

Microsoft® Office Live Meeting Audio Controls Set Up



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Audio Options

When using your InterCall Reservationless-PlusSM account, you can connect to the conference upon entering the meeting by using the Join Conference feature. In addition, the dial-in information can be viewed through the Voice and Video pane. If computer audio* is enabled for the meeting and the user has a compatible sound card and speakers and microphone or a headset, VoIP (Voice over Internet Protocol) is automatically enabled.

Reservationless-Plus Integrated Audio for Live Meeting

To use the integrated Reservationless-Plus audio controls during an Office Live Meeting web conference, you must first set up and verify your audio options. This document explains how to make the integrated audio conferencing features available to meeting attendees.

SET UP AND TEST MEET NOW AUDIO

You can use the information about your phone conferencing account to set up Meet Now audio. Once you have set it up, you should test it. This section explains how to set up and test Meet Now audio.

To set up/verify Meet Now audio:

13. Log into your Live Meeting account.
14. On the My Home page, click Meet Now Details.
15. On the Meet Now Details page, click Meet Now Options.
16. On the Meet Now Options page, click Audio.

The screenshot shows the 'Meet Now Options' page with the 'Audio' section selected. The 'Audio' section contains the following information:

- Meet Now Options**
- Meet**
 - Schedule Meeting
 - Meet Now
 - Join Meeting
- Manage**
 - Meetings
 - Recordings
 - User Preferences
- View**
 - Recordings
 - Reports
- Audio**
 - You can enable audio for your presentation. Set the regional and audio options for your meeting.
 - This meeting uses: Live Meeting with audio conferencing
 - Conferencing provider: InterCall
 - Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in
 - Display the toll free phone number to meeting participants in the Live Meeting Console.
 - Display the toll phone number to meeting participants in the Live Meeting Console.
 - Toll-free meeting phone number: +1 (888) 698-6934
 - Country/region: United States/Canada/Caribbean
 - City/area code: 888 Local number: 6986934
 - Toll meeting phone number: +1 (720) 239-6091
 - Country/region: United States/Canada/Caribbean
 - City/area code: 720 Local number: 2396091
 - Participant code: 1234567
 - Leader code: 1234

17. In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:

- Live Meeting without Audio (The "Display Toll and Toll Free" options will be available)
- Telephone Conferencing Service (The "Display Toll and Toll Free" options and "Join Conference" feature will be available)
- Computer Audio Conferencing* (The "Display Toll and Toll Free" options and "Enable one-way Internet Audio Broadcasting"* will be available)
- Telephone and Computer Audio Conferencing* (All the options will be available)

6. In the Conferencing provider list, select InterCall®.
7. Select the phone conferencing options you want to enable:
 - Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialling into the conference call.
 - Display the Toll-free phone number. Select this option to display the freephone Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
 - Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.
8. Enter your Reservationless-Plus local and freephone Dial-In Numbers in the appropriate boxes.
9. Enter your Reservationless-Plus Conference Code in the Participant Code box.
10. Enter your Reservationless-Plus Leader PIN in the Leader Code box.
11. Type additional dialling keys into the text boxes provided in the Actual dialling keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:

Additional dialing keys:
 The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialing keys: ppppppp <participant code> #ppppppppp#

Actual dialing keys: <participant code> #

Valid characters: 0123456789*#p

Each 'p' is a one second pause

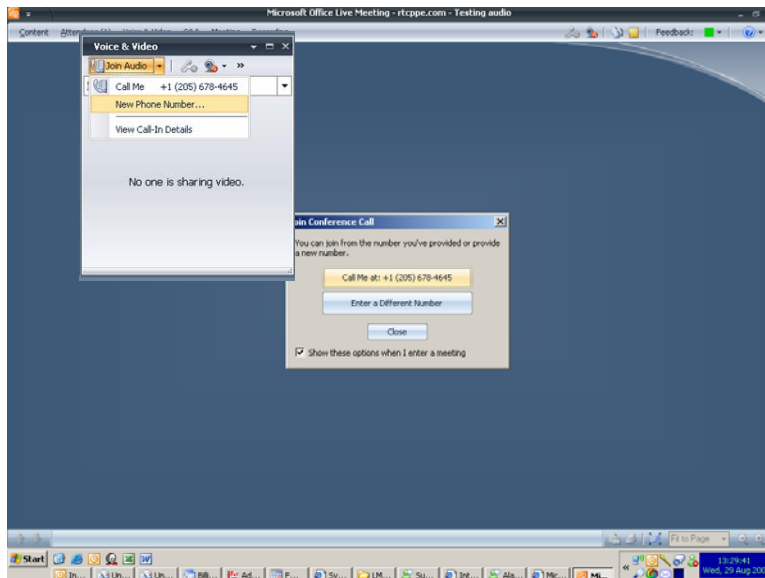
ppppp indicates a five second pause

Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

12. Click OK.

To test Meet Now audio:

1. On the Meet Menu, click Meet Now to start a Live Meeting Meet Now session. The Join Conference Call dialog box will appear.
 - If the Join Conference Call dialog box does not appear, go to the Voice and Video menu and select Join Audio.



2. In the Join Conference Call window, enter the phone number where you want to be called.
3. Click Call Me. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.

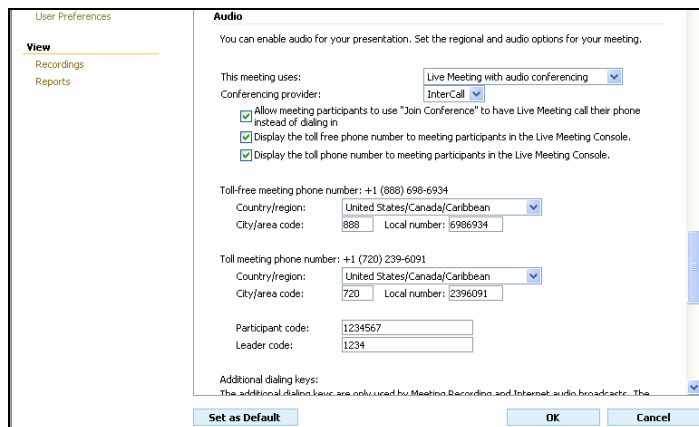
SET UP AND TEST THE DEFAULT AUDIO FOR SCHEDULED MEETINGS

You can configure default audio settings that are used whenever you schedule a meeting. This section explains how to do so and also how to test the settings that you specify.

NOTE: The procedure in this section for setting up the default audio for scheduled meetings affects all meetings you schedule with Live Meeting. You can override the default settings for a specific meeting by clicking the meeting name (instead of Schedule Meeting) in step 1 in this procedure, and then clicking Save (instead of Save as Default) in step 10.

To set up the default audio for Scheduled Meetings:

- 1 On the My Home page, under Meet, click Schedule Meeting.
- 2 Click Meeting Options.
- 3 On the Meeting Options page, click Audio.



- 4 In the Audio for this meeting list, select Telephone conferencing. Note the options available in this section:
 - Live Meeting without Audio (The “Display Local and freephone” options will be available)
 - Telephone Conferencing Service (The “Display Local and freephone” options and “Join Conference” feature will be available)
 - Computer Audio Conferencing* (The “Display Local and freephone” options and “Enable one-way Internet Audio Broadcasting”* will be available)
 - Telephone and Computer Audio Conferencing* (All the options will be available)
- 5 In the Conferencing provider list, select InterCall®.
- 6 Select the phone conferencing options you want to enable:
 - Allow meeting participants to use the Join Conference option (for InterCall Reservationless-Plus audio only). When this option is enabled, meeting participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialling into the conference call.
 - Display the Toll-free phone number. Select this option to display the toll-free Dial-In Number you are using in the Audio dialog box or in the Meeting Information dialog box for all attendees to see.
 - Display the Toll phone number. Select this option to display the toll Dial-In Number you are using in the Audio dialog box or Meeting Information dialog box for all attendees to see.
- 7 Enter your Reservationless-Plus toll and freephone Dial-In Numbers in the appropriate boxes.
- 8 Enter your Reservationless-Plus Conference Code in the Participant Code box.
- 9 Enter your Reservationless-Plus Leader PIN in the Leader Code box.
- 10 Type additional dialling keys into the text boxes provided in the Actual dialling keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:

Additional dialling keys:
 The additional dialling keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialling keys: pppppp <participant code> #pppppppp#

Actual dialling keys: [ppppp] <participant code> [#]

Valid characters: 0123456789*#p

Each 'p' is a one second pause

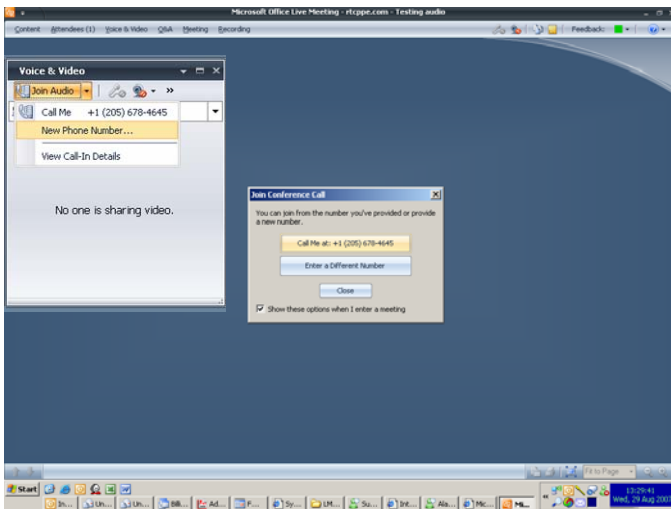
ppppp indicates a five second pause

- 11 Click OK.
- 12 Select Set as Default if desired.

Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

To test audio for scheduled meetings:

- 1 On the My Home page, under Meet, click Schedule Meeting.
- 2 Enter your email address in the Attendees and Presenter boxes.
- 3 Enter a subject, such as "Test Meeting" in the Subject line
- 4 In the Start section, select the current date and time.
- 5 In the End box, select an appropriate time to end the test meeting.
- 6 Click Send Invitations to send the invitation to yourself.
- 7 Within a few minutes, the invitations should arrive in your inbox.
- 8 Verify that all of the audio conferencing information (Dial-In Numbers, Conference Codes, etc.) is correct.
- 9 To join the test meeting, click Join Meeting in the email message.
- 10 If the Join Conference Call dialog box does not appear, go to the Voice and Video menu and select Join Audio.



- 11 In the Join Conference Call window, enter the phone number where you want to be called.
- 12 Click Call Me. Within a few seconds, you should receive a call. When you answer the call, follow the prompts to be joined to the phone conference for the meeting.