

InterCall Online User Guide

My Meetings



For more information:

United States:
800.374.2441
www.intercall.com
info@intercall.com

Canada:
877.333.2666
www.intercall.ca

By using InterCall Online, you can reserve conferences on the web rather than calling our reservations team. This tool interacts directly with our conferencing provisioning system to register your call preferences and to schedule operator resources for your conference calls when needed.

In addition to booking your Operator Assisted and Direct Event calls, you can schedule, manage and start your reservationless audio conference calls and web meetings from one place.

After logging in, you will be taken to your individual Home page. Your Home page is where you'll find a summary of all the available features and tools that are set up in your owner profile. If it is selected by your company, this page may include your company's own branding, as well as special announcements regarding new services and features.

Scheduling a Meeting

You can schedule a meeting directly from your Home page or by selecting **My Meetings**.

Home
My Meetings
My Library
Manage Your Account
Reports
View Invoices
Customer Support

Welcome to InterCall Online
InterCall Online is your single access point to all of your conferencing tools and solutions. Studies show that using conferencing makes people more productive in their jobs and saves companies time and money. Use the links on this page and get started today

Join A Meeting As A Participant
Enter a conference code to join:

Today's Upcoming Meetings

R	Date/Time	Topic	Leader Name	Owner	Conf ID	Meeting N...	Duration
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- 1 Click **Schedule A Meeting** from either location. Click the type of meeting you want to schedule (full descriptions of each service available based on your profile are provided on this screen) and then click **Continue**. Please note: The following steps show the features and options available when scheduling an Operator Assisted call. The options will vary depending on the type of audio call you are booking.
- 2 Complete the **Meeting Information** section. Please note: Meeting Information sections may vary depending upon the type of meeting that is selected.

Meeting Information

MEETING DETAILS

To add additional conference numbers, please call 800-374-2441

* - Required Fields

* Please select from the following Conference Numbers for this reservations

Operator Assisted Toll-Free Dial-In Number: (877) 419-5395

Operator Assisted International Dial-In Number: (706) 679-0253

* Date:

* Time:

* Time Zone: (GMT) Greenwich Mean Time; Dublin, Ed

* Duration: Hours Minutes

End Time: N/A

Estimated number of participants on toll lines (local):

* Estimated number of participants on toll-free lines:

Topic:

- Select your **Dial-in Numbers**. Please note: The above includes the dial-in numbers for an Operator Assisted call, but it would show our other audio services depending on the type of call you selected.
 - Select the **Date** for your meeting by clicking the calendar icon.
 - Select a **Time** for your meeting.
 - Select the **Time Zone** for your meeting from the drop down menu. The time zone will default to what is saved on your owner profile.
 - Specify the **Duration** of your meeting in hours and minutes.
 - Specify the **Number of Participants** for your meeting. You need to estimate the number of participants that will be dialing in on your toll line and the number dialing in on your toll-free line. If the estimated number of toll participants is over 100 or the number of toll-free participants is over 500, you must schedule your meeting by calling our reservations department.
 - While not **required**, it is **helpful** to include a **Conference Topic** to distinguish this meeting from others.
- 3 Provide a **PAC Code** if needed. PAC Codes, or Project Accounting Codes, provide a method to identify conference calls. These PAC Codes are individual accounting codes that may be used to bill the appropriate department/cost center or just to track departmental conference calls. The label preceding this field can be customized to show the verbiage that your company uses for this purpose.
 - 4 If you are the scheduler/call organizer for this meeting, simply choose **Same as Owner** and provide any additional required information that does not pre-populate.
If you are scheduling this call on the behalf of someone else, provide your information in this area so a conference coordinator has a point of contact should there be any questions.

- 5 If you are the leader for this meeting, simply choose **Same as Owner's address** and provide any additional required information that does not pre-populate.

If you are not the meeting leader, provide the required information in this area.

- 6 Select the **Standard Features** for the call.
 - Participants can either be placed on hold with music until you join the conference (Music Hold) or they can be placed directly into the call by an operator (Direct Entry).
 - You have the option to join before participants enter your meeting (Leader First) or after all participants have been placed into the meeting (Leader Last).
 - Choose to have a tone sounded into the conference when participants enter and/or exit the meeting (Entry Tone/Exit Tone).
 - Instruct the operator to announce participants' names as they are joined to the call (Name Announce) or the operator recites the names of participants who are in the conference (Roll Call).
- 7 If not already pre-populated, provide an email address for email confirmation details for your meeting. You may also choose an optional fax confirmation or dial-out confirmation.
- 8 If you want to make any optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** here or from any of the optional feature tabs to reserve your call.

Optional Meeting Features

There are many optional meeting features that can also be chosen using InterCall Online. These features include Participant Lists, Recurring Options, Pre-Meeting Features, Enhanced Features and Recording Features. These will vary depending on the type of meeting being scheduled. A complete list of Operator Assisted features and options is shown below.

PARTICIPANT LIST

Participant List is a commonly used security feature that ensures only invited participants are allowed into the conference by the conference operator. You can choose to have the conference operator dial out to the participant or indicate that the participant will be dialing into the call. This feature can also be used to communicate the meeting details to participants.

Participant List

i You can create a list of participants to attend your meeting. Select a stores list or add new contacts below.

IDENTIFY PARTICIPANT LIST

View participant in the distribution list: Monday

Select Name	Telephone	Email
Brad Pitt		
M Marples	01452 581000	testdoc@intercall.com
P G Tipps		

[Add Selected Participants to Meeting](#)

Confirm Participant List

Approved Participant List - Check the box to **ONLY** allow entry for the participants listed above.

[Add Participant](#)

First Name	Last Name	Leader	Telephone	Country	Send Confirm	Call Type	Dial-Out Time	Call Order
Alison	Templeton	<input checked="" type="checkbox"/>	01452581004	United Kingd...		Dial In		0

- Set the parameters for your Participant List.
 - In the Identify Participant List section, select participants from a stored list (see My Library/My Address Book) by highlighting their names and clicking **Add Selected Participants to Meeting**. Your screen will refresh with this addition.
 - To add new participants to a list, scroll down the page and complete the table with their details and click **Save Participant**.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Leader	<input type="checkbox"/>
Country	Afghanistan
Telephone	<input type="text"/>
Call Type	Dial In
Dial-Out Time (HH:MM)	<input type="text"/> AM
Call Order	<input type="text"/>
<input type="checkbox"/> Send Confirm	<input type="text"/>

[Save Participant](#)

The screen will refresh to show a list of participants for your call.

- Create a custom email message to send to your participants. (*This is only available when scheduling Reservationless-Plus® conferences.*) This is a good place to include web addresses for web conferences and other pertinent meeting information. You may also select the number of minutes prior to your call that you want your reminder sent.
- If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your call.

RECURRING OPTIONS

If the meeting you are scheduling is a recurring meeting, the Recurring Options tab allows you to select the frequency of the meetings: daily, weekly or monthly and for how long you would like the recurring meeting to be scheduled in advance.

Recurring Options

i Select the recurring options for your call from the options listed below.

I WOULD LIKE FOR THIS TO BE A RECURRING CALL

1. How frequently do you want to hold this conference call?
Schedule this call to occur Daily Weekly Monthly

Every Business Day (Monday - Friday)
 Every Day of the Week

2. When do you want this series of conference calls to end?
 Never, keep scheduling this call indefinitely
 End this series of conference calls after the following number of occurrences
 End this series of conference calls after

3. Depending on the options chosen above, one or more conference calls may fall on a Saturday or Sunday. If so, how do you want to handle it?
 Reschedule the call for the following Monday
 Reschedule the call for the prior Friday
 Keep the call as scheduled
 Cancel the call.

- 1 Check the box indicating you would like for this to be a recurring call.
- 2 Determine the frequency of the call: **Daily**, **Weekly** or **Monthly**. Your screen will refresh based on your selection and provide options for you to further define the frequency of your call.
- 3 Determine when you want the series of conference calls to end. You may schedule the meeting indefinitely, end after a number of occurrences or end on a certain date.
- 4 Determine any changes you may want made if the call should fall on weekend.
- 5 Click **Preview Conference Dates** for a summary of your recurring call. Your screen will refresh and the preview will appear at the bottom of the screen.
- 6 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your call.

PRE-MEETING FEATURES

The online conferencing tool also offers a set of pre-meeting features that give you additional flexibility in how to communicate to participants in advance of a conference. These include user registration options, email, fax and voice broadcast services, customized enunciator and operator scripts and promotional playback messages.

Registration Options

Manage your large conferences and keep track of participants. You decide what information you would like to gather from each registrant and choose from handy options such as email reminders and custom-scripted messages. With both phone and web

access to choose from, you can construct an event registration program that best suits your needs.

REGISTRATION

Type	<input type="text" value="Phone Registration"/>
Number of Registrants	<input type="text"/>
Registration ID Required	<input type="checkbox"/>
* Contact Name	<input type="text"/>
* Contact Phone	<input type="text"/>

- 1 Check the box indicating you would like to add Registration to your meeting.
- 2 Click the drop down box to select from the following Registration Options:
 - **Phone Registration** – Participants register for your meeting by dialing into a branded toll-free number and leaving an RSVP for your meeting according to the parameters you define.
 - **Web Registration for Single Event** – Participants register for your meeting by visiting an Event Registration web site branded especially for you.
 - **Web Registration for Multiple Events** – Participants register for multiple events by visiting an Event Registration web site branded especially for you.
 - **Phone and Web Registration for Single Event** – Participants register for your meeting by dialing into a branded toll-free number or by visiting an Event Registration web site branded especially for you.
 - **Phone and Web Registration for Multiple Events** – Participants register for multiple events by dialing into a branded toll-free number or by visiting an Event Registration web site branded especially for you.
- 3 Provide the **Number of Registrants** you want to have access to your phone and/or web registration.
- 4 Check the **Registration ID Required** box if you would like this option.
- 5 Provide a **Contact Name** and **Contact Phone** number.

Additional charges may be applied for this service. Please check with your company administrator or account manager for details.

Broadcast Services

Send pre- or post-event documents or messages to all your guests simultaneously.

BROADCASTING

Email Fax Voice

* Broadcast Date

* Contact Name

* Contact Phone Ext.

* Email

- 1 Check the box indicating you would like to add **Broadcasting** to your meeting.
- 2 Select one or more of the delivery methods to send documents or messages:
 - **Email** – Supports text and HTML files.
 - **Fax** – Supports paper copy or electronic files (MS Word or Adobe file formats).
 - **Voice** – Supports audio messages up to 45 seconds in duration.
- 3 Click the calendar icon to select your Broadcast Date.
- 4 Provide or edit **Contact Name**, **Contact Phone** and **Email**. (These will automatically pre-populate with your details but are editable.)

Voice Broadcast services are free; however, additional charges may be applied for Email and Fax Broadcast services. Please check with your company administrator for details.

Audio Event Services

This feature must be selected if you require any of the following Enhanced Features on your call:

- + Communication Line
- + Leader-View
- + Polling
- + Question & Answer
- + Transcription

- 1 Check the **Audio Event Services** box.
- 2 Select a general topic for your call from the drop-down list.
- 3 The contact name and phone number will automatically populate with the leader's details but can be edited if required.

Special Enunciator

You may have your participants greeted with a branded recording when they dial in for your conference call. For example, "Welcome to the designated conferencing provider for ABC Company. A conference coordinator will be with you shortly."

- 1 Check the box indicating you would like to add a **Special Enunciator** to your meeting.
- 2 Provide your script where indicated.

- 3 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your call.

Special Script

Craft a special message for a welcome statement, Q&A session and/or closing comments. Your script is read by the operator during your meeting, adding another way to personalize your call.

- 1 Check the box indicating you would like to add **Special Script** to your meeting.
- 2 Provide your special script where indicated.
- 3 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your call.

Promotional Playback

Provide a promotional message or announcement for your participants to listen to while they wait for your meeting to begin.

- 1 Check the box indicating you would like to add **Promotional Tape/Playback** to your meeting.
- 2 From the drop down menu, select the format for which the message or announcement will be provided: CD, cassette, EncoreSM, micro cassette or DAT.
- 3 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your call.

Additional charges may be applied for this service. Please check with your company administrator for details.

RECORDING FEATURES

Record your conference call for participants who were unable to attend your meeting or those who would like to listen again.

Encore

Encore digitally records your call for those who were unable to attend it live or would like to listen again. Accessible by dialing a toll-free number for easy 24/7 access, Encore is convenient and time saving.

Recording Features

i Select the recording options for your call from the features listed below

ENCORE

* Start Date

* Start Time(HH:MM)

Encore Security Code

Playback Prompts

* End Date

* End Time(HH:MM)

Enter information that you would like for callers to record when they call in to listen to the playback. Each item in the list will be recorded as a separate prompt (EX. After the tone, please state and spell your full name.)

Before Playback Prompt

After Playback Prompt

- 1 Check the box indicating you would like to add **Encore** to your meeting.
- 2 Click the calendar icons to select a **Start Date** and an **End Date** for your Encore digital recording to be available.
- 3 Provide a **Start Time** and **End Time** for your Encore digital recording to be available.
- 4 If desired, select the **Security Password** option and provide the password you would like in the specified area.
- 5 If you choose **Before Playback Prompt** and you would like to capture information about your caller, type it into the relevant box and click **Add**. Prompts might include "Please state and spell your full name" or "Please provide your email address". Your screen will refresh with each prompt you add and be displayed in the larger box in the middle of the screen. At this point, you can change the order of the prompts by highlighting a prompt and clicking **Move Up** or **Move Down**. You may also highlight a prompt and click **Remove** if you no longer want the prompt to be included.
- 6 **After Playback Prompt** functionality is the same as Before Playback Prompt.

Tape Recording

Have your conference call recorded and sent to you in one of our multiple CD options or on cassette.

T A P E R E C O R D I N G								
Recording Type	Mail Qty	Media Shippin...	Ship To	Country	Address 1	Address 2	City	Sta
CD - CDA	0	Domestic - St...	Alison Temple...	United Kingdom	Topeka House	Luther Challis Busi...	Barnwood, Glo...	

Remove

- * Recording Type:
- * Mail Qty:
- * Media Shipping Method:
- * Ship To:
- * Address 1:
- * Address 2:
- * Country:
- * City:
- * State/Province:
- * ZIP/Postal Code:

- 1 Check the box indicating you would like to order a copy of your Encore recording.
- 2 Select your **Recording Type** from: CD-Indexed, CD-MP3, CD-WAV, CD-CDA or Cassette.
- 3 Designate the **Quantity** of recordings you would like to receive.
- 4 Select your **Media Shipping Method** from Domestic Standard, Domestic Overnight, International Standard or International Overnight.
- 5 Provide the **Ship To** recipient, **Address**, **City**, **State/Province**, **ZIP/Postal Code** and **Country** for whom the Encore recordings are to be delivered. Click **Add Recipient**. Your screen will refresh and you may designate additional recipients or delete recipients who have already been submitted.
- 6 If you want to make any additional optional meeting feature selections, click **Previous** or **Continue**. Otherwise, you may click **Submit** to reserve your call.

ENHANCED FEATURES

A complete range of enhancements are available to make the most of your event, and your conference will be more professional, interactive and engaging. It's easy to customize your conference with one or more of the enhanced features listed below.

Polling

Determine questions prior to your meeting and have participants respond using their telephone keypads. Polling allows you to collect instant feedback and increases participant involvement in the call. You will receive a report with all the responses organized by question and participant.

POLLING

Who will be conducting this poll ? Polling by Operator Polling by Leader

* Recipient Name

* Polling Result Recipient Email

* Polling Result RecipientFax

QUESTIONS
ANSWERS

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

<<< 1 Of 1 >>>
Add Question
Delete Question

- 1 Check the box indicating you would like to add **Polling** to your meeting.
- 2 Determine who will conduct the poll.
- 3 Identify who will receive Polling results and provide **Recipient Name, Email** and/or **Fax** number.
- 4 In the specified areas, provide your question and up to 10 possible answers. Click **Add Question**. The screen will refresh, and you may add more questions or delete any you have already submitted.

Participant Report

Collect information about your participants as they join your conference. The information will be sent to you by fax or email along with the on-the-line times for each participant.

PARTICIPANT REPORT **INCLUDE CLICK TO EVENT LINK**

Which Participant Report Option would you like? Participant Report (Standard) Participant Report (Enhanced) Participant Report (Premium)

Requested Information:

1.
2.

[Add Recipient](#)

Recipient Name	Email	Fax
Alison Templeton		

[Remove](#)

Recipient Name

Email

Fax

[Save Recipient](#)



- 1 Check the box indicating you would like to add **Participant Report** to your meeting.
- 2 Select which **Participant Report Option** you would like:
 - **Standard** – Requests the participant's first and last name.
 - **Enhanced** – Requests the participant's first and last name, phone number and two additional pieces of information of your choice. If selected, add the additional requested information you desire to fields 3 and 4.
 - **Premium** – Requests the participant's first and last name, phone number and four additional pieces of information of your choice. If selected, add the additional requested information you desire to fields 3 through 6.
- 3 Indicate who you would like the Participant Report delivered to and provide **Recipient Name, Email** and/or **Fax** number. Click **Add Recipient**. Your screen will refresh and you may add more recipients if desired.

Call Transcription

Transcription provides an accurate, verbatim account of a conference in a typewritten format in Microsoft Word.

CALL TRANSCRIPTION

Please be advised that this call is subject to a Call Transcription cancellation fee should the call not take place and if the reservation is not cancelled at least 15 minutes prior to the call start time.

* Which Service Option Would you like ?

Call Transcription Rush (3 Hour Turnaround)
 Call Transcription (24 Hour Turnaround)
 Call Transcription (48 Hour Turnaround)
 Call Transcription Express (12 Hour Turnaround)

* Would you like to have your entire call transcribed or just the Question and Answer session?

Entire Call
 Q&A Session Only

* How would you like your Participant Report delivered?

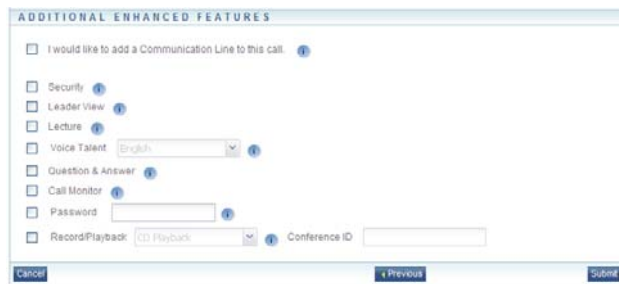
Email Fax Hard Copy w/Diskette

- 1 Check the box indicating you would like to add **Call Transcription** to your meeting.
- 2 Select your preferred **Service Option**: 3, 12, 24 or 48 hour turnaround.
- 3 Determine whether you would like your **Entire Call** transcribed or the **Q&A Session Only**.
- 4 Select how you would like your transcription delivered: **Email, Fax** or **Hard Copy w/Diskette**.
- 5 Provide the requested contact information. Click **Add Recipient**. Your screen will refresh and if you choose to do so, you may add more recipients or delete recipients you've already submitted.

Additional charges may be applied for this service. Please check with your company administrator for details.

Additional Enhanced Features

Choose from the following Additional Enhanced Features to make your meeting experience even more productive.



- + **Communication Line** – Speak with an operator outside the main conference to convey behind-the-scenes information, orchestrate guest speakers or give timing cues. A Communication Line makes it easier to manage a large conference.
- + **Security** – Lock your conference so that no additional participants or the operator can join your call after it starts.
- + **Leader-ViewSM** – View participant information and Q&A queue lists via the Internet. With this secure, real-time tool, you'll be able to see when key guests arrive and who's in queue to ask questions.
- + **Lecture** – All guests' lines are muted during the presentation to reduce background noise, allowing you to deliver your message uninterrupted.
- + **Voice Talent** – Use screened and trained operators to provide voice-over quality talent, lending a professional touch to high-profile conferences. English and Spanish speaking operators are available.
- + **Question & Answer** – Give your participants the opportunity to ask questions during the conference. Participants indicate they have a question using their telephone keypads, while the operator manages the question queue in a professional and orderly fashion.
- + **Call Monitor** – Have your conference call monitored for clarity, but not content, ensuring that your participants will experience the highest level of quality.
- + **Password** – Require participants to provide the operator with a pre-determined word or code to join the conference. Password protection restricts attendance and heightens security.
- + **Record/Playback** – Replay a previously recorded conference or message at one or more scheduled times. The recorded conference or message can be provided in the following formats: CD, cassette, Encore, micro cassette or DAT.

Click **Submit** to reserve your call.

Scheduling a Web Conference

For more interactive meetings, online training sessions or powerful multimedia presentations schedule a web meeting right from InterCall Online.



MICROSOFT® OFFICE LIVE MEETING, OFFERED BY INTERCALL

When selecting to schedule an Office Live Meeting conference, you will be linked directly to your Live Meeting account through single sign on and will be able to not only schedule, but manage all facets of your web conferencing account.

Microsoft® Office Live Meeting offered by InterCall

1908104 Logout Download Support Help

My Home

Meet

- Schedule Meeting
- Meet Now
- Join Meeting

Manage

- Meetings
- Recordings
- Storage
- User Preferences
- Events

View

- Recordings
- Reports
- Public Events

Meet Now

1908104 [Meet Now Details](#)

Upcoming Meetings

Join	Subject	Start Time (BST) ▲	Organizer
	InterCall Online Relaunch Meeting ID = 56MCG6	06/12/08 8:45 AM Duration: 1:00	Alison Templeton

[Meetings 1-1 of 1] Page 1

Recent Recordings

Note: There may be a short delay before newly created recordings appear in this list.

View	Subject	Start Time (BST) ▼	Organizer
	IOL Reports Demo Recording ID = HBWF72	02/20/08 10:14 AM Duration: 0:32	Alison Templeton

[Additional recordings](#)

MEETINGCENTER™, POWERED BY WEBEX™

You can schedule a MeetingCenter conference directly on InterCall Online.

← Previous

› Schedule A Meeting › MeetingCenter

MeetingCenter

Meeting Information

MEETING DETAILS

To add additional conference numbers, please call 800-374-2441

* - Required Fields

* Date

* Time

* Time Zone

* Duration Hours Minutes

End Time N/A

* Topic

Cancel Continue --> Submit

- 1 Complete the Meeting Information section.
 - Select the **Date** for your meeting by clicking on the calendar icon.
 - Select a **Time** for your meeting from the drop down list.
 - Select the **Time Zone** for your meeting from the drop down menu.
 - Specify the **Duration** of your meeting in hours and minutes.
 - Specify the **Topic** to distinguish this meeting from others.

- 2 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your conference.
- 3 Set the parameters for your participant list.
 - You may select participants from a stored list (see My Library/My Address Book) and click **Add Selected Participants to Meeting**. Your screen will refresh with this addition as well.
 - You may add other participants to the meeting by completing the fields at the end of the page.
- 4 If you want to make any additional optional meeting feature selections, click **Continue**. Otherwise, you may click **Submit** to reserve your conference.
- 5 Set the parameters for web/video features.

Web/Video Features

i Instructions: Select the features below for the web conferencing part of your call

MEETINGCENTER

** - Required Fields*

* Meeting Type:

Web Meeting Password:

* Attendance Setting: Attendees can join the meeting minutes before meeting start time.

* Leader Meeting Reminders: Send Email reminders minutes before start time.

WEB MEETING ENROLLMENT

MEETING OPTIONS

ATTENDEE PRIVILEGES

DELETE MEETING AFTER COMPLETION

Cancel
<-- Previous
Submit

- + Select the **Meeting Type**: Meeting Center Pro or Meeting Center Pro + MVP.
- + Select a **Web Meeting Password**, if needed. You can specify a meeting password, which attendees must provide to join the meeting.
- + Select the **Attendance Setting**, which allows attendees to join the meeting 0, 5, 10 or 15 minutes prior to meeting start time.
- + Select the **Leader Meeting Reminders**, which is the number of minutes prior to meeting start time that the email reminders should be sent.
- + Select **Web Meeting Enrollment** if you need to obtain each attendee's first name, last name and email.

+ Select **Meeting Options**:

- **Chat** – Let meeting participants communicate by sending instant text messages to each other.
- **Video** – Select **Single Point** or **Multi-Point** to incorporate real-time video conferencing into your meeting from up to four desktop video cameras.
- **Notes** – Choose **All Attendees** or **Single Note Taker**, letting your meeting participants take notes directly in the meeting window. You can either let all participants take personal notes or designate a participant as a single note taker for the group.
- **Closed Captioning** – Let one participant (the closed captionist) transcribe notes during the meeting.
- **File Transfer** – Allow attendees to download specific files that reside on your computer during a meeting.
- **Recording** – Record all on-screen actions and audio during a meeting. Using WebEx Player, you and others can play back your recorded meeting.
- **Send feedback form to your inbox** – Send all feedback forms that any participants fill out to your email address. The feedback form automatically appears on each participant's screen after the meeting ends.
- **Enable UCF rich media for Attendees** – Use the Universal Communications Format (UCF), a portable document format, to:
 - Display animations and slide transitions in shared Microsoft PowerPoint® presentations.
 - Play rich media files—such as audio and video files— in shared Microsoft PowerPoint presentations or as stand-alone files in the content viewer.

+ Select **Attendee Privileges**:

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Controls applications, web browser or desktop remotely
- View any document
- View any page
- Private chat – with host, presenter or all attendees

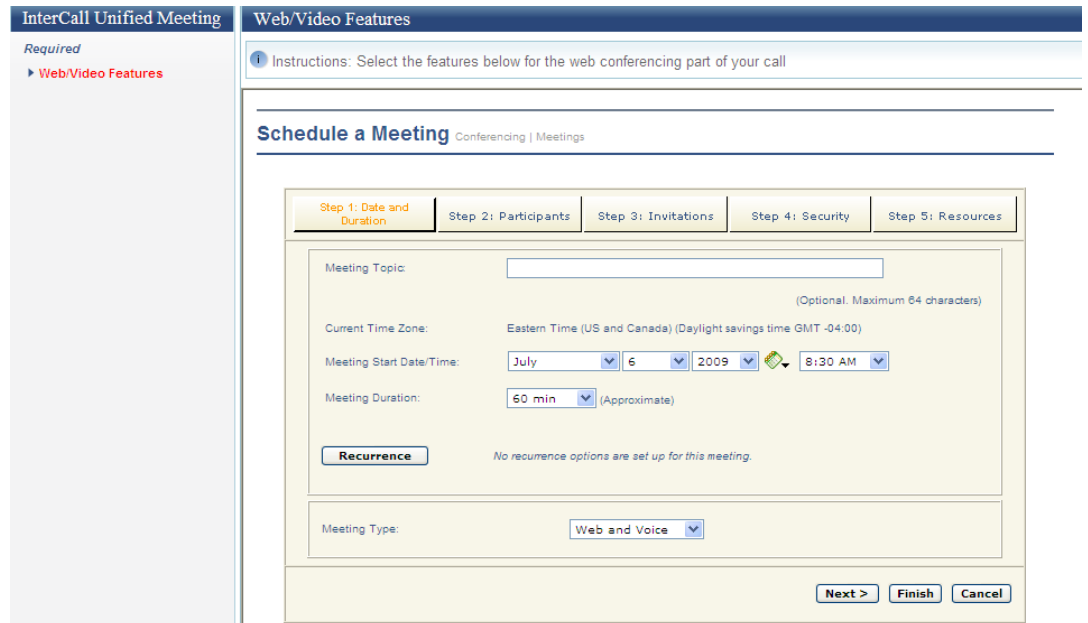
+ Select **Delete Meeting after completion**. Choose to automatically delete the meeting from your list of meetings once both of the following occur:

- You start and end the meeting.
- The scheduled time for the meeting has passed.

6 Click **Submit** to reserve your web conference.

INTERCALL UNIFIED MEETING

When selecting to schedule an InterCall Unified Meeting conference, you first must select Reservationless-Plus from the audio options before you can select InterCall Unified Meeting on the Meeting Type page. InterCall Unified Meeting scheduling pages are integrated into InterCall Online. Follow the onscreen instructions to schedule your web conference.



The screenshot shows the 'InterCall Unified Meeting' interface. On the left is a sidebar with 'Required' and 'Web/Video Features'. The main area is titled 'Web/Video Features' and contains an instruction: 'Instructions: Select the features below for the web conferencing part of your call'. Below this is a 'Schedule a Meeting' section with a breadcrumb 'Conferencing | Meetings'. A progress bar shows five steps: 'Step 1: Date and Duration' (active), 'Step 2: Participants', 'Step 3: Invitations', 'Step 4: Security', and 'Step 5: Resources'. The 'Step 1' section includes a 'Meeting Topic' field (optional, max 64 characters), a 'Current Time Zone' dropdown set to 'Eastern Time (US and Canada) (Daylight savings time GMT -04:00)', a 'Meeting Start Date/Time' selector (July 6, 2009, 8:30 AM), and a 'Meeting Duration' dropdown set to '60 min (Approximate)'. A 'Recurrence' button is present with the note 'No recurrence options are set up for this meeting.'. The 'Meeting Type' dropdown is set to 'Web and Voice'. At the bottom right are 'Next >', 'Finish', and 'Cancel' buttons.

CALL TEMPLATES

Once you have submitted the information to reserve an audio conference call, you will be asked if you would like to make this a Call Template. By selecting **Yes**, you will be allowed to name and save the template. Every aspect of the conference call will be saved, with the exception of the date, time and time zone, to be used in scheduling future conferences.

Meeting Confirmation



Your meeting has been scheduled in our systems. Should you need to edit this meeting, simply log in prior to start time and select the "My Meetings" to make changes.

[My Meetings](#)

Conference ID 184978

[Download Conference to Calendar \(.vcs file\)](#)

[Download Conference to Calendar \(.ics file\)](#)

SAVE AS TEMPLATE

Would you like to make this a Call Template? Yes No

[Continue -->](#)

You will receive a confirmation that the template was saved. The template name can be changed by accessing My Library. You may also delete the template or delete all templates from My Library.

When scheduling audio conference calls in the future, you will have the ability to choose the Call Template that you have saved in addition to scheduling a brand new conference.

Managing Meetings

Review or make changes to a meeting reservation any time prior to the start time of your conference by selecting **My Meetings**. Meeting management tools allow you to filter, sort, update or delete meetings.

> My Meetings

Use the search boxes below to filter the list of scheduled meetings.

Search

Search: From: To:

Date	Topic	Leader Name	Owner	Conf ID	Meeting Num...	Duration
Thu Jan 8, 2009 / 9:30am ET	Sales Call	Alison-Test Tem...	Alison-Test Tem...	299560		40
<input checked="" type="checkbox"/> Mon Jan 12, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005439		15
<input checked="" type="checkbox"/> Tue Jan 13, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005440		15
<input checked="" type="checkbox"/> Wed Jan 14, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005441		15
<input checked="" type="checkbox"/> Thu Jan 15, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005442		15
<input checked="" type="checkbox"/> Fri Jan 16, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005443		15
Fri Jan 30, 2009 / 9:15am ET	Marketing Call	Alison-Test Tem...	Alison-Test Tem...	299561		30

Page 1 of 1 | Display meetings 1 - 7 of 7

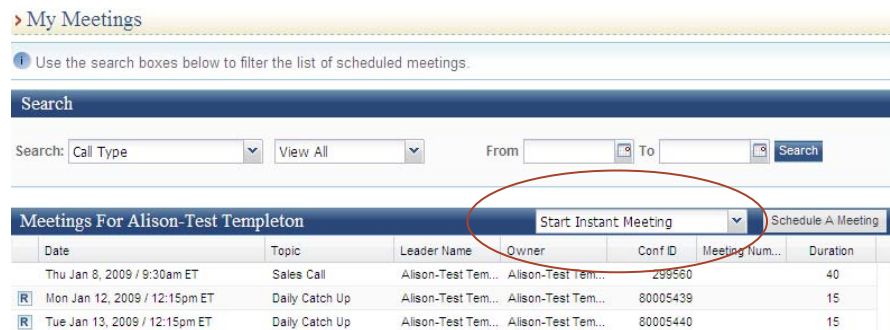
[Edit](#) [Cancel Meeting](#) [Export to CSV](#) [Invite](#) [Start](#)

- 1 From your Home page, select **My Meetings**. This will bring you to a screen where you will see the audio and web meeting options available for viewing or editing. Select **View All** to see all your upcoming conferences or choose one of the filters to narrow down your search for a particular meeting or type of meeting.

- 2 Click on a meeting on the list and select one of the options at the bottom of the screen.
 - **Edit** to revise a meeting. This returns you to the scheduling screens where you may change your selections.
 - **Cancel Meeting** to delete the meeting. If it is a recurring meeting, you will have the option to cancel the series of meetings or just the occurrence selected.
 - **Invite** to add a participant list to your meeting. Selecting this option will take you directly to the **Participant List** page where you can add participants to the call and send an automatic email notification to them.
 - Click **Start** to automatically start the Reservationless-Plus Web Moderator application in a separate window.

Starting a Meeting

You can start an unscheduled meeting directly from your Home page or by selecting **My Meetings** from the left-hand navigation bar and then selecting **Start Instant Meeting**.



> My Meetings

Use the search boxes below to filter the list of scheduled meetings.

Search

Search: Call Type View All From To Search

Meetings For Alison-Test Templeton

Date	Topic	Leader Name	Owner	Conf ID	Meeting Num...	Duration
Thu Jan 8, 2009 / 9:30am ET	Sales Call	Alison-Test Tem...	Alison-Test Tem...	299560		40
Mon Jan 12, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005439		15
Tue Jan 13, 2009 / 12:15pm ET	Daily Catch Up	Alison-Test Tem...	Alison-Test Tem...	80005440		15

The options available to you in the dropdown box will vary depending on the services on your account. For example, if you have Reservationless-Plus, you will have the option to start the Web Moderator directly from this area. If you have a MeetingCenter account, you can start an instant web conferencing meeting by selecting the option from the drop down box.

Please note: The screenshots used throughout this guide are generically branded. Your screen may look different depending on your company's preferences, but the functionality is the same.