

# Microsoft® Office Live Meeting Audio Controls Users' Guide



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## InterCall's Reservationless-Plus<sup>SM</sup> Audio Integration

Office Live Meeting's integrated audio controls enable you to control your Reservationless-Plus audio conference from within the meeting console. Using these controls, you can manage all of the features and functions of your conference right from your desktop providing a more efficient and streamlined meeting experience. Your attention remains focused on your meeting rather than switching back and forth between your computer screen and your telephone keypad.

Using the Reservationless-Plus integrated audio controls, you can have the conference dial out to you instead of dialling in, identify unnamed attendees, dial out to additional participants and mute individual attendee's lines or the entire group.

## Connecting to the Audio Conference

Depending on how the meeting was scheduled, you may have multiple audio options.

- + If the meeting uses **Telephone Conferencing**, you can have the InterCall Reservationless-Plus conference call you or you can use your telephone to dial into the conferencing service.
- + If the meeting uses **Computer Audio\***, you can connect to the meeting and use your computer's speakers and a microphone, or you can use a headset with a microphone.
- + If the meeting uses both **Telephone Conferencing** and **Computer Audio\*** you may choose which method you wish to join the audio portion of the meeting.

### To connect to the audio portion when using Telephone Conferencing only

- 5 Once you have logged into your meeting, the Join Conference Call dialog box should appear. If not, select Voice and Video from the top menu.
- 6 Select your County/Region from the drop down menu then enter the area code and phone number at which you wish to be called in the Call me at fields.

Join Conference Call

To join the conference call, provide a number that the meeting can call you at. Answering this call connects you to the conference.

Phone details

Country/Region: +1 United States/Canada/Caribbean

City/Area code: 205

Enter numbers only with no spaces

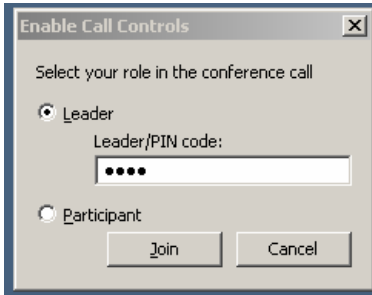
Number: 5551212 Example: 5955803

Join Conference Call Close

Show these options when I enter a meeting

# InterCall

- 1 Click Join Conference Call.
- 2 Select the Leader radio button then enter your Reservationless-Plus Leader PIN.
- 3 Click Join



- 4 To confirm the connection, make sure that a telephone icon appears next to your name in the Attendees tab in Live Meeting.

### To connect to the audio portion if your meeting uses both Telephone Conferencing and Computer Audio\*

- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Do one of the following:
  - If you are already connected to computer audio, click the down arrow next to the **End Call** button, and then click **End computer call and connect with my phone**.

*\*Option available only on branded customer sites*



- If you are not connected to audio, click the down arrow next to the **Join Audio** button, and then click **Call Me**.
- 3 If this is the first time you have joined a telephone conference, the **New Phone Number** dialog box will appear. Type your area code and your phone number, and then click **OK**.
  - 4 In the **Enable Call Controls** dialog box, if you are a participant, click **Join**. If you are the conference leader, select the **Leader** button, type the leader code, and then click **Join**.

### To connect to telephone conferencing by dialing into the service

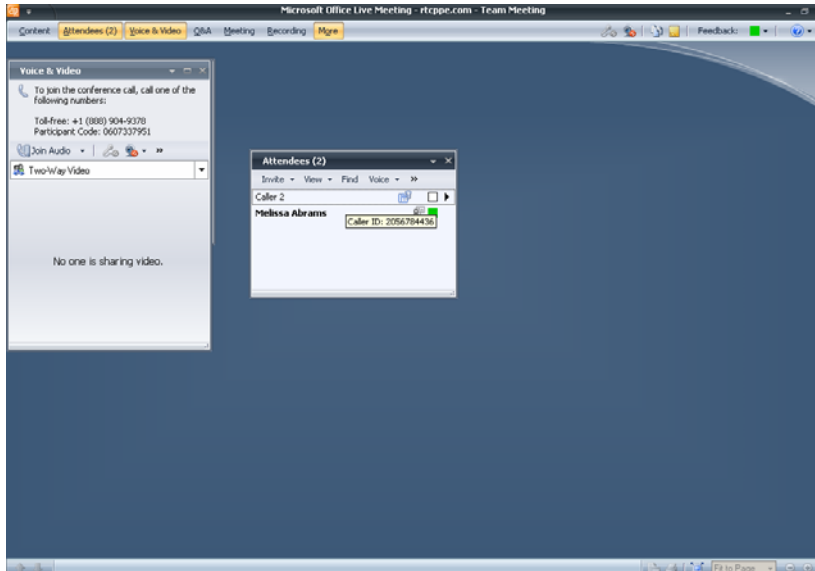
- 1 Click **Voice & Video** to open the **Voice & Video** pane.
- 2 Click the down arrow next to **Join Audio**.
- 3 Click **View Dial-In Details**, and then use your telephone to dial the numbers listed.

### To connect to computer audio\*

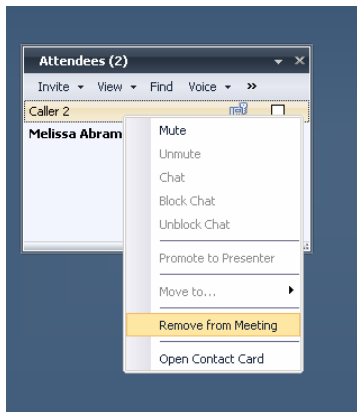
- 1 Connect speakers to your computer to listen to the meeting. If you plan to talk in the meeting, connect a microphone. Alternatively, you can use a headset with built-in earphones and microphone.
- 2 Audio should be on by default. If audio is not on, click **Voice & Video** to open the **Voice & Video** pane, and then click **Join Audio**.

## Identifying Unnamed Callers in the Meeting

- 1 On the Attendees list, hover over the unidentified attendee's row. A window containing the unidentified attendee's phone number will appear.

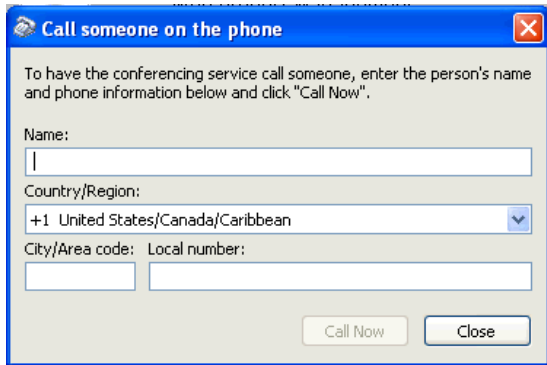


- 2 Right click on the caller's row.
  - If you do not recognise the phone number associated with the caller, you may remove them from the meeting



## Dialling Out to Participants

- 1 On the Attendees panel, click Invite and then select Call Someone. The Call someone on the phone dialog box appears.



The dialog box titled "Call someone on the phone" contains the following fields and controls:

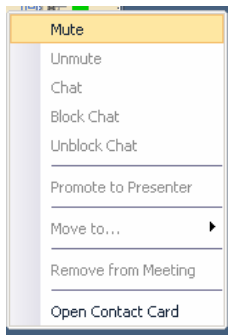
- Name:** A text input field.
- Country/Region:** A dropdown menu with the selected value "+1 United States/Canada/Caribbean".
- City/Area code:** A text input field.
- Local number:** A text input field.
- Call Now** and **Close** buttons at the bottom.

- 2 Enter the name of the person you would like to call, select the Country/Region in which he or she is located from the drop down menu then enter the area code and phone number.
- 3 Click Call Now.

## Muting Individual Participant's Lines

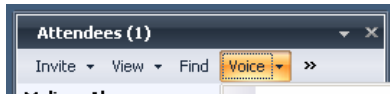
- 1 On the Attendees tab, right click the attendee's row that you wish to mute.
- 2 To mute the attendee's line, select Mute.

*Note: You will not be able to unmute a participant's line once it is muted. You should instruct attendees to right click their own names to unmute the lines.*

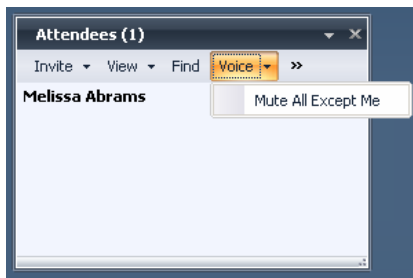


## Muting the Group

- 1 On the Attendees panel, click Voice.



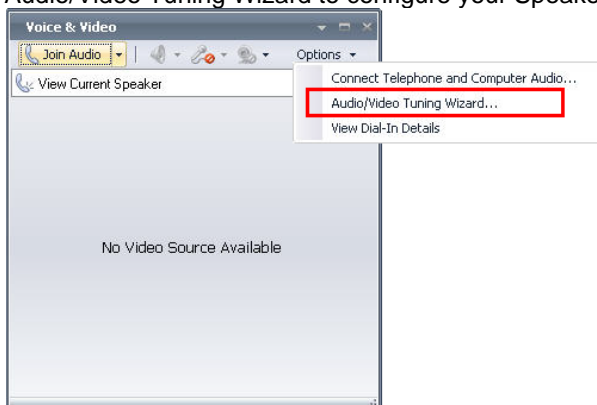
- 2 To mute the entire group, select Mute All Except Me.



*Note: You will not be able to unmute the group once the lines are muted. You should instruct attendees to right click their own names to unmute the lines.*

## COMPUTER AUDIO\* SETUP

Use the Audio/Video Tuning Wizard to configure your Speakers and Microphone.



- 1 Click Voice & Video from the Command menu.

*Note: The first time that the Console is loaded, with the Computer audio\* conference option selected in the meeting options, the Audio Video Device Setup wizard will automatically run.*

- 2 In the Voice and Video pane, click Options and then select Audio/Video Tuning Wizard.
- 3 Click Yes in the window, if necessary.
- 4 Click Next in the Audio Video Device Setup window.
- 5 Select the speakers or headset to use from the drop-down list in the Speaker/Microphone or Speakerphone Setup window.
- 6 Click Test, and adjust the speaker volume.
- 7 Click Stop when you have properly adjusted your speaker volume.
- 8 Select the microphone to use from the drop-down list in the Speaker/Microphone or Speakerphone window.
- 9 Adjust Microphone Volume.
- 10 When you have properly adjusted your microphone volume, click Next.
- 11 When finished modifying options, click OK.
- 12 Click Finish to finish and close the Audio Video Device Setup Wizard.