



RINGNINE

**WEB PORTAL MEET-ME CONFERENCING
ACCESS AND TOOLS**

MODULE

Version 1.020906

Module 10

The purpose of this module is to introduce you to Meet-Me Conferencing for scheduling, finding, joining and using the tools and functions.

NOTE: Before you use the Meet-Me conferencing feature Ring9 will need to set up your conference bridge and provide you with your Meet-Me Join telephone number. If this has not already been provided, please contact Ring 9 at support@ring9.com or by calling 352-505-4155.

Using Web Portal Meet-Me Conferencing

The Meet-Me Conference feature provides the ability to create scheduled conferences that multiple callers can dial into. Anyone can participate in a Meet-Me conference, but to schedule a Meet-Me Conference, your administrator must allow you access to the scheduling function. If you have been granted Moderator permissions, you will see a Meet-Me tab and a Dial Out tab under the Conferencing tab.

NOTE: Ad Hoc (unscheduled) conferencing is a separate function from the Meet-Me Conferencing and the "How to" is located at www.ring9.com under Tutorials, see Module 3 Web Portal Voice Assistant.

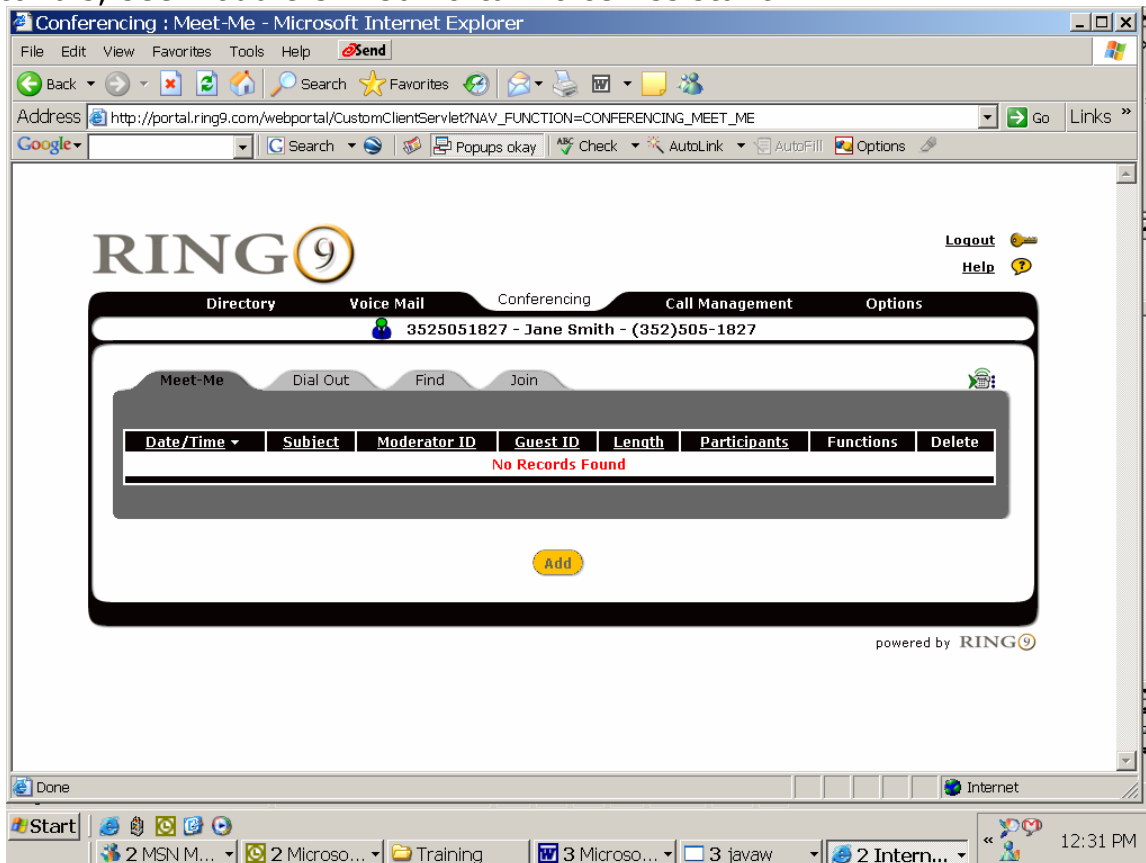


Figure 1 – Conferencing Meet-Me Tab

From the Web Portal you can do the following:

- [Schedule \(Add\) a Meet-Me Conference](#) (with the proper authorization)
- [Modify or Delete a Meet-Me Conference](#)
- [Send email notification of the conference](#)
- [Sort the conference listing](#)
- [Control a conference using Meet-Me Conference Control](#)

Schedule (Add) a Meet-Me Conference

To create a new conference:

<Click> on the Conferencing tab.

<Click> Add On the Meet-Me page (See Figure 2)

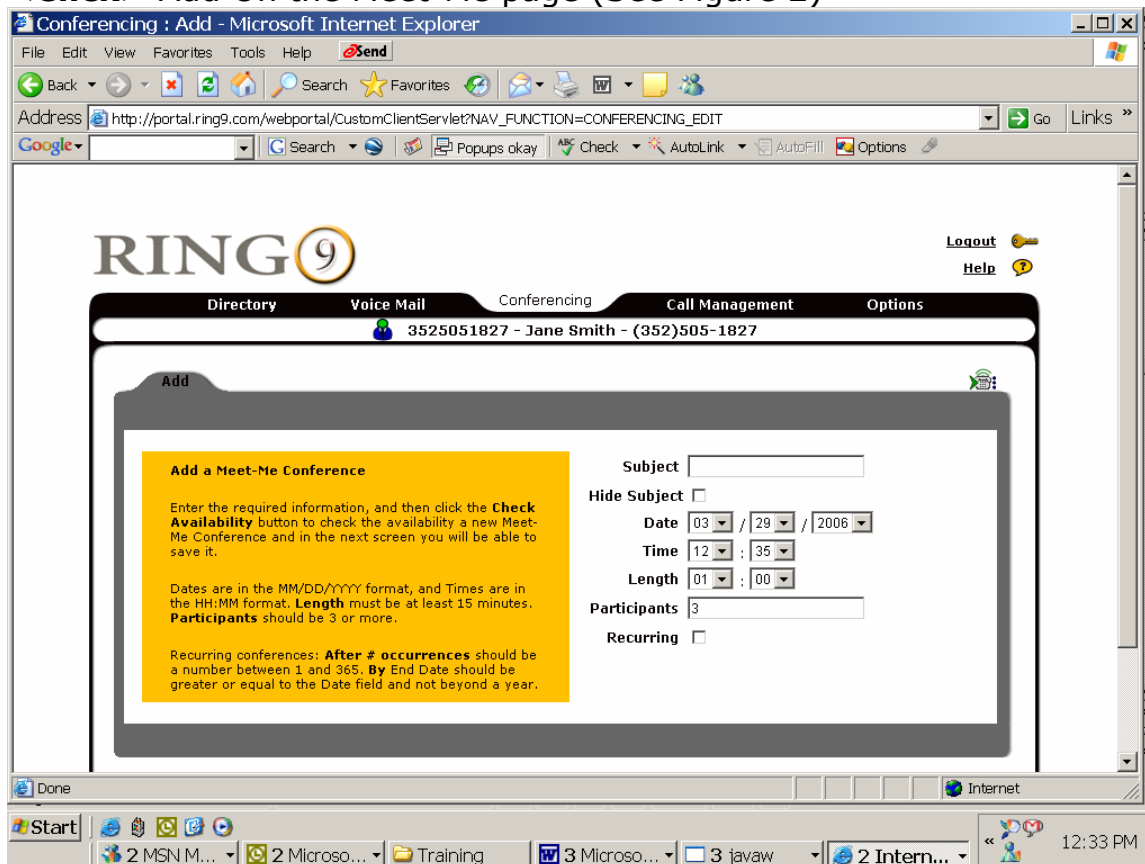


Figure 2 – Meet-Me Conference Add

<Enter> a brief description of the topic of the conference in the Subject field.

Optional:

<Click> the Hide Subject checkbox to hide the subject of the conference from anyone except the Moderator. You may use this if the conference subject is so sensitive that you do not want the participants to know what it is about until they dial in.

Set the dates and times for the conference using the pull-down lists.


- Date: Selects the month, day, year
- Time: Selects the conference start time in hours and minutes
- Length: Selects the conference duration in hours and minutes. The length must be at least 15 minutes.
- Times can only be specified in 5-minute increments
- Time fields use a 24-hour clock.

<Enter> the number of expected participants in the Participants field. The maximum number of participants allowed depends on the number of available ports on your conference bridge.

NOTE: Keep in mind that you are charged for the number of ports (participants) that you schedule whether you use them or not, so don't over book, if you need to add more ports before the conference begins or while the conference is live the moderator can add ports providing the maximum limit has not been reached (see Module 7 - Web Portal Meet-Me Conferencing Moderator Control).

<Click> the Recurring checkbox if the conference will be recurring and continue on the next page of this document to enter the recurring information.

If the conference is one time only, do not check recurring and

<Click> Check Availability (). If your conference dates and times are available you may want to proceed to page 7.

Add a Meet-Me Conference

Enter the required information, and then click the **Check Availability** button to check the availability, a new Meet-Me Conference and in the next screen you will be able to save it.

Dates are in the MM/DD/YYYY format, and Times are in the HH:MM format. **Length** must be at least 15 minutes. **Participants** should be 3 or more.

Recurring conferences: **After # occurrences** should be a number between 1 and 365. **By End Date** should be greater or equal to the Date field and not beyond a year.

Subject Meet Me Training

Hide Subject

Date 04 / 05 / 2006

Time 12 : 00

Length 01 : 00

Participants 5

Recurring

Recurrence Type

Every Week

First Sun month

Recurrence End Date

After one year

After 1 occurrences

By 05 / 30 / 2006

Check Availability **Cancel**


Figure 3 – Meet-Me Conference – Add – Recurrence – Check Availability

Recurrence Type, **<Select>** one of the radio buttons and use the pull-down lists to choose the frequency that the meetings will occur.

Recurrence End Date, **<Select>** one of the radio buttons to specify how long the meeting will recur.

The **After # occurrences** field must be a value between 1 and 365.

The **By** date must be greater than or equal to the **Date** field, and cannot go beyond a year past the **Date**.

1. **<Click> Check Availability** (**Check Availability**). If there are enough ports on the conference bridge to support your conference at the chosen time, you will see the *Check Availability* screen and it will show the conference as Available.
2. **<Click> Save**.
 - If there are not enough ports, you will see a screen that allows you to select another time.
 - **<Click>** on the clock icon  to change the **Date/Time** on the left.

- The time will increment based on the pull-down menus next to the clock icon.
- The time pull-down menu can set the increment up to 120 minutes.
- The "*later*" pull-down can be changed to "*earlier*".
- When an available time is reached, the screen will change to the Available screen.

3. **<Click> Save** when an available conference time is found.

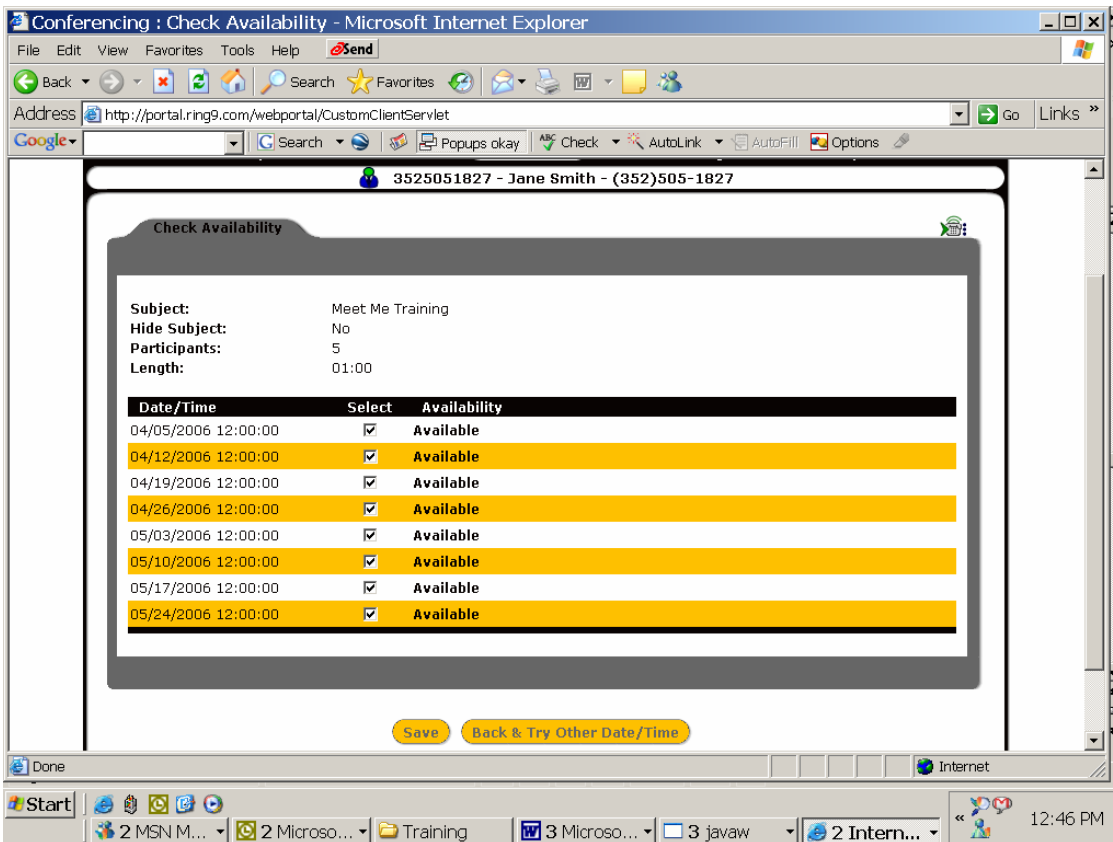


Figure 4 – Meet-Me recurring times available - <Save>

Sort the conference listing

The list can be sorted in ascending (top-down) order or descending order based on any of the columns that has an underlined title.

<Click> a column heading to sort the list based on that column.

The column that is currently being used for sorting is marked with an up- or down-arrow. If the arrow is pointing down, then the list is sorted in ascending order (top-down, first to last, A-Z, etc.). If the arrow is pointing up, then the list is sorted in descending order based on that column.

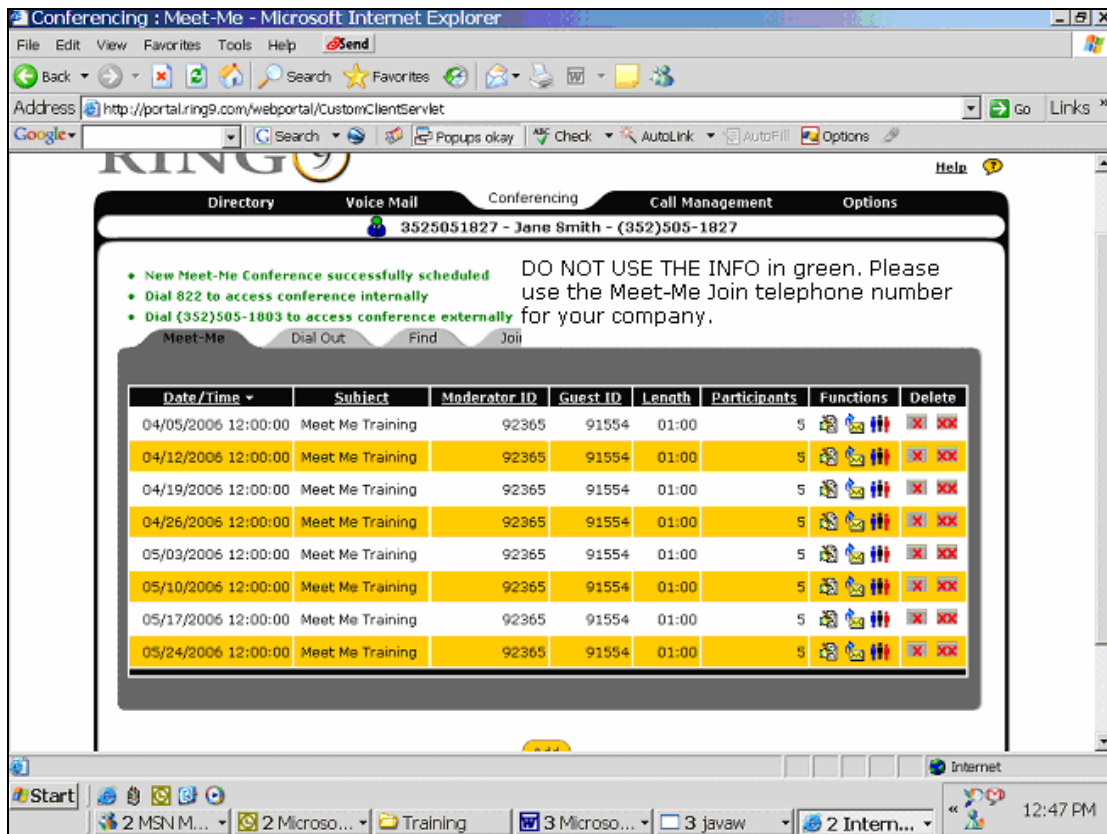



Figure 5 – Displays the Moderator ID and the Guest ID -

4. The **Meet-Me** tab will be displayed showing the new conference listing.
 - **The Moderator ID** is the password that allows you to access the conference settings through the *Meet-Me Setup* telephone number.
 - **The Guest ID** is the password that allows callers to access the conference through the *Meet-Me Join* telephone number. You should provide the *Guest ID* and *Meet-Me Join* telephone number to those persons who are scheduled to attend the Meet-Me Conference via email notification.



NOTE: The information in green in Figure 5 will be different from your specific Meet-Me Join telephone number. You will need to modify your email notifications to reflect the correct dial in numbers. The Ring 9 System access numbers are defaulted to 352.505.1802 for Moderator and 352.505.1803 for Join; these numbers can be utilized by everyone, but Ring 9 will establish a local join number for your company free of charge.

Modify or Delete a Meet-Me Conference

Modifying a conference


1. **<Click>** on the **Conferencing** tab.
2. On the **Meet-Me** page, find the conference you want to modify.
3. **<Click>** on the *Edit* button () to modify the conference parameters.
4. **<Click> Save.**

Deleting a conference

1. To delete a conference, **<Click>** the red "X" () in the *Delete* column on the desired conference listing. This will delete only one occurrence.
2. If you want to delete all occurrences then click on the double red xx ().

Send Email notification of the conference

After scheduling a conference, you can send an email notification to all of the participants. If you do not have your Personal Directory populated with email addresses, then the easiest way to do this is:

- **<Click>** the Conferencing tab;
- On the Meet-Me page, find the conference you want to send out a notification for;
- **<Click>** on the Email button () next to the desired conference.

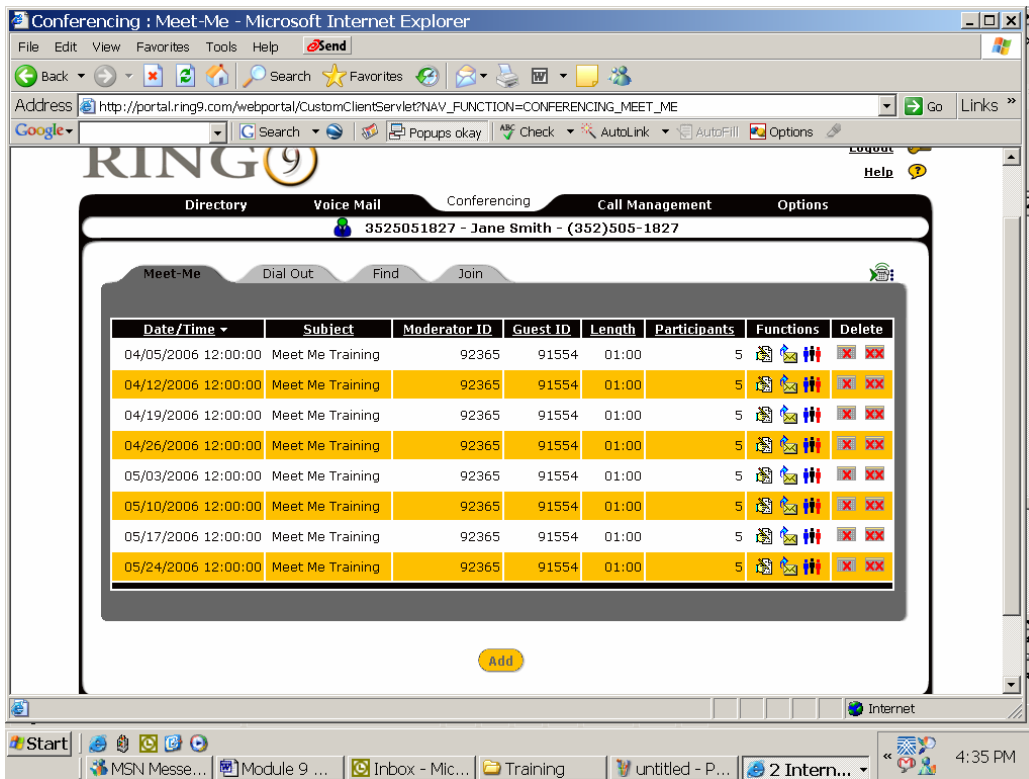


Figure 6 – Email Notification of Meet-Me Conference



Figure 7 – Email notification of a Meet-Me Conference

<Click> Send

Your email client/program will bring up a new email with no one listed in the TO: field. The body of the email will have some text that you will need to modify specific to your company, conference details and the Meet-Me Join number. Example email is below.

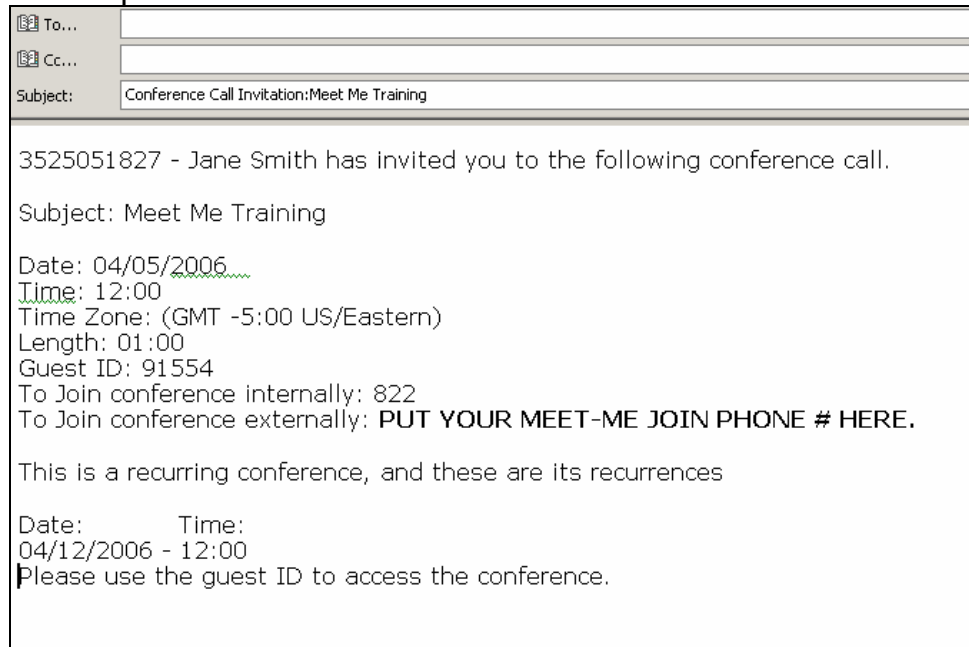



Figure 8 – Example Notify Email

If you do have your Personal Directory set up with your contacts and their email addresses:

From the Conferencing Tab – Meet-Me sub tab:

<Click> the Email notify () button and the notify tab will appear (Figure 10)

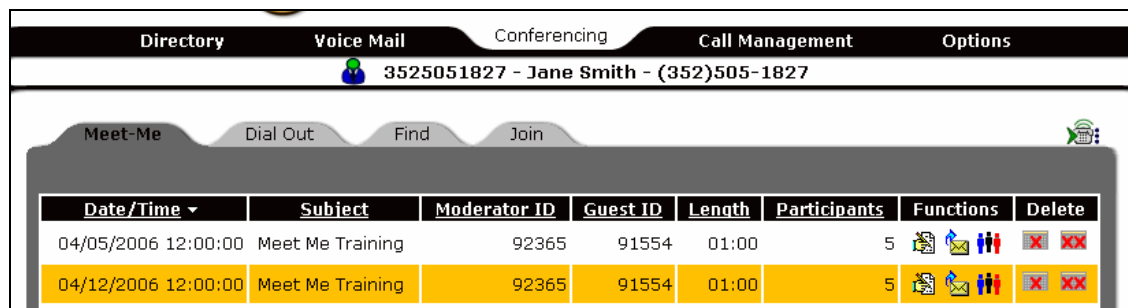


Figure 9 Using the Email notify in conjunction with your Personal Directory



Figure 10 Add Email (Personal Directory)

<Click> Add Emails 



Figure 11 – Email addresses from your Personal Directory

The email addresses from your Personal Directory will then appear and you can select the ones you are inviting to the Meet-Me conference by putting a check in the Select column. You can then modify your email and send.

Joining a Meet-Me Conference

To join a conference call, you must dial in to the conference using your phone and the Meet-Me Join Telephone number provided.

When you join a conference, if the conference is not yet active, you will hear music play while you wait. You can enter #2 on your phone to stop the playing of music while you are on hold. You can restart the music by entering #2 again. When the conference becomes active, you will be connected to the conference. If you are trying to join a conference and it is too early, you will be asked to call back.

If you are joining a conference using a phone that is internal to the company or the phone network use the (3) three digit internal conference number provided and dial it on your phone, you will be prompted to enter the Guest ID.

If you are joining a conference from outside the company network dial the external conference number provided on your phone, you will be prompted to enter the Guest ID.

Follow the system prompts on your telephone to join the conference.

As the Moderator you will be able to use the internal conference number and enter the Moderator ID.

[Control a conference using 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.

Internal Conference guests can also use the Conference Control window to see who is in the conference and other details, but they will not be able to control the conference. External conference guests who do not have Web Portal access will NOT be able to see

Refer to the "[Meet-Me Conference Control](#)" or Module 7 - Web Portal Meet-Me Conferencing Moderator Control located at www.ring9.com under Tutorials.