

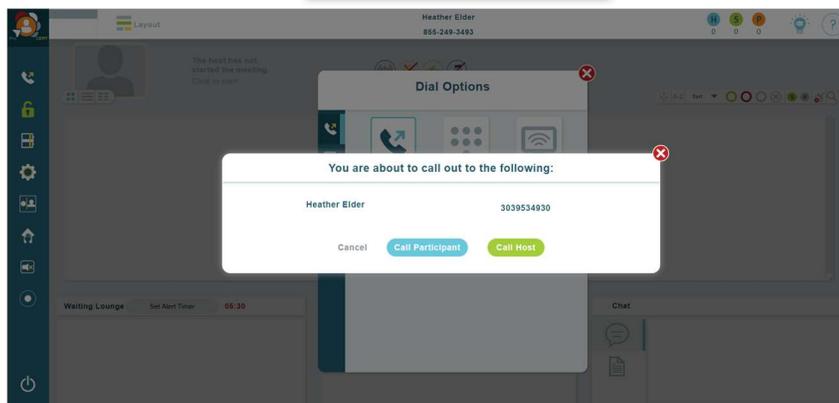
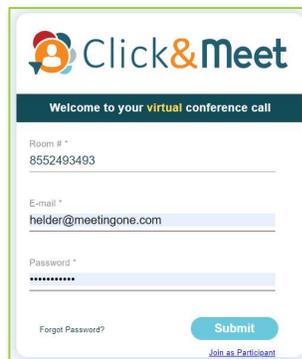
### Getting Started

#### Log in

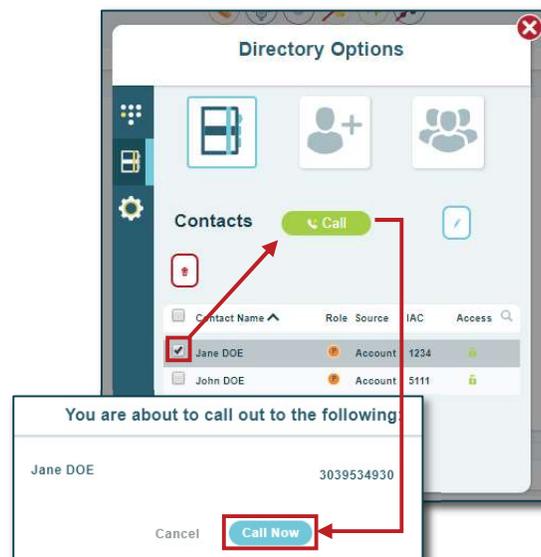
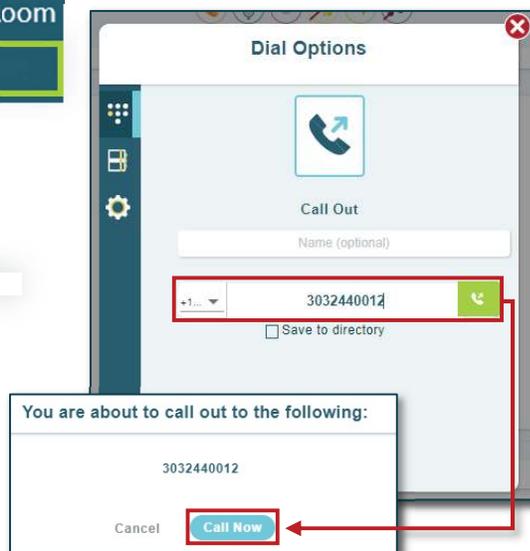
- Enter your **Room Number**
- E-mail
- Password

#### Start your Conference

- Click the  icon
- Enter your **Name** (optional)
- Enter the phone number you wish to have the system dial without the "1" or any dashes (i.e. 8665551234)
- Click **Dial**
- When prompted to call the host, click **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



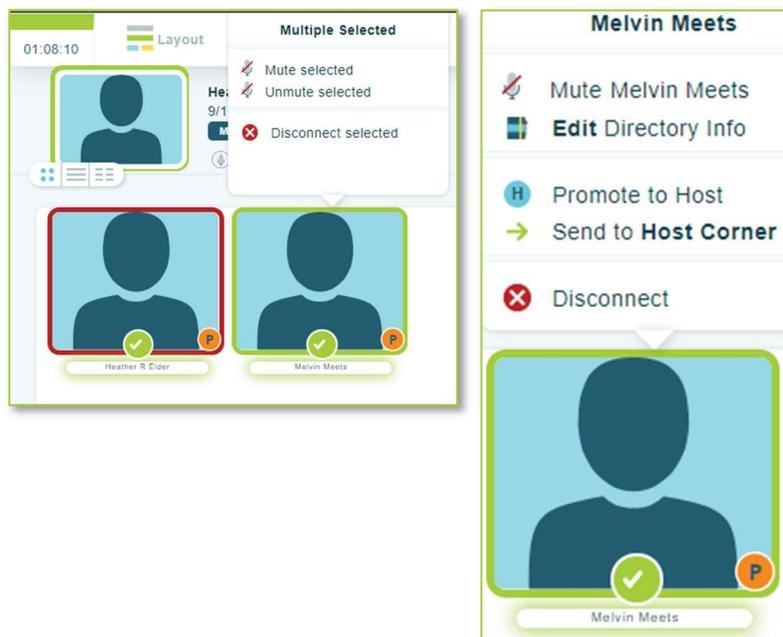
- Click **Dial Out** or **Directory** – Opens the Dialer allowing you to call participants manually (including country codes for approved country dial outs) or from your directory.



## User Guide, continued

**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 right clicking on their icons or pressing shift on your keyboard and then clicking on those you wish to select



## 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.*

