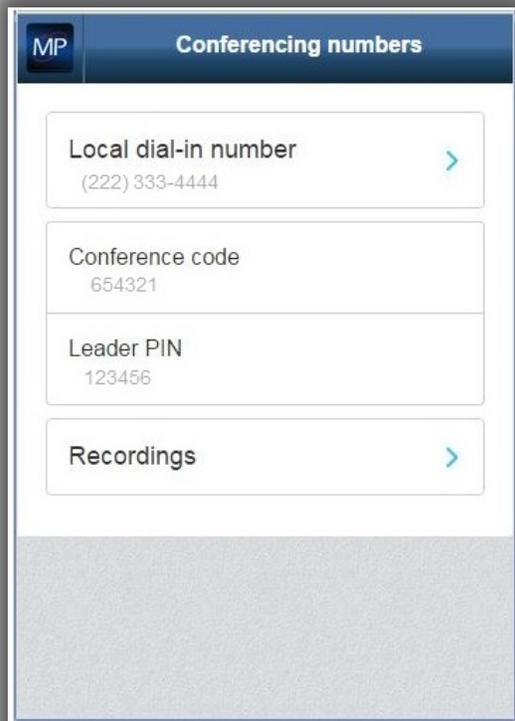


Figure 1 Conferencing numbers screenshot

## 2. How to schedule a conference

First download the Outlook Plug-in. This will allow you to easily schedule audio conferences without needing to add your conference details each time. Once the Outlook Plug-in is integrated with your audio conferencing service, all you need to do is open an appointment and click “Meet Me Conference” icon in the upper right-hand corner to populate conference details.

### To download the Outlook Plug-in:

1. Log in to the Voice Manager.
2. Click Software.
3. Click Outlook Plug-in.
4. Download Outlook Plug-in.

Note: You may receive cautionary messages when you start the installer depending on your Internet settings and anti-virus software. Go ahead and click “run” or “save” and complete the installation.

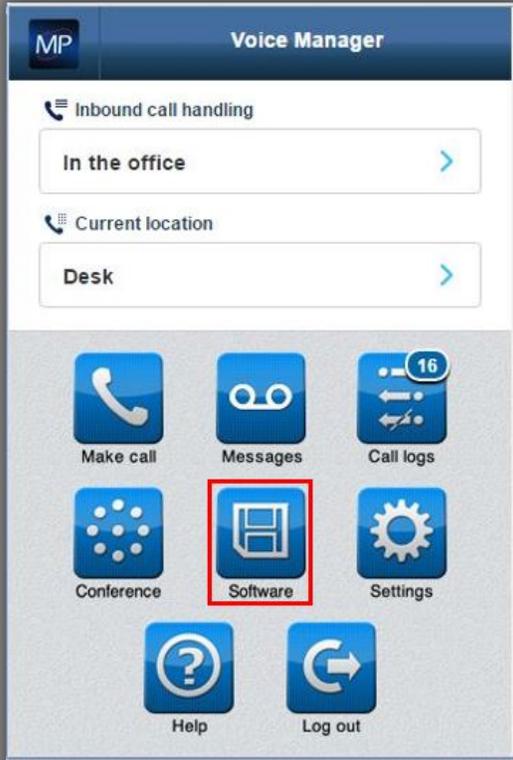


Figure 1 Voice Manager home screenshot (PC view)

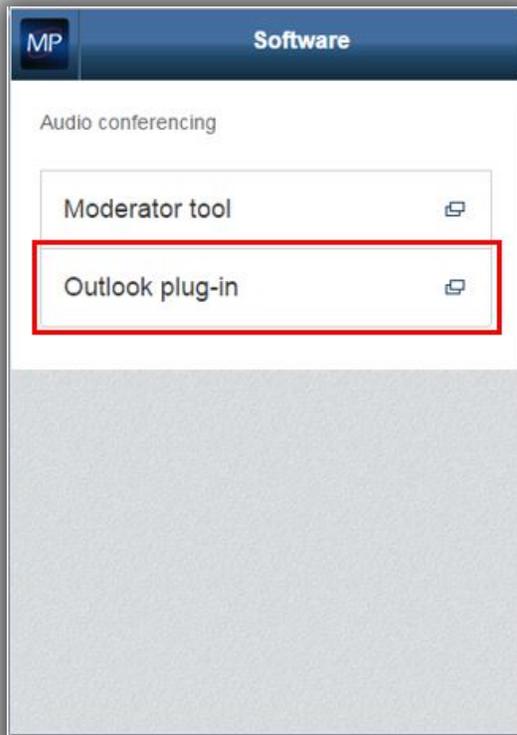


Figure 2 Voice Manager **Software** screenshot (PC only)

Once the Outlook Plug-in is downloaded, the conference moderator can schedule conference calls within Outlook.

### To schedule a conference call:

1. Open new appointment in Outlook.
2. Click **Meet-Me Conference** in the upper right hand corner. The dropdown menu will show as below; click **Conferences** and then the conference number. This action will populate the participant dial in instructions within the appointment. The moderator Pin will also be populated in the dropdown for easy access.

Note: On first time use, the Outlook Plug-in will prompt for login credentials – these are the same as your Voice Manager credentials.

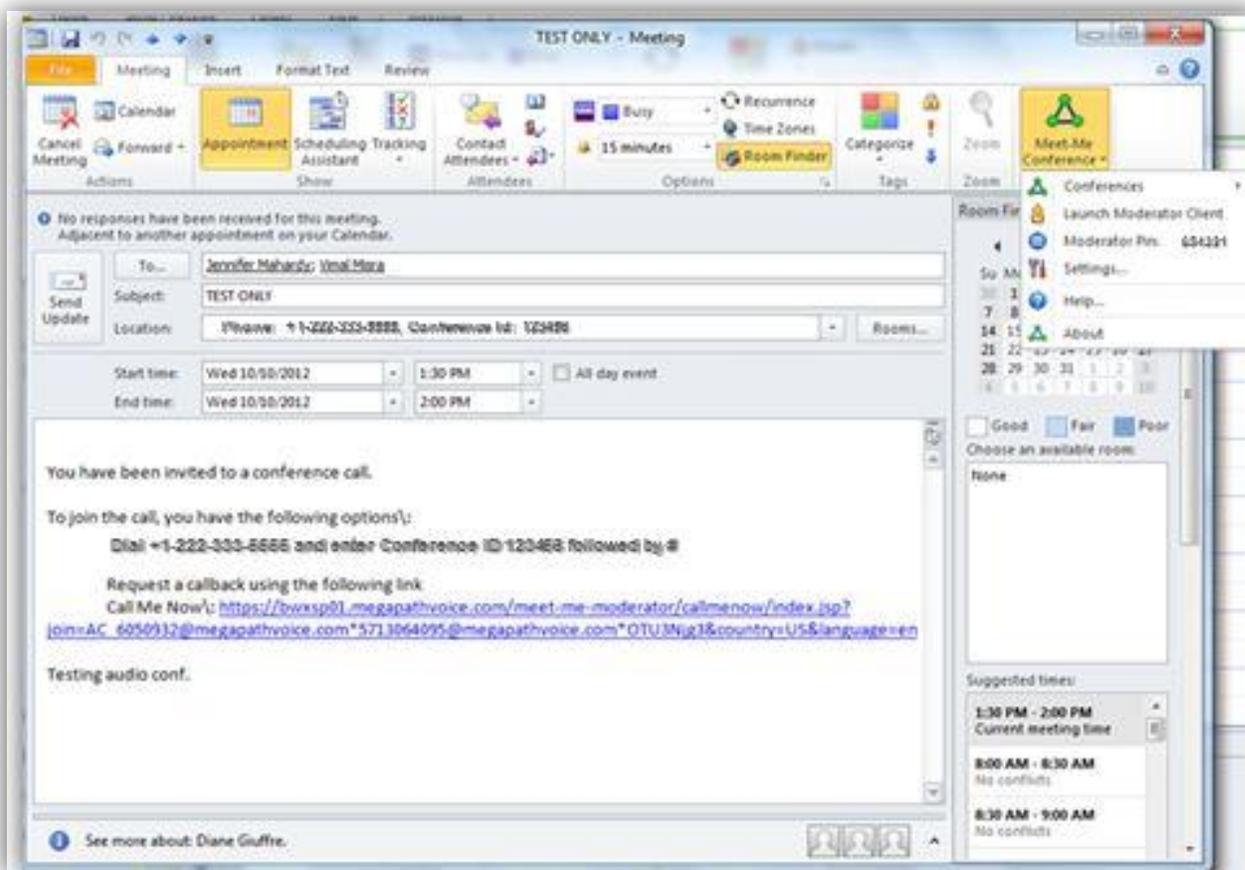
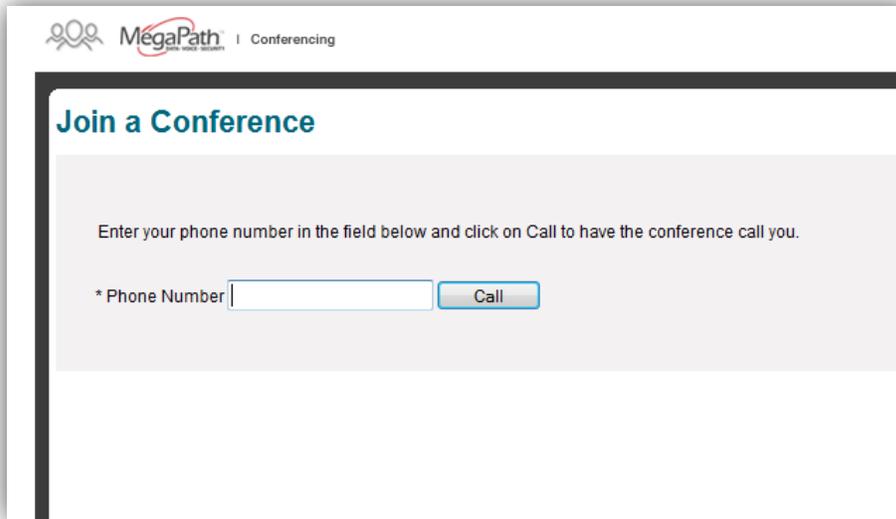


Figure 3 Meet-Me Conference in Outlook

### 3. Participant (employee) join options:

1. Dial the 4-digit extension of the bridge and enter participant Conference ID. *OR*
2. Dial conference phone number and enter participant Conference ID. *OR*
3. Click the **Call Me Now** link in the Outlook appointment; participant enters phone number then clicks **Call**. Participant will not be prompted for Conference ID.



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## Join a Conference

Enter your phone number in the field below and click on Call to have the conference call you.

\* Phone Number

Figure 4 Call Me Now option for participants

### Participant (non-employee) join options:

1. Dial conference phone number and enter participant Conference ID. *OR*
2. Click the **Call Me Now** link in the Outlook appointment; participant enters phone number then clicks **Call**. Participant will not be prompted for Conference ID.

## 4. Moderating a Call

### Launch Conferencing Moderator (PC only):

Note: To launch the Conferencing Moderator, the conference moderator must login to the Voice Manager and click Moderator tool from the **Software** page.

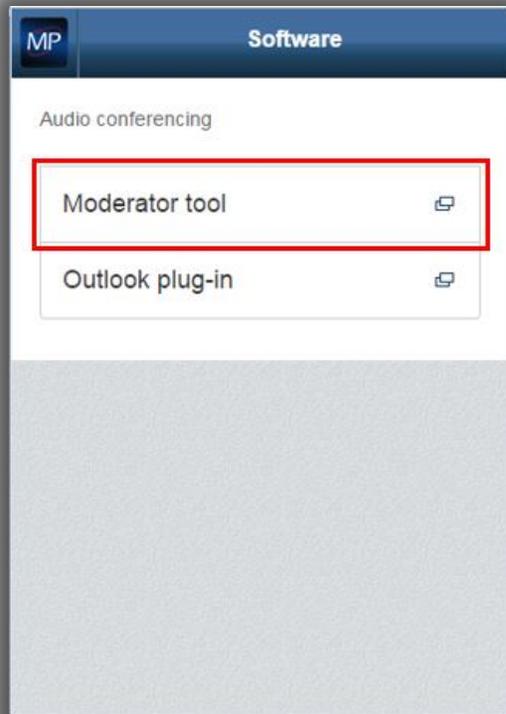


Figure 5 Voice Manager **Software** screenshot (PC only)

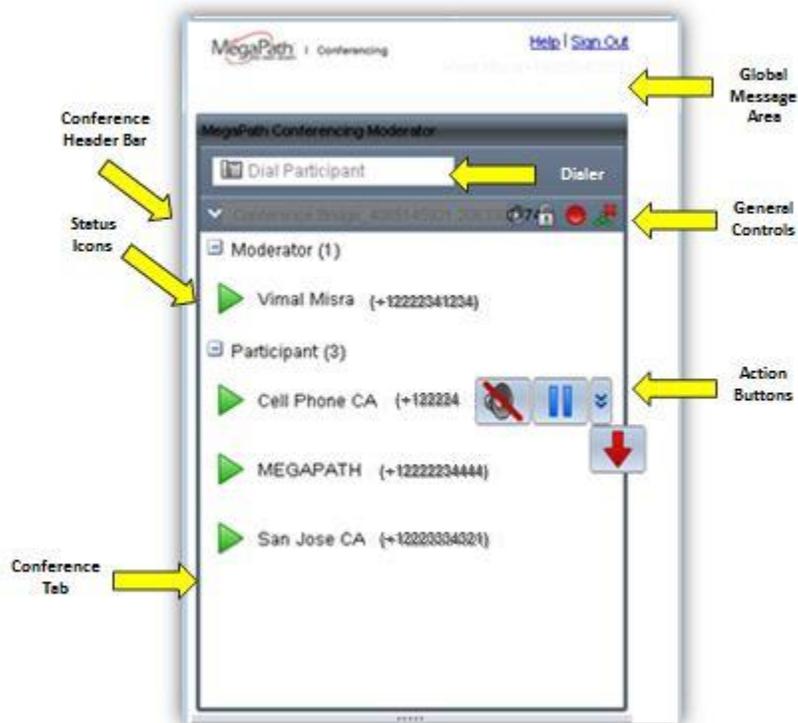


Figure 6 Voice Manager Conferencing Moderator (PC only)



Figure 7 Participant and Conference Controls

### Moderator Join Options: Outside the Office

1. Dial the 10-digit phone number of the conference bridge + Leader PIN *OR*
4. Click-to-dial using the Voice Manager + Leader PIN (assumes Internet access for Voice Manager)

To use click-to-dial using the Voice Manager, first log in then click the **Conference** icon to display options. The click-to-dial option is displayed and also the Conference code for participants and Leader PIN for the moderator.

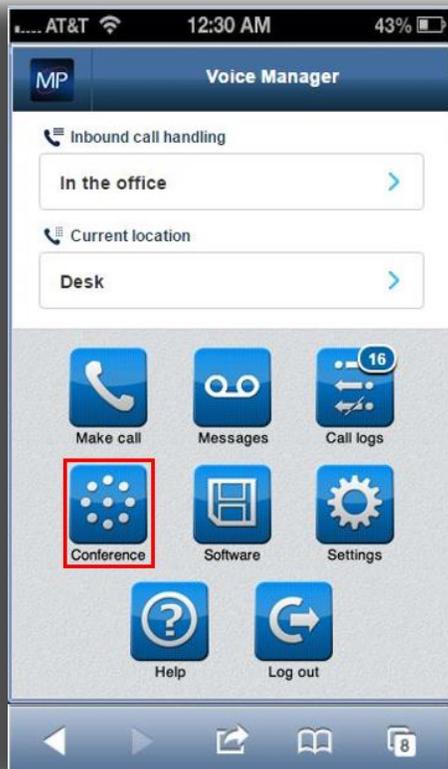


Figure 8 Smartphone view (home screenshot)

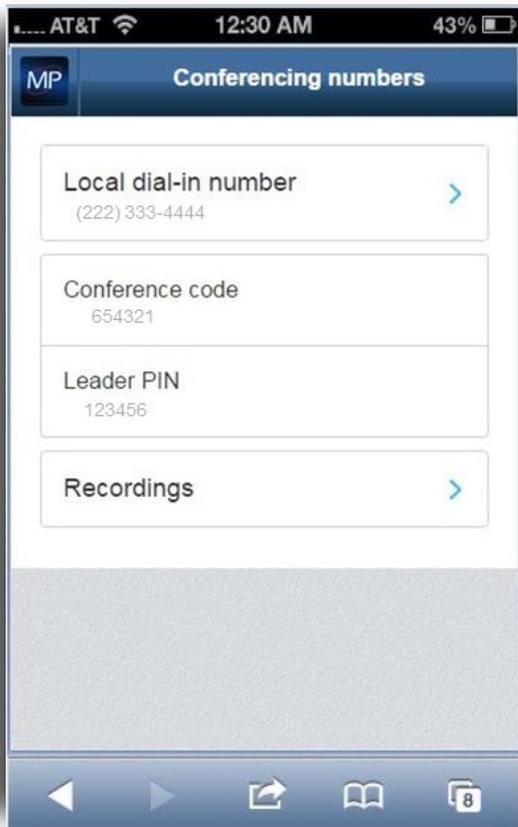


Figure 8 Smartphone view (Conferencing numbers screenshot)

**Moderator options (via phone):**

DTMF (via touchtone phone) – does not require Internet access – same functionality as Moderator tool.

During the conference press “\*” plus:

- \* – Repeat the menu options
- 0 – Transfer to Operator
- 1 – Mute or unmute this line
- 2 – Participant count, followed by roll call
- 3 – Turn on or turn off Lecture Mode
- 4 – Lock or unlock conference
- 5 – Recording submenu
- 6 – Invite a new participant by calling the participant
- 8 – End conference
- # – To return to the conference