

# Conferencing QRG

## Access

You have access to conferencing features if you have been authorized to administer a conference bridge. To access conferencing:

Log in to <http://hostedvoice.vc3.com>

On the Options list, click Conferencing. The *User – Conferencing* Menu page appears.



User – Conferencing Menu

## List Conferences

1. On the menu, click **Conferences**. The *User – Conferences* page displays the **Current** tab. All current conferences appear. Current conferences appear on this list five minutes before the start of the conference.
2. Click **Future** to display upcoming conferences.
3. To delete a future conference, check **Delete** and click **OK**.
4. Click **Expired** to display previous conferences.

## Start a New Conference Immediately

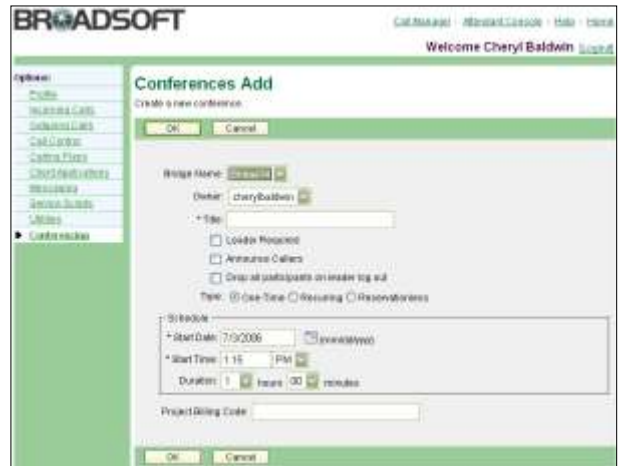
To add a conference to start immediately, use the *User – Conferences Quick Add* page as follows:

1. On the *User – Conferencing* menu page, click **Conferences**. The *User – Conferences* page displays the **Current** tab.
2. Click **Quick Add**. The *User – Conferences Quick Add* page appears.
3. Select the name of the conference bridge.
4. Your number and name appear as the leader’s phone number and name. You can change either field.
5. Type a participant’s phone number or SIP address.
6. Type the participant’s name (Optional).
7. Type the project billing code (up to 50 characters) (Optional).
8. To save your changes and start the conference, click **OK**. The conference bridge calls the leader’s phone number and the participant’s phone number to initiate the conference.
9. To add participants, see [To Add a Participant Immediately](#):

## Add a Conference

To add a one-time, recurring, or reservationless conference, use the *User – Conferences Add* page as follows:

1. On the *User – Conferencing* menu page click **Conferences**. The *User – Conferences* page displays the **Current** tab.
2. Click **Add**. The *User – Conferences Add* page appears.



User - Conferences Add (One-Time Type)

3. Select the **Bridge Name** from the drop-down list.
4. Select the **Owner** from the drop-down list.
5. Type a descriptive **title** for the conference.
6. Check **Leader Required** to specify that a leader is required to begin the conference.
7. Check **Announce Callers** to announce participants' names when they join the conference.
8. Check **Drop all participants on leader log out** to end the conference once the leader has left.
9. Select the type of conference, for example, **One-Time**.
10. To specify the date, time, or dates:
11. For a one-time or recurring conference, type the **Start Date** in month/day/year format. Type the **Start Time** of day the conference is scheduled to run in Hour:Minute format and select "AM" or "PM" from the drop-down list.
12. For a reservationless conference, type the **Start Date** in month/day/year format and the **End Date** (up to 26 weeks in advance) in month/day/year format.
13. To specify the duration for a one-time or recurring conference, select the number of hours and minutes from the drop-down lists.
14. To specify the frequency for a recurring conference, click **Daily** and type the frequency of the days to schedule a daily conference. Click **Weekly** and type the frequency of the weeks to schedule, and check the day of the week to schedule a weekly conference. Click **Monthly** and specify the frequency to schedule a monthly conference.
15. Type the **Project Billing Code** (Optional).
16. Click **OK**.

## Modify a Conference

To modify a conference, use the *User – Conferences Modify* page as follows:

1. On the *User – Conferencing* menu page, click **Conferences**. The *User – Conferences* page displays the Current tab. If the conference is not on the Current tab, click the tab that contains the conference to modify (Future).
2. Click **Edit** or any item in the row of the conference to modify. The *User – Conferences Modify* page appears.
3. Modify existing conference information as required. The Bridge Name, Owner, Type, Start Date, and Start Time can not be modified. To change any of these fields, you must delete the conference and add a new conference.
4. To invite users to be the leader or a participant, use the leader Access or Participant Access sections to send an e-mail inviting a user or to set up a Microsoft Outlook calendar invitation for the user.

## To Add or Delete a Document for a Conference

Use the *User – Conferences Modify Documents* as follows:

1. To delete a document, select the document, check **Delete** and click **OK** or **Apply**. The document is deleted and the *User – Modify Conferences* page appears.
2. To add a document, type the name of the document or **Browse** to select it.
3. Type the password to decrypt the document (Optional – for Microsoft documents that are password-protected).
4. Click **Add**. If you do not click **Add**, the document is not added.
5. To allow participants to download this document, check **Allow document download during presentation**.
6. Click **Apply** or **OK**.

## To Make a Presentation as Leader of a Conference

You can present a document you have added for a conference.

1. In the **Leader Access** section of the *User – Conferences Modify* page, click the **Presentation URL**. Take note of the password if one appears on that page.
2. Type the password (if required) and click **OK**. A new page appears for the document. Use the navigation buttons at the top of this page to control the display of the presentation.
3. Click **End Presentation** to finish the presentation.

## To Playback a Recording of a Conference

You record conferences from the *User- Conference Call Control* page. To playback a recording of a conference:

1. On the *User – Conferences Modify* page, click **Recordings**. The *User – Conferences Modify Recordings* page appears.
2. Click **Save** to save the audio recording (in WAV, AIFF, or AU formats).
3. Type the phone number to direct the audio recording to. Click **Call** and type the access number to listen to the recording on the phone.

4. Click **Recording Playback URL** to listen to the audio recording from the web.
5. Click **E-mail Recording Details** to open an e-mail message with the URL to the audio recording included. Type the e-mail address of the person you are sending this recording to and send the e-mail message to someone else to play.
6. Click **OK**.

## To Control a Current Conference

A current conference is a currently scheduled conference or is one that has begun and has not ended. On the *User - Conference Modify* page, click **Call Control**. The *Conference Call Control* page appears. What you can do on this page depends on whether or not the conference call has begun.



User – Conference Call Control

## To Add a Participant Immediately

1. On the *Conference Call Control* page, type the participant's phone number and name (Optional).
2. Click **Call**. The participant's phone number dials and the participant joins the conference call.

**NOTE:** A leader can add participants by pressing ##2 on the telephone. A leader can also determine the maximum number of participants allowed by pressing ##3 on the telephone, and if **Caller Announcements** has been enabled, a roll-call of participants' names.

## To Join a Conference

On the *Conference Call Control* page, click **Join**. The bridge administrator's number dials and you can join the conference.

## To Lock a Conference

1. On the *Conference Call Control* page, click **Lock**. Additional participants can not join the conference.
2. Click **Unlock** to unlock the conference. Additional participants can join the (unlocked) conference.

## To Record a Conference

You can record any portion of the conference call. As well, you can make any number of subsequent recordings during a conference call.

1. On the *Conference Call Control* page, click **Start Recording**. The conference is being recorded as an audio file (WAV, AIFF, or AU).
2. You may pause the recording by clicking **Pause Recording**. To resume, click **Resume Recording**.

3. Click **Stop Recording** to stop recording this portion of the conference.

**To Mute Participants**

1. On the Conference Call Control page, click **Mute Participants**. The participants may not speak in the conference.
2. Click **Resume** to release the mute.

**NOTE:** *Participants and leaders can mute themselves. Press ##1 to mute the call. Press ##1 to remove mute from the call.*

**To Put All Participants on Hold**

1. On the Conference Call Control page, click **Hold All**.
2. Click **Resume** to release the hold.

**Drop All Participants from a Conference**

1. On the Conference Call Control page, click **Drop All**.