



MANAGE YOUR AUDIO CONFERENCES USING THE WEB INTERFACE

In addition to sharing documents you can use Meeting Center to control your audio conference on the web

Ensure you have the latest client version of the Qwest web conferencing software.

Check your version by right clicking on your Meeting Launcher icon found in your bottom right system tray and click on About. The "About" dialog must show 4.0.3.xx or greater.


Should you require the latest version, please visit <http://kaiser.conferencing.com> and click "One Time Moderator Install" on left side menu.

Note: If your security policy prevents you from downloading applications from the web to your computer, please contact your local Desktop Support for assistance.

Start a Meeting

1- Choose how you will start a meeting:

Option A) Start a scheduled meeting from Outlook or Lotus Notes. Open the scheduled meeting in your Calendar and click "JOIN meeting" link.

Option B) Start a meeting by clicking on the desktop icon  on the bottom right corner of your computer screen and click "Start a Meeting."

Option C) Click the desktop icon on the bottom right corner of your computer screen, then click Enter Conference Manager and click "AD HOC" meeting.

2- Select how you would like to join the voice portion of your meeting in the first Quick Start menu and click Continue.

3 - On the second Quick Start menu choose Manage your Conference Call and click OK

Dial Out to Participants

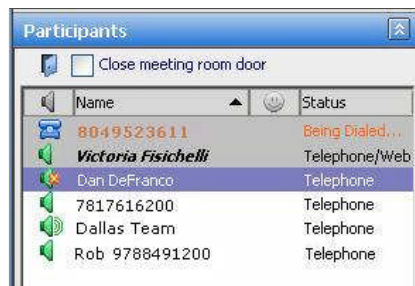
1- Click on the Dial icon and select Dial Participant(s)

2- For New Participants enter the name and number of the person to call then click Dial.


Note: For Existing Participants already in your Address Book(s), select the name of the person to call from the drop down menu, click Add and then click Dial.


Audio Status Icons

The moderator can always see the audio status of the participants through the web interface.




Status icons:

 **Standard Audio icon.** The participant (or moderator) is currently in the main audio meeting room.

 **Active Speaker icon.** The participant is currently speaking, or it may indicate background noise coming from this line.


 **Muted line icon.** The participant cannot be heard when his/her line is muted.

 **Sub-Conference icon.** The participant (or moderator) is currently in the sub-conference, or breakout room.

 **Ghost Icon.** The participant has disconnected from the meeting.


Mute/Un-mute Participants

1- Click on the Audio icon  next to the participant's name to mute or unmute that participant.

2- You can also mute or un-mute **all participants** at once by selecting the Audio icon  from the top menu, then Mute All or Unmute All.

Q&A

The moderator can initiate a Q&A session where participants request the right to speak by using their touchtone telephones.

1- Click on the Q&A icon . Your participants will be informed that their lines have been muted.

2- Instruct your participants to hit the * key to indicate that they would like to ask a question.

3- Click on the raised hand in order to give the floor to the participant.

Note: The first participant in line will have a highlighted hand icon.

Close the Meeting

1- Click the Close Meeting icon  on the top menu, or click File and Dismiss All Participants, then Log Off and Close Conference.

2- Confirm that you want to close the meeting.

Contact Technical Support

On the web, click on Help then Dial Customer Support or dial 1-866-506-2469, press 1 or 1-303-804-1616, press 1.

For More Information

Visit <http://kaiser.conferencing.com>