



RINGNINE

**WEB PORTAL MEET-ME CONFERENCING**

**MODERATOR  
START UP & CONFERENCE CONTROLS**

**MODULE**

Version 1.020906

## Module 7

*The purpose of this module is to introduce you to the Meet-Me Conferencing moderator controls, the conference control window, how to dial out to conference participants and how to add more ports and or time while the conference is live.*

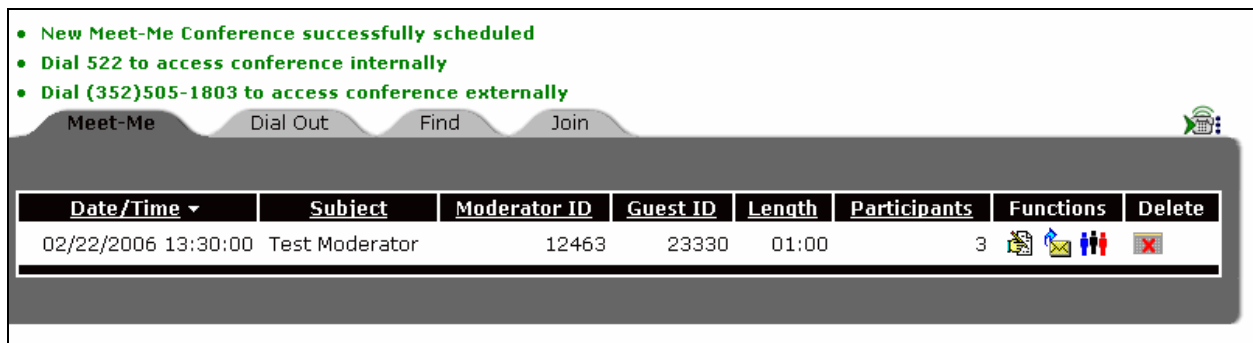
### **Meet-Me Conference Control**

The Meet-Me Conference Control application allows the moderator or scheduler of a Meet-Me conference to see all the participants and control the meeting from the Web Portal.

### **Conference Control Startup**

With the moderator ID for a scheduled conference, you can use it to bring up the Meet-Me Conference Control Application using your phone or the Web Portal. If you are the scheduler or moderator you will have seen these id's on the **Conferencing > Meet- Me tab** when you scheduled the conference. If you are a guest you would have received this via email.

**REMEMBER:** YOUR DIAL IN NUMBER'S FOR INTERNAL AND EXTERNAL PARTICIPANTS ARE UNIQUE TO YOUR COMPANY – DO NOT USE THE ONES IN GREEN BELOW.



**Figure 1 – Meet Me Conferencing – Moderator ID or Guest ID**

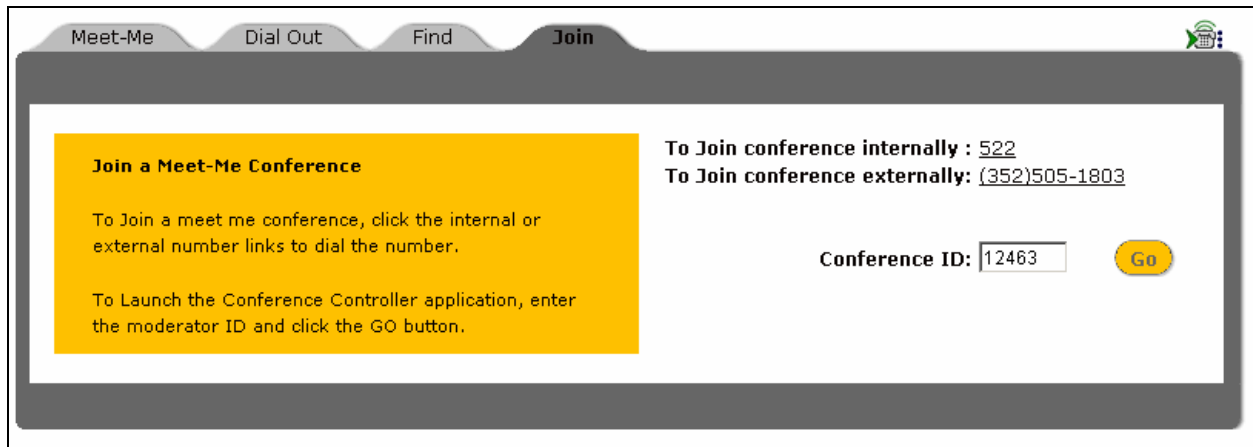
### **To start the Conference Control application**

**<Click>** Conferencing tab

**<Click>** Join tab


**<Click>** the three digit access # (don't use the phone number provided on the Web Portal – use your unique number that was provided to you by Ring 9).

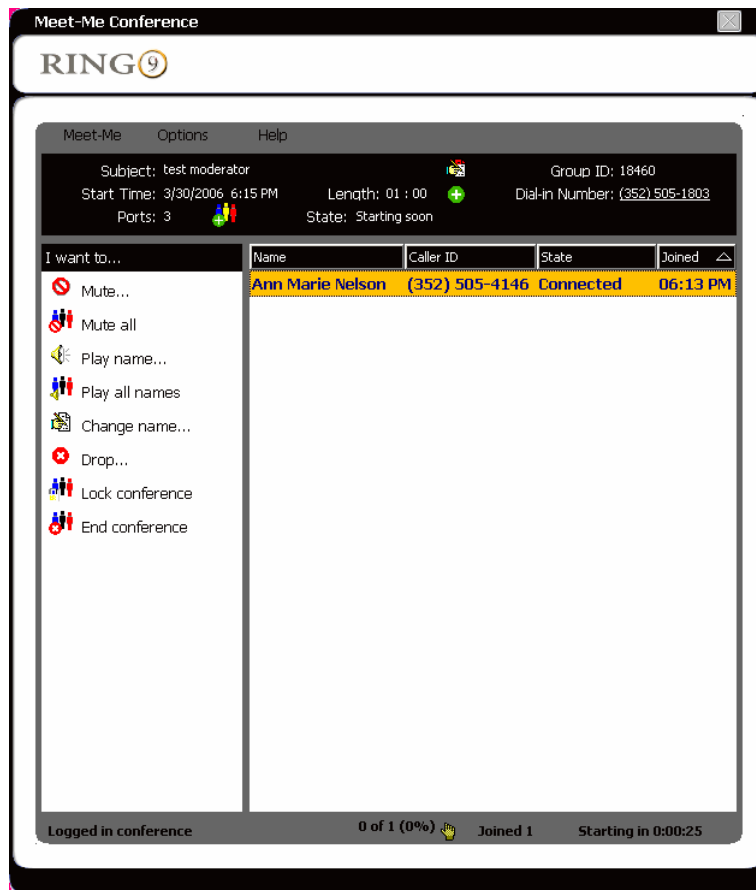
You will be prompted to enter your conference ID, USE THE MODERATOR ID.



**Figure 2 – Joining a Meet Me Conference as Moderator -**

Once you have joined the conference and recorded your name the moderator control window will appear. This is important in the event you want to add additional ports or more time. **This can only be done from here!**

You can also bring up the Moderator control window by <Clicking>  (See Figure 1).



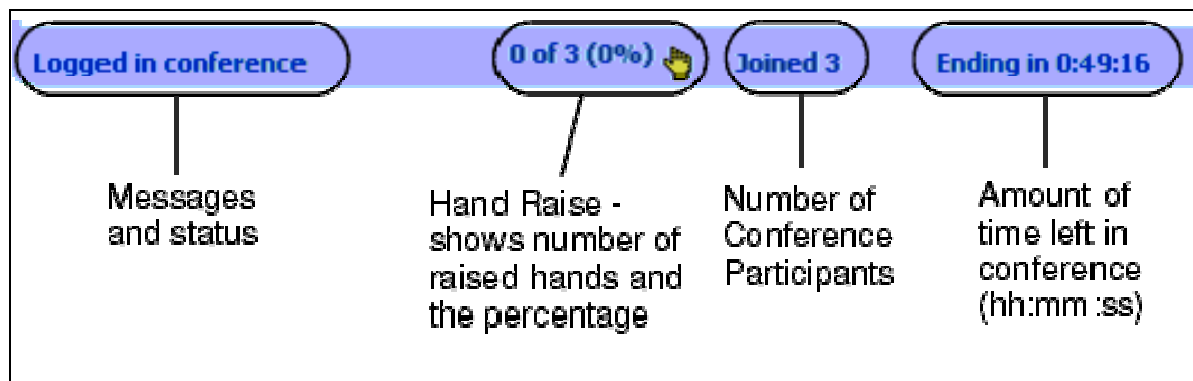
**Figure 3 – Moderator Control Window**

## **Conference Control Menus and Status Bar**

At the top of the Conference/Moderator Control window, there are three menus that are described in the following table:

| <b>Menu</b> | <b>Description</b>  |
|-------------|---|
| Meet-Me     | Provides two options:<br>Logout - logs you out of the Conference Control window and pops up a dialog allowing you to enter a new Conference ID.<br>Exit - logs you out of the Conference Control window and closes the window.<br>NOTE: Neither of these options will drop you from the conference. |
| Options     | Clears dropped (released) calls from the list.  |
| Help        | Provides online help for the Conference Control Window and provides version information.  |

The area at the bottom of the Conference Control Window displays status and information about the conference. The following diagram describes the fields in the status bar.



**Figure 4 Conference Control Window Status Bar**

You can use Web Portal to dial out to the people you want to join your conference who have not logged in yet or to add participants that were not scheduled.

### **To dial out to conference participants:**

After bringing up the Meet-Me Moderator Control window

#### **FROM THE Web Portal**

**<Click>** on **Conferencing > Dial Out.**

**<Enter>** the information requested

**<Click>** SAVE



**Figure 5 – Dial out saved**

**<Click> Dial Out** to dial the number currently displayed. The next screen will appear.



Figure 6 – Dialing out to add a participant to a Meet-Me Conference

<Click> Dial

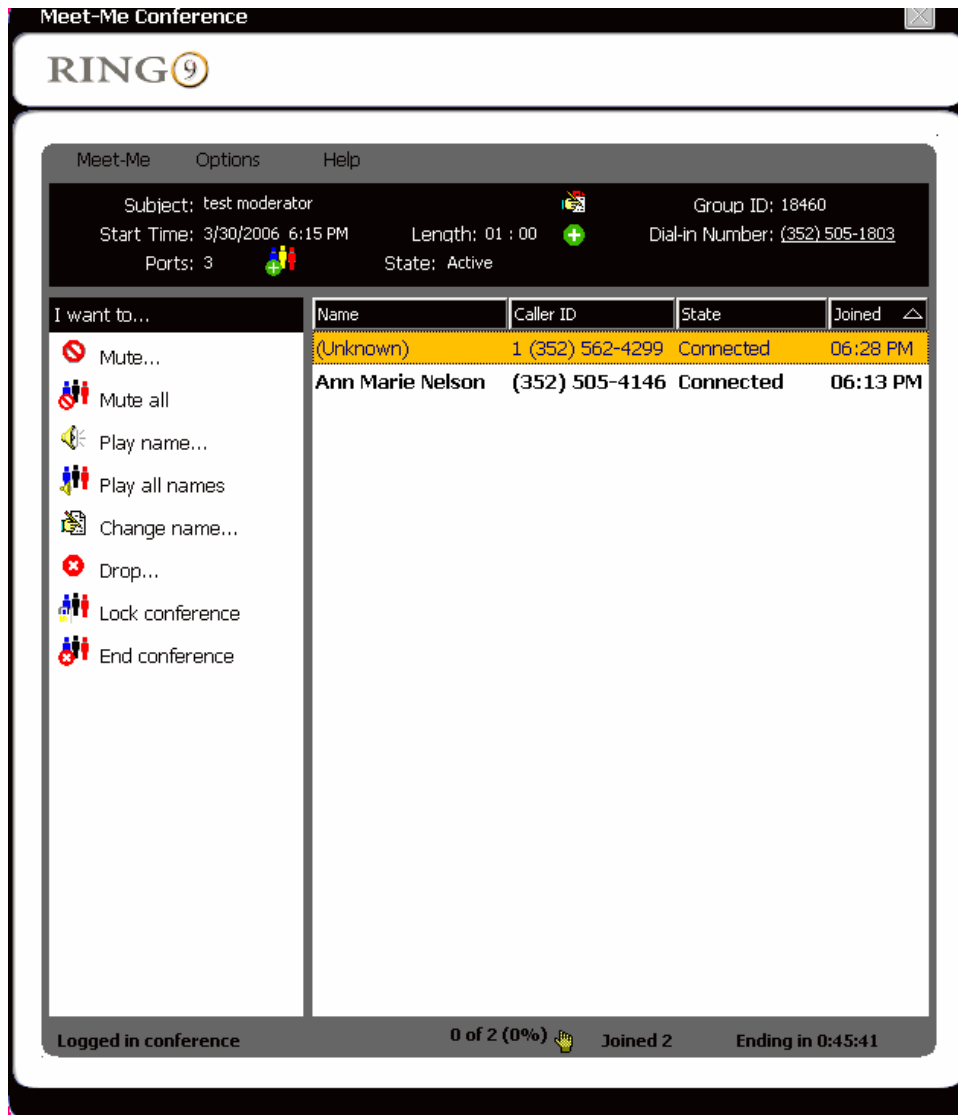
When the participant answers, you must

<Click> **Add to Meet-me conference** to add them to the conference.



**Figure 7 – Add to Meet-Me Conference**


When you have added someone to the conference, the Dial Out display will show "Joined" next to their number.

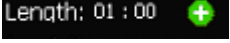


**Figure 8 – Showing the participant has been added to the Meet-Me Conference**

How to add more ports or more time while the conference is active:

From the Moderator Control Window

**<Click>** on the icon  and if ports are available you should have no problem adding.

The same holds true with length of time - .

We **DO NOT** recommend that you reserve more ports or time than you actually need (like scheduling 20 when you may only need 4) as you are billed for them whether you use them or not, this is due to the fact that you are reserving them.

We **DO** recommend that you add additional ports or time by using the Moderator controls during your conference.