Audio & Web Conferencing Basics

The ConferenceManager's audio & web conferencing interface is easy to navigate and user friendly, offering a wide set of robust features that seamlessly enable a variety of unique business workflows, day-to-day communications, and the dynamic needs of a conference in progress. The information below will instruct users how to access the interface and start a conference, as well as provide a general overview of its features.

Logging in to 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.

Starting a Conference

Start an Ad-Hoc Conference

Step 1: From the My Conferences page:

- Click **Conference Now** to start a conference immediately, using the default options.

- Click the arrows on the right side of the Conference Now button and select **Options**; modify options as necessary and then click **Finish** to begin the conference.
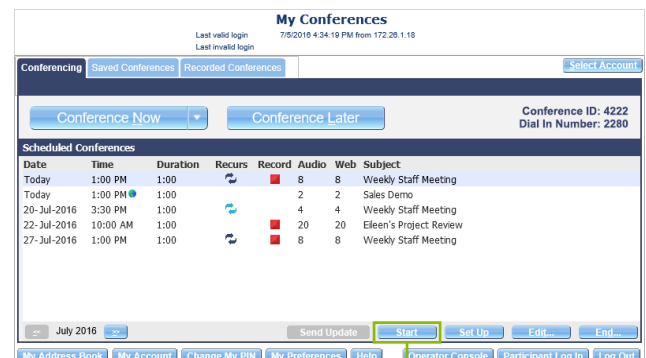
Start a Scheduled Conference

Step 1: From the My Conferences page, select a conference from the Scheduled conferences section.

Step 2: Click **Start**.

Dialing Out from the Audio Console

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

To dial out from the Audio Console:

Step 1: If the Dial Out controls are not visible, click the blue tab on the left side of the console.

Step 2: Enter the participants Name and Phone or SIP address, or click **Choose Phone** to select from the address book.

Step 3: Click **Dial Now**.

The system dials out, connects the participant, and places both of you in a private conference.

Step 4: Click the **Private** button next to the participants name (and your own) to join the main conference.
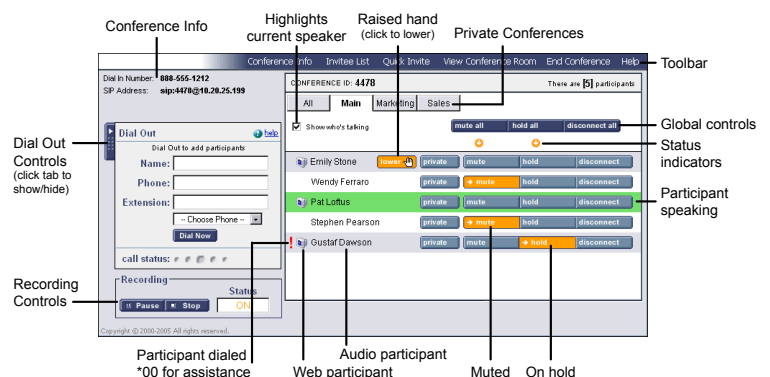
Conference Information
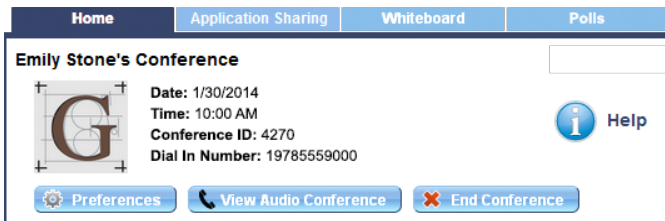
The upper-left corner of the conference room lets you view the conference title and details, as well as:

- Access shared conference room resources (tabs).
- Set preferences (features, permissions, name order).
- Add audio to a web-only conference (➕) or view the audio console for an existing audio conference (📞).
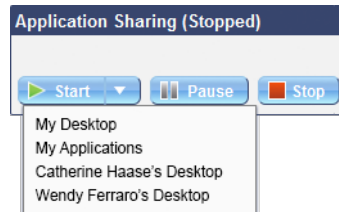- End the conference.

Conference Recording

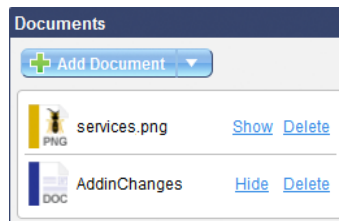This panel controls synchronized audio + web conference recording
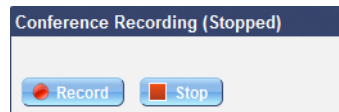
Application Sharing

This panel lets you share your Desktop, a single application, or a participant's Desktop. Also see the Application Sharing card.

Documents

This panel lets you upload documents to the conference room and share them. Each document has its own tab and can be annotated.
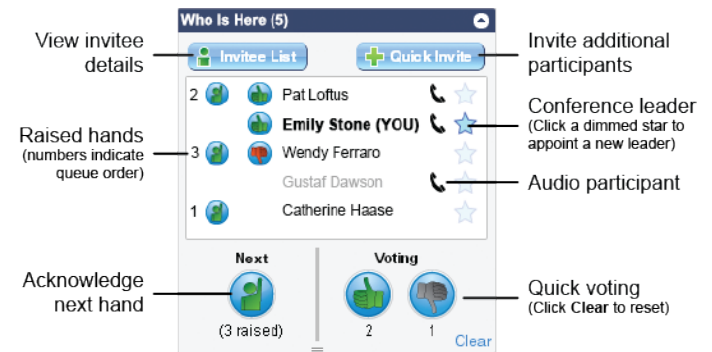
Tools

This panel lets you share conference room resources:

- A Whiteboard tab for basic drawing and annotations.
- A Notes tab for keeping plain text meeting notes.
- A Q&A tab for conducting interactive, written question-and-answer sessions with participants.
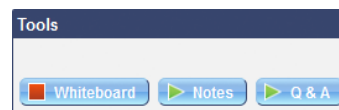
Who Is Here

This panel is your principal means of managing and interacting with participants:

- View the invitee list and invite additional participants.
- View current participant status _ identify raised hands (and queue order), quick vote status, audio/web connections, and conference leadership.
- Acknowledge raised hands and advance the queue.
- Take quick votes (you may also vote) and view status.

Webcams
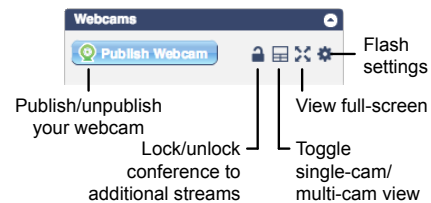
The Webcams panel can display your video stream and up to four participant streams.

Polls

This panel lets you add interactive polls and tally the results.