

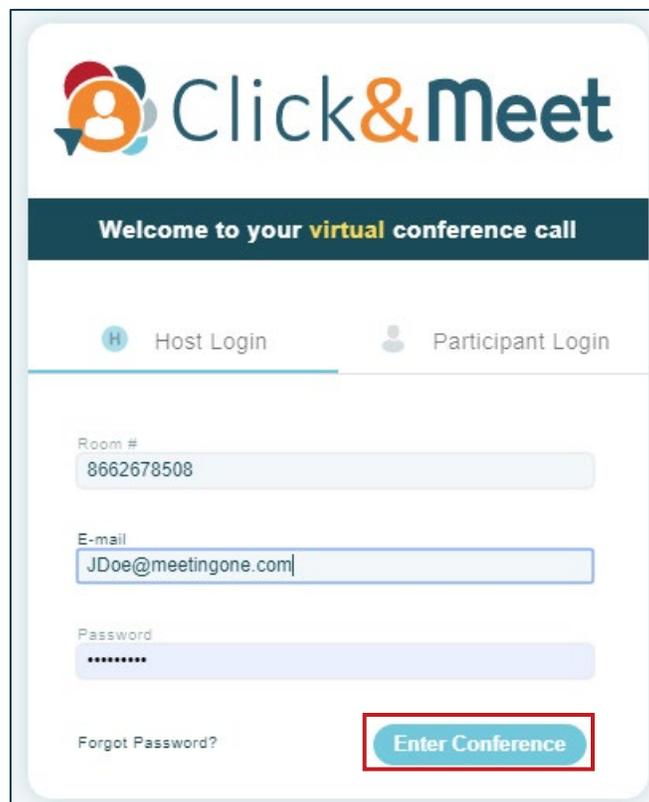
## Getting Started

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.

### Logging into Click&Meet

From the Click&Meet log in page (link found in your welcome email) 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 (found in your welcome email)
3. Click **Enter Conference**



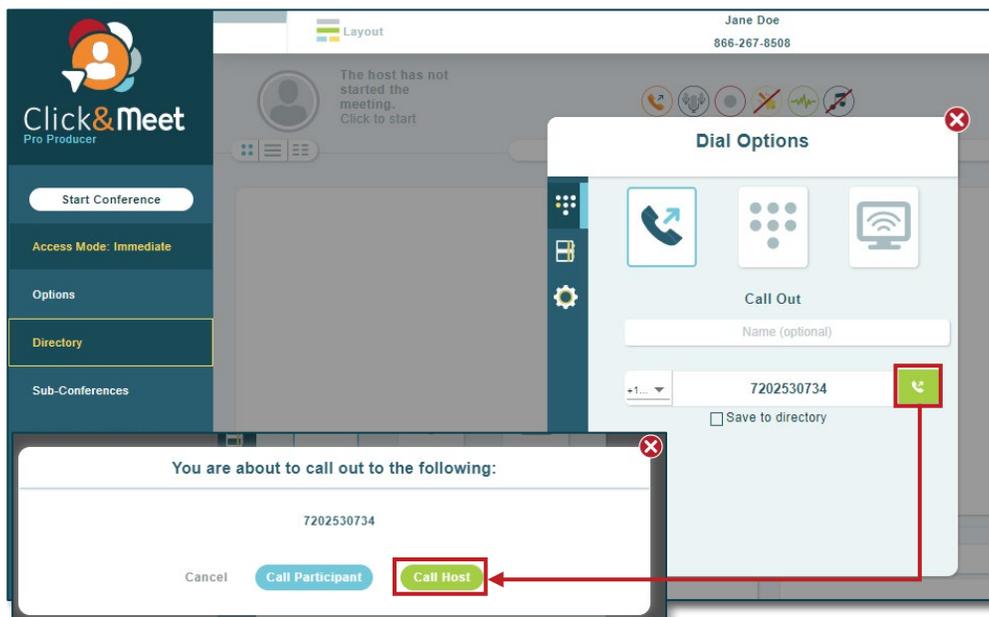
The screenshot shows the Click&Meet login interface. At the top is the Click&Meet logo. Below it is a dark blue banner with the text "Welcome to your virtual conference call". There are two tabs: "Host Login" (selected) and "Participant Login". The form contains three input fields: "Room #" with the value "8662678508", "E-mail" with the value "JDoe@meetingone.com", and "Password" with masked characters. At the bottom left is a "Forgot Password?" link, and at the bottom right is a blue "Enter Conference" button highlighted with a red box.

## Getting Started, continued

Once your Click&Meet room opens you can begin your conference by dialing out to yourself from the interface or dialing in using your room number and host pin.

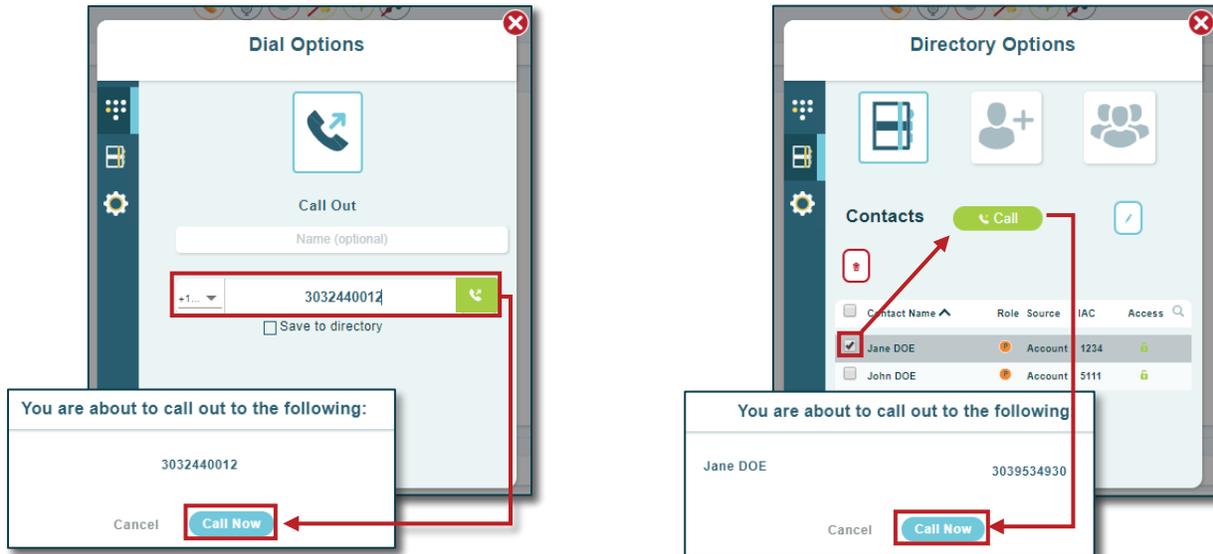
### Dial out:

- Click **Start Conference**, the Dial Options window will open.
  1. Enter your **Name** (optional)
  2. Enter the phone number you wish to have the system dial without the “1” or any dashes (i.e. 8665551234)
  3. Click **Dial**
  4. When prompted to call the host, click **Yes, call host**
  5. Your phone will ring
  6. Answer - you are now the Host
- You will be entered into the room on the upper left as the host where you can **right click** on your icon to open advanced options.



## Getting Started, continued

- Click **Dial Out** or **Directory** – Opens the Dialer allowing you to call participants manually (including country codes for approved country dial outs) or from your directory



## End Conference

- Click **End Conference/or Log out\*** –
  - Leave Call – Leave Call allows 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\*\*
  - End Call - End the conference, disconnect all participants and log out of Click&Meet

*\*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.*

