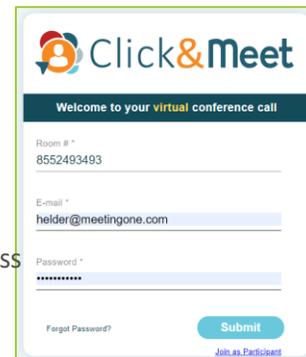


Getting Started

Log in - Enter:

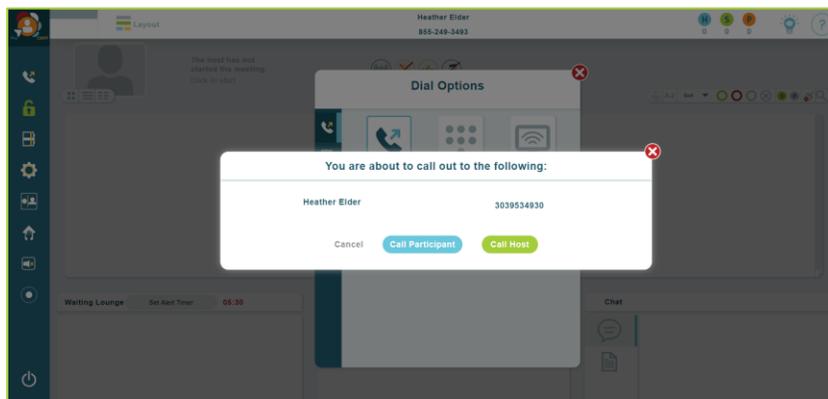
- your **Room Number** without any space, dashes...
- your **E-mail**
- your **Password** and click **SUBMIT**.

Start your Conference: Once your Click&Meet room opens you can begin your conference by dialing out to yourself from the interface, or dialling in using your eventual preferred access number, AudioOne room number and host PIN code, if ever it hasn't been already done.

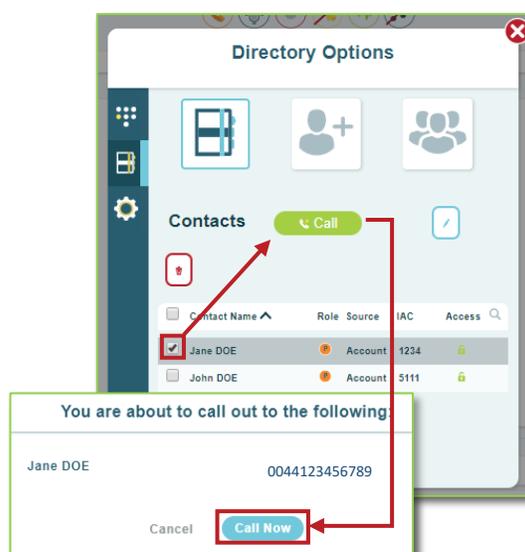
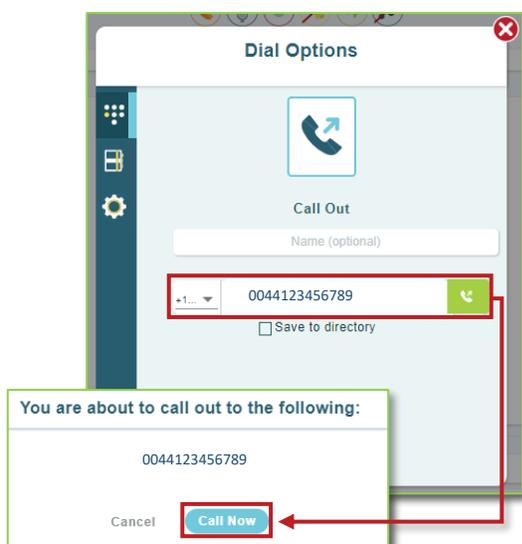


Dial-out

- Click the  icon to open the **Dial Options** windows.
- Enter eventually your **Name** (optional)
- Enter the phone number you wish to have the system dial without at the international format (*i.e.*, 0044123456789)
- Click on the Dial button 
- When prompted, according to what you need, click on the button:
 - **Call Host**. Your phone will ring. Answer - you are now the Host. Your icon appears on the upper-left corner as a Host. *This button is only displayed when the host is still missing.*
 - **Call participant**. Participant icons are listed in the section just under the Host icon.



Dial-out calls can also be initiated from the  button and its keypad to dial the phone number to reach, or from the **Directory**  button. Just select the contacts name(s), or eventually contact group, to call.

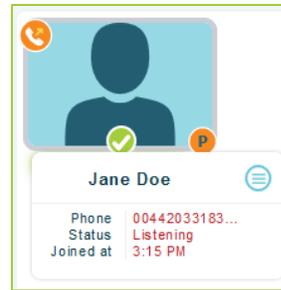


User Guide, continued

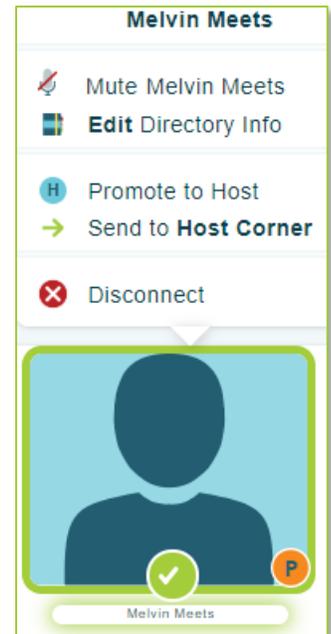
Participant Control – Select participant, left click their icon(s) to see name, phone number, status, and joined time.

Right click Participant(s) to mute/unmute, edit directory info, promote to Host, Send to Host Corner, or Disconnect.

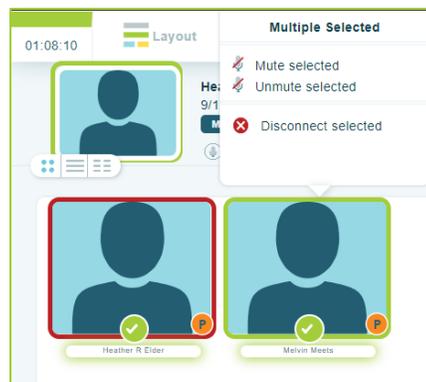
Remark: Multiple participants can be selected at once by right clicking on their icons or pressing **SHIFT** on your keyboard and then clicking on those you wish to select



Left-click



Right-click



End Conference

- Click **End Call** or **Leave Call** * –
 - **Leave Call** – Leave Call allows the conference call to remain active and will terminate the call at ninety minutes by default, time set in OAM for the “*Maximum Inactive Time*”** setting
 - **End Call** - End the conference, disconnect all participants and log out of Click&Meet interface

*You will be automatically logged out if the conference hasn't been started within 5 minutes of log in

**Inactive time starts when the host hangs up without ending the conference call – The room can terminate before the end of the set Maximum Inactive Time, when last connected caller hangs up.

