

BroadData Reservationless Audio Conferencing

Manage Audio Conference Online



The **FREE** web-enabled conferencing feature of BroadData's Reservationless Audio Conferencing enables robust audio conference management capabilities for your audio calls. It turns your call into an integrated experience that adds impact to your message, increases conference participation and puts you in control with a click of your mouse.

Logging Into broaddata.tcconline.com

- 1 Go to <http://broaddata.tcconline.com/>
- 2 If you are a **Returning User**, enter your username and password and click **Login**.
- 3 If you are a **First-Time User**, click **Go** under **First Time User** and enter your Owner Number and Web PIN. **You received your Owner Number and Web PIN in your welcome email.**
- 4 You will be prompted to create a unique username and password which you will use to log into the site going forward.

If you or your users are a **First Time User** at <http://broaddata.tcconline.com/> and you can't find or were never provided your **Owner Number(s)** and **Web PIN(s)**, you will not be able to create your account. Please contact us at 877-321-2255 or support@broaddata.com and we can provide this information to you.

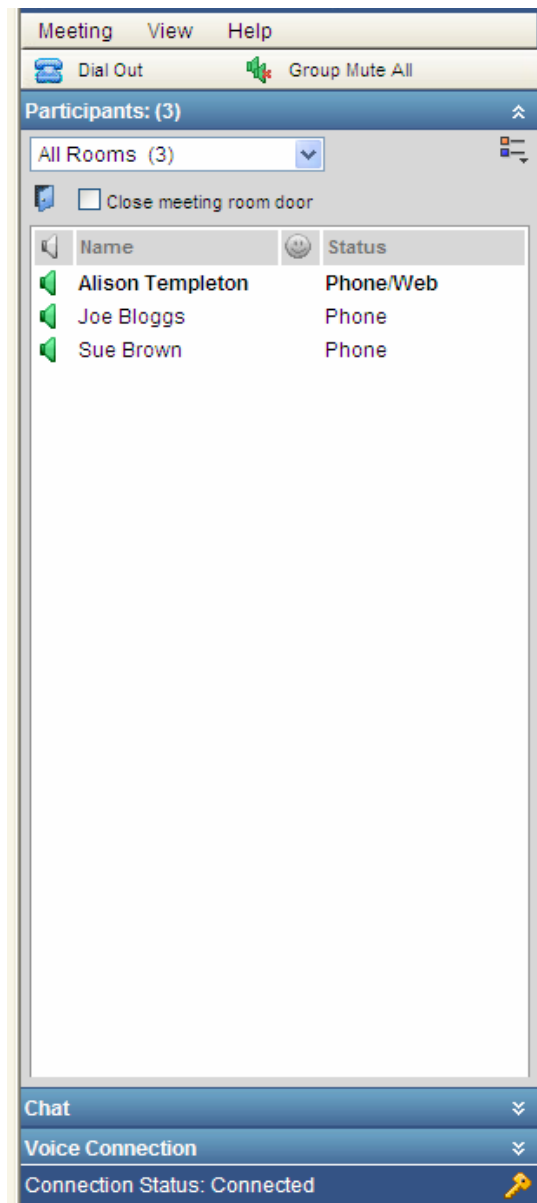
Manage Your Audio Conference Calls Online

This document provides step-by-step instructions to manage your audio conference calls online.

- 1 First start your audio conference
- 2 Next, go to <http://broaddata.tcconline.com/> and Login (if you have not previously logged in, see login instructions above)
- 3 In the **Today's Upcoming Meeting** section, click the drop-down arrow next to Start Instant Meeting and select **Call Manager**



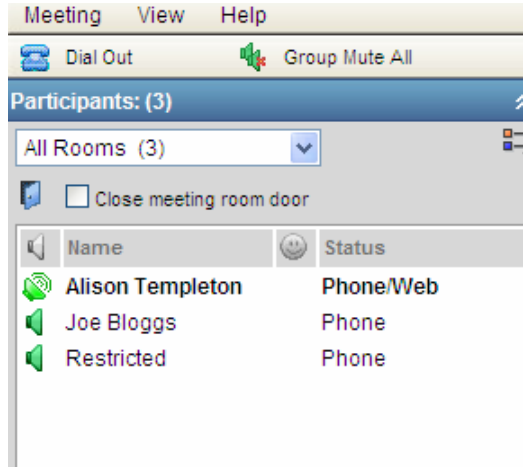
- 4 Your Call Manager will open in a separate window (if the window does not open, you may need to temporarily turn off your pop-up blocker or allow pop-ups from our site)



- 5 Call Manager provides web based access to the following functionality:
- Active Talker
 - Chat
 - Dial Participants
 - Disconnect Lines / End Conference
 - Edit Names
 - Entry / Exit Notifications
 - Lock Conference / Waiting Room
 - Mute / Unmute
 - Sub-Conferencing

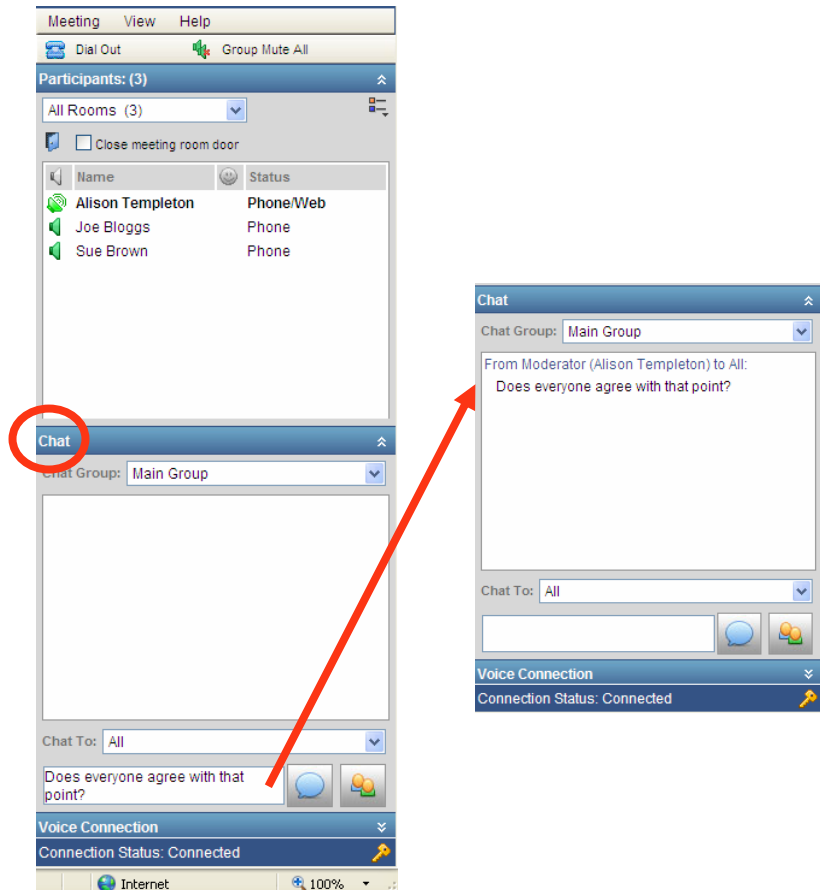
Active Talker

Active talker indicates who is speaking



Chat

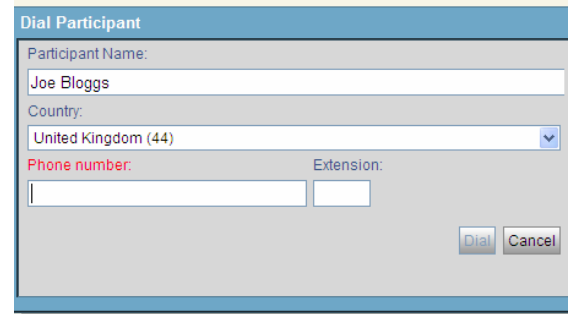
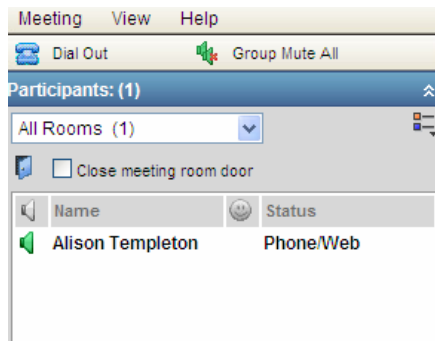
Communicate with participants who have logged into the call



Dial Participants

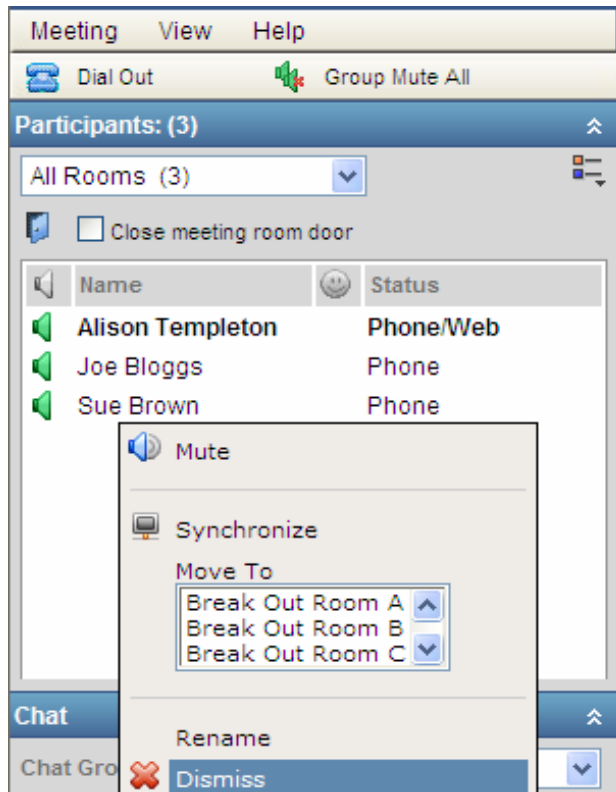
Dial out to participants to join your call:

- Select **Dial Out** in Menu bar
- Enter participant's details
- Click **Dial**



Disconnect Lines

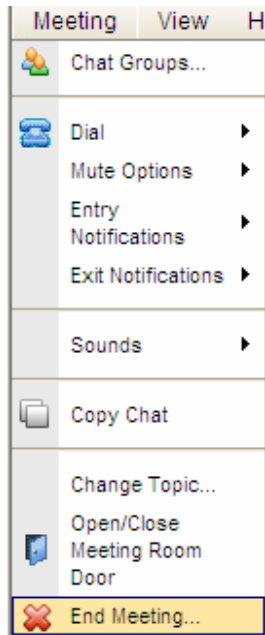
Remove individuals from call, right click on participant and click on **Dismiss**



End Call

End conference call

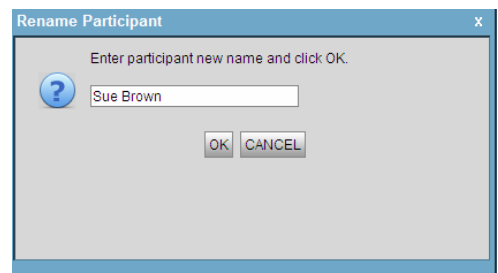
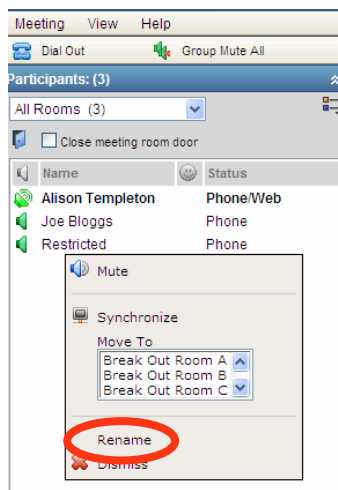
- Click **Meeting**
- Select **End Meeting**



Edit Names

Edit participant information to display names in Call Manager (initially Name column will show each participants' originating phone number)

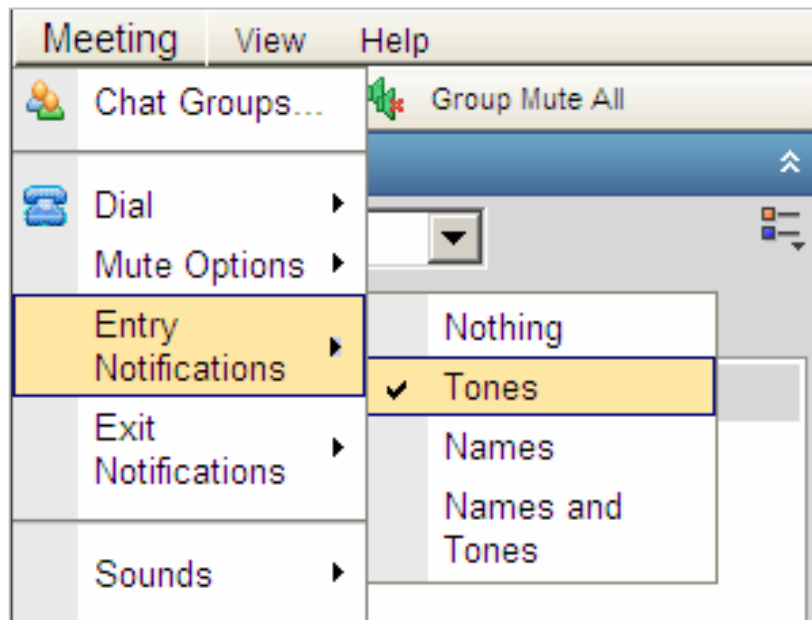
- Right click on **Name**
- Click **Rename**



Entry / Exit Notifications

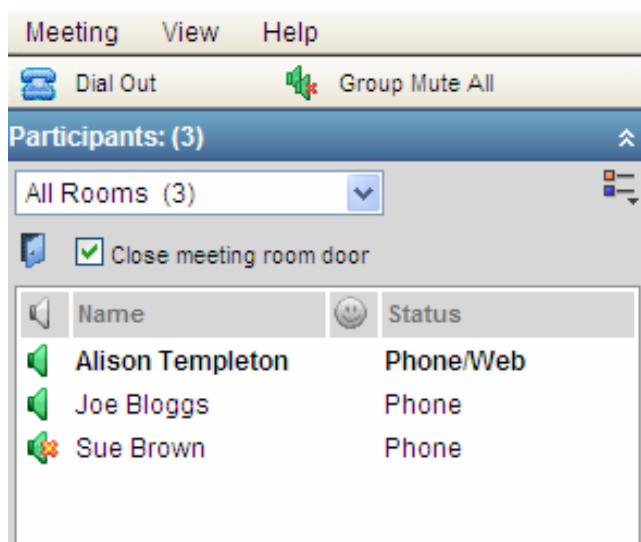
Control how participants enter and/or exit the conference call:

- Click **Meeting**
- Select **Entry Notifications** or **Exit Notifications**



Lock Conference / Waiting Room

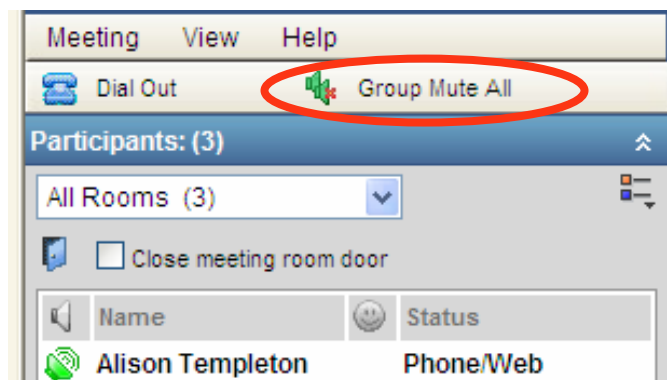
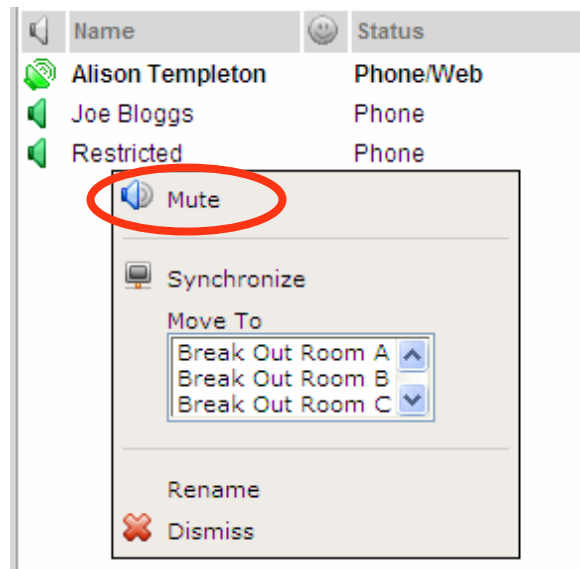
Use the Meeting Room Door feature to stop unwanted participants from entering your call



Mute / Unmute

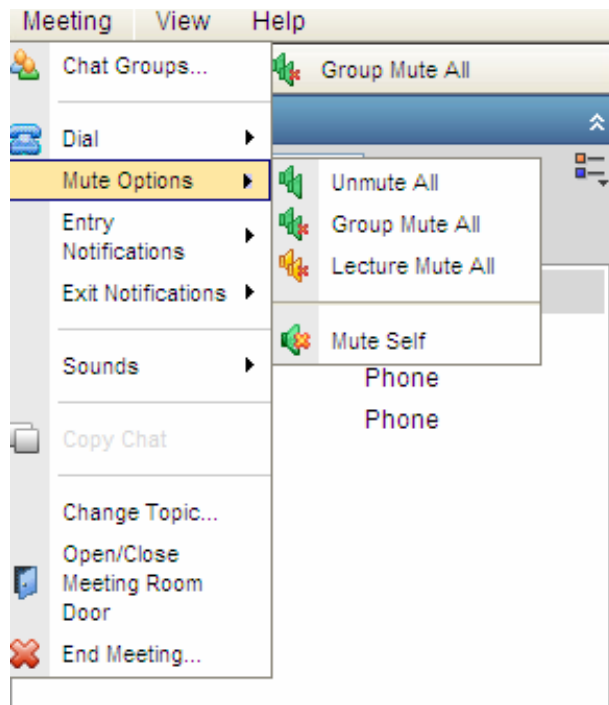
There are a number of ways to mute / unmute participants

- Right click on the name and click **Mute**
- Use **Group Mute All** feature (Note that when using Group Mute All, Participants are able to unmute their lines individually by dialing #6. If you do not want to allow Participants to be able to unmute their line, use Lecture Mute All)



Mute / Unmute (continued)

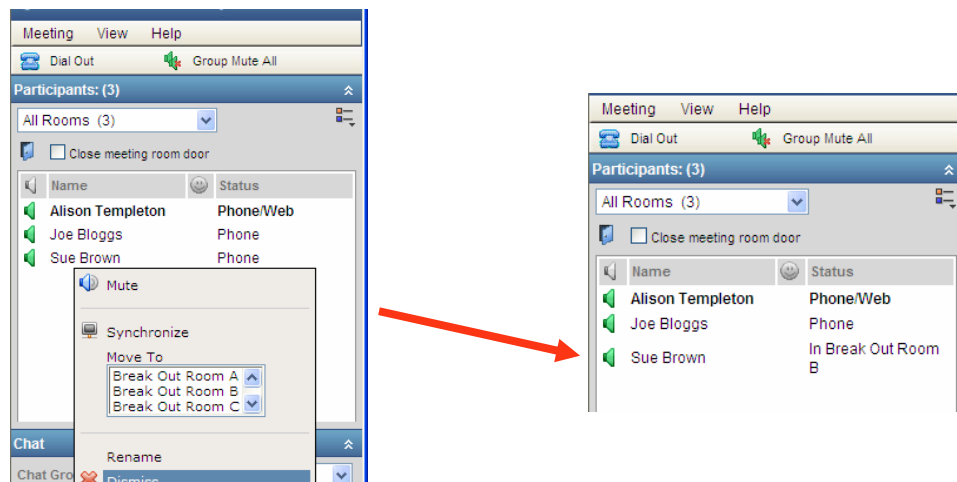
- Click **Meeting**
- Drag down to **Mute Options**
- Select desired **Option** (note that when using Lecture Mute All, participants are **NOT** able to unmute their own audio by dialing #6)



Sub Conferencing

Move participants into separate sub-conferences

- Right click on **Name**
- Click on appropriate **Break Out Room** from list



Sub Conferencing (continued)

Select Break Out Room from All Rooms drop-down list to see participants in that sub-conference

