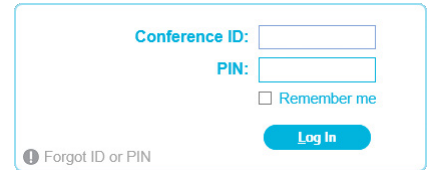


Logging In to ConferenceManager2

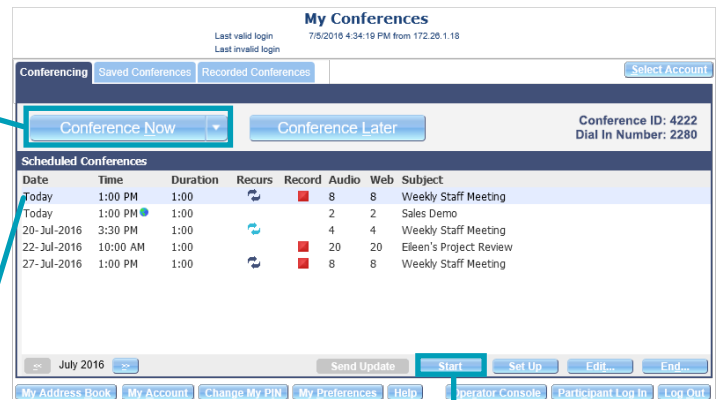
- Step 1. Open a browser and navigate to the conferencing system URL.
- Step 2. Click **I am a Host**.
- Step 3. Enter your **Conference ID** and **PIN**.
- Step 4. Click **Log In** to access your My Conferences page.



Starting a Conference

Start an Ad-Hoc Conference

- Step 1. From the My Conferences page:
 - ❖ Click **Conference Now** to start a conference immediately, using the default options.
 - ❖ Click the arrow on the right side of the **Conference Now** button and select **Options**; modify options as necessary and then click **Finish** to begin the conference.



Start a Scheduled Conference

- Step 1. From the My Conferences page, select a conference from the **Scheduled Conferences** section.
- Step 2. Click **Start**.

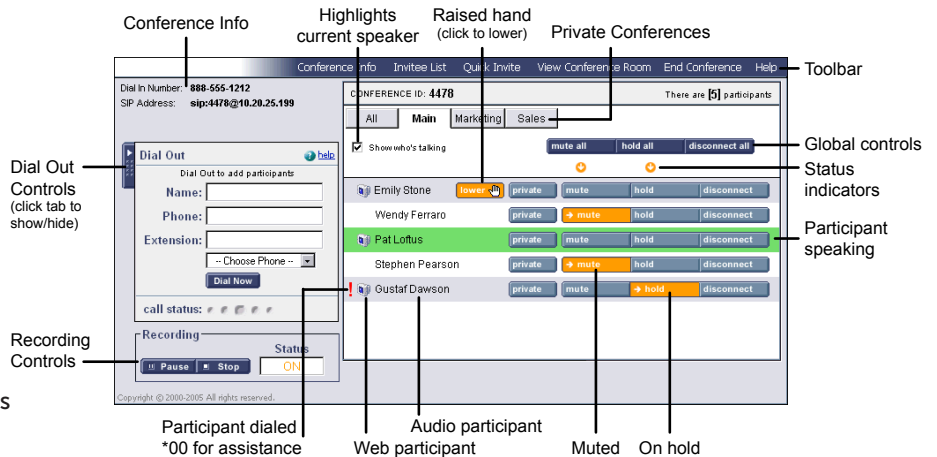
The audio console and conference room appear as appropriate for the conference type. See the *User's Guide* for details on the available conferencing and scheduling options.

Dialing Out from the Audio Console

If your conference includes an audio portion, the audio console appears.

To dial out from the Audio Console:

- Step 1. If the Dial Out controls are not visible, click the blue tab.
- Step 2. Enter the participant's **Name** and **Phone** or SIP address, or click **Choose Phone** to select from the address book.
- Step 3. Click **Dial Now**.
The system dials out, connects the participant, and places both of you in a private conference.
- Step 4. Click **private** next to the participant's name (and your own) to join the main conference.



Using the Conference Room

Conference Information

The screenshot shows the 'Conference Information' panel with tabs for Home, Application Sharing, Whiteboard, and Polls. Under the Home tab, it displays the conference title 'Emily Stone's Conference' and details: Date: 1/30/2014, Time: 10:00 AM, Conference ID: 4270, and Dial In Number: 19785559000. There are buttons for Preferences, View Audio Conference, and End Conference, along with a Help icon.

The upper-left corner of the conference room lets you view the conference title and details, as well as:

- ❖ Access shared conference room resources (tabs)
- ❖ Set preferences (features, permissions, name order)
- ❖ Add audio to a web-only conference (+) or view the audio console for an existing audio conference (📞)
- ❖ End the conference

Conference Recording

This panel controls synchronized audio+web conference recording.

The screenshot shows the 'Conference Recording (Stopped)' panel with 'Record' and 'Stop' buttons.

Application Sharing

This panel lets you share your Desktop, a single application, or a participant's Desktop. Also see the *Application Sharing* card.

The screenshot shows the 'Application Sharing (Stopped)' panel with 'Start', 'Pause', and 'Stop' buttons. A dropdown menu is open showing options: My Desktop, My Applications, Catherine Haase's Desktop, and Wendy Ferraro's Desktop.

Documents

This panel lets you upload documents to the conference room and share them. Each document has its own tab and can be annotated.

The screenshot shows the 'Documents' panel with an 'Add Document' button and a list of documents: 'services.png' and 'AddinChanges'. Each document has 'Show' and 'Delete' links.

Tools

This panel lets you share conference room resources:

- ❖ A **Whiteboard** tab for basic drawing and annotations
- ❖ A **Notes** tab for keeping plain text meeting notes
- ❖ A **Q&A** tab for conducting interactive, written question-and-answer sessions with participants

The screenshot shows the 'Tools' panel with buttons for Whiteboard, Notes, and Q & A.

Who Is Here

The screenshot shows the 'Who Is Here (5)' panel. It includes an 'Invitee List' and a 'Quick Invite' button. The list shows participants: Pat Loftus (2 raised hands), Emily Stone (YOU) (3 raised hands, Conference Leader), Wendy Ferraro (1 raised hand), Gustaf Dawson, and Catherine Haase. There are also 'Next' and 'Voting' buttons.

This panel is your principal means of managing and interacting with participants:

- ❖ View the invitee list and invite additional participants
- ❖ View current participant status — identify raised hands (and queue order), quick vote status, audio/web connections, and conference leadership
- ❖ Acknowledge raised hands and advance the queue
- ❖ Take quick votes (you may also vote) and view results

Webcams

The screenshot shows the 'Webcams' panel with a 'Publish Webcam' button and icons for lock, full-screen, and settings. Labels indicate: 'Publish/unpublish your webcam', 'Flash settings', 'Lock/unlock conference to additional streams', and 'View full-screen', 'Toggle single-cam/multi-cam view'.

The Webcams panel can display your video stream and up to four participant streams.

Polls

This panel lets you add interactive polls and tally the results.

The screenshot shows the 'Polls' panel with an 'Add Poll' button. A poll is displayed: 'Which days work best for everyone?' with options M-W, T-Th, and W-F. The results show: 1 M-W (1 vote, 50%), 2 T-Th (1 vote, 50%), and 3 W-F (0 votes, 0%). Total Votes: 2, Average: 1.5.