

# INTEGRATED CONFERENCE MANAGER

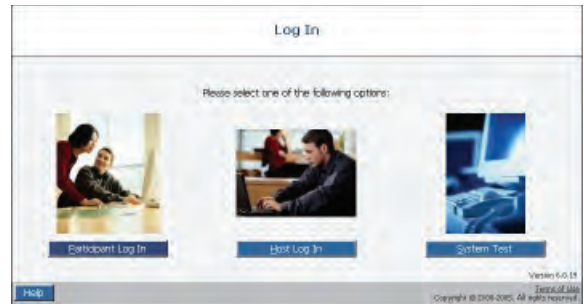
## Setting Up Your Account

Set up a new host account for conferencing.

### Start

Access the conferencing system.

- Step 1. Ask your administrator for the conferencing system URL and host registration password, if any.
- Step 2. Open Internet Explorer and navigate to the conferencing system URL.
- Step 3. Click **Host Log In**.



### Register

Register as a new host.

- Step 1. Click **I'm a new host**.
- Step 2. Enter the following information:

A screenshot of a registration form. It has a light blue background with a grid pattern. There are three input fields: "Conference ID:" with an asterisk, "PIN:" with an asterisk, and "Remember my Conference ID:" with a checkbox. There are two links: "I'm a new Host ..." and "Forgot your Conference ID or PIN?". A "Log In" button with a right-pointing arrow is at the bottom.

Item	Description
First Name	Appears in conference invitations, and identifies you when in a web conference.
Last Name	
Email Address	Conference invitations are sent to this address.
Time Zone	Ensures that conference times are accurate for your location.
Phone/Extension	Your phone number or SIP address (optional).
Conference ID	Enter a 4- to 12-digit number to identify your account and any conferences that you host.
PIN	Enter a 4- to 8-digit number for your PIN. You must enter the PIN when logging in or when starting an audio conference.
Confirm PIN	

- Step 3. Click **Save**.  
The Registration Confirmation page appears.

A screenshot of a "Register My Account" form. The form is filled out with the following information: First name: Emily, Last name: Stone, E-mail address: estone@example.com, Time zone: (GMT-05:00) Eastern Time (US & Canada), Phone: (empty), Extension: (empty), Conference ID: 4478, PIN: (masked with dots), Confirm PIN: (masked with dots). There are "Help", "Save", and "Cancel" buttons at the bottom.

## Install Optional Components

Use the links on the Confirmation page to download additional components; then click **Close**.

Component	Description
Outlook Add-In	Integrates the conferencing system with the Outlook Calendar and Address Book.
Document Sharing Print Driver	Allows you to upload documents to web conferences.
Application Sharing Driver	Allows you to share your desktop and applications with other conference participants.
BB FlashBack Recorder	Records conferences with synchronized audio and video.



## Set Your Host Preferences

From the My Conferences page, click **My Preferences**.

Setting	Options
Participant security level	Allow participants to join conferences with your Conference ID only, or require participants to enter an assigned PIN as well.
Participant waiting room	Allow participants joining the conference before you to speak with one another, or place them on hold until you join.
Participant announcement	Announce participants' entering or leaving with a tone, a recorded name, or not at all.
Ad-Hoc conferences	Allow participants to begin ad-hoc conferences without you, or require them to wait until you join.
When I'm not present	After you leave, let conferences continue until the scheduled end time, for a specified period of time, or as long as ports are available.
When the conference ends	Save or Delete the conference room after the conference ends.
When the conference starts	Start the conference in normal mode or lecture mode, in which participants are muted as soon as they join the conference.

