




Configure a Conference

Configure a new conference:

- Select **File > New > Meeting Request** from the *Outlook* menu.
- Enter a meeting subject under **Subject**.
- Enter the recipients' e-mail addresses under **To**. Separate several e-mail addresses by semicolon.
- Use the **Start time** and **End time** combo boxes to schedule the conference.
- Click on  to **Add Conference**.
- Select **Add Voice Conference**.
- Click on **Send**.

The meeting request is sent.

All required information such as conference access data, meeting time and subject is delivered to the participants and entered in their calendar as appointment.



Edit a Conference

Edit a configured conference:

- Open your *Outlook* calendar.
- Select the meeting entry.
- Change the meeting subject, recipients' e-mail addresses, **Start time** or **End time**.
- Click on **Send Update**.

The updated meeting request is sent.



Starting a Conference

Start a configured conference:













- Open your *Outlook* calendar.
- Select the meeting entry.
- Dial the **conference bridge number** _____ to join the conference when the start time of the conference is reached.
- Enter the conference **PIN** via phone to authenticate yourself as conference participant.

The conference is started.



Controlling a Conference via Phone


Use the following key commands for controlling a conference:

-   Prompt menu.
-   Lock/unlock conference.
-   Mute self.
-   Mute conference.
-   Handover.
-   Toggle music on hold.









Controlling a Conference

Control an active conference:

- Click on  **Floor Control** in the meeting entry.




The **Call Control** opens. Available control options:

-  Unlock conference.
-  Lock conference for further dial-ins.
-  Mute conference or participants.
-  Lift conference or participant muting.
-  Leave conference.
-  End conference.



Configure a Conference

Configure a new conference:

- Start *OpenScap Web Client*.
- Click on .
- Select **View > Conferences**.
- Click on  in the **Conferences** function window.
- Add a conference name in **Name**.
- Select a **Start time** (optional).
- Add the desired participants.
- Click on **Apply**.
- Click on  to send an e-mail notification to all participants.
- Click on **OK** to close the **Conferences** window.



The invited participants can see the conference data in the **Conferences** window.

All required information such as conference access data, meeting time and subject is delivered to the participants.



Edit a Conference

Edit a configured conference:

- Select **View > Conferences**.
- Select the conference to edit.
- Click on  in the **Conferences** function window to modify the selected conference.
- Change the meeting subject, participants or **Start time**.
- Click on **Apply**.
- Click on  to send an e-mail notification to all participants.
- Click on **OK** to close the **Modify Conference** window.

The invited participants can see the updated conference data in the **Conferences** window.

All required information such as conference access data, meeting time and subject is delivered to the participants.



Starting a Conference

Start a configured conference:













- Dial the **Conference bridge number** _____ when the start time of the conference is reached.
- Enter the conference **PIN**.

The conference is started.



Controlling a Conference via Phone







Use the following key commands for controlling a conference:

-   Prompt menu.
-   Lock/unlock conference.
-   Mute self.
-   Mute conference.
-   Handover.
-   Toggle music on hold.



Controlling a Conference

The following control options are available during an active conference:

-  Unlock conference.
-  Lock conference for further dial-ins.
-  Mute conference or participants.
-  Lift conference or participant muting.
-  Leave conference.
-  End conference.



Configure a Conference

Configure a new conference:

- Open your mailbox.
- Click on **Mail**.
- Select in the menu **Switch to Calendar**.
- Click on **Schedule a meeting**.
- Enter a meeting subject under **Subject**.
- Use the **Starts** and **Ends** combo boxes to schedule the conference.
- Enter the recipients' e-mail addresses under **Required (to)**. Separate several e-mail addresses by semicolon.
- Click on **Conference**.
- Select **Create Conference**.
- Select **Voice Conference**.
- Click on **Save and Send Invitations**.

The meeting request is sent.

All required information such as conference access data, meeting time and subject is delivered to the participants and entered in their calendar as appointment.



Edit a Conference

Edit a configured conference:

- Open your *Lotus Notes* calendar.
- Select the meeting entry.
- Change the meeting subject, recipients' e-mail addresses, **Starts** or **Ends**.
- Click on **Conference**.
- Select **Update Conference**.
- Click on **Save and Send Invitations**.

The updated meeting request is sent.



Starting a Conference

Start a configured conference:

- Open your *Lotus Notes* calendar.
- Select the meeting entry.
- Dial the **conference bridge number** _____ to join the conference when the start time of the conference is reached.
- Enter the conference **PIN** via phone to authenticate yourself as conference participant.

The conference is started.



Controlling a Conference via Phone

Use the following key commands for controlling a conference:

- * * Prompt menu.
- * ABC 2 Lock/unlock conference.
- * DEF 3 Mute self.
- * GHI 4 Mute conference.
- * JKL 5 Handover.
- * WXYZ 9 Toggle music on hold.



Controlling a Conference

Control an active conference:

- Open the meeting entry.
- Click on the **Conference** button.
- Select the **Floor Control** menu option.

The **Call Control** opens. Available control options:

- Unlock conference.
- Lock conference for further dial-ins.
- Mute conference or participants.
- Lift conference or participant muting.
- Leave conference.
- End conference.