Logging In to ConferenceManager2
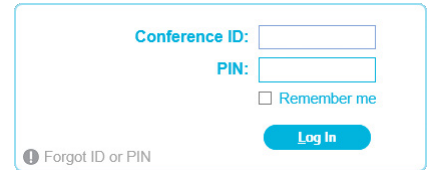
Step 1.   Open a browser and navigate to the conferencing system URL.

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.
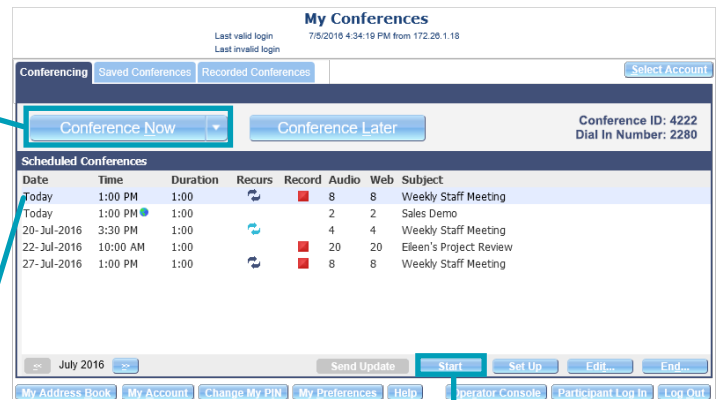
Start a Scheduled Conference

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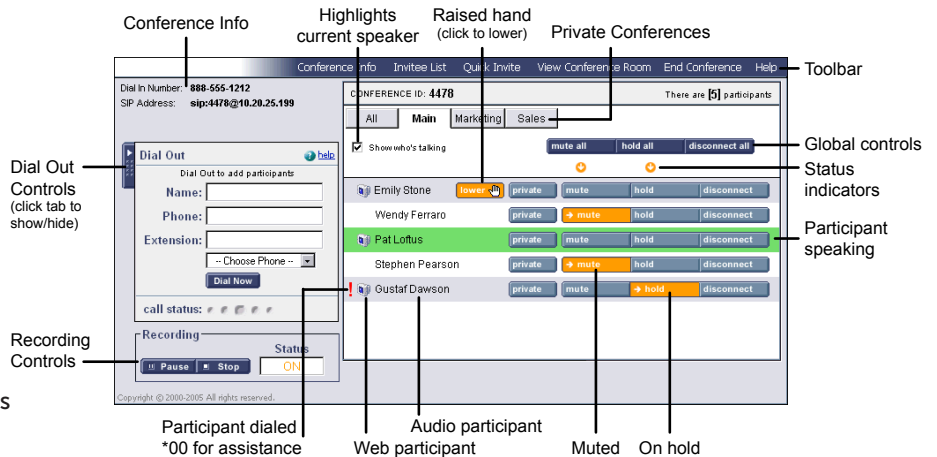
Step 2.   Click **Start**.

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.

Conference Info

Highlights current speaker

Raised hand (click to lower)

Private Conferences

Toolbar

Dial Out Controls (click tab to show/hide)

Global controls

Status indicators

Participant speaking

Recording Controls

Participant dialed *00 for assistance

Web participant

Audio participant

Muted

On hold

Using the Conference Room

Conference Information

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.

Application Sharing

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

Documents

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

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

Who Is Here

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 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.