



Microsoft® Office Live Meeting Audio Controls Set Up



For more information:

www.intercallapac.com

Australia

1800 468 225

+61 2 8295 9000

Hong Kong

800 901 603

+852 3073 0418

India

000 800 650 1158

+61 2 8295 9000

Japan

0120 941 635

+81 3 6688 4189

New Zealand

0800 443 589

+61 2 8295 9000

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.

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:

- 1 Log into your Live Meeting account.
- 2 On the My Home page, click Meet Now Details.
- 3 On the Meet Now Details page, click Meet Now Options.
- 4 On the Meet Now Options page, click Audio.

 InterCall is a subsidiary
of West Corporation

AAP/EOE

*** VoIP functionality only available in Japan and India
Microsoft and the Microsoft Office Logo are either trademarks or registered trademarks of Microsoft Corporation in
the United States and/or other countries.*

My Home

Meet

- Schedule Meeting
- Meet Now
- Join Meeting

Manage

- Meetings
- Recordings
- User Preferences

View

- Recordings
- Reports

Meet Now Options

[Meeting Details](#)
[Entry Control, Presenters](#)
[Entry Control, Attendees](#)
[Meeting Entry Time](#)

[Extended Registration](#)
[Meeting Lobby](#)
[Additional Features](#)
[Content Expiration](#)

[Audio Recording](#)

Audio

You can enable audio for your presentation. Set the regional and audio options for your meeting.

Audio for this meeting: Telephone 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

- 5 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 dialing 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.

- 8 Enter your Reservationless-Plus toll and toll-free 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 dialing keys into the text boxes provided in the Actual dialing keys section. For use with your InterCall Reservationless-Plus account, the following configuration is recommended:

*Option available only on branded customer sites.
 VoIP functionality only available in Japan and India

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: pppppp <participant code> #ppppppppp#
 Actual dialing keys: <participant code> #

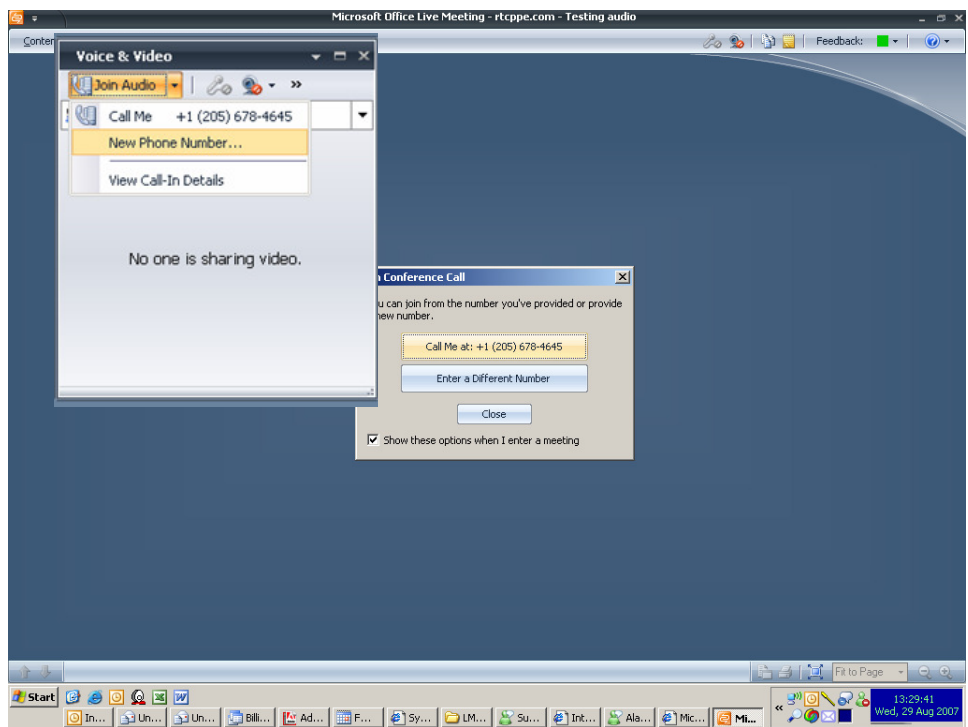
Valid characters: 0123456789*#p
 Each 'p' is a one second pause
 ppppp indicates a five second pause

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.

*Option available only on branded customer sites.
 VoIP functionality only available in Japan and India

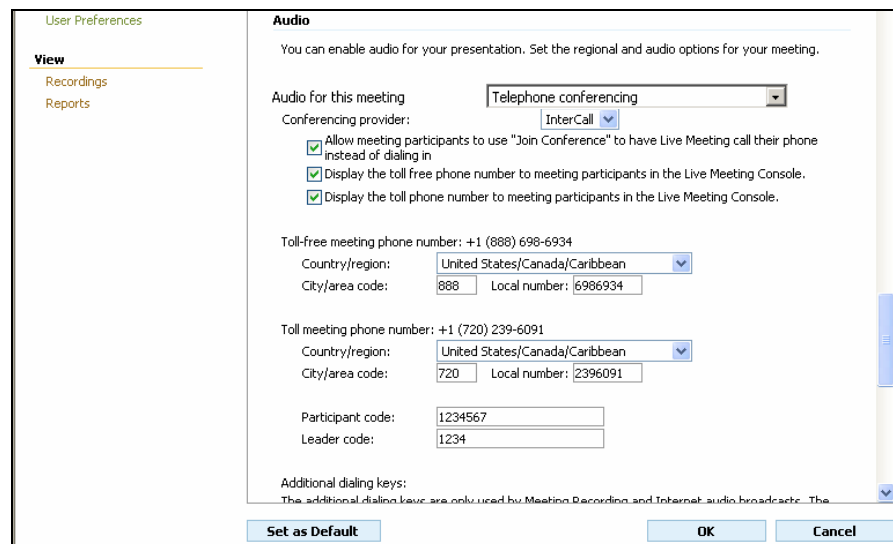
SET UP AND TEST THE DEFAULT AUDIO FOR SCHEDULED MEETINGS

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 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)
- 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

*Option available only on branded customer sites.

VoIP functionality only available in Japan and India



participants can click Join Conference in the Live Meeting console to have the conferencing service dial out to them rather than dialing 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 toll-free 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 dialing keys into the text boxes provided in the Actual dialing 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: pppppp <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

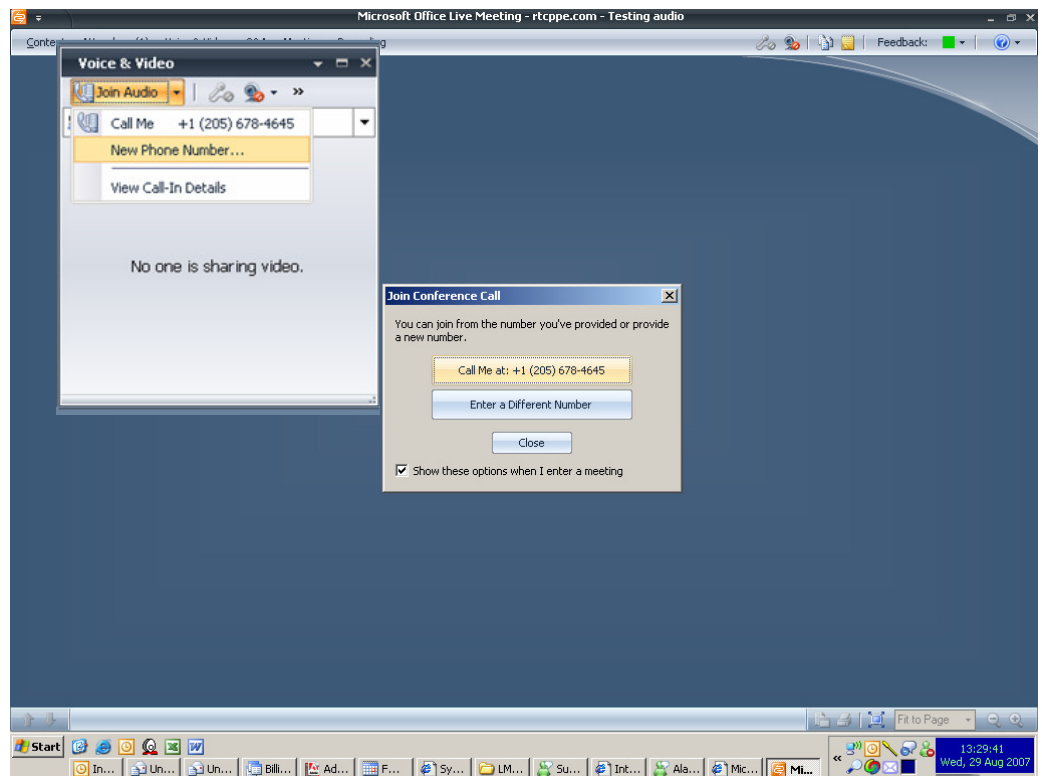
Note: Keys entered in the first box will be dialed before the participant code; keys entered in the second box will be dialed following the participant code.

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

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.

*Option available only on branded customer sites.
VoIP functionality only available in Japan and India



- 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.

*Option available only on branded customer sites.
VoIP functionality only available in Japan and India