

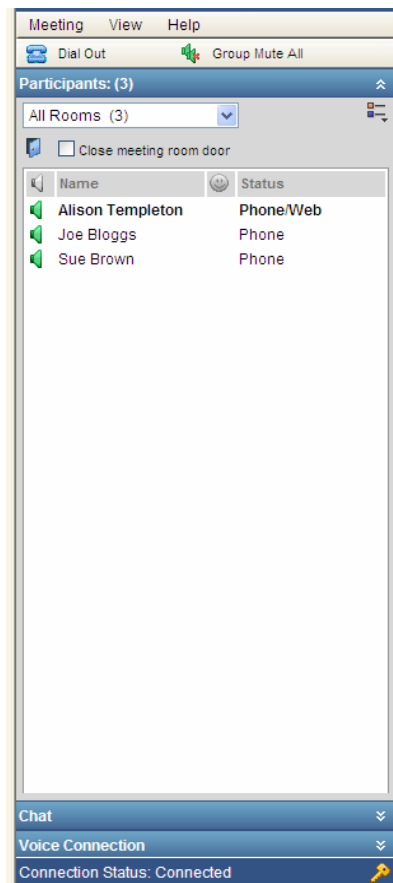
BroadData Unified Meeting Web Conferencing

Manage Audio Conference Online



Manage Your Audio Conference from the Unified Meeting Web Conferencing Interface

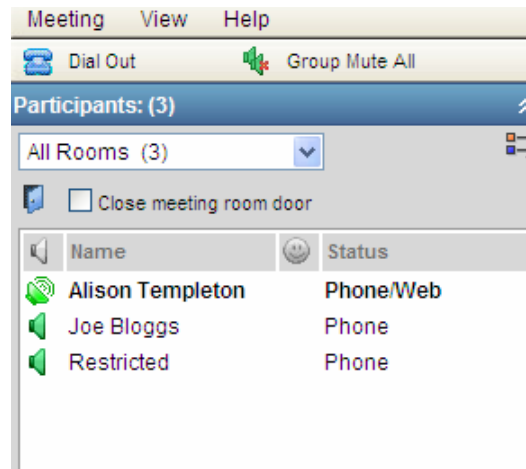
- 1 First start your Unified Meeting
- 2 View the Participant Panel from your Unified Meeting



- 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

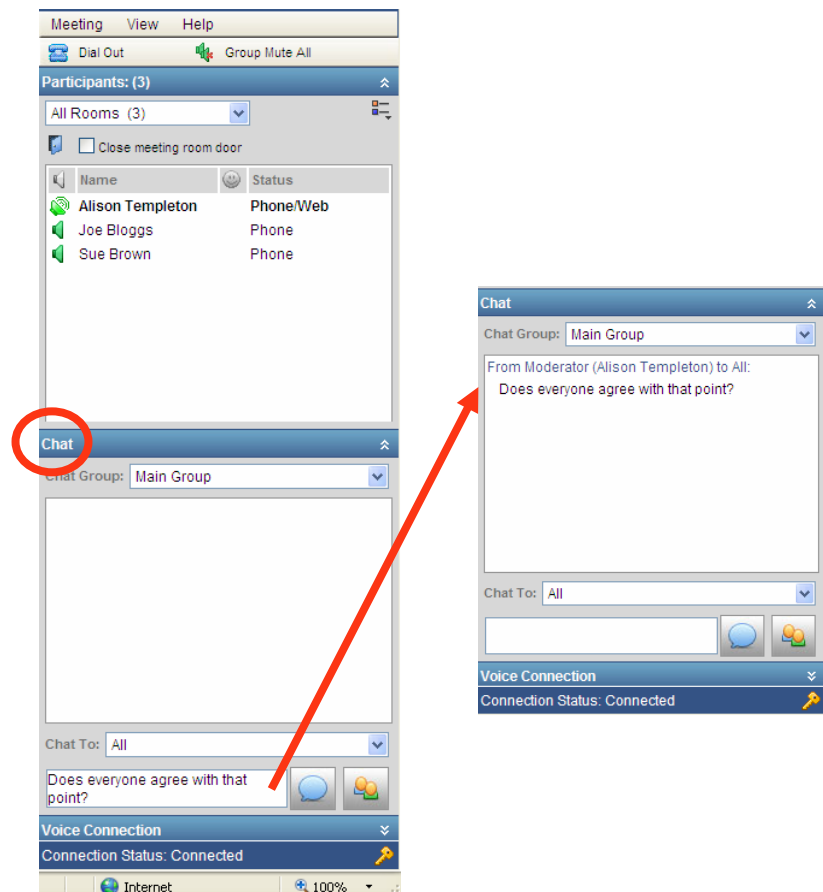
Active Talker

Active talker indicates who is speaking



Chat

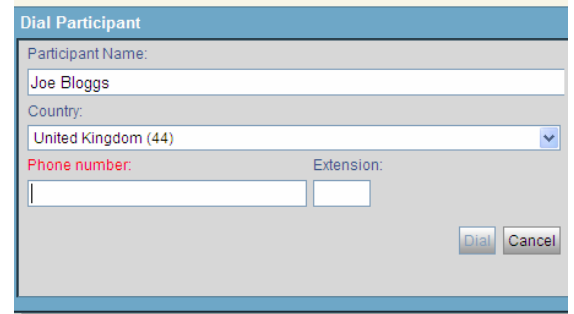
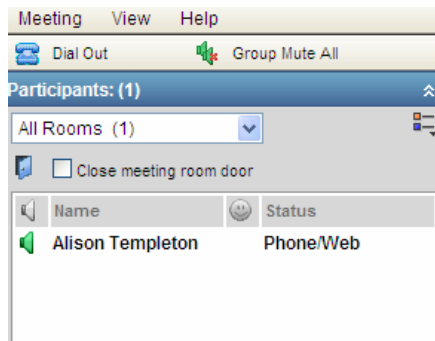
Communicate with participants who have logged into the call



Dial Participants

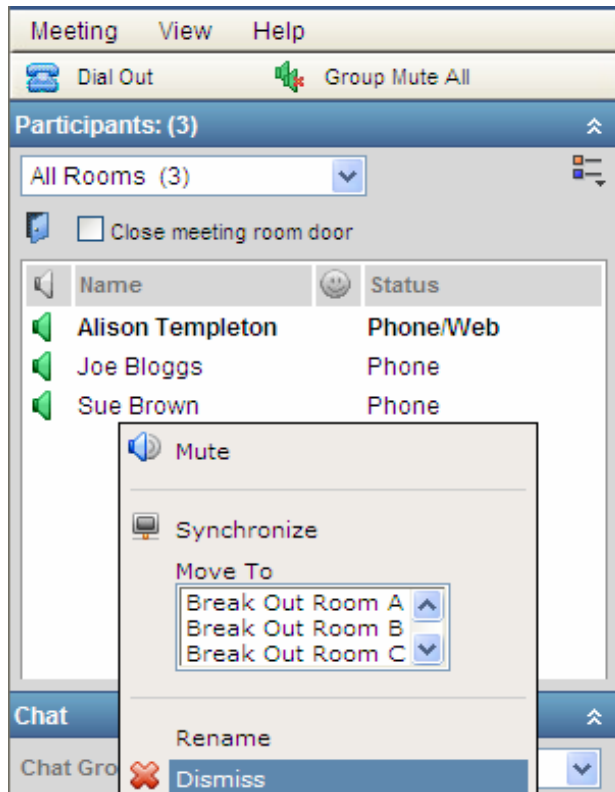
Dial out to participants to join your call:

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



Disconnect Lines

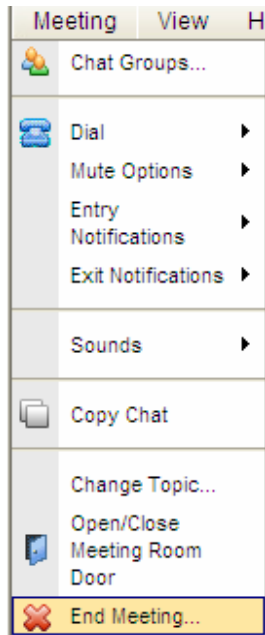
Remove individuals from call, right click on participant and click on **Dismiss**



End Call

End conference call

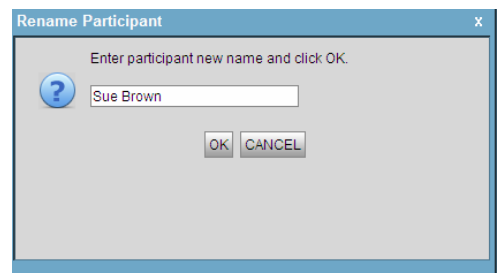
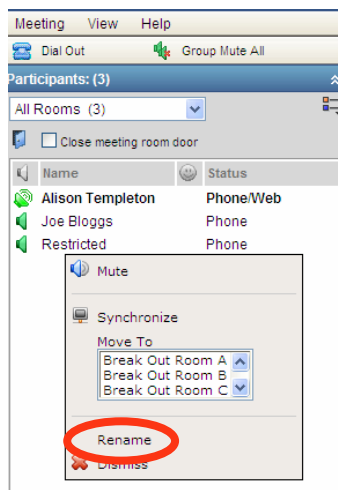
- Click **Meeting**
- Select **End Meeting**



Edit Names

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

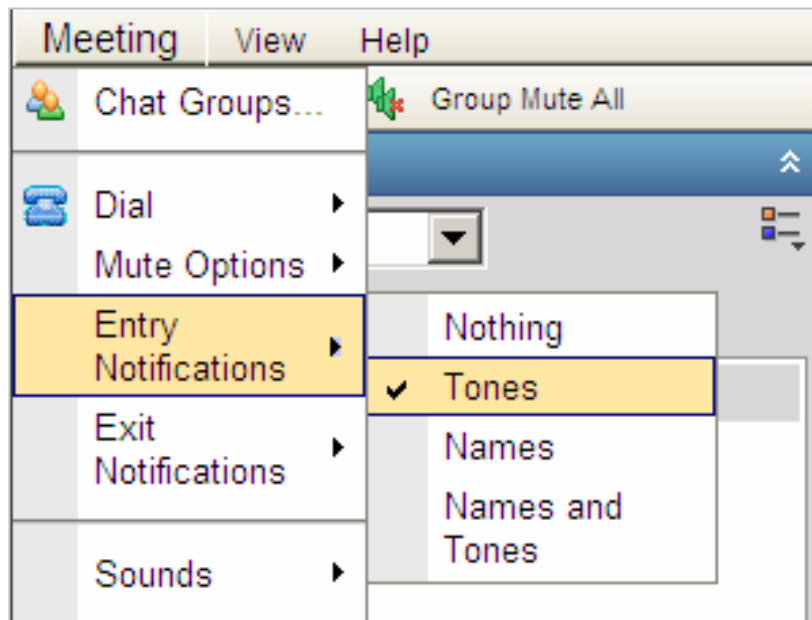
- Right click on **Name**
- Click **Rename**



Entry / Exit Notifications

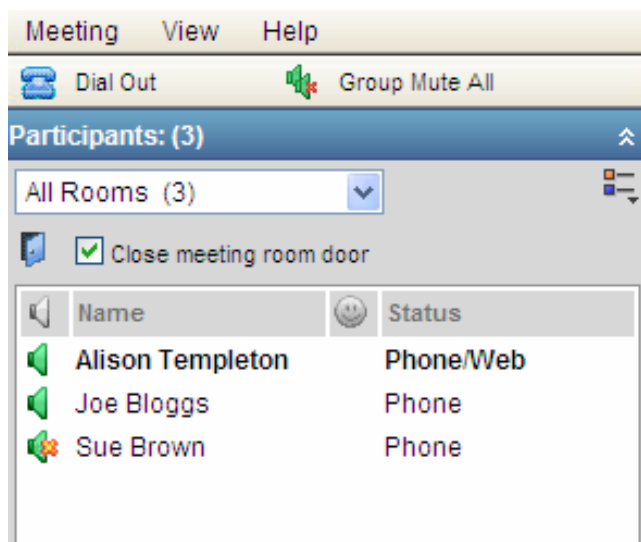
Control how participants enter and/or exit the conference call:

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



Lock Conference / Waiting Room

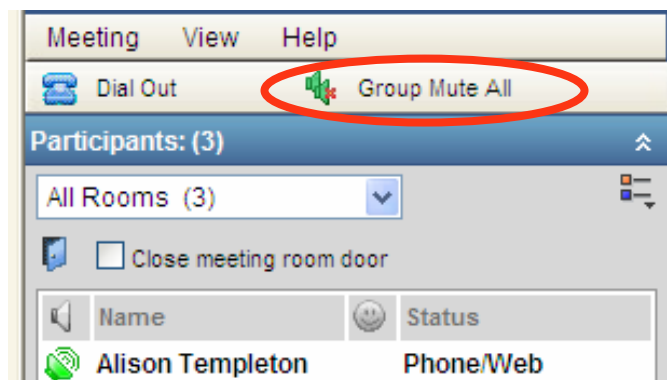
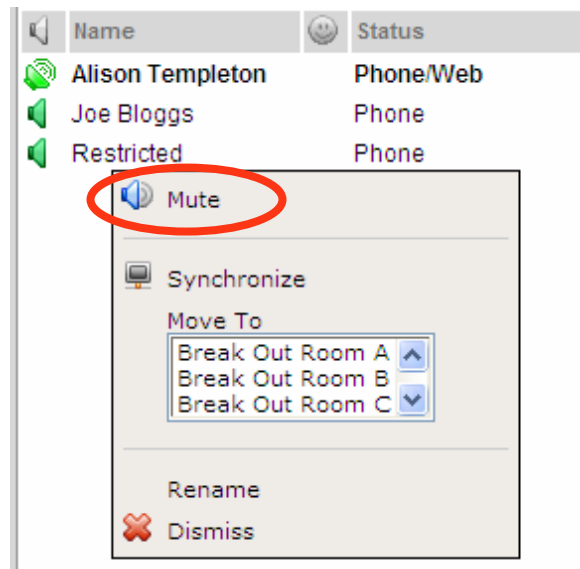
Use the Meeting Room Door feature to stop unwanted participants from entering your call



Mute / Unmute

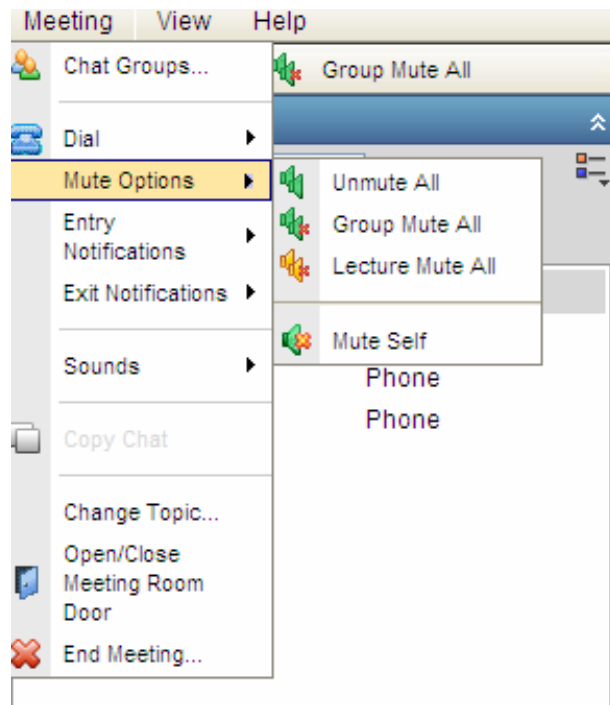
There are a number of ways to mute / unmute participants

- 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)

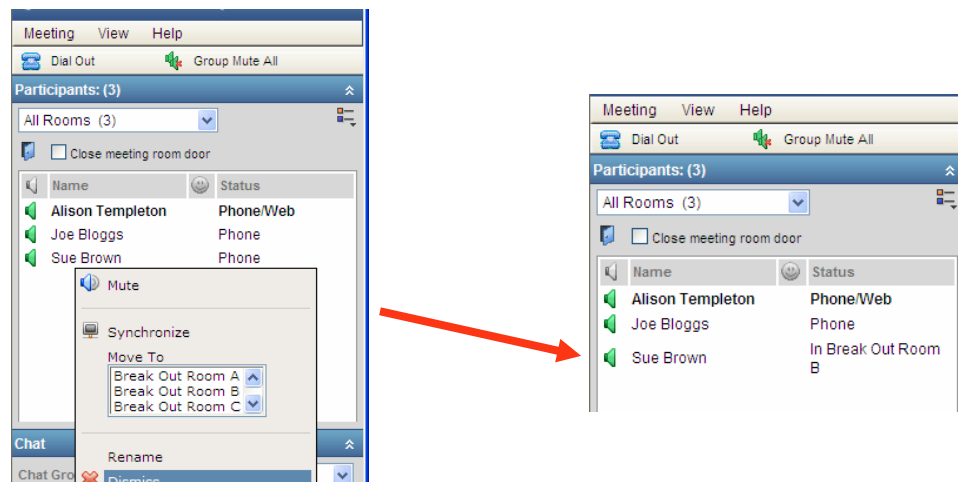
- Click **Meeting**
- Drag down to **Mute Options**
- Select desired **Option** (note that when using Lecture Mute All, participants are **NOT** able to unmute their own audio by dialing #6)



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

