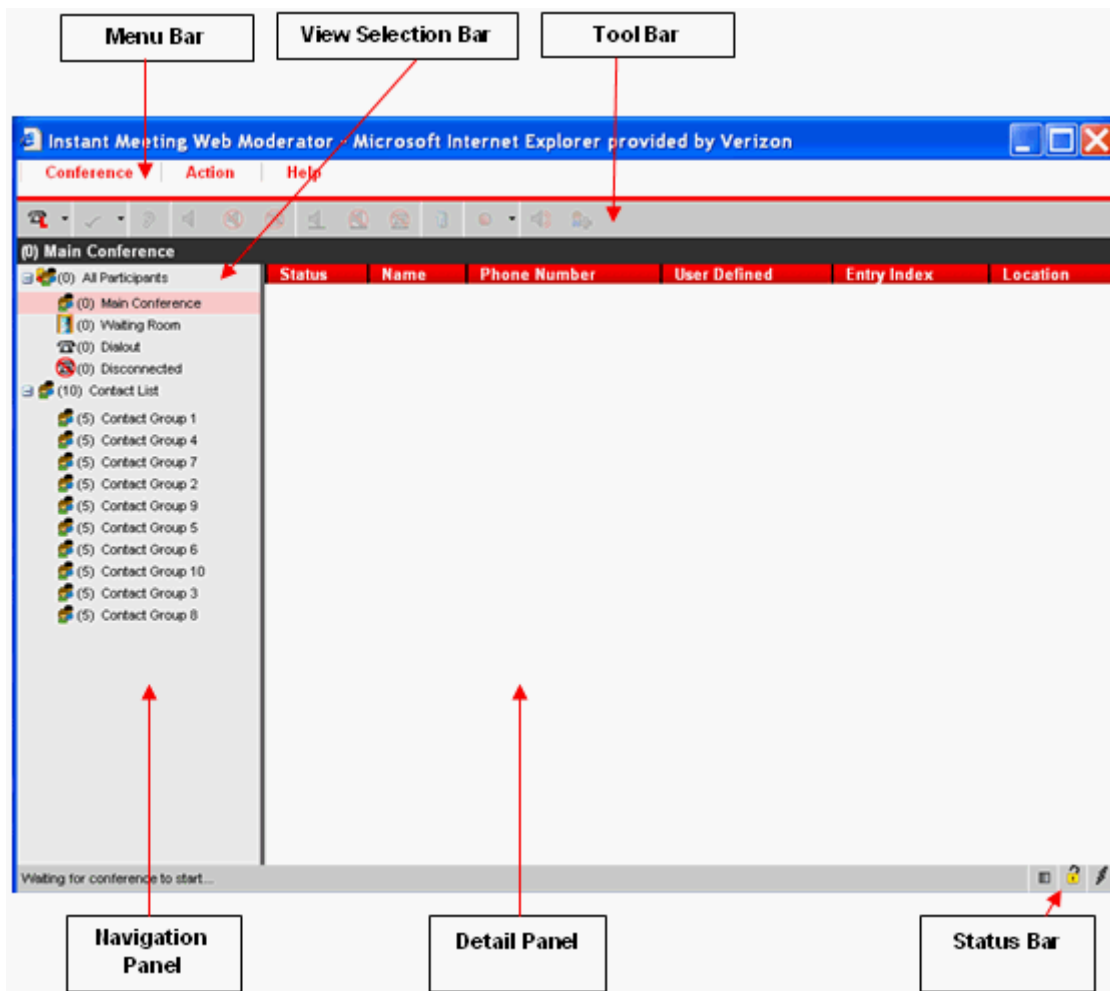




This document will help you understand the features available in the Instant Meeting^(SM) Web Moderator.

If you have additional questions or need technical assistance, please follow the link to our [Contact Information](#).

The Instant Meeting Web Moderator contains six main sections: the Menu Bar, View Selection Bar, Tool Bar, Navigation Panel, Detail Panel, and Status Bar.



Menu Bar

The **Menu Bar** contains conference-level commands.

Under **Conference**, the following options are available:

- *Login / Logout* (Login or Logout of the current conference moderator session)

- *Dialouts*
 - *Dial Leader* (dial out to leader)
 - *Dial Participant* (dial out to participants, one at a time)
 - *Blast Dial* (dial out to more than one participant simultaneously)
- *Sub-Conferencing* (allow participants to break out in smaller groups outside of the main conference)
 - Start Sub-Conferencing
 - Create Sub-Conference
 - Rename Sub-Conference
 - Remove Sub-Conference
- *Record Conference*
 - *Start* (start Conference Recording)
 - *Restart* (restart Conference Recording, if inadvertently stopped)
 - *Stop* (stop Conference Recording)
 - *View* (view recording details)
- *Roll Call*
 - *Public* (play a roll call to the entire conference)
 - *Private* (play a roll call that only the leader can hear)
- *E-mail Participant List* (e-mail a participant list to the leader)
- *Security*
 - Lock Conference
 - Waiting Room
 - Unlock Conference
- *Conference Entry/Exit Mode* (recorded name, silence, tone,)
- *Increase Conference Size* (Increase Subscription Size)
- *Talker Indicator* (Identify which line is talking)
- *Conference Continuation* (Continue conference without leader)
- *Reference Code* (max 25 characters, alpha, numeric numbers or both)
- *End Audio Conference* (end the conference but leave the Web Moderator open)
- *Exit & End Audio Conference* (exit the Web Moderator and end the conference)
- *Exit* (exit the Web Moderator, but remain in conference over the phone)

Under **Action** are:

Actions that affect **individual** participants:

- *Play Recorded Name*
- *Unmute*
- *Mute*
- *Disconnect*
- *Join Participant*
- *Speak in Private*
- *Send to Contact list*
- *Contact Preference*

Actions that affect **all** participants:

- *Unmute All*
- *Mute All*
- *Disconnect All*
- *Clear Disconnected Participants*
- *Join All Participants*

Note: The Actions menu changes based on the View Selection, e.g. when in Contact List view the actions are:

- *Add New Contact*
- *New Group*
- *Modify Group*
- *Delete Group*
- *Dial Contact*
- *Blast Dial Contacts*
- *Contact Preference*

Under **Help** are two options: *Help Topics* and *About*. Choose *Help Topics* to view the online help text. Choose *About* to view information about your Instant Meeting Web Moderator.

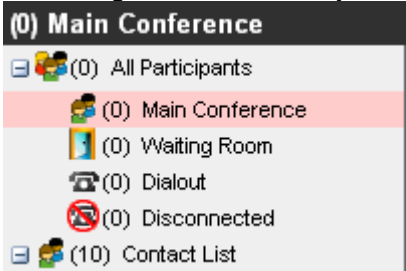
Tool Bar

The Tool Bar allows one-button access to commonly used commands available from within the menus.



Navigation Panel

The Navigator Panel allows you to choose your view option. You can move between these views at any time.



Detail Panel

The Detail Panel displays an expanded view for any of the selected application views. This includes conference areas and Contact List information. The conference-area view will show the conference participants that belong to each conference area.

Status	Name	Phone Number	User Defined	Entry Index	Location
Talk	*John Doe	9991234567		7	Main Conference
Talk	Joan of Arc	5551234567		8	Main Conference

Status Bar

The Status Bar shows the current conference status. The left side of the Status Bar displays available text messages. The right side of the Status Bar displays icons representing various conditions within the conference. From left to right, the indicators are Conference Record (ON/OFF), Conference Lock (ON/OFF), and Conference Connection (ON/OFF).

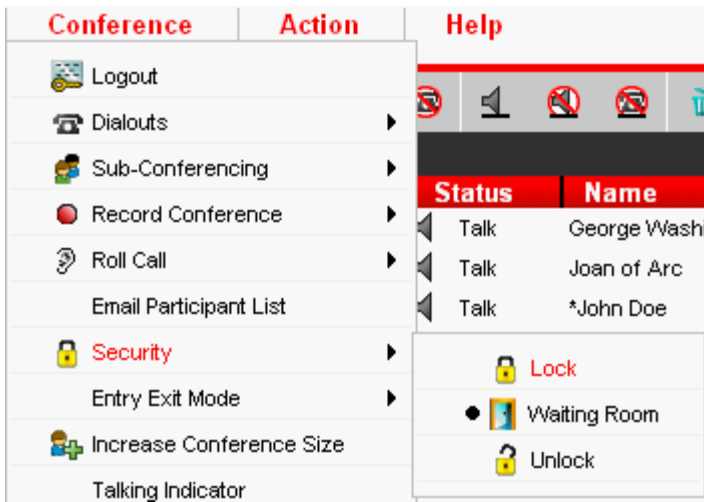


Waiting Room

You may screen incoming participants before you enter them into your main conference room by selecting the waiting room feature. You can enable or disable this feature from the Conference Security Menu.

You will see and be notified by the Web Moderator that participant(s) are in the waiting room. You may:

- Join one/many/all parties into the main conference
- Disconnect one/many/all parties from the conference
- Play recorded name for a party in the waiting room (if Participant Name Record has been enabled) before you join them in the main conference



When waiting room is selected, the following options will also be available from the Action Menu:

- Play Recorded Name (One Party, only when Participant Name Record Enabled)
- Join Participant(s) (One/Many Selections)
- Join All Participants
- Speak in Private
- Disconnect (One/Many Selections)
- Disconnect All Parties

Dial Leader

You may dial out to the leader using the Tool Bar telephone icon or clicking on *Conference* and choosing Dial Leader. A dialog box will appear that allows you to enter the Leader's name and a reference code (max 25 characters, alpha, numeric numbers or both). The phone number will automatically populate.

Dial Leader

Name:
(Example: 212-547-0439)

Dial To:

Country: ▼

Dial Participants

You may dial out to participants using the Tool Bar telephone icon or click on *Conference* and choosing Dial Participants. A dialog box will appear that allows you to enter a participant name and phone number to dial, or select the Contact List icon to look up a contact in your list. Both Direct Dial and Private Dial Plan numbers are supported.

Dial Participant

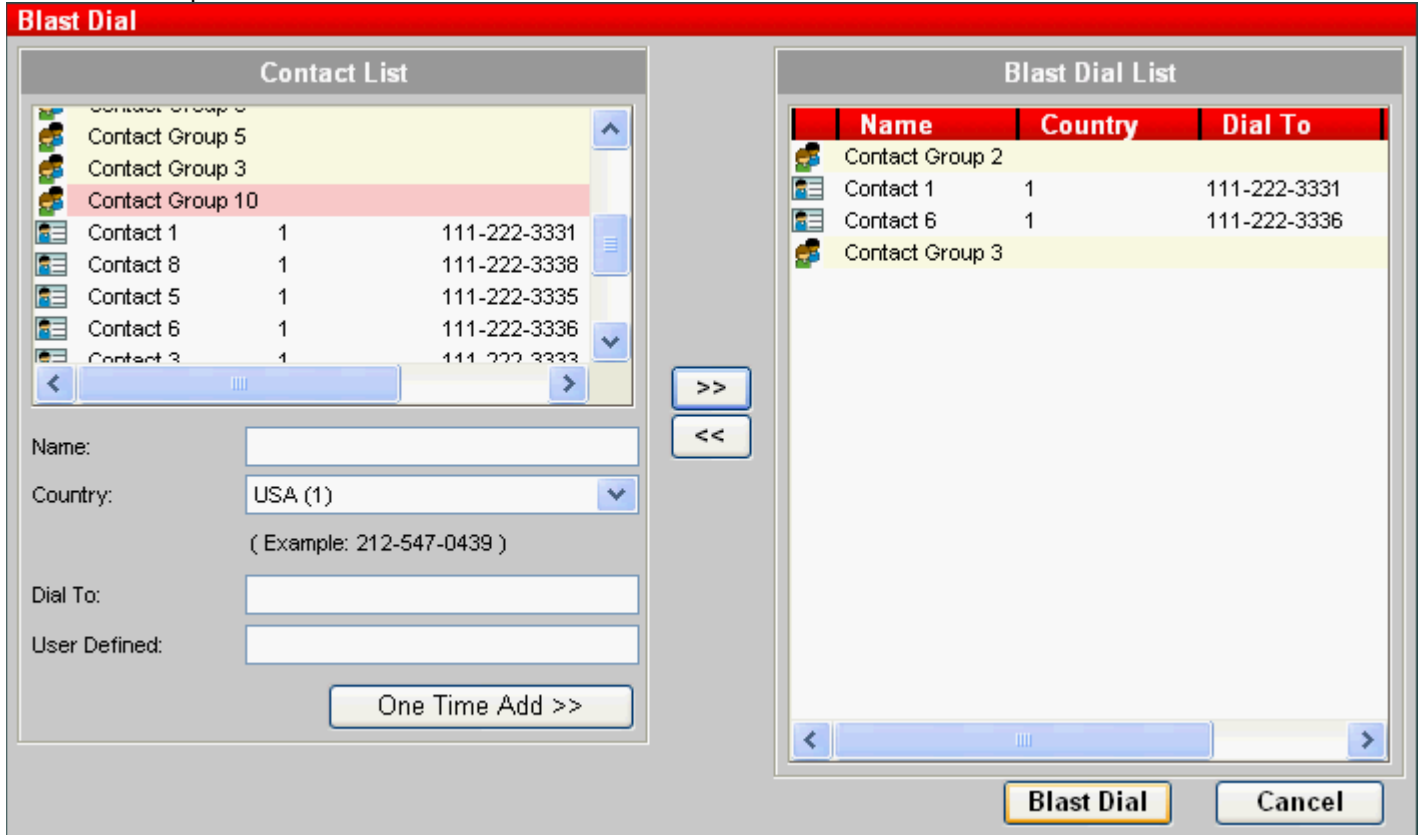
Name:
(Example: 212-547-0439)

Dial To:

Country: ▼

Blast Dial Participants

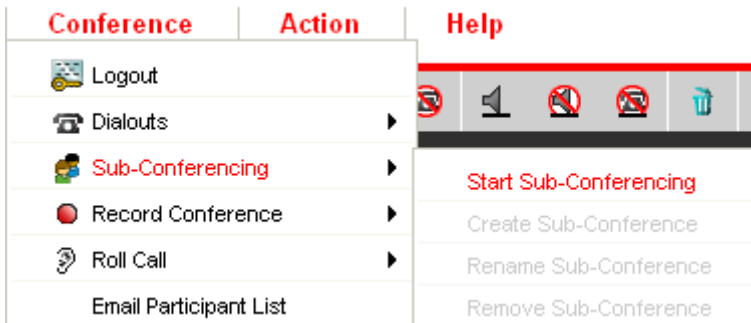
You may blast dial to multiple participants simultaneously by clicking on Conference and choosing Blast Dial Participant(s). A dialog box will appear that allows you to select participants, or groups, from the Contact List. Each participant can be highlighted and moved to the Blast Dial List by using the ">>" button on the screen. Several participants can be added to the Blast Dial List, by holding the "CONTROL" key on your keyboard and highlighting each participant name. A one-time participant can be added to the Blast Dial List by entering the name and phone number and clicking on the "One Time Add >>" button. Once all participants are chosen click on the "Dial" button at the bottom of the screen. Both Direct Dial and Private Dial Plan numbers are supported. Total number of blast dial participants cannot exceed the leader's subscription size.



Sub-Conferencing

Under the Conference Tab select "Start Sub-Conferencing" to allow participants to break out in smaller groups outside of the main conference.

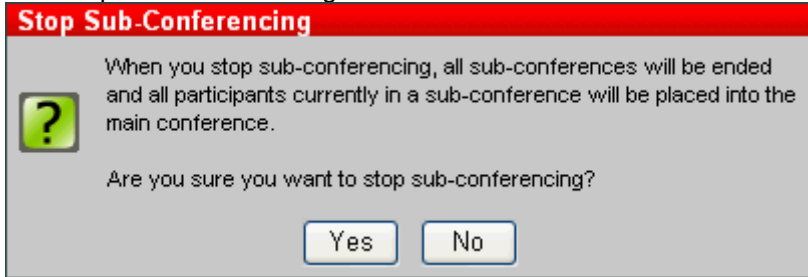
To start Sub-Conferencing, choose: "Conference" --> "Sub-Conferencing" --> "Start Sub-Conferencing"



To stop Sub-Conferencing, choose: "Conference" --> "Sub-Conferencing" --> "Stop Sub-Conferencing"

Conference	Action	Help
Logout		
Dialouts	▶	
Sub-Conferencing	▶	Stop Sub-Conferencing
Record Conference	▶	Create Sub-Conference
Roll Call	▶	Rename Sub-Conference
Email Participant List		Remove Sub-Conference

When sub-conferencing is deactivated (stopped) from the Web Moderator, all participants which were previously in Sub-Conferences will be returned to the Main Conference. The following confirmation dialog box will appear upon selection of the "Stop Sub-Conferencing" menu item:



To start/stop a Sub-Conference from a Telephone Touch Tone Command is #2. When Sub-Conferencing is deactivated from the Telephone Touch Tone Command #2, all participants which were previously in Sub-Conferences will be returned to the Main Conference.

Create a Sub-Conference

Once Sub-Conferencing is activated, a Sub-Conference will need to be created before participants can be moved into a specific Sub-Conference.

Choose the "Conference" --> "Sub-Conferencing" --> "Create Sub-Conference" menu item:

Conference	Action	Help
Logout		
Dialouts	▶	
Sub-Conferencing	▶	Stop Sub-Conferencing
Record Conference	▶	Create Sub-Conference
Roll Call	▶	Rename Sub-Conference
Email Participant List		Remove Sub-Conference

Create a Sub-Conference from a Telephone Touch Tone Command. A Sub-Conference will automatically be created once a participant uses the Telephone Touch Tone Command of 1##, 2##, etc up to 9## to enter a Sub-Conference, if it has not already been created. If a participant enters a Sub-Conference via a Telephone Touch Tone Command which has not been created on the Web Moderator, a new Sub-Conference will be added to the Web Moderator screen.

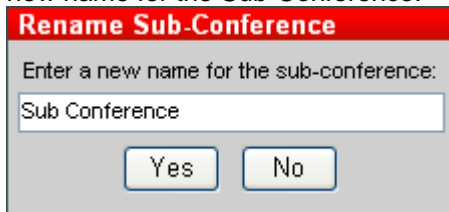
Assigning Sub-Conference group names using the Web Moderator

When using the Web Moderator, the leader will have the ability to assign names to individual Sub-Conferences.

Choose the "Conference" --> "Sub-Conferencing" --> "Rename Sub-Conference" menu item to rename the currently selected Sub-Conference:



Once the "Rename Sub-Conference" is selected, the following dialog box will appear which will allow the leader to enter a new name for the Sub-Conference:

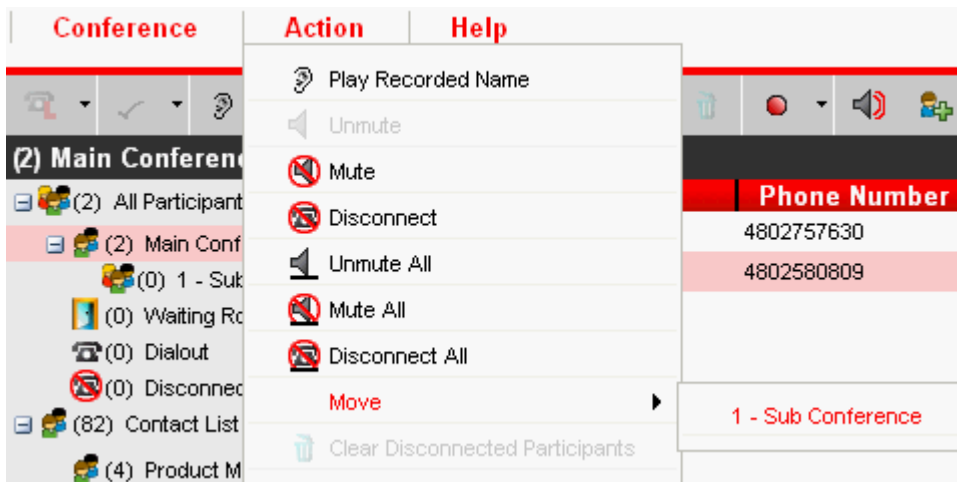


Moving Parties in and out of a Sub-Conference

Once Sub-Conferencing is active, participants will be able to move between individual Sub-Conferences. The leader will also be able to move individual participants between Sub-Conferences from the Web Moderator.

There are two options available to move selected participants into available Sub-Conference areas by selecting the participant and drag and drop them into the assigned Sub Conference or:

Move selected participants into available sub-conference areas by choosing the "Action >> Move >> Sub-Conference Name" menu:



Moving Participant using a Telephone Touch Tone Command. A participant can move themselves between Sub-Conferences by using the 1##, 2## and up to 9##. There are up to nine different Sub-Conferences which can be active for any conference. When a participant is in a Sub-Conference, and they wish to return to the Main Conference, the Telephone Touch Tone Command to return to the Main Conference is 0##.

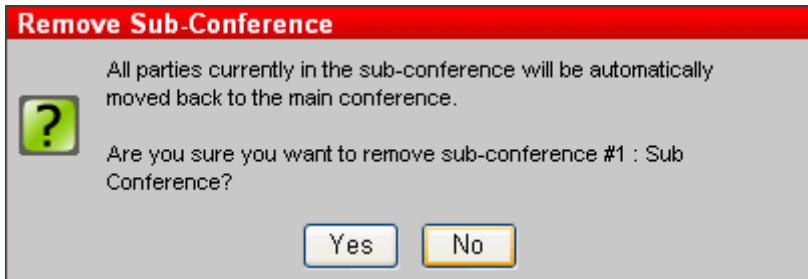
Removing a Sub-conference

Remove/End a Sub-Conference from Web Moderator.

Choose the "Conference" --> "Sub-Conferencing" --> "Remove Sub-Conference" menu item:

Conference	Action	Help
Logout		
Dialouts	▶	
Sub-Conferencing	▶	Stop Sub-Conferencing
Record Conference	▶	Create Sub-Conference
Roll Call	▶	Rename Sub-Conference
Email Participant List		Remove Sub-Conference

Once the leader selects the "Remove Sub-Conference" menu from one of the above methods, the following dialog box will appear:



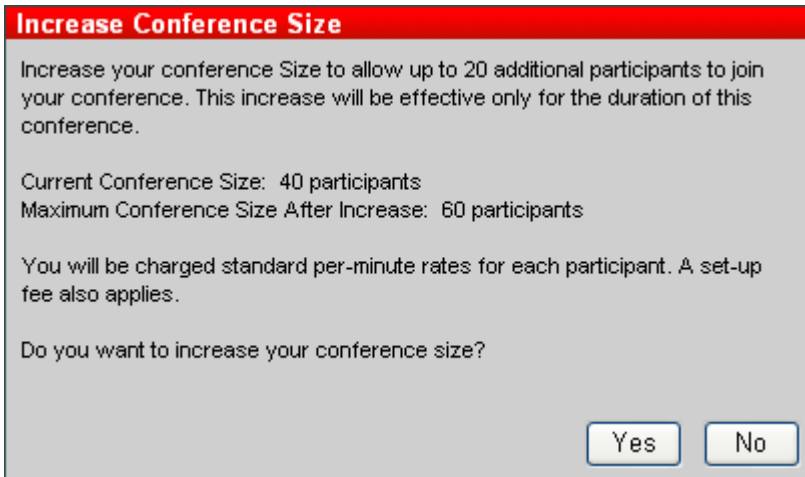
Remove/End a Sub-Conference from a Telephone Touch Tone Command is #2. A Sub-Conference is automatically ended on the bridge once all parties have left the Sub-Conference.

Increase Subscription Size

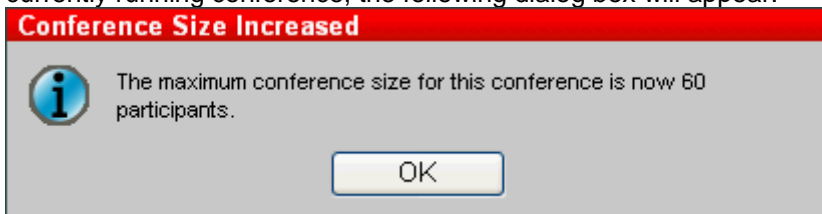
Conference	Action
Logout	
Dialouts	▶
Sub-Conferencing	▶
Record Conference	▶
Roll Call	▶
Email Participant List	
Security	▶
Entry Exit Mode	▶
Increase Conference Size	
Talking Indicator	
✓ Conference Continuation	
Reference Code	
End Audio Conference	
Exit & End Audio Conference	
Exit Only	

Under the Conference tab (or using icon) you can temporarily increase the conference size of your active conference to allow more participants to enter. The conference will automatically increase by 20 additional lines and there will be a charge associated with the use of this feature. This feature will allow the conference size to be automatically increased without the participants having to disconnect and call back into the call.

When you choose the "Increase Conference Size" menu item, the following dialog box will appear:



Select "Yes" to proceed or "No" to stop the action. Once the conference size has been successfully changed for the currently running conference, the following dialog box will appear:



Recording Conference

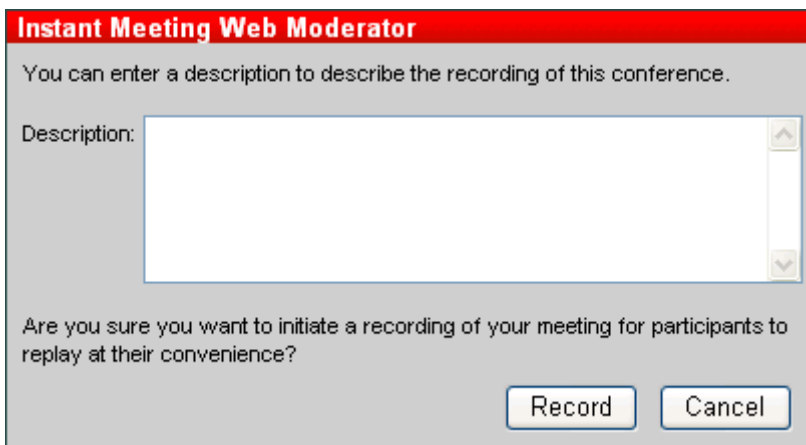
You may record your conference using the Tool Bar record icons (start, restart and stop) or by clicking on *Conference* and choosing Start Recording Conference. A dialog box will appear that allows you to enter a description of your recording. An additional dialog box will appear displaying the phone numbers that parties can use to listen to the recorded conference. To stop the recording, choose Stop Recording Conference from the *Conference* menu.

From this dialog box, you may send an email with the phone number details. You may also restart the recording, in the event that the recording is inadvertently stopped. Just click on *Conference* and choosing *Restart Recording Conference*. At any time, you may view the conference recording phone numbers by clicking on *Conference* and choosing *View Conference Recording Details*.

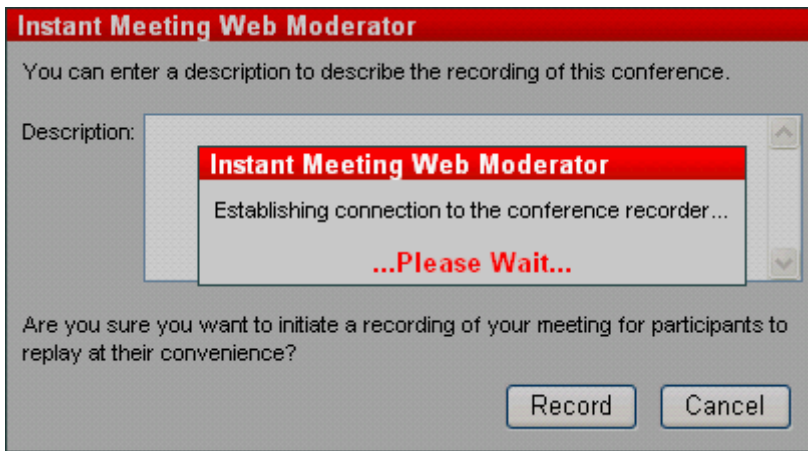
When the user clicks "Yes", the following dialog is displayed that allows the user to email a message to participants with the phone number details to hear the replay:

Start Recording Conference:

When the user clicks "Start Recording Conference", they are presented with the following dialog:

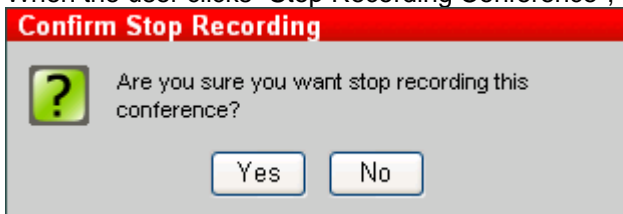


When the user clicks "Record", the following dialog is displayed that informs the user that a recording line is being established.



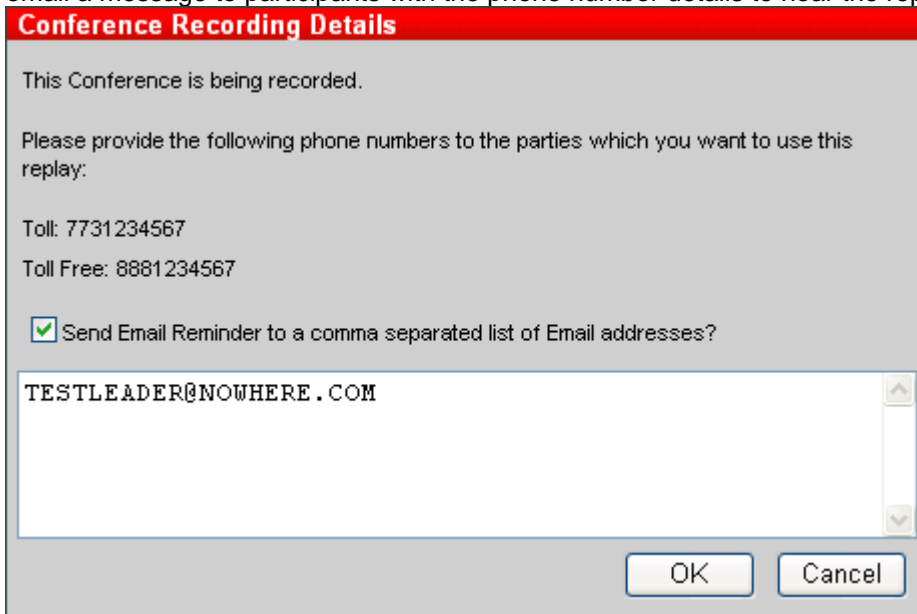
Stop Recording Conference:

When the user clicks "Stop Recording Conference", they are presented with the following dialog:



View Recording Conference Details:

When the user clicks "View Recording Conference", they are presented with the following dialog that allows the user to email a message to participants with the phone number details to hear the replay:



Customer Reference Code

You may add a reference code for each audio conference call by clicking on *Conference*. and select Reference Code. The Reference Code dialog box will be displayed after you have selected "Reference Code" from the *Conference Menu*. You can enter a maximum of 25 characters for the reference code. Once you have confirmed the reference code, click OK.

Reference Code

Enter the new reference code :

TEST

OK Cancel

Contact List

You may add, modify, delete, and dial contacts using the Web Moderator. To make changes to your Contact List, select the Contact List option in the Navigation Panel.

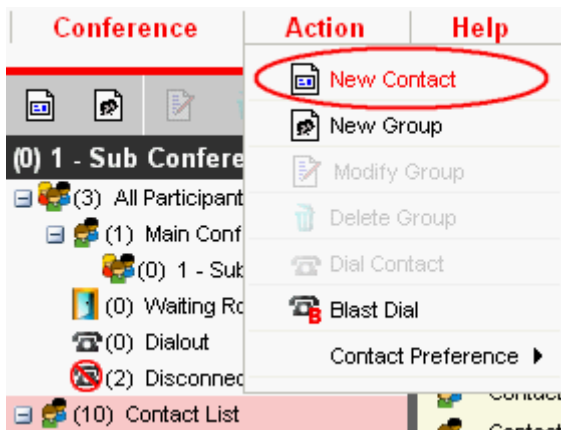
Conference Action Help

(0) Main Conference

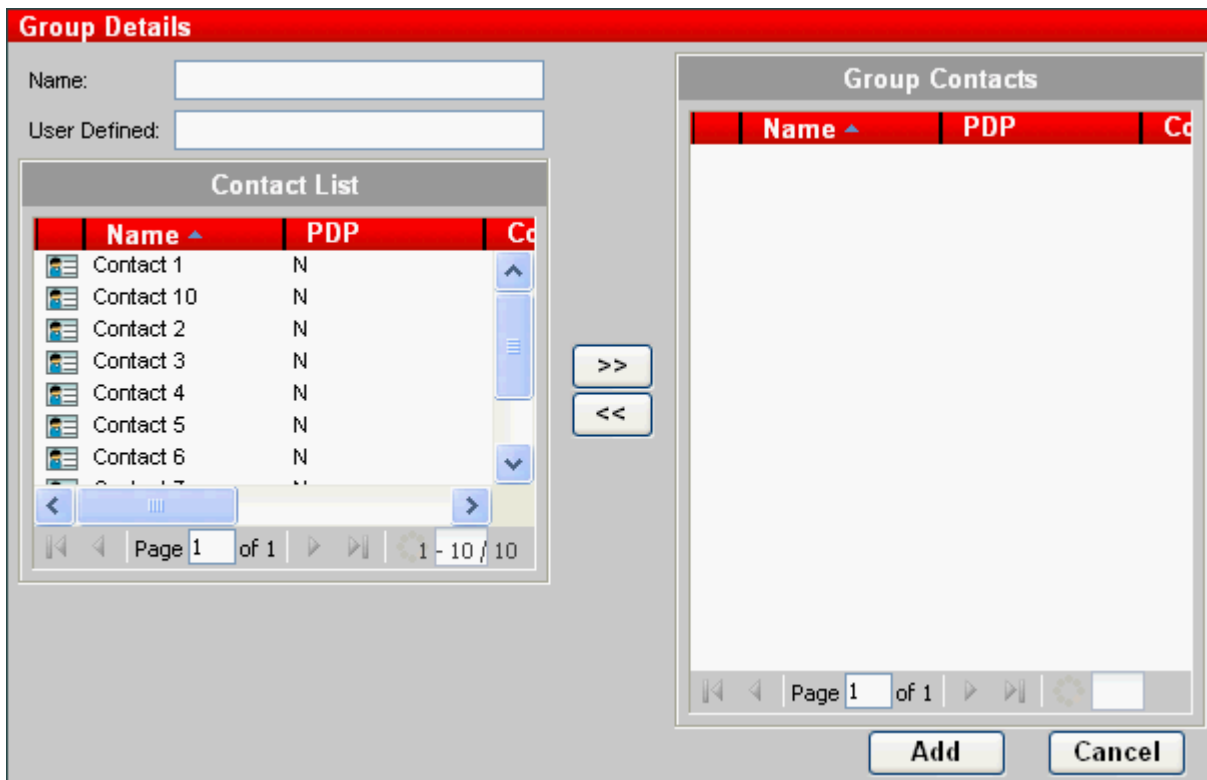
- (0) All Participants
 - (0) Main Conference
 - (0) Waiting Room
 - (0) Dialout
 - (0) Disconnected
 - (10) Contact List**
 - (5) Contact Group 1
 - (5) Contact Group 10
 - (5) Contact Group 2
 - (5) Contact Group 3
 - (5) Contact Group 4
 - (5) Contact Group 5
 - (5) Contact Group 6
 - (5) Contact Group 7
 - (5) Contact Group 8
 - (5) Contact Group 9

Name ^	PDP	Country	Dial To	User Defined
Contact Group 1				Group Description 1
Contact Group 10				Group Description 10
Contact Group 2				Group Description 2
Contact Group 3				Group Description 3
Contact Group 4				Group Description 4
Contact Group 5				Group Description 5
Contact Group 6				Group Description 6
Contact Group 7				Group Description 7
Contact Group 8				Group Description 8
Contact Group 9				Group Description 9
Contact 1	N	USA (1)	111-222-3331	
Contact 10	N	USA (1)	111-222-33310	
Contact 2	N	USA (1)	111-222-3332	
Contact 3	N	USA (1)	111-222-3333	
Contact 4	N	USA (1)	111-222-3334	
Contact 5	N	USA (1)	111-222-3335	
Contact 6	N	USA (1)	111-222-3336	
Contact 7	N	USA (1)	111-222-3337	
Contact 8	N	USA (1)	111-222-3338	
Contact 9	N	USA (1)	111-222-3339	

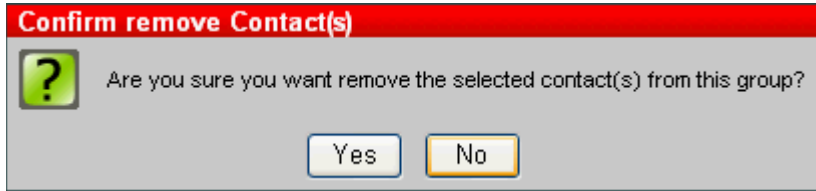
If you would like to add a new contact, choose New Contact from the *Action* drop-down menu. Fill out the dialog box, and then click Add.



If you would like to add a new contact group, choose New Group from the *Action* drop-down menu. Select the contacts which you want to be included in the group, and then click Add.



When the Contact List is highlighted in the Navigation Panel, your contacts will be listed in the Detail Panel where you can change or add contacts and groups. If you choose to delete a contact or group, you will receive a dialog box confirming your wish to delete.



Have Questions / Need Technical Assistance?

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