

Click&Meet 5


Producer

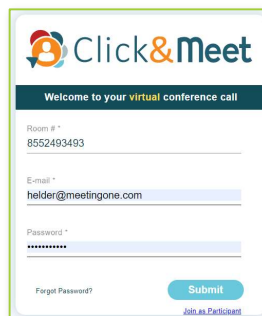
User Guide

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 **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&Meet

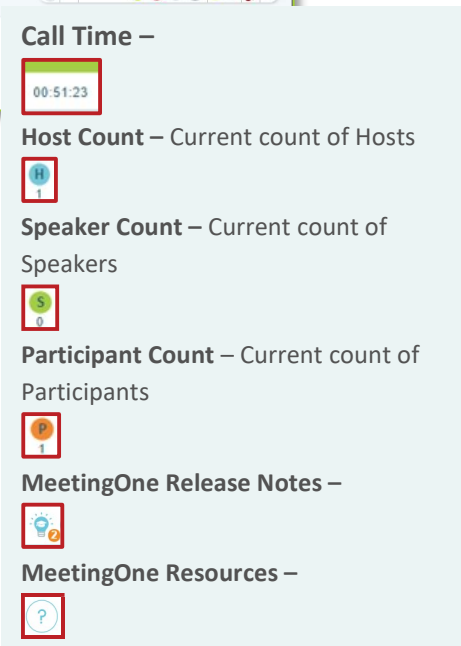
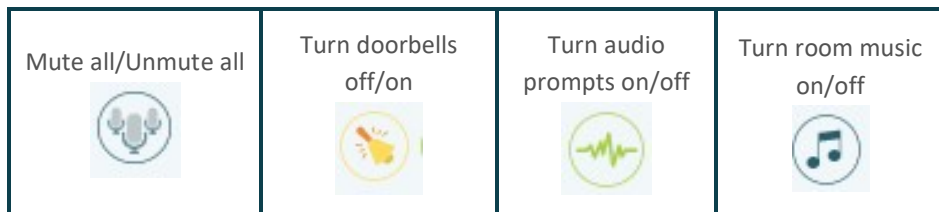
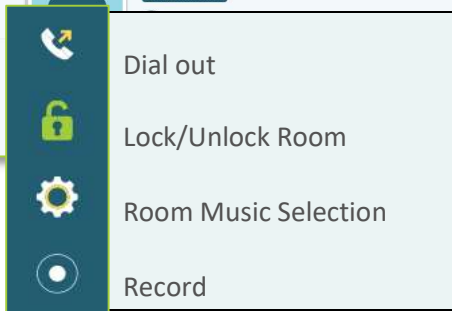
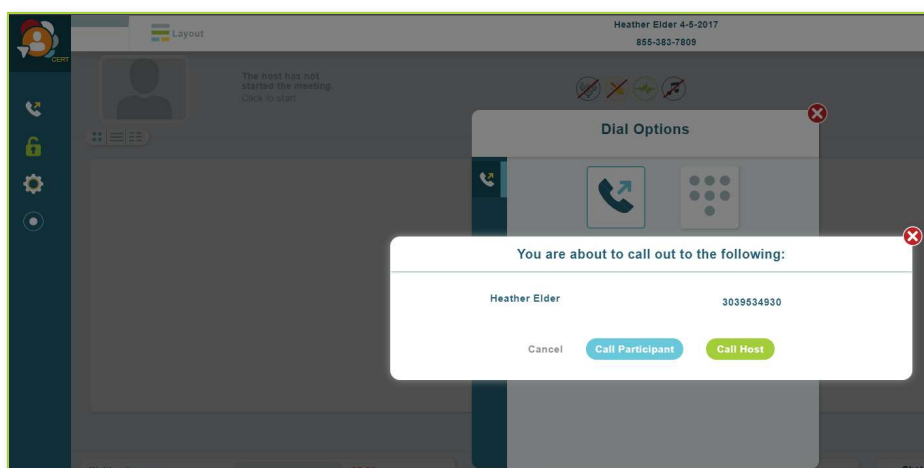
Welcome to your virtual conference call

Room # *
8552403493

E-mail *
heider@meetingone.com

Password *

Forgot Password? [Submit](#) [Join as Participant](#)



User Guide, continued



Avatar  – Full avatar

List  – Columns with names and status

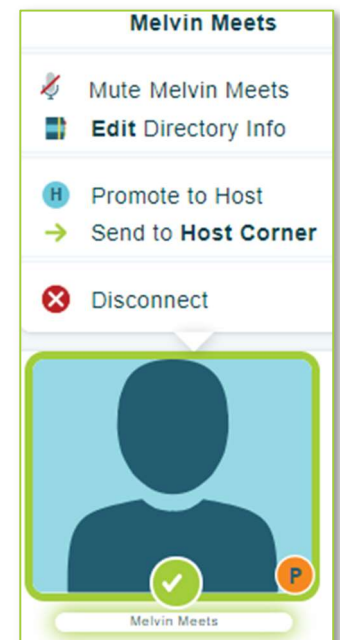
Column  – Small name only grid (ideal for large calls)



- **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 right clicking on their icons or pressing shift on your keyboard and then clicking on those you wish to select. Select all by pressing “CTRL” + “a”
- Off-click anywhere to de-select all



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, The host may alter the 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 Host disconnects. The call ends if the last connected caller terminates their connection.*

