



## LIVE MEETING AUDIO CONTROLS SET-UP GUIDE

In partnership with Microsoft, InterCall® provides Live Meeting web conferencing services. This guide makes several references to the service name, platform and features.

### ▶ **SETTING UP RESERVATIONLESS-PLUS<sup>SM</sup> INTEGRATED AUDIO FOR LIVE MEETING**

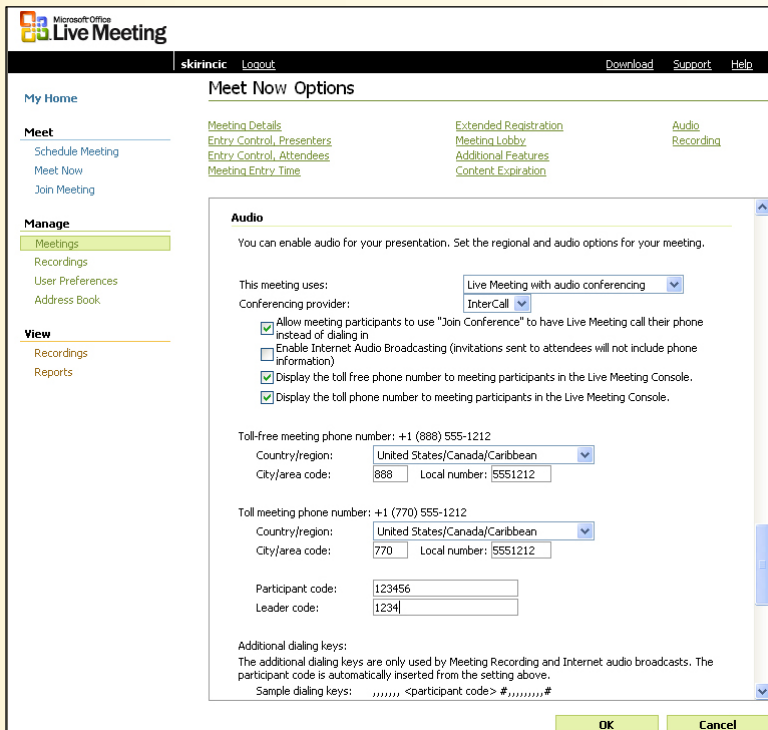
To use the integrated Reservationless-Plus audio controls during a Live Meeting web conference, you must first set up and verify your audio options. This document explains how to make the integrated audio conferencing features available to meeting attendees.

#### **SET UP AND TEST MEET NOW AUDIO**

You can use the information about your phone conferencing account to set up Meet Now audio. Once you have set it up, you should test it. This section explains how to set up and test Meet Now audio.

##### **To set up/verify Meet Now audio:**

1. Log into your Live Meeting account.
2. On the **My Home** page, click **Meet Now Details**.
3. On the **Meet Now Details** page, click **Meet Now Options**.
4. On the **Meet Now Options** page, click **Audio**.





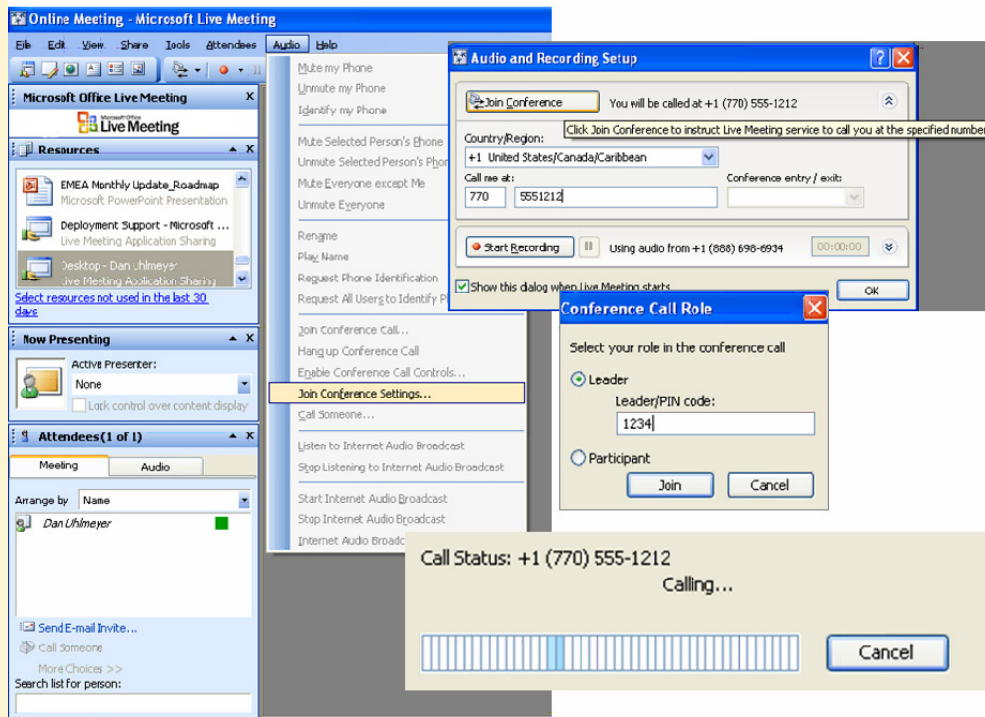
- In the **This meeting uses** list, select **Live Meeting with audio conferencing**.
- In the **Conferencing provider** list, select **InterCall**.

*NOTE: If InterCall is not listed as an option in the Conferencing provider list please contact your site administrator.*

- Select the phone conferencing options you want to enable:
  - Allow meeting participants to use the Join Conference option (for Reservationless-Plus audio only).** When this option is enabled, meeting participants can click **Join Conference** in the Live Meeting console to have the conferencing service dial out to them rather than dialing into the conference call.
  - Display the Toll-free phone number.** Select this option to display the toll-free Dial-In Number you are using in the **Audio** dialog box or in the **Meeting Information** dialog box for all attendees to see.
  - Display the Toll phone number.** Select this option to display the toll Dial-In Number you are using in the **Audio** dialog box or **Meeting Information** dialog box for all attendees to see.
- Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
- Enter your Reservationless-Plus Conference Code in the **Participant Code** box.
- Enter your Reservationless-Plus Leader PIN in the **Leader Code** box.
- Click **OK**.

**To test Meet Now audio:**

- On the Meet Menu, click **Meet Now** to start a Live Meeting Meet Now session.
- Optional. If the Audio and Recording Setup dialog box does not appear, go to the **Audio** menu and select **Join Conference Settings**.
- In the Audio and Recording Setup window, expand the **Join Conference** section then enter the phone number where you want to be called.





4. Click **Join Conference**. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

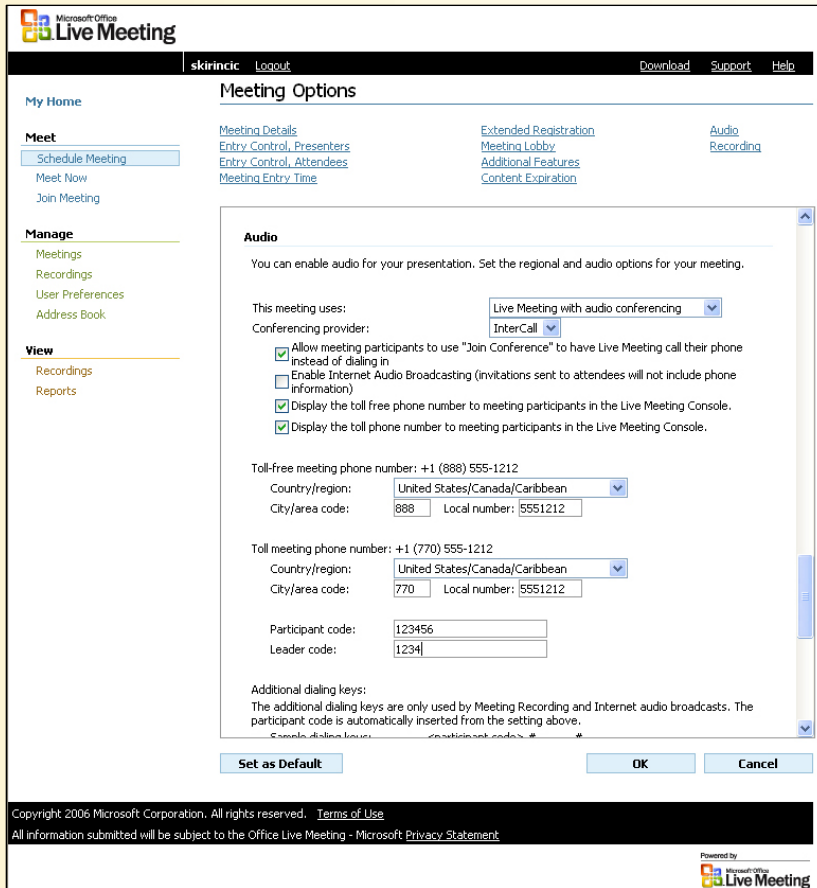
## SET UP AND TEST THE DEFAULT AUDIO FOR SCHEDULED MEETINGS

You can configure default audio settings that are used whenever you schedule a meeting. This section explains how to do so and also how to test the settings that you specify.

**NOTE:** The procedure in this section for setting up the default audio for scheduled meetings affects all meetings you schedule with Live Meeting. You can override the default settings for a specific meeting by clicking the meeting name (instead of **Schedule Meeting**) in step 1 in this procedure, and then clicking **Save** (instead of **Save as Default**) in step 10.

### To set up the default audio for Scheduled Meetings:

1. On the **My Home** page, under **Meet**, click **Schedule Meeting**.
2. Click **Meeting Options**.
3. On the **Meeting Options** page, click **Audio**.



4. In the **This meeting uses** list, select **Live Meeting with audio conferencing**.
5. In the **Conferencing provider** list, select **InterCall**.

**NOTE:** If InterCall is not listed as an option in the Conferencing provider list please contact your site administrator.





6. Select the phone conferencing options you want to enable:
  - a. **Allow meeting participants to use the Join Conference option (for Reservationless-Plus audio only).** When this option is enabled, meeting participants can click **Join Conference** in the Live Meeting console to have the conferencing service dial out to them rather than dialing into the conference call.
  - b. **Display the Toll-free phone number.** Select this option to display the toll-free Dial-In Number you are using in the **Audio** dialog box or in the **Meeting Information** dialog box for all attendees to see.
  - c. **Display the Toll phone number.** Select this option to display the toll Dial-In Number you are using in the **Audio** dialog box or **Meeting Information** dialog box for all attendees to see.
7. Enter your Reservationless-Plus toll and toll-free Dial-In Numbers in the appropriate boxes.
8. Enter your Reservationless-Plus Conference Code in the **Participant Code** box.
9. Enter your Reservationless-Plus Leader PIN in the **Leader Code** box.
10. Click **OK**.
11. Select **Set as Default** if desired.

#### To test audio for scheduled meetings:

1. On the **My Home** page, under **Meet**, click **Schedule Meeting**.
2. Enter your email address in the **Attendees** and **Presenter** boxes.
3. In the **Start** section, select the current date and time.
4. In the **End** box, select an appropriate time to end the test meeting.
5. Click **Send Invitations** to send the invitation to yourself.
6. Within a few minutes, the invitations should arrive in your inbox. When they do, pen them.
7. Verify that all of the audio conferencing information (Dial-In Numbers, Conference Codes, etc.) is correct.
8. To join the test meeting, click **Join Meeting** in the email message.
9. *Optional.* If the **Audio and Recording Setup** dialog box does not appear, go to the **Audio** menu and select **Join Conference Settings**.
10. In the **Audio and Recording Setup** window, expand the **Join Conference** section then enter the phone number where you want to be called.
11. Click **Join Conference**. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

