

MEET ME AUDIO CONFERENCE USER MANUAL



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GETTING STARTED



The maximum number of participants is dependent upon the package that was purchased by your organization. Check with your System Administrator.

The Conference Bridge Number is 315-671-5000. When you dial the conference bridge number, an automated voice will ask for either your participant code or your moderator code followed by the # sign. When you enter your code, you will be asked to speak your name followed by the # sign. As a participant, you will be placed on hold until the moderator joins.

MODERATOR CALL CONTROLS

As the moderator you can:

- + View current conference call participants
- + Mute or drop participants
- + Lock the conference so others cannot join
- + Create your own directory
- + View history of past conference calls
- + Record and playback recordings
- + Change options

To view and change moderator and participants options as well as view and control participants, enter <u>https://buconf.northland.net</u> in your web browser. This will bring to the Meet Me Conference Log-On.



Conference Log-On

Participant Code:	
Moderator Code:	

Log On

Enter your participant and moderator codes.

CHANGING OPTIONS

Choose options from the menu on the left.

	Northland			
Welcome Stacey Maler		Con	ference Options	
Current Call		Joining Announcements: Joining Tones: Notify when Full: Rejection Tones:	○ on ● off ● on ○ off ○ on ● off ● on ● off	
Directory		Use On-Hold Music: Music on hold resource	On O Off Browse	9
History			Save Options	
Recordings	_		watch a free search and the search	
Options	Con	ference Telephone Numbers CONFERENCE 315-671-5000	ence Access Details	
Log Off	Mod	derator Code ******		Generate New Moderator Code
	Parti	ticipant Code 945229		Generate New Participant Code

- + Joining Announcements: Participants name is announced when they join.
- + Joining Tones: Tone is heard when participants join.
- + Notify When Full: Notification is heard when conference is at system capacity.
- + Rejection Tones: Notification tone is heard when a participant dialing in is rejected because the number of participants has reached the maximum permitted.
- + Music On Hold Resource: You can create a recording and upload it or use generic system music.

NOTE: If you, as the customer alters or customizes standard on hold music in any way, Northland Communications will not be held accountable or liable for any copyright infringement lawsuits that may come out of the per said act.

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VIEW + CONTROL THE CURRENT CALL

Choose Current Call on the left. Here you can view and control participants as well as details of the call.

	Northland
Wefcome Stacey Malar	Moderator Controls Current date and time: 10/17/18 12:07:23 PM Number of participants: 2 (Max. permitted: 2) Conference time (HH:MM): 00:00
Current Call Directory	V1.02 Number: 3154049630 Name: Stacey Maier Muite Drop Number: 3156242238 Muite Drop Name: NORTHLAND COMP
History	
Recordings	
Options	

RECORD

- + You can store up to 10 conference recordings. Maximum recording space is 20 minutes in total.
- + Press Record to record the call. An announcement will indicate that the conference is being recorded.
- + Press **Record** to end the recording. An announcement is heard that the recording has stopped.
- + To view and listen to your recordings, select Recordings on the left.

LOCK

- + You can lock the conference to prevent other participants from joining once the conference has started.
- + Press Lock to prevent participants from joining. An announcement will indicate that the conference is locked + a message will display on the screen showing how many participants have been rejected.
- + Press Lock again to unlock the conference.

MUTE

- + You can mute individual participants.
- + Press Mute on each participant widget to mute them.
- + Press Mute again to unmute them.

DIRECTORY

Create a directory of participants who are frequently a member of your conference calls. Select **Directory** on the left and complete the directory information window to add entries. Entries that have been saved appear below the entry window.

To delete a Directory entry, click in the box in the delete column then click Delete Selected.

	Northland					
Walsome Stocky Maior		Phone	Directory En Number: 3158962211	itry		
Current Call			Save Entry			
Directory			Conference Dire	ectory		
History		Del	Phone Number	Name Bill Jones		
			315-896-2241	Betty Barrett		
Recordings			Delete Selecte	d		
Options						
Log Off						

HISTORY

The History tab displays information on your most recent conference calls, including date, time, duration, number of participants and number of rejected participants.

ry Maier			Recent Conferences		
CONTRACTOR	Started	Name	Conference Duration	Max Participants	Rejected Participants
	Wed October 17 2018, 11:08:54 AM EDT	Jay Stacey	00:01:20	2	1
	Wed October 17 2018, 11:07:06 AM EDT		00:01:33	2	2
	Wed October 17 2018, 11:04:15 AM EDT		00:02:24	2	1
	Wed October 17 2018, 11:00:12 AM EDT		00:03:44	2	3
	Wed October 17 2018, 10:56:05 AM EDT		00:00:34	2	1
	Wed October 17 2018, 10:53:58 AM EDT		00:01:52	2	2
	Wed October 17 2018, 10:24:03 AM EDT		00:26:20	2	<u>0</u>
	Wed October 17 2018, 10:09:20 AM EDT		00:02:03	2	Q
	Wed October 17 2018, 09:59:09 AM EDT		00:00:30	2	<u>0</u>
	Wed October 17 2018, 09:55:50 AM EDT		00:01:28	2	<u>0</u>
	Tue September 11 2018, 10:43:23 AM EDT		00:00:00		<u>0</u>
	Tue August 21 2018, 04:05:32 PM EDT		00:00:31	2	<u>0</u>

To view participant information, click the number in the Max Participants column.



DN	Caller ID
3156242238	NORTHLAND COMMU
3154049630	Stacey Maier

To view participants that were rejected, click the number in the Rejected column.

				15
			Rejected Participan	S
		Date/Time	DN	Caller ID
		Wed October 17 2018, 11:0	5:40 AM EDT 3154049630	WIRELESS CALLER
Current Call				
Directory				
Directory				
History				
Recordings				
Ontions				
options				
Log Off				
	1			

RECORDINGS

Recordings are generated when you choose to record a conference from the Current Call window. Parameters for recordings for number of calls and minutes of recordable space are dependent upon the package your organization purchased. If you reach either of those limits, recordings will not be permitted. Check with your System Administrator for your specific limits. Conference recordings are automatically deleted after 60 days.

- + To view recorded conference meetings, choose the **Recordings** tab on the left.
- + To listen to meeting click Download. The recording will play through your default media player.

