

CONFERENCING WEB PORTAL INFO GUIDE



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*If you require further assistance, please contact
our Customer Care department at
800-804-8333.*

Web Portal – Quick Start Guide

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System Requirements

Moderator's system must meet the following minimum requirements:

- Internet connection speed of 128 Kbps or higher
- Microsoft Windows 98/2000/XP/Vista or Server2003 System
- Internet Explorer 5.5 or higher version
- Disable Pop-Up Blocking

Logging on to the Web Portal

To log on to the Web Portal, Chairpersons are required to enter the following information:

1. Go to the following URL:
<http://webportal.myconferenceadmin.com/accessone>
2. Enter your Email address
2. Enter your Password
3. Click Login



Welcome to the Web Portal

Login

Email:

Password:

Login

Welcome
Welcome to the Audio Web Conferencing system

*You need Internet Explorer to see Audio Console

English

After logging in, the Web Portal displays the **My Schedule** screen. This main Web Portal screen consists of a main information panel and a left hand menu. The left hand menu contains of a number of Web Portal options, which allow moderators to manage their address book, access recordings online, and log out.



My Schedule

- My Schedule screen displays immediately after login
- My Schedule screen shows you all the conferences you have scheduled, past and present. You can sort by title, reference number, or time. You can also use the Search criteria

To search for a conference:

1. Enter the Search Criteria
2. Click Search



Audio Console

The audio console allows you to monitor your conference call, view participants in your call, and dial out to new participants from your on-board address book.

To launch the Audio Console, click on the Console button.

The screenshot shows a search interface with the following fields and controls:

- Search** header
- Conference Ref: 128073 [Search]
- Starting: Apr 15 2008 [Calendar icon]
- Keyword: Demo [Search]
- Ending: Apr 21 2008 [Calendar icon] [Search]

Below the search fields is a **Scheduled Conference** section with a table:

Conference Rooms:	Conference ID:	Open Date:	
GRamirez_Demo	128073	26-Nov 01:00 AM	Console

The screenshot shows the **Audio Console** interface with a toolbar and a table of participants:

Check All Clear All Participants Present: 2 Details

Status	Name	Phone	Company	Other
<input type="checkbox"/> (14:03)	Local: Spec	9786775055	978-677-3599	
<input type="checkbox"/> (14:03)	Local: Spec	9786775055	978-677-3599	

This screen shows the participants (in yellow) and moderator (in red) dialed into the conference .

To Dial Out to New Participants

1. Use the  icon to dial out to a new participants to add to the conference. The “Enter Participant Details” dialog box is displayed.
2. Enter the name, phone number, and the name of the company of the person to be called.
3. Select whether the person is to be added to the conference as a participant or as a moderator.
4. As soon as the call is answered, the participant is in conference.

** Note: To dial out privately, check the box next to the moderator icon. Next, after clicking on the phone icon, check the “intercept” box.*



Microsoft Internet Explorer

Enter Participant Details

Name 

Phone 

Company 

Intercept 

Audio Console Buttons



VIEW THE DIAL LIST

Use the  icon to view the dial list or select participants to dial from the list.

MUTE A LINE

Use the  icon to mute the selected line.

UN-MUTE A LINE

Use the  icon to return to a caller after placing them on hold or on mute.

PLACE A LINE ON HOLD

Use the  icon to place the line on hold.

DISCONNECT A LINE*

Use the  icon to disconnect a line or a group of lines. **There is no warning when this action takes place!**

PLACE IN A SUB-CONFERENCE*

Use the  icon to place lines in a sub-conference.

START/STOP LECTURE MODE

Use the  icon to start or stop Lecture Mode.

START RECORDING A CONFERENCE

Use the  icon to start recording a conference.

STOP A CONFERENCE**

Use the  icon to stop the conference.

☆ *This MUST BE CLICKED in order for your recording to become immediately available.*

LOG OUT OF AUDIO CONSOLE

Use the  icon to log out from the Audio Console.

* To use this feature, select the checkbox beside the desired participant and click on the icon

**This icon is active only when Start Recording  icon is clicked.

Address Book

Use the Address Book to create and store contact information. The Contact Listing Tab displays the contacts you have in your address book. The address book contains participant email addresses. It is also used to store telephone numbers of participants to be dialed via Audio Console during a live conference. This screen provides you with the following options:

- Sorting the contact list accordingly
- Modifying a contact
- Deleting a contact
- Adding a new contact

Contact Name:	Dial Out Numbers:	Contact Email:		
Bill	978-552-6310	bill-welch@spectel.com	Modify	Delete
deb	978-552-6287		Modify	Delete
eric	978-55206331		Modify	Delete

The New Contact Tab allows you to add new contact to the participant's list. Enter Name, contact email, dial out number, contact fax, description, and click Submit. The new participants details will be saved to your participants list.

Form fields:

- Name *
- Contact Email *
- Dial Out number *
- Fax Number
- Description

Buttons: Add to Address Book

Recordings Link

Use the Recordings Link to access your recorded conferences.

Navigation: My Schedule, Address Book, Recordings, Log Out

Search filters:

- Conference Ref: 128073
- Keyword: Demo
- Starting: Apr 15 2008
- Ending: Apr 21 2008

Scheduled Conference:

- Conference Rooms: GRamirez_Demo
- Conference ID: 128979
- Open Date: 28-Nov 9:00 AM

To access your recordings, you will need your Confirmation Number and your Chair code.