

Account Setup

Before you start hosting ConferenceManager conferences, you should log in to test your computer's configuration, verify your account information, and adjust your conference preferences if necessary. Your system administrator must provide you with the conferencing system URL, your conference ID, and your PIN.

Running the System Test

Step 1: Open a browser and navigate to the conferencing system URL.

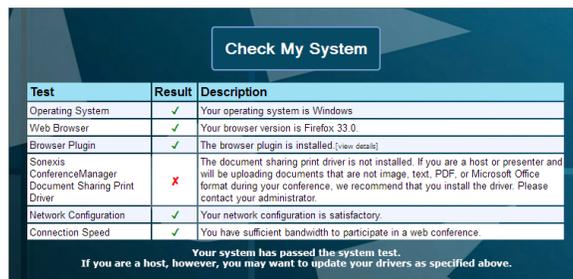
Step 2: Click **Run System Test**.

If a security warning appears, click **Yes**.

Step 3: Click **I am a host**.

Step 4: Click **Check my system**.

The system Test page displays the test results; any deficiencies are accompanied by an explanation and a link to correct the issue (e.g., by installing additional software).



Logging into the ConferenceManager

Step 1: Open a browser and navigate to the conferencing system URL.

Step 2: Click **I am a host**.

Step 3: Enter your Conference ID and PIN.

Step 4: Click **Log In** to access your **My Conferences** page.

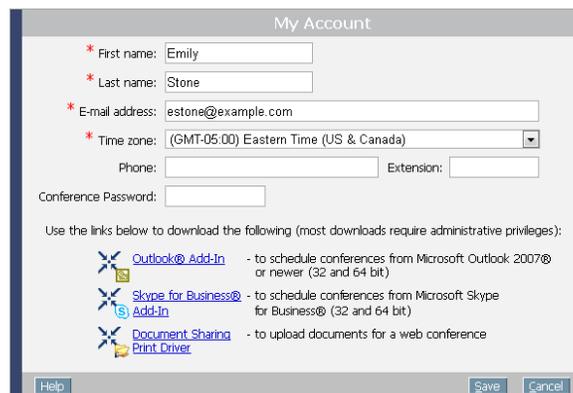


Editing Your Account Information

Step 1: From the **My Conferences** page, click **My Account**.

Step 2: Edit the following fields if necessary:

| Field | Description |
|-----------------------|--|
| First name, Last name | Appears in conference invitations and identifies you in web conferences. |
| Email address | Conference invitations are sent to this address. |
| Time zone | Ensures that conference reservation times are accurate for your location. |
| Phone, Extension | Your phone number or SIP address (optional; depending upon your Class of Service, the conferencing system may be able to dial out to you). |
| Conference Password | A 4- to 8-digit number that participants must enter before joining the conference. (Optional unless required by your Class of Service.) |



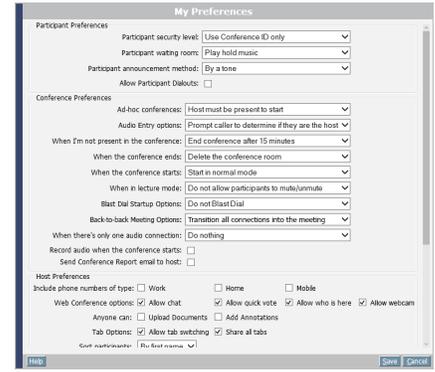
Step 3: Install optional components if necessary (e.g., if you did not install needed components during the System Test).

| 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. |
| Skype for Business Add-In | Allows you to create ad-hoc audio conferences via Skype. |

Step 4: Click **Save**.

Setting Your Host Preferences

From your My Conferences page click My Preferences, make changes as necessary, and click Save. Note that many options require particular conferencing system licenses or Class of Service settings; see your system administrator if you have questions regarding the options available to you.



| Setting | Options |
|---|--|
| Participant Preferences | |
| Participant security level | Allow participants to join conferences with your Conference ID only, or [optionally] require participants to enter an assigned PIN as well. |
| Participant waiting room | Allow participants entering the conference before you to speak to each another, or place them on hold until you join. |
| Participant announcement method | Indicate participants' entering or leaving with a tone, a recorded name, or not at all. |
| Allow Participant Dial-outs | If enabled, allows the conferencing system to dial out to conference participants. |
| Conference Preferences | |
| Ad-Hoc conferences | Allow participants to begin ad-hoc conferences without you, or require them to wait until you join. |
| Audio Entry Options | Determines whether the system prompts callers to determine if they are the host, assumes all callers are participants, or whether the first caller is automatically made the host. |
| When I'm not present in the conference | Let conferences run until the scheduled end time, for a specified period of time, or as long as ports are available. |
| When the conf. ends | Save or Delete the conference room after the conference ends. |
| When the conf. starts | Start the conference in normal mode or lecture mode, in which participants are muted as soon as they join. |
| When in lecture mode | Determines whether participants can mute/unmute themselves. |
| Blast Dial startup opt. | For licensed systems, determines when and how the conferencing system will Blast Dial conference participants. |
| Back-to-Back Mtg. opt. | Determines which connections, if any, are automatically transferred from one meeting into the next. |
| When there's only one audio connection | Determines if music plays when there is only one person in the conference. |
| Record audio when the conference starts | Determines if conference recording (if licensed/enabled) begins automatically when the conference starts. |
| Send Conference Report email to host | Sends a post conference report with attendee names, numbers, and connection details. |
| Host Preferences | |
| Include phone numbers of type | Select the number types to include by default. |
| Web Conference options | Select whether web participants may use conference room features. |
| Anyone can | Select whether web participants may upload/annotate documents. |
| Tab options | Select whether web conference participants are able to switch and share tabs. |
| Sort participants | Select the default order in which the Who Is Here panel lists participants. |
| Host Dial out Options | Specifies when the conferencing system should dial out to the host, and if a PIN is required |
| Private Conf. Names | Click any of the buttons to predefine private conference names. |
| Participant DTMF... | Determines whether audio conference participants may press #1 to access private conferences. |
| Operator Console Preferences | |
| Prompt Operator for PIN | When selected, a PIN is required before connecting to the Operator Conference |
| Display Fellow Operator Mtgs. | When selected, the Live Conferences tab automatically displays Operator Conferences |
| Auto Display All Live Mtgs. | When selected, conference panels for all live conferences are automatically displayed |
| Operator Joining Conference Muted | When selected, the Operator is always muted upon joining a conference. |
| Allow Operator Join Empty Conf. | When selected, the may join your conference even if empty. |