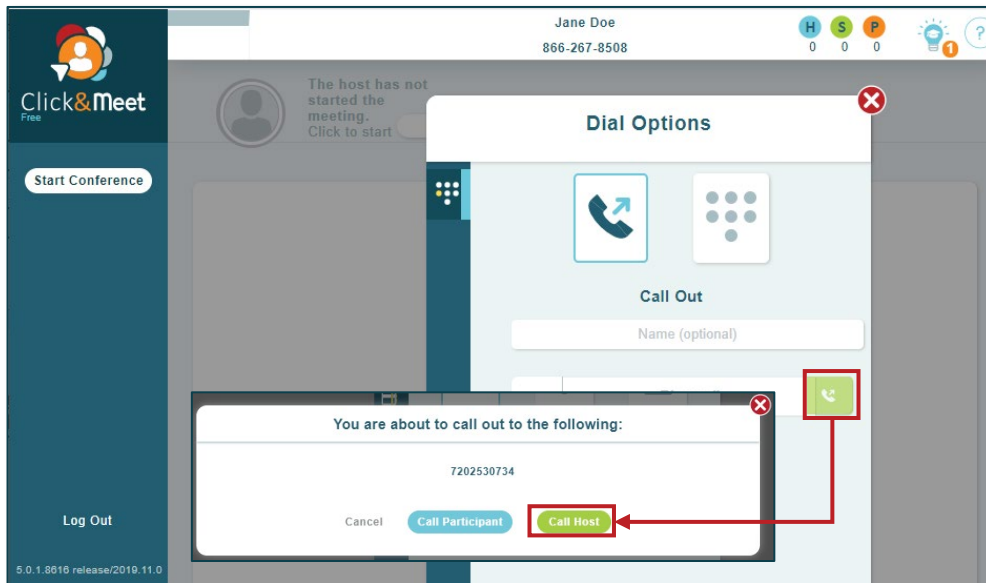


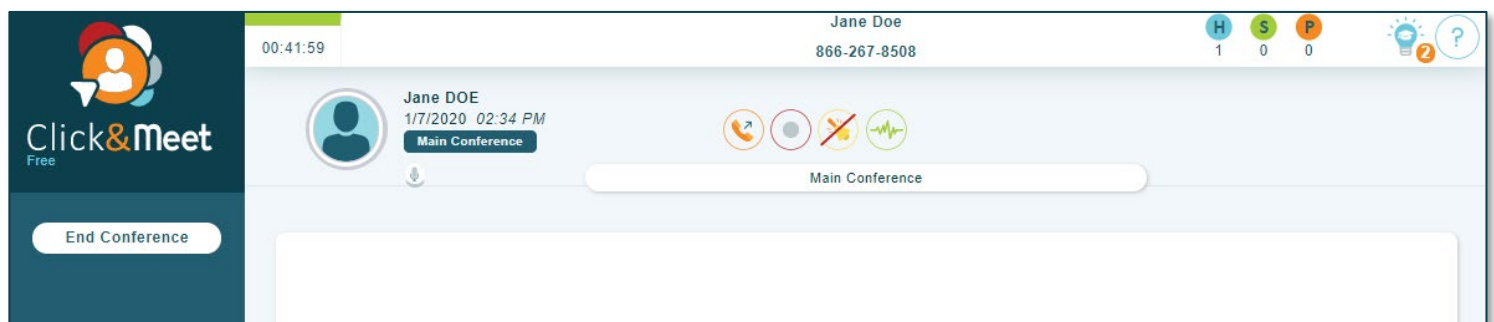
User Guide

Organizing and managing your audio conference call has never been easier using Click&Meet you have complete control of your conference call!



Start Conference, the Dial Options window will open.

- Enter your **Name** (optional)
- Enter the phone number you wish to have the system dial without the "1" or any dashes (i.e. 8665551234)
- Click **Dial**
- When prompted to call the host, click **Yes, call host**
- Your phone will ring
- Answer - you are now the Host



Call Time –



Host Count – Current count of Hosts



Speaker Count – Current count of Speakers



Participant Count – Current count of Participants







MeetingOne Release Notes –



MeetingOne Resources –



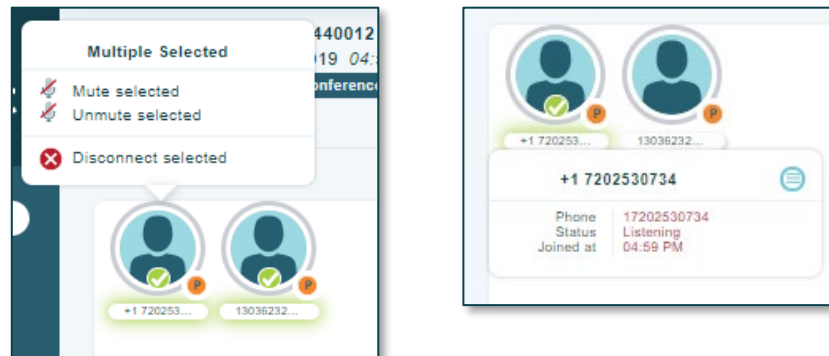
Quick Command Tools

Quick Command Tools			
Dial Out	Turn recording on/off	Turn doorbells off/on	Turn audio prompts on/off
			

User Guide, continued

Participant Control – Select participants by clicking 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
- Multiple participants can be selected at once by clicking on their icons or the check/radio buttons in front



- **End Conference/Log Out** – A pop up will appear choose **Good-bye** to end to disconnect all participants and log out of Click&Meet
 - If you do not choose to end the call and just close the browser the conference call to remain active and will terminate the call at ninety minutes by default, time set in the timeout call section or what has been set in OAM for the “Maximum Inactive Time” ** setting
 - You will be automatically logged out if the conference hasn’t been started within 20 minutes of log in

***Inactive time starts when the last connected caller terminates their connection, conference will end*

