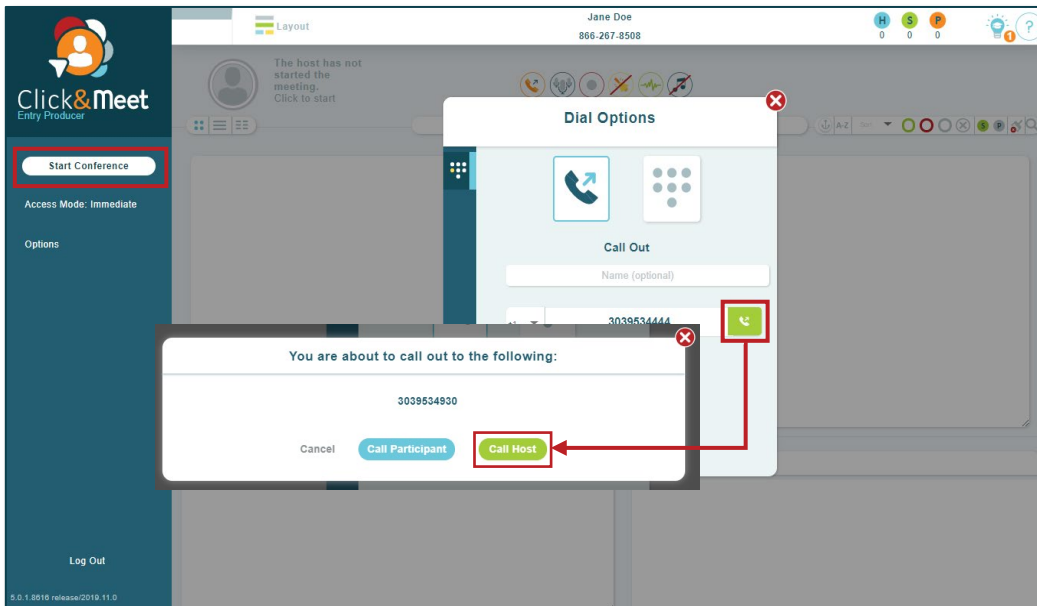


Overview

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

Overview, continued



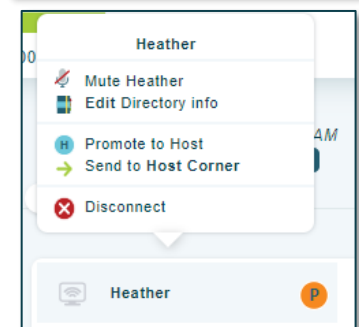
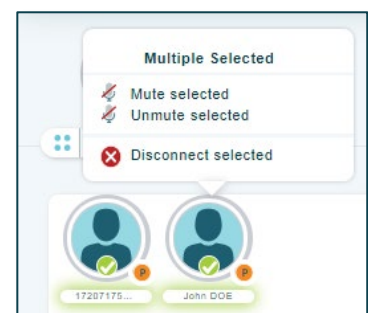
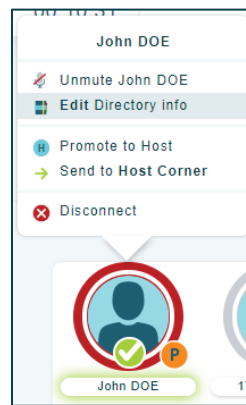
- **Avatar**  – Full avatar
- **List**  – Columns with names and status
- **Column**  – Small name only grid (ideal for large calls)



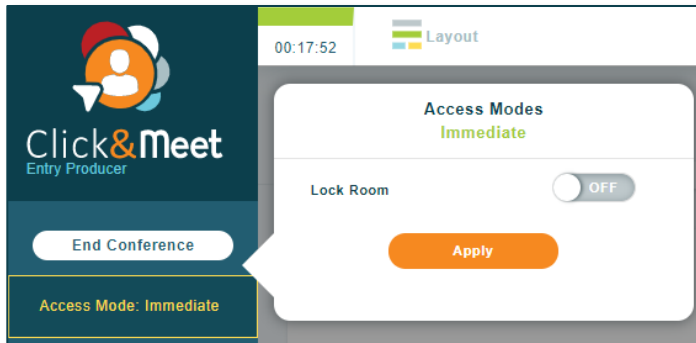
- **Anchor Participants** – Anchors participant avatars/icons in place for easy management
- **Order A-Z or Z-A** –Orders Participants in alphabetical order by first name
- **Sort/Filtering Options** – Sort or Filter participants, click the desired group in the list to activate.
 - **Status Group** – 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)

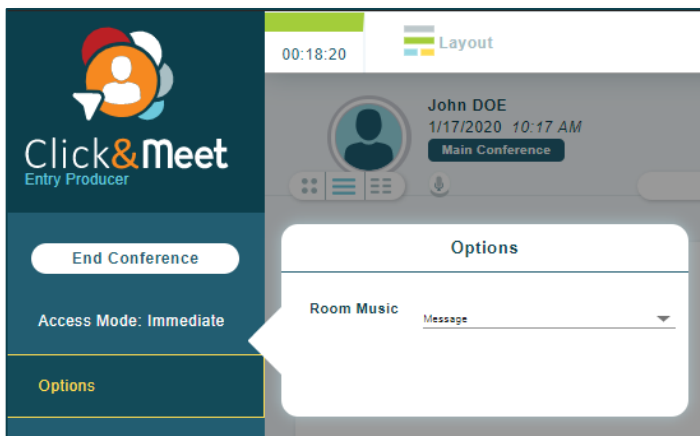


Overview, continued



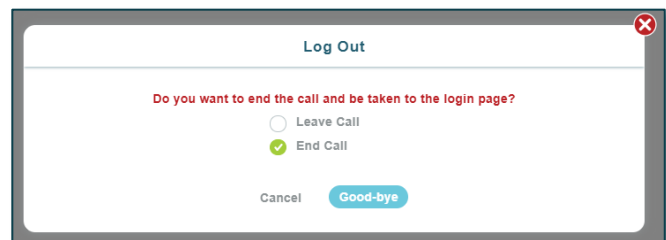
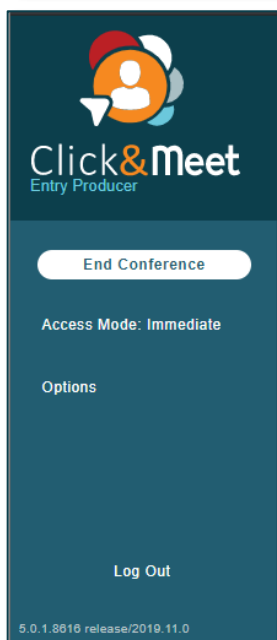
Access Mode – Opens the Conference Access Menu

- **Lock Room:**
 - **Off** – Allows participants to dial into the conference.
 - **On** – The conference call is locked, and dial-in is blocked. No more options will be displayed, and **Access Mode** will show as **Locked** and dial in will be denied.



Options –

- **Room Music Options** – Allows you to choose custom room music to fit your style



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.*