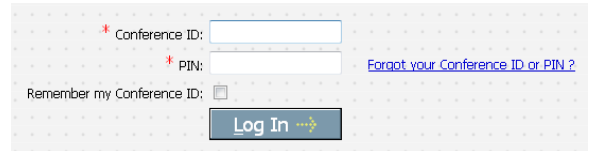


Logging In to ConferenceManager

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



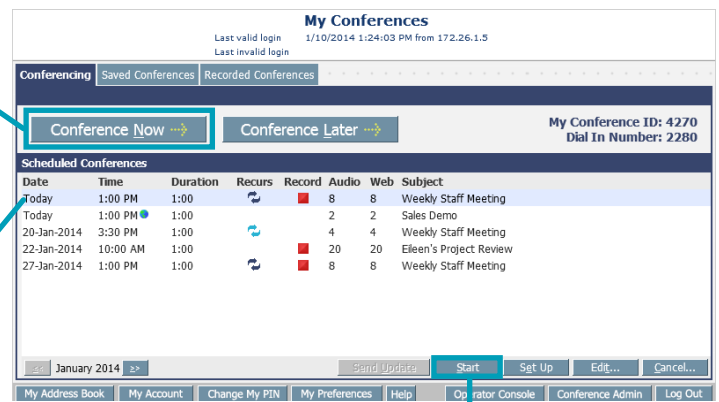
Starting a Conference

Start an Ad-Hoc Conference

- Step 1. From the My Conferences page, click **Conference Now**.
- Step 2. Click **Finish** to accept the conferencing defaults and begin the conference immediately.

Start a Scheduled Conference

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



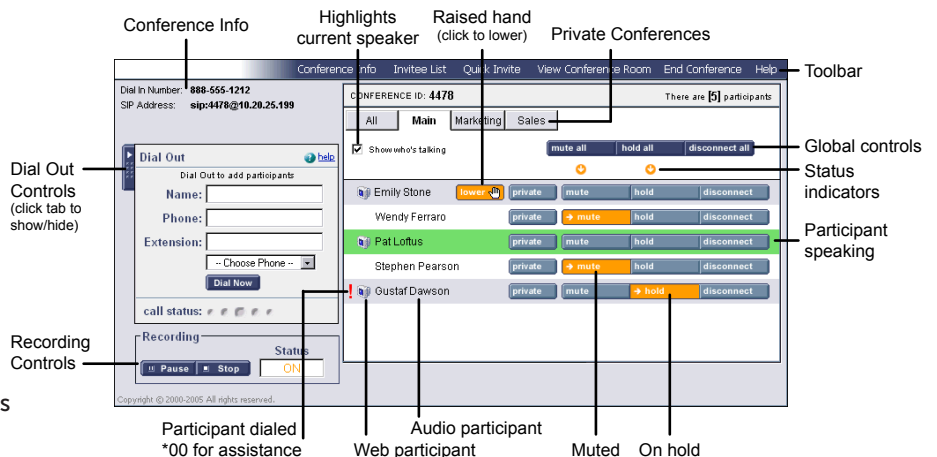
The audio console and conference room appear as appropriate for the conference type. See the *User's Guide* for details on the available conferencing and scheduling options.

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 'Home' tab selected. The conference title is 'Emily Stone's Conference'. Details include: Date: 1/30/2014, Time: 10:00 AM, Conference ID: 4270, and Dial In Number: 19785559000. There is a 'Help' icon. At the bottom, there are three buttons: 'Preferences', 'View Audio Conference', and 'End Conference'.

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)
- ❖ Change conference room preferences (features and permissions, name display)
- ❖ Add audio to a web-only conference (+) or view the audio console for an existing audio conference (📞)
- ❖ End the conference
- ❖ Display the Online Help

Conference Recording

The Conference Recording panel controls synchronized audio+web conference recording.

The screenshot shows a panel titled 'Conference Recording (Stopped)' with two buttons: 'Record' and 'Stop'.

Application Sharing

The Application Sharing panel indicates its current status, and allows direct access to sharing your Desktop, a single application, or a participant's Desktop.

The screenshot shows a panel titled 'Application Sharing (Stopped)' 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'.

The *Application Sharing* task card provides an overview of Application Sharing functions.

Documents

The Documents panel allows you to upload documents to the conference room and control whether each is shared or not.

The screenshot shows a panel titled 'Documents' with an 'Add Document' button. Below, there are two document entries: 'services.png' (PNG) and 'AddinChanges' (DOC). Each entry has 'Show' and 'Delete' links.

Each shared document has its own tab at the top of the conference room, and can be annotated.

Who Is Here

The screenshot shows the 'Who Is Here (5)' panel. Annotations include: 'View invitee details' pointing to the 'Invite List' button; 'Invite additional participants' pointing to the 'Quick Invite' button; 'Raised hands (numbers indicate queue order)' pointing to the list of participants with raised hand icons; 'Conference leader (Click a dimmed star to appoint a new leader)' pointing to the star icon next to 'Emily Stone (YOU)'; 'Audio participant' pointing to the phone icon next to 'Wendy Ferraro'; 'Acknowledge next hand' pointing to the 'Next' button; and 'Quick voting (Click Clear to reset)' pointing to the 'Voting' section.

The Who Is Here 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

Tools

The Tools panel allows you to share/hide shared conference room resources:

The screenshot shows a panel titled 'Tools' with three buttons: 'Whiteboard', 'Notes', and 'Q & A'.

- ❖ 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 'Polls' panel with an 'Add Poll' button. A poll question is visible: 'Which days work for everyone?' with options 'M-W', 'T-Th', and 'W-F'.

Polls

The Polls panel allows you to add interactive polls and tally the results.

The screenshot shows the results for the poll 'Which days work best for everyone?'. The results are: 1 M-W (1 vote(s), 50%), 2 T-Th (1 vote(s), 50%), and 3 W-F (0 vote(s), 0%). Total Votes: 2, Average: 1.5. There are 'Hide', 'Edit', 'Delete', 'Hide Results', and 'Reset' buttons.