



MEET ME AUDIO CONFERENCE

USER MANUAL



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GETTING STARTED

Meet Me or Voice Conference is a dial-in conference bridge. There is one conference bridge number and a moderator must join the conference for all participants to be connected. Each moderator will have a unique moderator code and a participant code to give to participants. This will be provided to you by Northland’s System Administrator.

The maximum number of participants on any given call is 10.

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 <https://buconf.northland.net> in your web browser. This will bring to the Meet Me Conference Log-On.



Enter your participant and moderator codes.

CHANGING OPTIONS

Choose options from the menu on the left.

The screenshot shows the Northland Communications web interface. On the left is a navigation menu with buttons for 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The main content area is divided into two sections:

Conference Options

- Joining Announcements: On Off
- Joining Tones: On Off
- Notify when Full: On Off
- Rejection Tones: On Off
- Use On-Hold Music: On Off
- Music on hold resource:
-

Conference Access Details

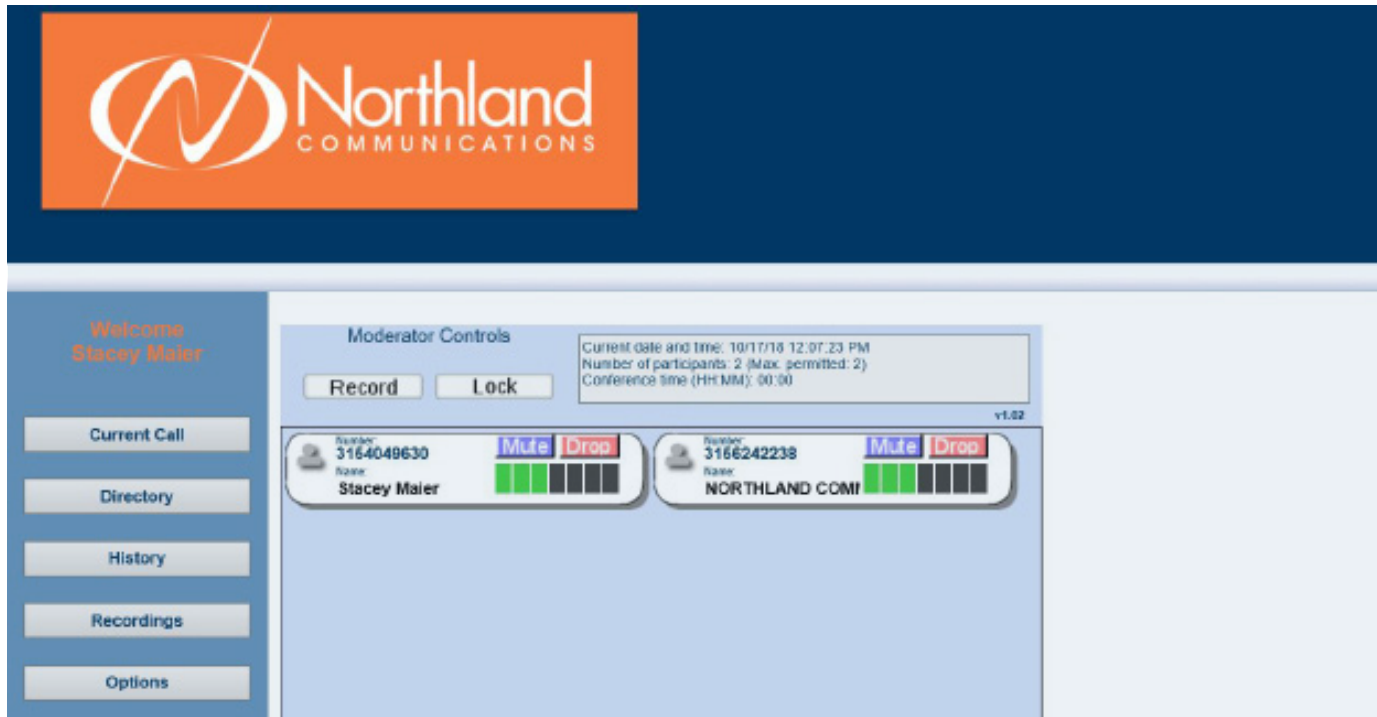
Conference Telephone Numbers	CONFERENCE_DIAL_IN_NUMBER	
	315-671-5000	
Moderator Code	*****	<input type="button" value="Generate New Moderator Code"/>
Participant Code	945229	<input type="button" value="Generate New Participant Code"/>

- + **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.

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.



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

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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**.

The screenshot displays the Northland Communications web interface. At the top left is the Northland Communications logo. A navigation sidebar on the left contains buttons for 'Current Call', 'Directory', 'History', 'Recordings', 'Options', and 'Log Off'. The main content area features a 'Directory Entry' form with fields for 'Phone Number' (3158962211) and 'Name' (Ryan Neeman), and a 'Save Entry' button. Below this is a 'Conference Directory' table with columns for 'Del', 'Phone Number', and 'Name'. The table contains two entries: one for Bill Jones with phone number 315-787-6111, and one for Betty Borrell with phone number 315-806-2241. A 'Delete Selected' button is located below the table.

Del	Phone Number	Name
<input type="checkbox"/>	315-787-6111	Bill Jones
<input type="checkbox"/>	315-806-2241	Betty Borrell

HISTORY

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

The screenshot shows a sidebar menu on the left with options: Current Call, Directory, History, Recordings, Options, and Log Off. The main content area displays a table titled 'Recent Conferences' with the following data:

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		00:00:54	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		00:25:20	2	0
Wed October 17 2018, 10:09:20 AM EDT		00:02:03	2	0
Wed October 17 2018, 09:59:09 AM EDT		00:00:30	2	0
Wed October 17 2018, 09:55:50 AM EDT		00:01:28	2	0
Tue September 11 2018, 10:43:23 AM EDT		00:00:00		0
Tue August 21 2018, 04:05:32 PM EDT		00:00:31	2	0

A 'Save' button is located at the bottom right of the table.

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

The screenshot shows the sidebar menu with 'History' selected. A 'Conference Roster' window is open, displaying the following information:

DN	Caller ID
3156242238	NORTLAND COMMU
3154049630	Stacey Maier

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

The screenshot shows the sidebar menu with 'History' selected. A 'Rejected Participants' window is open, displaying the following information:

Date/Time	DN	Caller ID
Wed October 17 2018, 11:05:40 AM EDT	3154049630	WIRELESS CALLER

RECORDINGS

Recordings are generated when you choose to record a conference from the Current Call window. Parameters for recordings are limited to 10 calls and 20 minutes of recordable space. If you reach either of those limits, recordings will not be permitted. 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.

