

LotusLive: Meetings

Audio Controls Guide



For more information:

In the U.S.:
800.374.2441
www.intercall.com
info@intercall.com

In Canada:
877.333.2666
www.intercall.ca

Once a web conference has been started, the presenter can use Reservationless-Plus® conferencing controls to control the audio conference. The presenter's name will appear in the participant list with two status icons. One icon shows the presenter's status in the web conference and the other indicates the presenter's audio status.

As participants enter the conference, they will also appear in the participant list with conference status icons. The presenters can right-click a participant entry in the participants list to access the options menu, which includes options for controlling both the web and the audio conference.

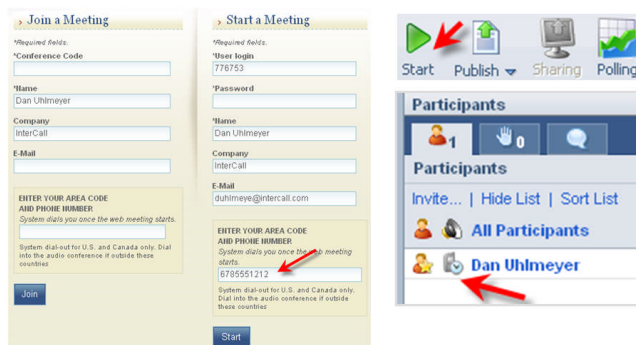
LotusLive: Meetings supports the following Reservationless-Plus Conferencing controls:

- + Auto dial out from login page
- + Presenter controlled dial out from meeting UI
- + Presenter controlled mute and unmute
- + Audio participant disconnect
- + Audio conference participant list
- + Dial-in caller id
- + Edit caller details

Auto dial out from login page

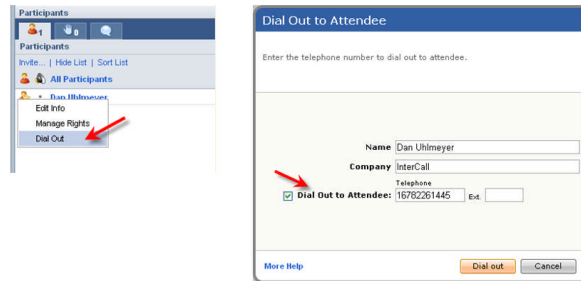
- 1 Enter your area code and phone number.
- 2 Once you are logged in, click **Start**.
- 3 System dials you and your phone rings as the meeting starts.

Note: System dial-out for U.S. and Canada only. Dial into the audio conference if you are outside of these countries.



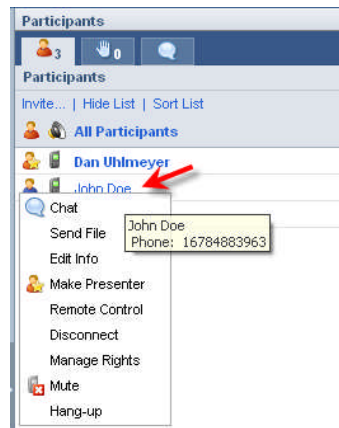
Dial out from the Meeting Interface

- 1 Select **Invite** from the participants list.
- 2 Select the **Dial Out to Attendee** check box and provide the telephone number.
- 3 Select **Invite** to send an e-mail invitation.



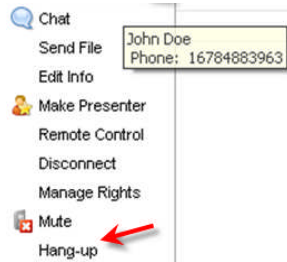
Muting Participant Lines

- 1 Right-click a Participant or All Participants in the Participants List.
- 2 In the Participant Options Menu, select **Mute** or **Mute All**.
- 3 Click **OK**.
- 4 To unmute, right-click a Participant or All Participants and select **Unmute** or **Unmute All**.

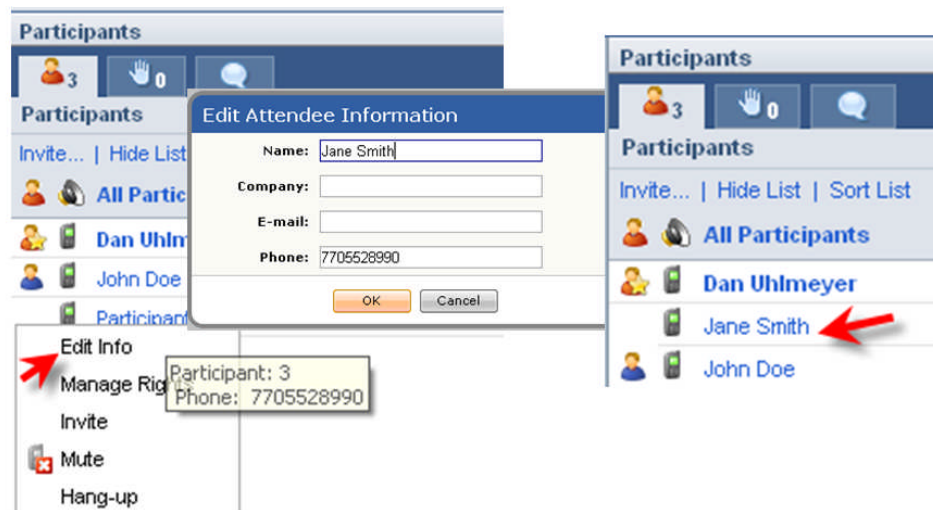


Disconnecting an audio conference participant

- 1 Right-click a Participant in the Participants List.
Right-click **All Participants** if you want to hang up all the Participants.
- 2 In the Participant Options Menu, select **Hang Up**.
- 3 Click **OK**.
- 4 Selecting **Hang Up for All Participants** causes the audio conference to end. The web conference can continue.



Audio participant list, caller id and edit



Notes

- + Dial-out from the UI, mute and unmute are presenter controlled features. Participants can't perform these functions.
- + The presenter must start the web conference before his or her phone will ring via the auto-dial function. The phone should ring within 10 seconds of meeting start time.
- + Participants also enter their number via the join page; the participant's phones will not ring until the presenter starts the meeting.
- + Reservationless-Plus conferencing controls are only available with LotusLive: Meetings, not LotusLive: Events.

Contact LotusLive Support at 1.866.286.1049 or lotuslivesup@intercall.com