Meet Me Audio

Conference Bridge

USER MANUAL

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GETTING STARTED

Meet Me or Voice Conference is a dial-in conference bridge. There is one conference bridge number and a moderator must join the conference for all participants to be connected. Each moderator will have a unique moderator code and a participant code to give to participants. This will be provided to you by Northland's System Administrator.

The maximum number of participants is dependent upon the package that was purchased by your organization. Check with your System Administrator.

The Conference Bridge Number is 315-671-5000. When you dial the conference bridge number, an
automated voice will ask for either your participant code or your moderator code followed by the # sign.
When you enter your code, you will be asked to speak your name followed by the # sign. As a participant, you will be placed on hold until the moderator joins.

MODERATOR CALL CONTROLS

As the moderator you can:

> + View current conference call participants
> + Mute or drop participants
> + Lock the conference so others cannot join
> + Create your own directory
> + View history of past conference calls
> + Record and playback recordings
> + Change options

To view and change moderator and participants options as well as view and control participants, enter
https://buconf.northland.net in your web browser. This will bring to the Meet Me Conference Log-On.

Conference Log-On

Participant Code: 945229

Moderator Code: ••••••

Log On

Enter your participant and moderator codes.
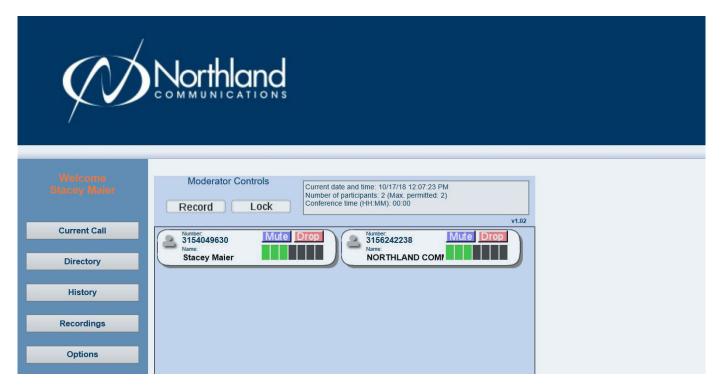
CHANGING OPTIONS

Choose options from the menu on the left.

+ **Joining Announcements:** Participants name is announced when they join.

+ **Joining Tones:** Tone is heard when participants join.

+ **Notify When Full:** Notification is heard when conference is at system capacity.

+ **Rejection Tones:** Notification tone is heard when a participant dialing in is rejected because the number of participants has reached the maximum permitted.

+ **Music On Hold Resource:** You can create a recording and upload it or use generic system music.

NOTE: If you, as the customer alters or customizes standard on hold music in any way, Northland Communications will not be held accountable or liable for any copyright infringement lawsuits that may come out of the per said act.

VIEW + CONTROL THE CURRENT CALL

Choose **Current Call** on the left. Here you can view and control participants as well as details of the call.

RECORD

+ You can store up to 10 conference recordings. Maximum recording space is 20 minutes in total.
+ Press **Record** to record the call. An announcement will indicate that the conference is being recorded.
+ Press **Record** to end the recording. An announcement is heard that the recording has stopped.
+ To view and listen to your recordings, select **Recordings** on the left.

IMPORTANT: Call recording laws from each state and country will differ from one another. They will require either One-Party consent or All-Party consent. Northland does not offers legal advice, customer should consult your legal counsel for guidance on the compliance activities that are appropriate for your organization.

LOCK

+ You can lock the conference to prevent other participants from joining once the conference has started.

+ Press **Lock** to prevent participants from joining. An announcement will indicate that the conference is locked + a message will display on the screen showing how many participants have been rejected.
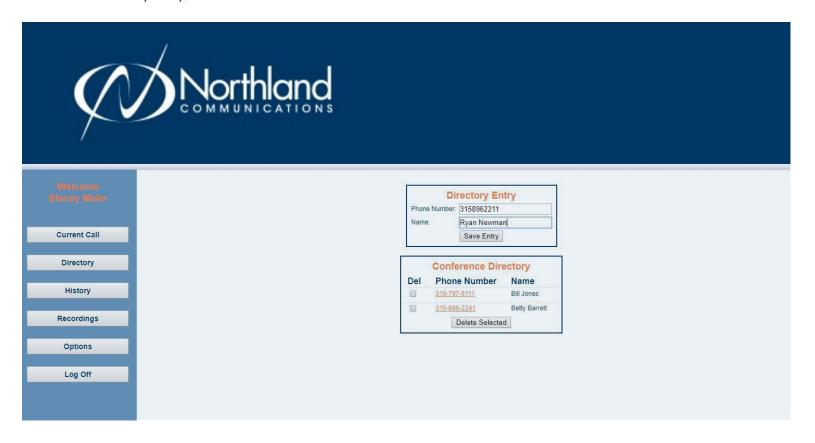
+ Press **Lock** again to unlock the conference.

MUTE

+ You can mute individual participants.

+ Press **Mute** on each participant widget to mute them.

+ Press **Mute** again to unmute them.

DIRECTORY

Create a directory of participants who are frequently a member of your conference calls. Select **Directory** on the left and complete the directory information window to add entries. Entries that have been saved appear below the entry window.

To delete a Directory entry, click in the box in the delete column then click **Delete Selected**.

The History tab displays information on your most recent conference calls, including date, time, duration, number of participants and number of rejected participants.

To view participant information, click the number in the Max Participants column.

To view participants that were rejected, click the number in the Rejected column.

RECORDINGS

Recordings are generated when you choose to record a conference from the Current Call window.
Parameters for recordings for number of calls and minutes of recordable space are dependent upon the package your organization purchased. If you reach either of those limits, recordings will not be permitted. Check with your System Administrator for your specific limits. Conference recordings are automatically deleted after 60 days.

+ To view recorded conference meetings, choose the **Recordings** tab on the left.

+ To listen to meeting click **Download**. The recording will play through your default media player.

Welcome
Stacey Maier

Current Call

Directory

History

Recordings

Options

Log Off

Recordings

Started	Duration		
2018-10-17 10:32:03 EDT	00:00:23	Download	Delete

Currently using 1 out of 10 recordings and 1 out of 20 minutes of recordable space.
Recordings will not be allowed if one of the above limits is reached.
Note: conference recordings are automatically deleted after 60 days