## Creating a Conference (Scheduled or Reservationless)

1. Logon to Converged Conferencing via the URL and logon/password provided by your Administrator.
2. Click on "Scheduled Conferences" (circled in red)
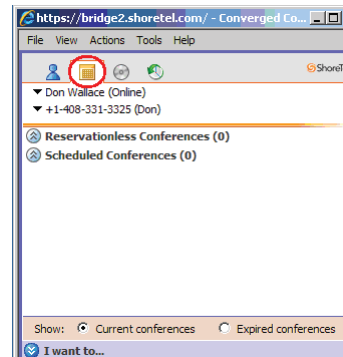
Scheduling a Conference

1. Click on "Schedule a Conference" (New Conference)
2. Enter a "Conference Name"
3. Select a Start Date, Time, Time Zone, and Duration
4. Click Submit or Next

   The Next button is displayed if you are required to enter the number of Converged Conference participants)
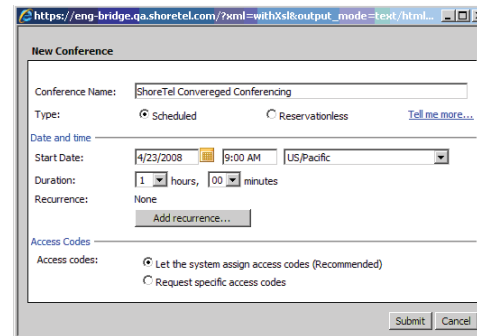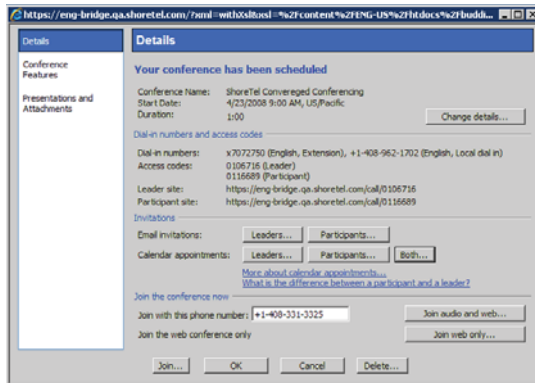
5. If a **Reservations** appears, enter the number of callers expected to participate in the scheduled Conference, including yourself.

   Otherwise, skip to the next step.
6. Your conference details are presented.
7. Selecting "Leaders" or "Participant" creates an email or calendar appointment with the appropriate access codes.
8. Selecting Both creates an email or calendar appointment with both the Leader and Participant access codes.
9. Click OK to save.

During a conference call, you can press:

Hear a list of options

* Return to the conference call

##1 Mute or Un-mute your line

##2 Add someone by placing a call (call leaders only)

##3 Listen to a list of names or, if names are not available, the number of callers in the conference

##4 Start or stop recording of the conference call (call leaders only)

Setting up a Reservationless Conference

Reservationless conferences can be used at any time. Their access codes may not expire for several months

1. Click on "Set up a Reservationless Conference" (see Figure 1)
2. Enter a "Conference Name"
3. Select a Start Date and End Date
4. No Time is required - this is at hoc conference
5. Click Submit
6. Conference call details will be presented same as Figure 3
7. Click OK to save

Inviting New or Additional Conference Call Participants

1. Follow the steps outlined in *Creating Conference Call (Scheduled or Reservationless)*
2. Double click on the Reservationless Conferences or Scheduled Conferences for which you wish to send out email invites.

To dial out during a conference

Reservationless conferences can be used at any time. Their access codes may not expire for several months

1. Press ## 2.
2. Dial the phone number – enter all necessary prefixes, area codes, and/or country codes.
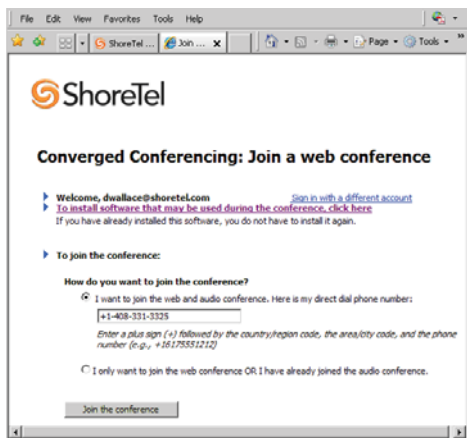3. Press #.

## Starting (Leader) or Joining (Participant) a Conference

1. Open your Conference email invite or calendar appointment (example below)
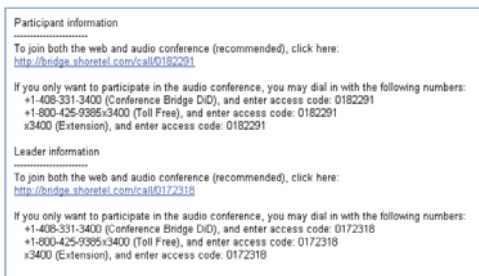
2. To start web/audio conference click on the link provided (different links for Leader versus Participants)

3. A "Converged Conferencing: Join a web conference" web page will be presented (example below)

4. Enter the phone number you want the Converged Conference system to call you at

5. Click "Join Conference"

6. When called - follow the voice prompts

7. A Converged Conference web page will pop up.
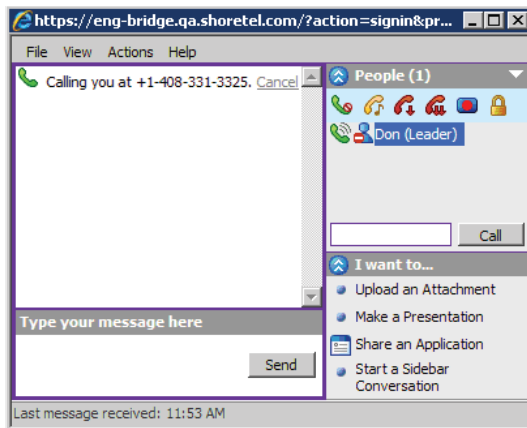
To hear a list of names (roll call) during a conference

If enabled for the conference, use roll call to hear the names of the conference participants. The roll call feature prompts participants to record their names as they join the conference. If roll call is not enabled, you hear the number of callers in the call.

To listen to a roll call during a conference, press ## 3.
- Press 1 to repeat the list of names or number of callers
- Press * to stop the listing
- Press * to return to the conference

Muting and Un-muting lines during a conference

- To mute your line, press ##1 – you will hear two beeps
- To un-mute your line, press ##1 – you will hear three beeps

To keep the new call and return to the conference

1. Press **, you'll hear voice prompts.

2. Press 1 to return to the conference with new call.

To drop the call (if there is no answer) and return to the conference

Reservationless conferences can be used at any time. Their access codes may not expire for several months
1. Press **, you hear voice prompts.

2. Press 2, the call is dropped.

To start or stop recording of the conference call

Reservationless conferences can be used at any time. Their access codes may not expire for several months
1. Press ## 4, you'll hear voice prompts.

2. Press 1, the conference call starts, continues or stops recording.

3. Press 2, the call is not recorded, return to the conference call.

When listening to a recording

If you're listening to a recorded conference call through your phone, you may use your telephone keypad to control the playback.

Your telephone keypad

1 Back up to beginning	2 Pause/ resume	3 Forward to end
4 Back up 1 minute	5	6 Forward 1 minute
7 Back up 10 seconds	8	9 Forward 10 seconds
*	0	#