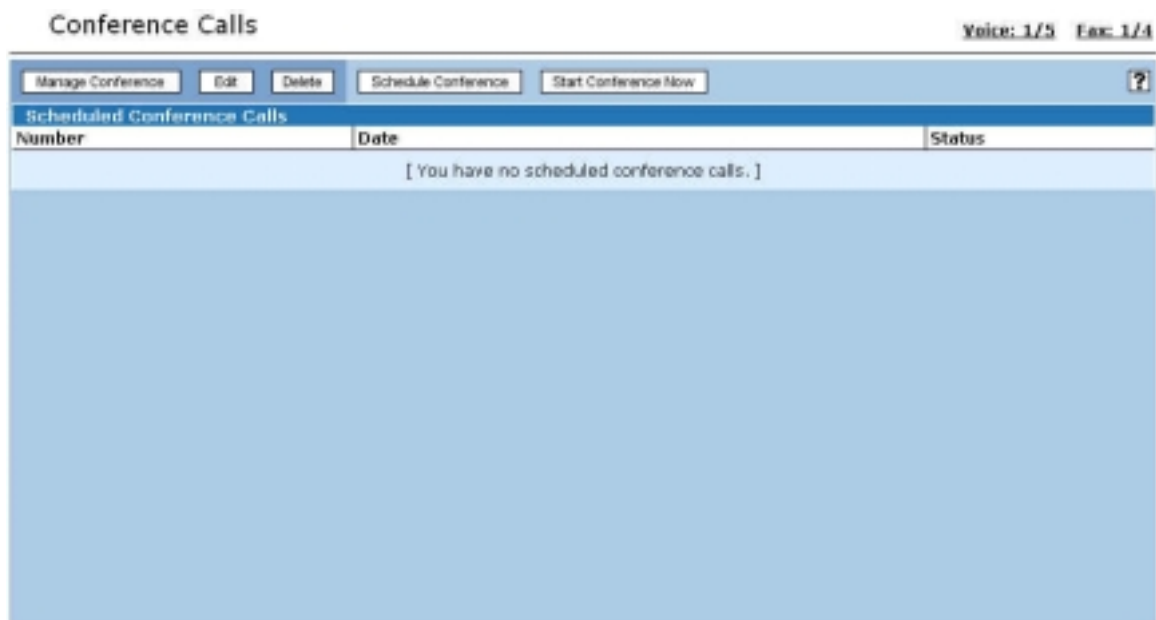


14 Conference Calls

CommuniKate's Conference Call feature enables you to schedule and manage a conference call ("Meet-Me Conference," pg. 31) for up to thirty-two (32) parties at a predetermined date and time.

Scheduled Conference Calls Screen

This screen displays your scheduled conference calls and provides links to other screens where you can schedule and manage your conference calls.



Scheduled Conference Calls Screen

Scheduled Conference Calls Screen Features

- **Scheduled Conference Calls** listing—this feature displays all your scheduled conferences by **Number**, **Date**, and **Status**.
- Command buttons—these enable you to edit your list and provide links to other screens where you may engage other conferencing features.
 - **Manage Conference**—use to manage a conference in progress
 - **Edit**—use to edit a conference's scheduled time and date
 - **Delete**—deletes a conference call number in the listing
 - **Schedule Conference**—use to schedule a new conference call
 - **Start a Conference Now**—use to start a conference call

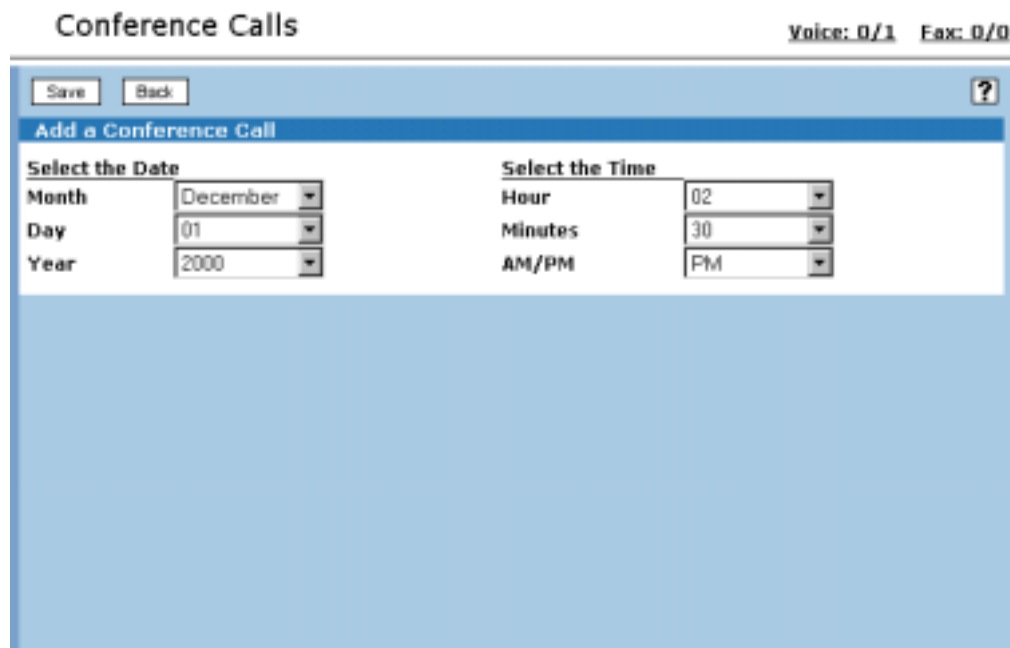
Using Conference Calls

- **Scheduling a New Conference**

Each scheduled call is given a conference number, which then should be supplied to conference participants.

⇒ To schedule a new conference, follow these steps:

1. Click on the **Schedule Conference** button, which opens the **Add a Conference Call** screen.



The screenshot shows a web application window titled "Conference Calls" with a status bar indicating "Voice: 0/1 Fax: 0/0". The main content area is titled "Add a Conference Call" and contains two sections: "Select the Date" and "Select the Time".

Select the Date		Select the Time	
Month	December	Hour	02
Day	01	Minutes	30
Year	2000	AM/PM	PM

Conference Schedule Window

2. From the **Select the Date** drop-down boxes, select the **Month**, **Date**, and **Year** settings for your conference call.
3. From the **Select the Time** drop-down boxes, select the **Hour**, **Minutes**, and **AM/PM** settings for your conference call.
4. When you are finished with your settings, click on **Save** to schedule the conference. Or, click on **Back** to discard any settings you have made.

- **Editing Settings for a Conference Call**

⇒ To edit a conference call's settings, follow these steps:

1. Click on the conference number's checkbox to select it and then click on **Edit**. This opens the **Edit Conference** screen.
2. Using the **Select the Date** drop-down boxes, reselect any **Month, Date, and Year** settings for your conference call.
3. Using the **Select the Time** drop-down boxes, reselect any **Hour, Minutes, and AM/PM** settings for your conference call.
4. When you are finished editing your settings, click on **Save** to schedule the conference. Or, click in **Back** to discard any settings you have made.

- **Deleting a Conference**

1. ⇒ To delete a conference from you list of scheduled conferences, click on the conference number's checkbox to select it and then click on **Delete**.

- **Starting a Conference Call**

⇒ To start a conference, follow these steps:

1. Click on the conference number's checkbox to select it and then click on **Manage a Conference** button. This opens the **Participants for Conference #** screen.

Note: You may also click on the conference call number in the **Number** column. If one checks a conference and clicks the **Start Conference Now** button, it will not start the selected conference. Rather, it will create and start a new conference call. Manage Conference will start a selected conference that has already been scheduled.

Conference Calls Voice: 0/0 Fax: 0/4

Mute / Unmute Drop Refresh Close Drop All ?

Participants for Conference # 195

Participant	Conference Entry Time	Current Status	Options
[No participants]			

Add Yourself

OR Phone Number:

Add New Participant

OR Phone Number:

Muted Disable Conference Call Screening

Participants for Conference # Screen

Go to the **Add Yourself** section and select your Home, Office, Cellular, Current, Mobile, or Operator number as your destination, or provide a different destination number in the **Phone Number** field. **Important Note:** Your participation in the conference requires that you dial your own number!

2. In the **Add New Participant** section, select a contact for the conference, or provide different numbers for specific contacts.
3. After you have selected a contact or entered the party's phone number, click on the **Add Participant** button. You may also choose from the following:
 - o **Muted**— If you check on this box, the added participant will only be able to listen to the conference and not interact with the other participants.
 - o **Disable Conference Call Screening**—If you click on this checkbox, the added party will be added to the conference without an invitation prompt from CommuniKate.

• Managing a Conference Call

Every conference is unique, and CommuniKate provides the tools to get the job done. Here are some guidelines for managing your conference.

⇒ To manage a conference call, follow these steps:

1. Click on the conference number's checkbox to select it and then click on the **Manage Conference** button. This opens the **Participants for Conference #** screen. (See screen shot above.)

2. Use the screen's features to control participant involvement and the flow of the conference.

Command Buttons:

- **Mute/Unmute**—this is a “toggle” command, which mutes or unmutes a selected participant
- **Drop**—drops a selected participant from the conference
- **Refresh**—refreshes the listing of active participants
- **Drop All**—clicking on this button drops all participants and ends conference interaction.

Display Features:

- **Current Participants** Window provides an ongoing “snapshot” of current participants in your conference. The display includes information about each participant's **Conference Entry Time**, **Current Status**, and **Options**.
- Add new participants to the conference by selecting them in the **Add New Participant** section.

3. Managing a Conference Actions:

- To quiet or silence a party, click on the **Mute/Unmute** button, to cancel press **Unmute** again. (This button acts as a toggle switch.)
- To drop a party from the conference, click the **Drop** button. This removes a conference party. When a party joins or leaves a conference, you will hear a distinct beep.
- To make sure inbound callers have been added to the screen as soon as they join, click on the **Refresh** button, which avoids a short delay.
- To end the conference call, click on the **Drop All** button.

Important Notes:

- All parties who join the conference by dialing in, rather than by entering through the **Conference Center**, should dial your CommuniKate number.

When the call is finished and all parties disconnect, the conference number will remain active forty-eight (48) hours after the initially scheduled time of the conference.