

Audio Conference

To start your meeting dial your conference bridge number and enter your host access code when prompted. Your participants dial your conference bridge number and enter the participant access code to join.

The following call controls are available from your phone keypad:

All Participants

- ▶ 0 Calls the operator
- ▶ 4 Adjusts call volume
- ▶ 6 Mute/unmutes your line

Dial Out (Host only)

- ▶ # 3 Audio dial out (dial 1 then the ten digit number, then #)
- ▶ # 5 Returns both parties into the conference
- ▶ # 4 Returns only the host to the conference

Host Only

- ▶ # 1 Roll call of attendees
- ▶ # 2 Counts number of attendees
- ▶ * 2 Stops audio message
- ▶ # 9 Turns off "disconnect on host hang up"
- ▶ * 5 Locks/unlocks call for privacy
- ▶ * 7 Interactive/presentation mode
- ▶ #7 Record conference (follow prompts)



Web Conference

(Two services available)



GLANCE

To share your desktop and add an instant, live viewing experience to any audio call:

- ▶ First-time users should install **GLANCE** software from www.meetingzone.com/downloads/glancesetup.exe
- ▶ Click on the **GLANCE** icon on your desktop
- ▶ Select "Start Session" (The yellow/black band around your screen indicates your session is in progress)
- ▶ Direct your audience to your **GLANCE** address: [your participant access code].meetingzone.net
- ▶ Give your audience the unique session code that is generated when you start a session

PRESENTER

To present files or slides to as many people as you like simultaneously and instantly:

- ▶ Login to www.meetingzone.com/presenter
- ▶ Enter your host information
- ▶ Click on the  'Publish Documents' icon on the toolbar
- ▶ Select your presentation file and click 'Present'
- ▶ Start the presentation by clicking on the  green 'Play' button on the toolbar
- ▶ Tell your audience to go to www.meetingzone.com/presenter and give them your participant access code or invite them using the 'Invite Attendees' link in the attendee roster at the bottom right of the screen

For more detailed user information on our audio and web conferencing services e-mail MCS@ivci.com or call our Customer Service Team at 800-224-7083 (option 3) or direct dial 631-707-7030.



MEETING TOOLS FOR BUSINESS.
ANYTIME. ANYWHERE.
1-800-224-7083
www.ivci.com