

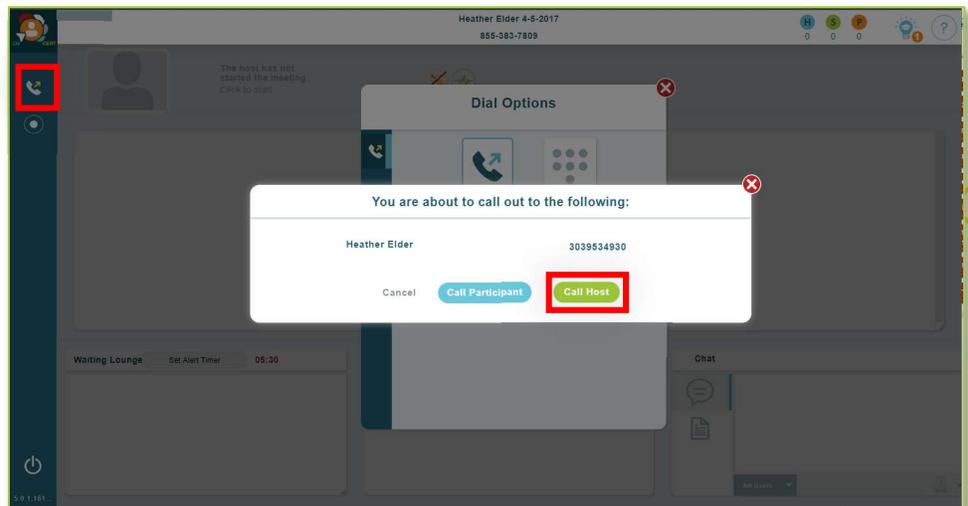
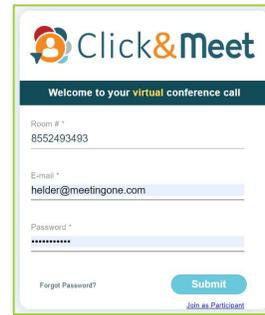
## User Guide

### Log in

- Enter your **Room Number**
- E-mail
- Password

### Start your Conference

- Click the  icon
- Enter your **Name** (optional)
- Enter the phone number you wish to have the system dial
- Click **Dial**
- When prompted to call the host, click **Yes, call host**
- Your phone will ring
- Answer - you are now the Host
  - \*You can also choose to Dial in and enter your host pin to start the conference



### Call Time –



### Host Count – Current count of Hosts



### Speaker Count – Current count of Speakers



### Dial out –



### Record –



### Participant Count – Current count of Participants



### MeetingOne Release Notes –



### MeetingOne Resources –



### Doorbells On/Off



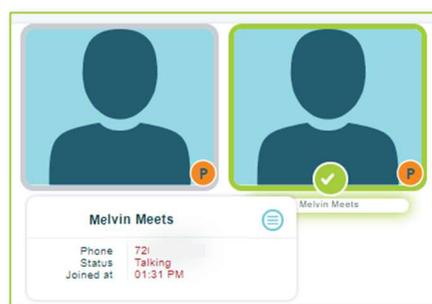
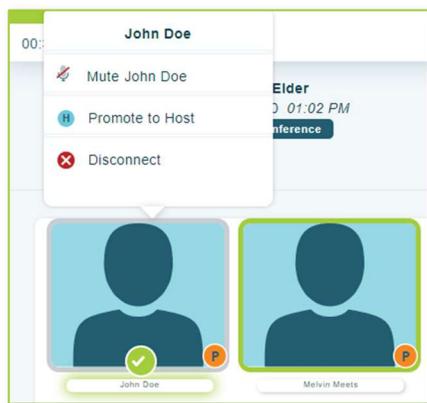
### Audio Prompts On/Off –



## 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, promote to Host, or Disconnect
- Multiple participants can be selected at once by selecting one participant and while holding down the “shift” key select another participant to select all participants in between, or select all by pressing “CTRL” + “a”



**End Conference/Log Out** –

- If you do not choose to end the call and just close the browser the conference call will remain active and will terminate at ninety minutes by default, 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 host disconnects. When the last connected caller terminates their connection, the conference will end*

