

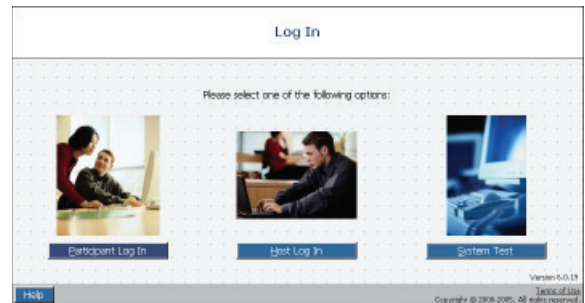
# INTEGRATED CONFERENCE MANAGER

## Starting Your Conference from the Web

Start Audio and Web conferences from the web.

### Log In

- Step 1. Open Internet Explorer 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**.  
The My Conferences page appears.



### 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**.

Date	Time	Duration	Audio	Web	Subject
04-Sep-2005	9:30 AM	1:00			Eileen Stone's Conference

Date	Time	Duration	Rekurs	Audio	Web	Subject
07-Sep-2005	11:00 AM	1:00				Weekly Staff Meeting
14-Sep-2005	2:00 PM	1:30				Weekly Staff Meeting
21-Sep-2005	11:00 AM	1:00				Weekly Staff Meeting

Date	Time	Duration	Subject
31-Aug-2005	11:10 AM	0:40	Weekly Staff Meeting
02-Sep-2005	10:08 AM	0:15	Daily Status

Date Recorded	Time	Length	Size	Audio	Web	Subject
24-Aug-2005	11:00 AM	0:50	874.7 KB			Weekly Staff Meeting
31-Aug-2005	12:12 PM	0:11	4.3 MB			Beta Feedback

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.

## Audio Console

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

To dial out:

**Step 1.** If the Dial Out controls are not visible, click the blue tab.

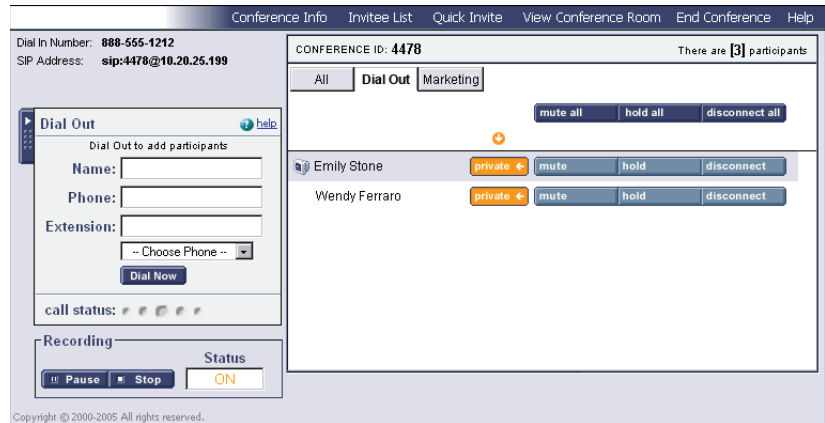
**Step 2.** Enter the participant's name and phone or SIP address, or click **Choose Phone** to use the address book.

**Step 3.** Click **Dial Now**.

The system dials out,

connects the participant, and places the two of you in a private conference named Dial Out.

**Step 4.** Click **private** next to the participant's name (and your own) to join the main conference.



## Conference Room

If your conference includes a web portion, the conference room appears.

- Click **Quick Invite** to send last-minute invitations to additional participants.
- The Who Is Here list displays participants as they join the conference.
- You can start the conference 10 minutes before its scheduled start time to pre-set the conference room with shared documents, polls, notes, or whiteboard markups.
- Participants must install the ActiveX client to have full functionality; participants without the client may join as limited participants.
- Manage conferences in progress from the My Conferences page.

