



MeetingOne

AUDIO & WEB CONFERENCING

Mini Guide Click&Meet

Click&Meet is a fully integrated teleconferencing online visual interface that allows you to control your Conference more efficiently on line. Click & Meet revolutionizes the way businesses conduct conference calls by providing users with unparalleled control through a visual and easy-to-use interface.



Opening Your Click&Meet® Conference Room

On the Click&Meet® login page complete the following steps:

1. Enter your Conference Room Number without the "1" or any dashes (i.e. 8665551234)
2. Enter your User Name and Password
3. Be sure the box for 'You are the host' is checked
4. Click 'Connect'
5. To establish your audio connection: Dial yourself from the Click&Meet® interface by selecting the phone icon on the left side of the screen, entering your telephone number in the 'Number to Dial' field and then clicking 'Dial'
6. A message will pop up asking "Is the person you are calling the host?" Click on 'Yes'
7. Your phone will ring, and when you pick up you will hear some opening prompts including one stating that you are the host.

Access Management



Immediate/Delayed Access : Participants are automatically connected to the conference simply by dialing your Conference Room Number.



Host Greeting: Also known as "Screened Access." Participants calling your Conference Room are first isolated and put on hold in the Waiting Lounge. Participants will remain on hold until you move them into the Host Corner or Main Conference Room.

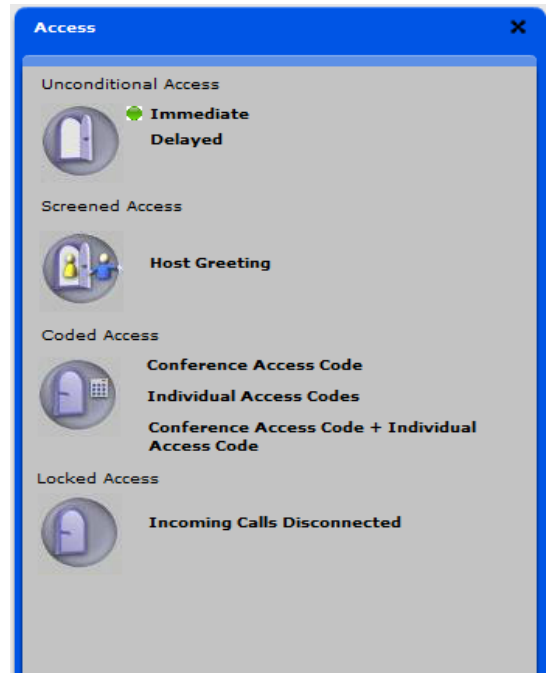


Coded Access (3 Types): Coded access protects your Conference Room with a code which each participant is required to enter, in order to join the Conference.

- Conference Access Code
- Individual Access Codes
- Conference Access Code + Individual Access Codes



Locked Access: This mode offers maximum security for the Conference by denying access to any person(s) attempting to join the conference by dialing in. The only way to include a participant is for the Host to dial out.

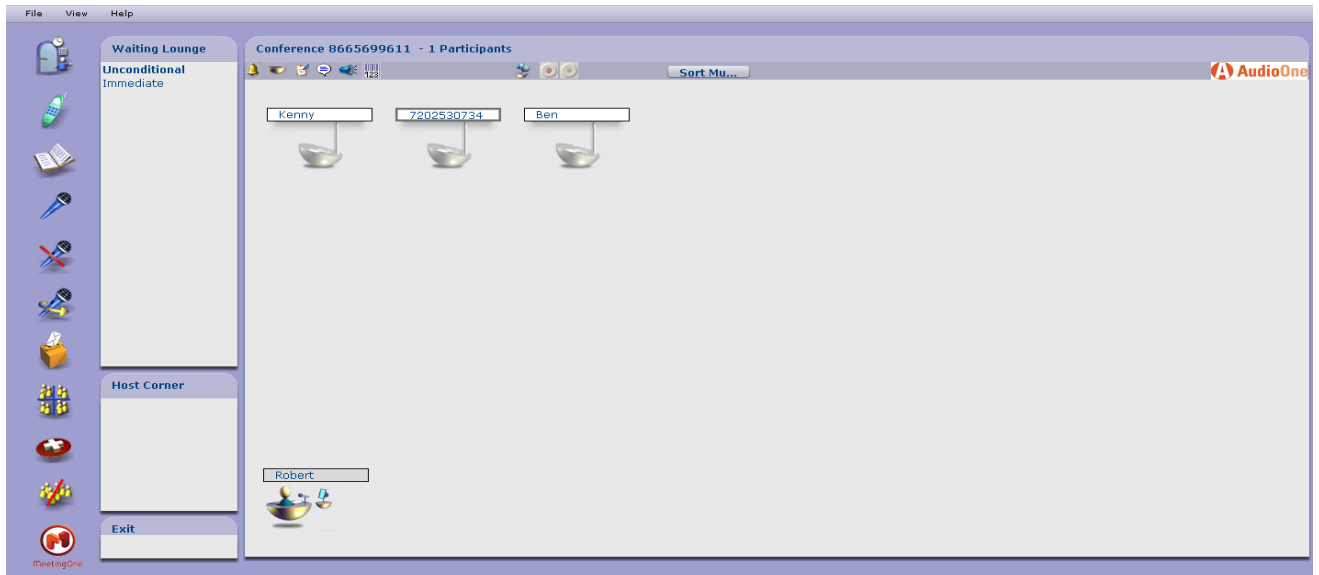




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Management of Your Participants

- Dial Out



- Un-Mute Participants



- Mute Participants



- Directory



- Q & A



- Voting



Management of Your Conference

- Doorbells ON/OFF



- Delete Empty Seats



- Sub-Conferences



- Meeting Notes



- Billing Code



- Roll Call Options



- Record the Conference



- End Conference

