

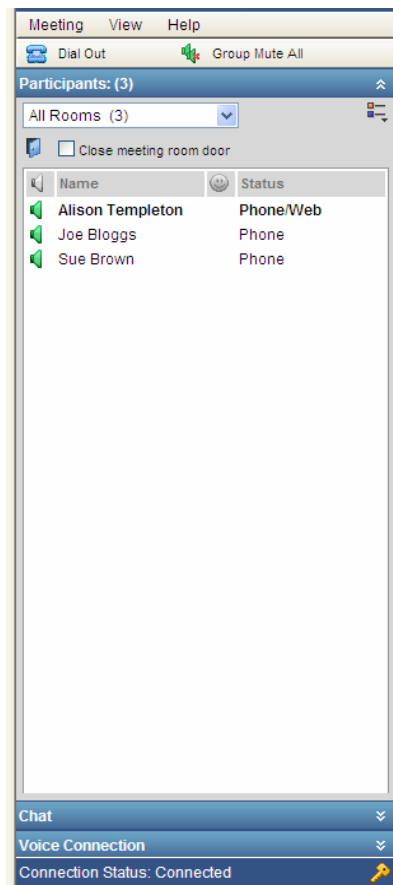
# BroadData Unified Meeting Web Conferencing

## Manage Audio Conference Online



### Manage Your Audio Conference from the Unified Meeting Web Conferencing Interface

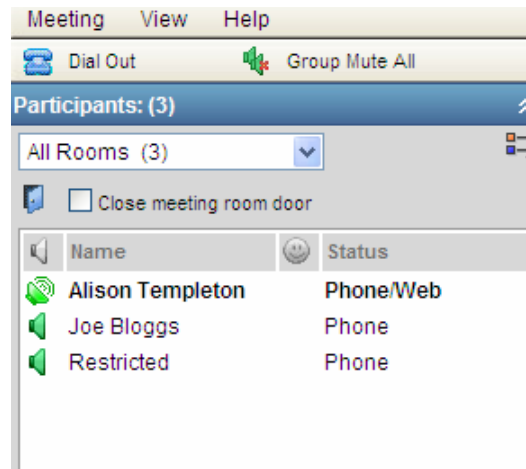
- 1 First start your Unified Meeting
- 2 View the Participant Panel from your Unified Meeting



- 3 You have access to the following functionality:
  - a. Active Talker
  - b. Chat
  - c. Dial Participants
  - d. Disconnect Lines / End Conference
  - e. Edit Names
  - f. Entry / Exit Notifications
  - g. Lock Conference / Waiting Room
  - h. Mute / Unmute
  - i. Sub-Conferencing

## Active Talker

Active talker indicates who is speaking

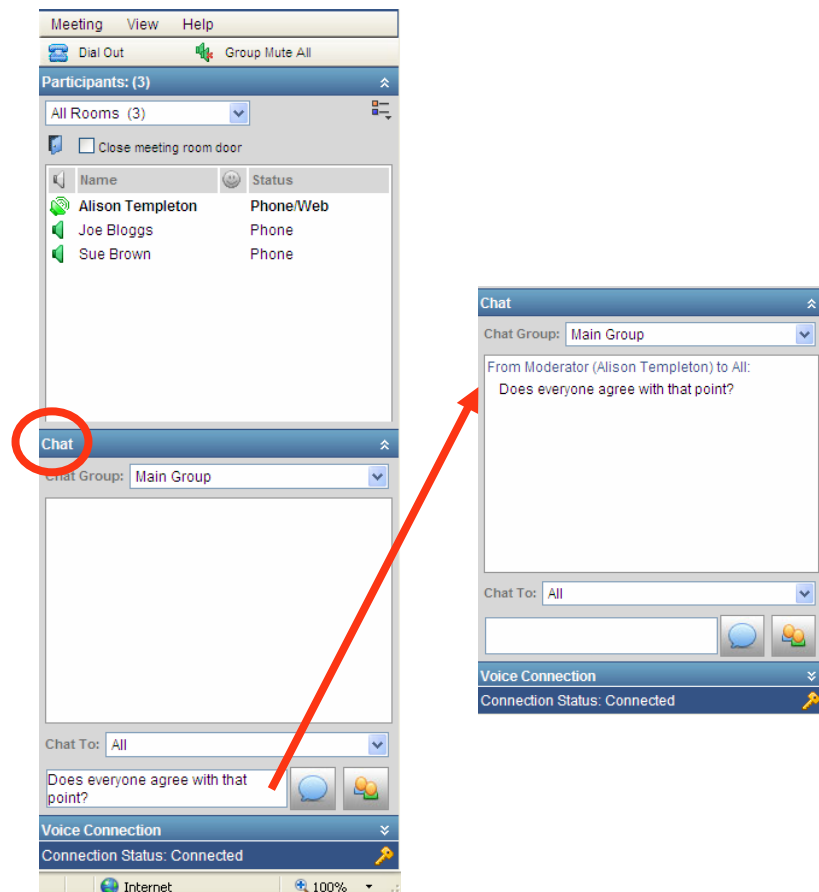


The screenshot shows a meeting control panel with a menu bar (Meeting, View, Help) and buttons for Dial Out and Group Mute All. Below is a 'Participants: (3)' section with a dropdown for 'All Rooms (3)' and a 'Close meeting room door' checkbox. A table lists participants with their names and status:

Name	Status
Alison Templeton	Phone/Web
Joe Bloggs	Phone
Restricted	Phone

## Chat

Communicate with participants who have logged into the call

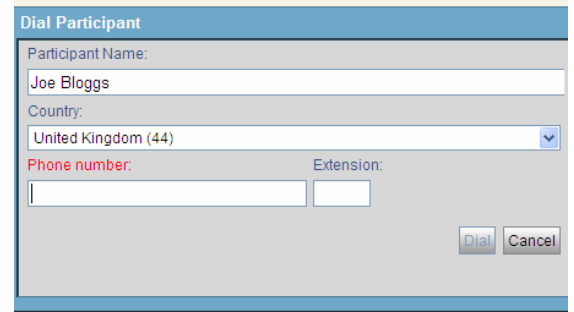
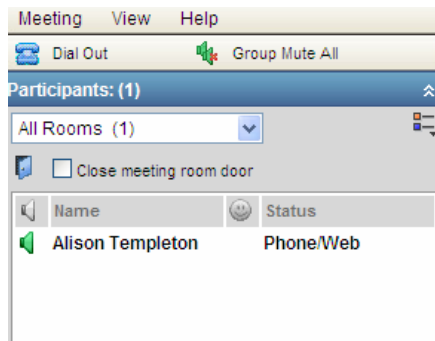


The screenshot shows the same meeting control panel as above, but with a 'Chat' window open. The 'Chat' button in the bottom left of the meeting panel is circled in red, and an arrow points to the chat window. The chat window shows a message from the moderator (Alison Templeton) to all participants: 'Does everyone agree with that point?'. The chat window also includes a 'Chat To:' dropdown set to 'All', a text input field, and a 'Voice Connection' section showing 'Connection Status: Connected'.

## Dial Participants

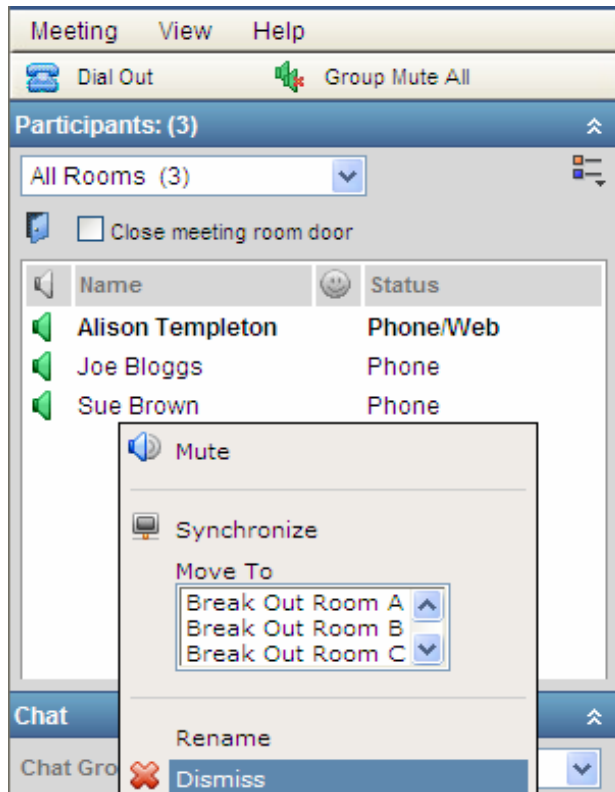
Dial out to participants to join your call:

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



## Disconnect Lines

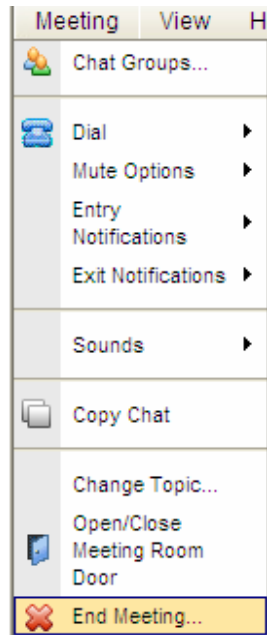
Remove individuals from call, right click on participant and click on **Dismiss**



## End Call

End conference call

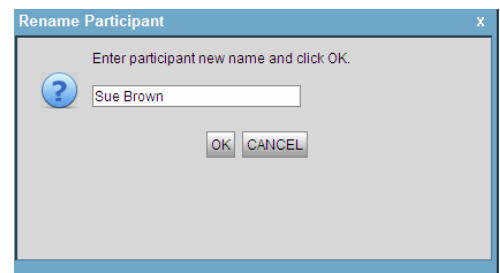
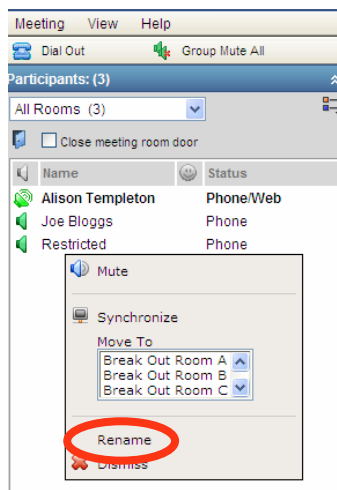
- Click **Meeting**
- Select **End Meeting**



## Edit Names

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

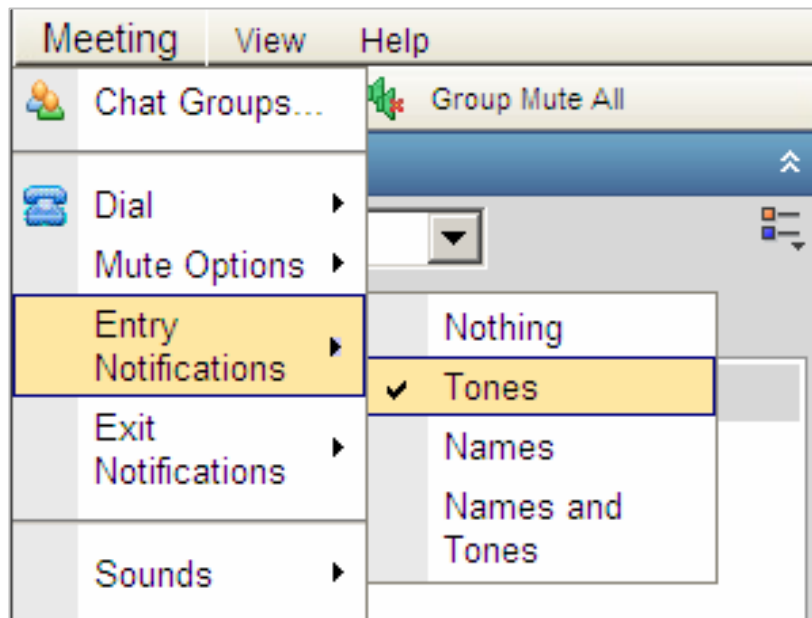
- Right click on **Name**
- Click **Rename**



## Entry / Exit Notifications

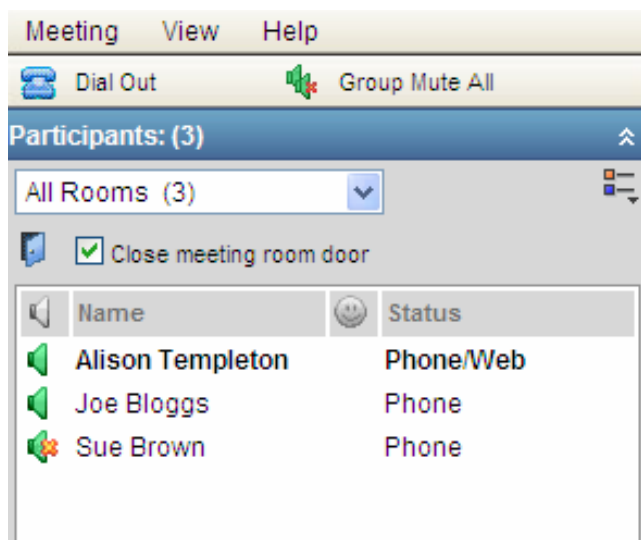
Control how participants enter and/or exit the conference call:

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



## Lock Conference / Waiting Room

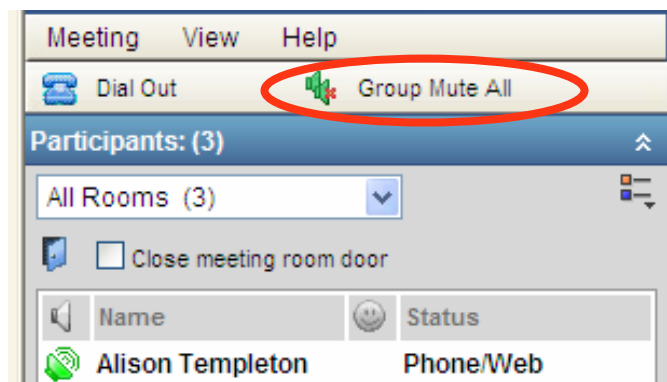
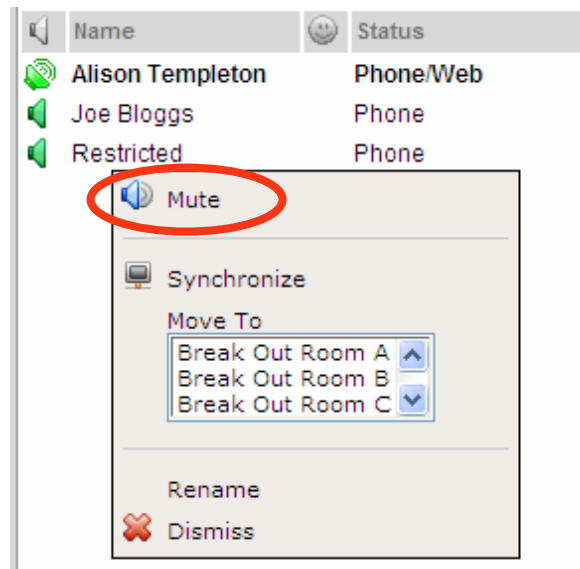
Use the Meeting Room Door feature to stop unwanted participants from entering your call



## Mute / Unmute

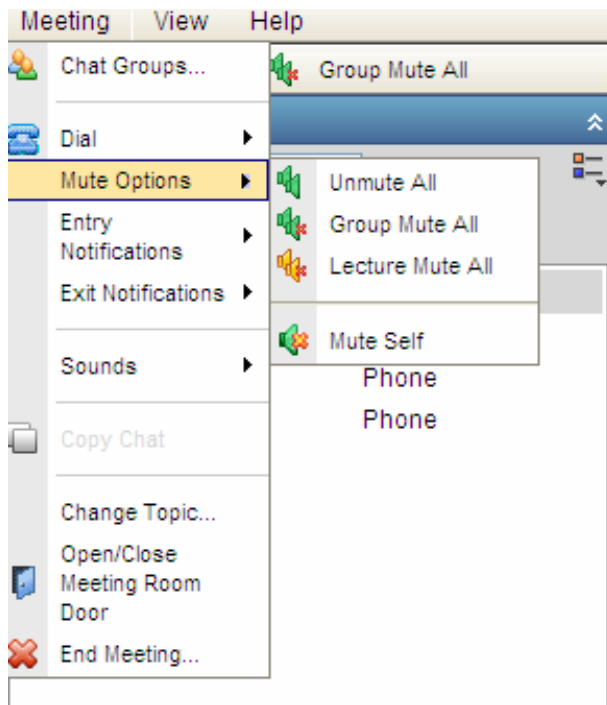
There are a number of ways to mute / unmute participants

- 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)

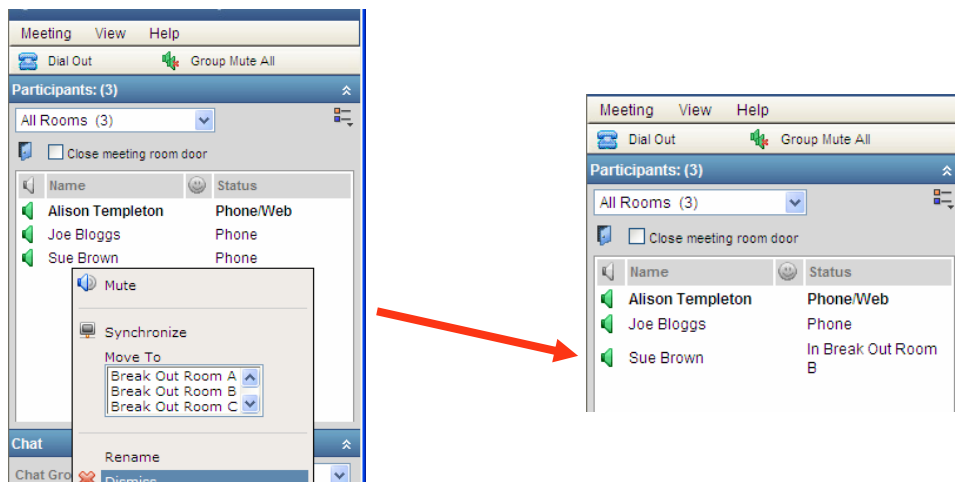
- Click **Meeting**
- Drag down to **Mute Options**
- Select desired **Option** (note that when using Lecture Mute All, participants are **NOT** able to unmute their own audio by dialing #6)



## 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

