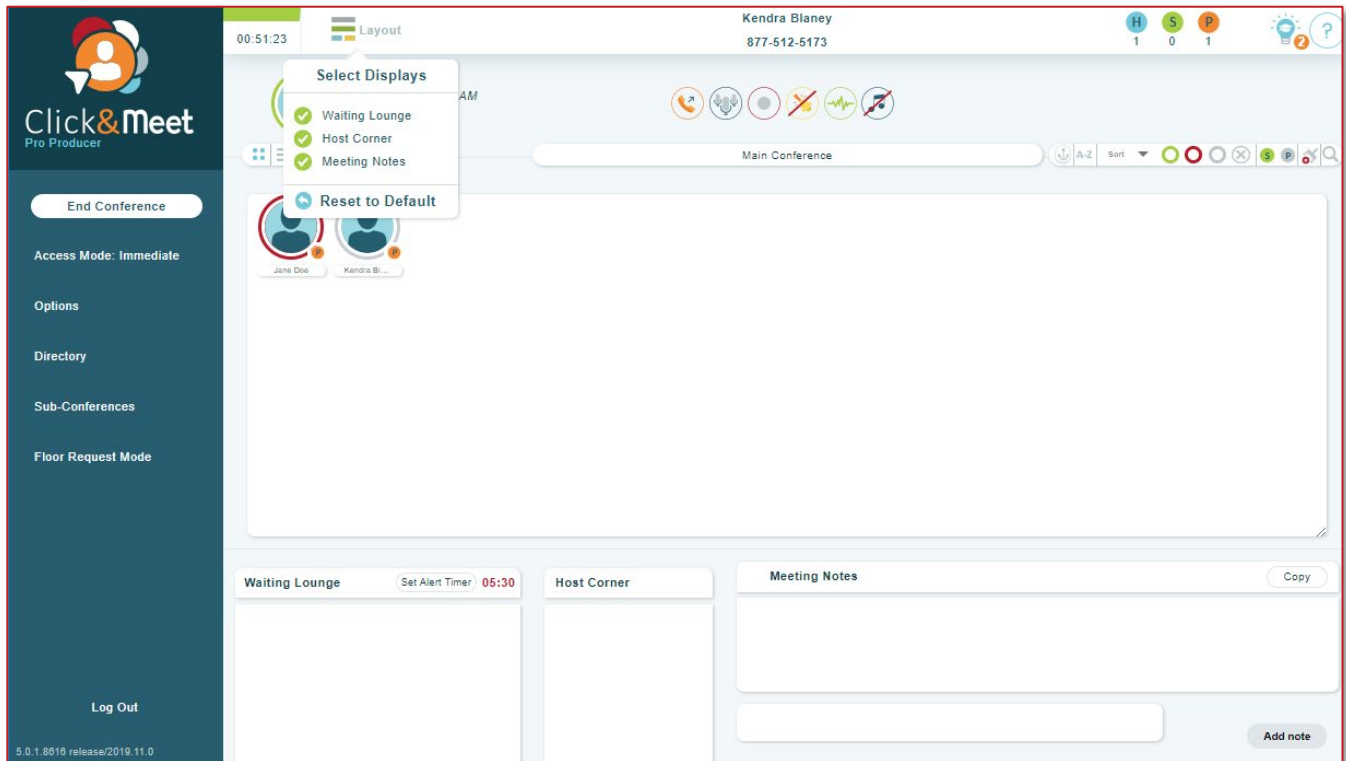


Overview

Organizing and managing your audio conference call has never been easier using Click&Meet you have complete control your conference call with the Display, Participant Views and more!



Call Time –



Layout– Select Displays (toggle items that appear on your home page) Waiting Lounge, Host Corner, and Meeting Notes



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	Mute all/Unmute all	Turn recording on/off	Turn doorbells off/on	Turn audio prompts on/off	Turn room music on/off
					

Overview, continued



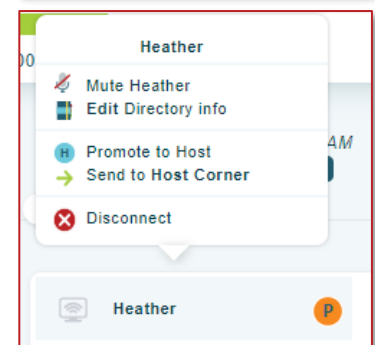
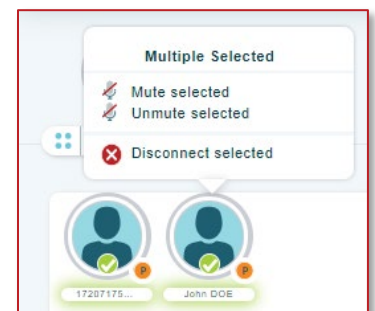
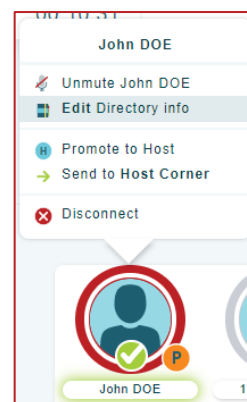
- **Avatar**  – Full avatar
- **List**  – Columns with names and status
- **Column**  – Small name only grid (ideal for large calls)



- **Anchor Participants** – Anchors participant avatars/icons in place for easy management
- **Order A-Z or Z-A** – Orders Participants in alphabetical order by first name
- **Sort/Filtering Options** – Sort or Filter participants, click the desired group in the list to activate.
 - **Status Group** – Groups participants by status
 - Talking
 - Muted
 - Listening
 - Disconnected
 - **Sort by Role** – Groups Avatars/Icons by assigned roles
 - Speaker
 - Participant
- **Clear Disconnected** – Clears disconnected participant's icons from the screen
- **Search** – Search for Participants by name, phone number, IAC (individual access code)
 - Search will filter participants as you type, eliminating those who do not fit the search criteria

Participant Control – Select participant 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
- Multiple participants can be selected at once by clicking on their icons or the check/radio buttons in front of their names (Click the select all in the list/column view to select all displayed participants)



Overview, continued

Access Mode – See Access Mode Guide

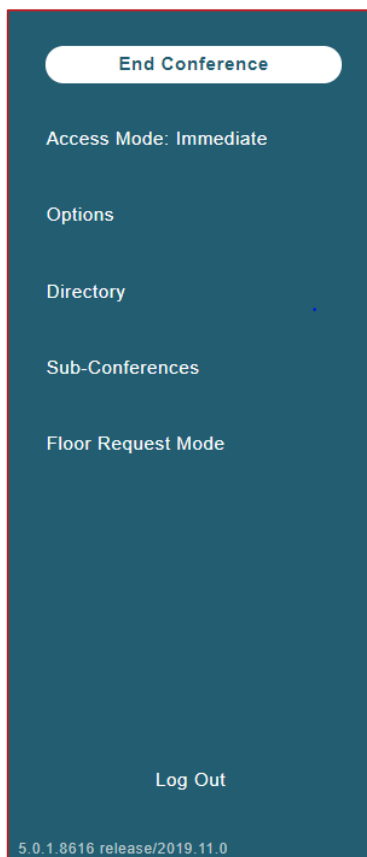
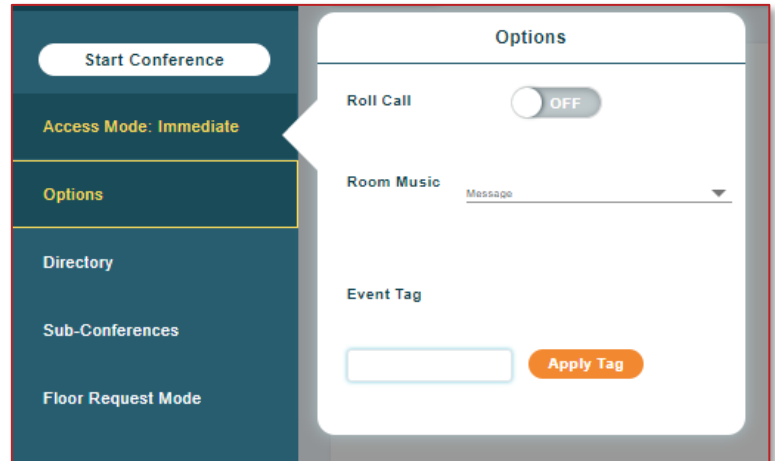
Options

- **Roll Call** – Request that all meeting participants announce their name upon entering the conference
- **Room Music Options** – Allows you to choose custom room music to fit your style
- **Event Tag** – Billing Code

Directory – See Directory Guide

Sub-Conferences – See Sub-Conferences Guide

Floor Request Mode – See Floor Request Mode Guide



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.*

