

USERGUIDE

Cisco WebEx Event Center

Audio broadcast host userguide

You can schedule and host events with audio broadcast using InterCall audio conferencing platforms including Reservationless-Plus, Operator Assisted, Direct Event, and Automated/Reservationless-Express.



For more detailed instructions on how to use Cisco WebEx™ Event Center® and its features, please visit our Resource Center at <http://www.intercall.com/customer-center/resources.php>.

Reservationless-Plus

Scheduling the event

1. Go to your WebEx Event Center website and log in to your account.
2. On the left-hand navigation, expand the **Host an Event** menu and select **Schedule an Event**.
3. Enter the Basic information, Date and Time, and under the Teleconference section, select your **Reservationless-Plus from InterCall** account and select the radial button next to **Attendees receive a call-back** (recommended). You can also select **Attendees call-in**.

The screenshot shows the 'Teleconference:' section of a scheduling form. It includes the following elements:

- Options:** A radio button selected for 'Reservationless-Plus from InterCall'.
- Account:** A dropdown menu showing 'Account1' with an 'Edit...' button below it.
- Service Options:**
 - Attendees call in
 - Attendees receive a call back (call-in is also available)
 - Broadcast audio stream to all attendees
 - Mute upon entry for all participants
 - Other teleconference service
 - No Teleconference
- Entry & exit tone:** A dropdown menu set to 'Beep'.
- Schedule This Event** button at the bottom right.

If you do not have a Reservationless-Plus® from InterCall® account entered into your profile, click **Edit** and add your account information. Then, click **OK**.

4. Select the Broadcast audio stream to all attendees checkbox.

*NOTE: The Mute upon entry option does not synchronize with your Reservationless-Plus account. You can select *5 on your telephone keypad to mute all participant lines.*

5. Complete the remaining scheduling form to schedule the event.

Starting the event and audio broadcast

1. Prior to event start time, click the event link to start the WebEx meeting.
2. If you selected to receive a call-back, the service will dial you to join the meeting. If you selected to call-in, dial into your audio conference and associate your name with the attendee ID/identity code number found on the Info tab.
3. Audio broadcast begins as soon as the event is started online.

It is recommended that the host selects *5 on their telephone keypad to mute all lines during the conference to prevent any side conversations from taking place.

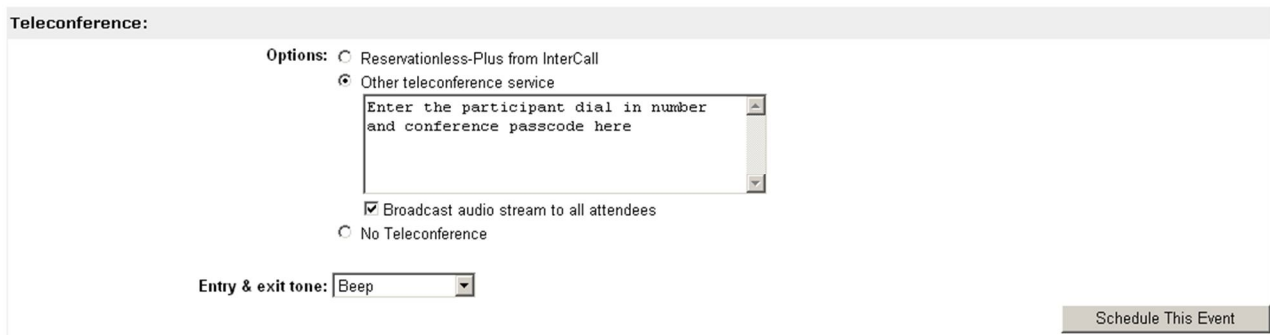
Ending the event and audio broadcast

1. To end the audio broadcast, go to the **Communicate** menu, choose **Stop Audio Broadcast**, then select **Disconnect**.
2. To end your WebEx Event Center session, go to the **File** menu and select **End Event**.

Operator Assisted or Direct Event

Scheduling the event

1. Go to your WebEx Event Center website and log in to your account.



The screenshot shows a form titled "Teleconference:" with the following elements:

- Options:**
 - Reservationless-Plus from InterCall
 - Other teleconference service
- A text input field with the placeholder text: "Enter the participant dial in number and conference passcode here".
- Broadcast audio stream to all attendees
- No Teleconference
- Entry & exit tone:**
- A "Schedule This Event" button in the bottom right corner.

2. On the left-hand navigation, expand the **Host an Event** menu and select **Schedule an Event**.
3. Enter the Basic information, Date and Time, and under the Teleconference section, select **Other Teleconference**.
4. Enter the participant Operator-Assisted dial in number into the text box provided. If using Direct Event, enter the participant conference passcode.



5. Select the Broadcast stream to all Attendees checkbox.
6. Complete the remaining scheduling form to schedule the event.

Starting the event and audio broadcast

1. Prior to event start time, dial into the Operator Assisted conference call and identify yourself as the Conference Leader. The operator will add you into the leader sub-conference.
2. Click the event link to start the WebEx meeting.
3. The Audio Broadcast Connection screen automatically displays, or, you can go to the **Communicate** menu and select **Start Audio Broadcast**.
4. Enter the leader dial in number into the **Dial-in number** field and enter 1 in the **User ID** field. Leave all other fields blank, and then click **Next**. Notify your operator now that you are joining a streaming line to the conference so that s/he knows to join the line to the *main* conference.

Audio Broadcast Connection

Cisco webex

To connect your teleconference bridge to audio broadcast, enter the information and then click "Next".

Country code:

Dial-in number: (Required)

Greeting bypass digit: ▼

Pause before user ID: Seconds

User ID: (Required)

Pause before user PIN: Seconds

User PIN: