



24x7 Audio Conferencing

User Guide



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Your 24x7 conference subscription provides the most flexible audio conferencing service, enabling you to conduct a conference any time you want without having to make a prior reservation. When you establish your 24x7 subscription, you will be given a personal local and toll-free number and a passcode (access code). You and your colleagues can use them over and over again. As the host, you will be the only person with the moderator code that serves as a security measure.

Your 24x7 conference subscription gives you the freedom to schedule your conferences any time you want, or create one on the fly from virtually anywhere. The following guide will help you get started so you can take advantage of all the benefits of 24x7 conferencing today.

How do I create a 24x7 conference subscription?

- + For an audio conference call, simply contact WisLine Audio reservations for your permanent conference details at 608-262-0753.
- + A teleconference facilitator will set up your host account.
- + When you set up your account, you will have the option to choose a web conferencing service to be associated with this particular subscription.
- + You will receive two email confirmations: One containing your host information and one that can be forwarded to your meeting participants.
- + You will receive a wallet card similar to the card illustrated below with your conference information. You can use this subscription whenever you want. People joining your conference call meeting can dial in on local numbers all over the world so they have no international call charges.
- + Easy to use and always there when you need it.

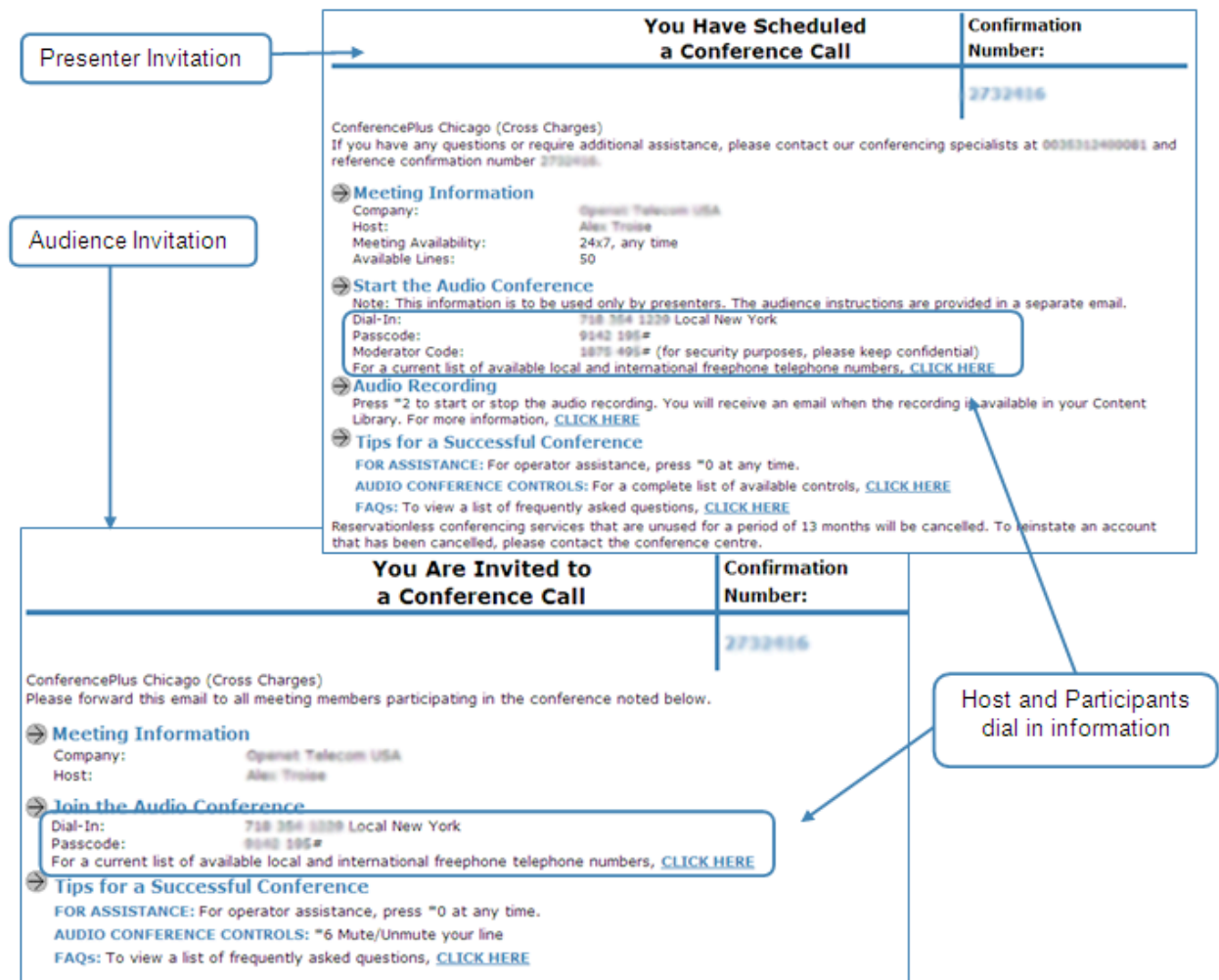
Wallet card

WisLine Anytime	
Company Name	
Host Name	
Dial-In: 888-555-5555 847-555-5555	
Passcode: 1234 5678#	
Moderator Code: 1234 5678#	
Product Name	Online account access: Your website URL

To Begin Call	
1. Dial the audio number. 2. Enter Moderator Code followed by # key to begin.	
Audio Conference Controls	
* 2 Start/Stop Recording	* 8 Participant count and names
* 5 Mute all participant lines	# 5 Unmute all participant lines
* 6 Mute your line	# 6 Unmute your line
* 7 Lock your conference	# 7 Unlock your conference
* 0 Operator assistance	
Your website URL	
Contact us at your reservation line	


How do I start my conference?

- After contacting WisLine Audio and setting up your account, you will receive two emails
 - + **A Presenter invitation:** for security reasons, please keep this email private. Simply dial one of the numbers provided and enter the moderator code followed by the hash key.
 - + **An Audience invitation:** Forward this email to all participants invited to your conference call and add the date and time of the meeting. Your participants should dial one of the numbers provided and enter the participant passcode followed by the hash key. If they join before you, they will hear music until you enter your moderator code.



- Your Dashboard is now set up, you can click on the link to reach the conference Quickview.

Your login ID and password have been activated. To log in to your myAccount Dashboard, click below. To change your password, select "Update My Profile" from the Dashboard menu.

Go to MyAccount Dashboard 

My Account Dashboard

If you already have access to your Dashboard, simply sign in to your Dashboard:

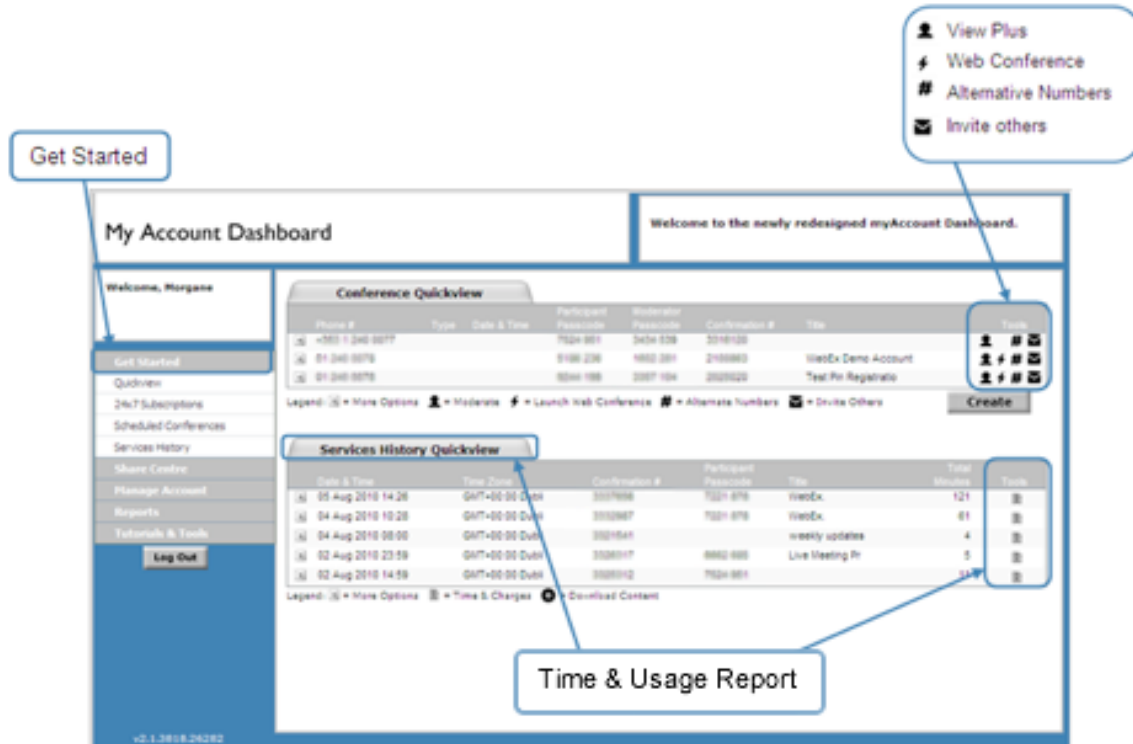
Log In:

Password:

SUBMIT

[Forgot Password?](#)

- www.yourconferencecenter.com/uwex
- Enter your login and your password and press Enter



The screenshot shows the 'My Account Dashboard' interface. A 'Get Started' callout points to the 'Get Started' link in the left sidebar. A 'View Plus' callout points to the 'View Plus' icon in the 'Conference Quickview' table. A 'Web Conference' callout points to the 'Web Conference' icon in the 'Conference Quickview' table. An 'Alternative Numbers' callout points to the 'Alternative Numbers' icon in the 'Conference Quickview' table. An 'Invite others' callout points to the 'Invite others' icon in the 'Conference Quickview' table. A 'Time & Usage Report' callout points to the 'Time & Usage Report' link in the 'Services History Quickview' table.

Conference Quickview

Phone #	Type	Date & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Time
+1 248 9377			7524 851	3434 528	2218120		
01 248 9375			9186 238	1852 281	2108863	WebEx Demo Account	
01 248 9375			8046 198	2287 154	2021922	Test Pin Registrat	

Legend: More Options Moderator Launch Web Conference Alternate Numbers Invite Others **Create**

Services History Quickview

Date & Time	Time Zone	Confirmation #	Participant Passcode	Title	Total Minutes	Time
05 Aug 2010 14:26	GMT+00:00 Dubl	3337656	7524 851	WebEx	121	
04 Aug 2010 10:28	GMT+00:00 Dubl	3332967	7524 851	WebEx	61	
04 Aug 2010 08:00	GMT+00:00 Dubl	3321541		weekly updates	4	
02 Aug 2010 23:59	GMT+00:00 Dubl	3326117	4862 486	Live Meeting Pt	5	
02 Aug 2010 14:59	GMT+00:00 Dubl	3326112	7524 851		14	

Legend: More Options Time & Charges Download Content

24x7 Subscriptions

- To create a new 24x7 Subscription, click on Create (beneath Tools) and select **24x7 Subscription** (passcode and web-only not available).

Conference Quickview							
Phone #	Type	Date & Time	Participant Passcode	Moderator Passcode	Confirmation #	Title	Tools
+353 1 240 0077			7524 951	3434 539	3316120		👤 # ✉
01 240 0078			5186 236	1602 281	2100863	WebEx Demo Account	👤 ⚡ # ✉
01 240 0078			9244 199	3357 104	2025020	Test Pin Registratio	👤 ⚡ # ✉

Legend: = More Options = Moderate = Launch Web Conference = Alternate Numbers = Invite Others

Create

- 24x7 Subscription
- Passcode Conference
- Web Only

Create 24x7 Subscription

* indicates required field.

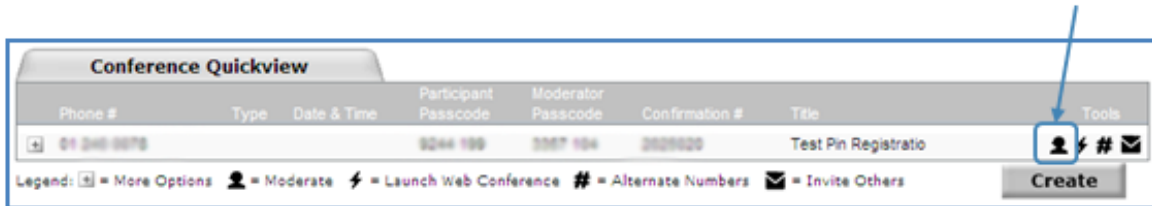
Conference Information ?		Conference Preferences ?	
Host's Name:	Morgane Cantin	Name Record:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Conference Title:	<input type="text"/>	Entry Options:*	Tones <input type="text"/>
Expected Participants:*	75 <input type="text"/>	Exit Options:*	Tones <input type="text"/>
Web Service:	None <input type="text"/>	Conference Continuation:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Auto Publish To: ?	None <input type="text"/>	Conference Quickstart:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
		PIN Registration: ?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Submit **Cancel**

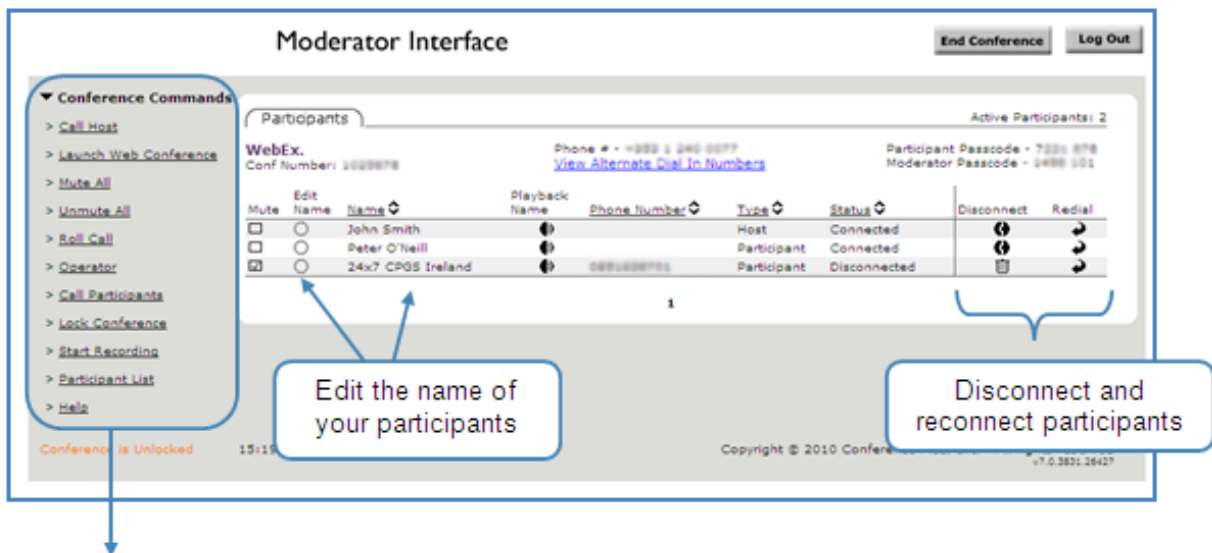
- Select the desired options on the following page and press Submit
- 24x7 Subscription Options:
 - + **Conference Title**
 - + **Number of expected participants**
 - + **Web Service** (ConferencePlus Online Meeting)
 - + **Auto Publish** recorded content to a secure Portal Page
 - + **Name Record** (records the name of participants when they join the conference)
 - + **Entry / Exit Options:** Tones or Name announce.
 - + **Conference Continuation** allows participants to continue the meeting after the Host hangs up their line
 - + **Conference Quickstart** allows your participants to start the conference before the Host joins
 - + **PIN registration** assigns a personal pin number to each participant allowing for automated line naming as attendees join the conference

Moderator Tool

- To launch the Moderator Tool, simply click on the head & shoulder icon in the Tools menu



- Moderator Interface**



- Conference commands**
- Call out to Host
- Launch **Web Conference**
- Mute all Lines** except yours
- Unmute** all lines
- Roll Call** announces the number of participants on the conference
- Operator Assistance**
- Call out to Participants
- Lock Conference** prevents unexpected participants to join the call
- Start the **Audio Recording**
- Participant List** file download or printout

For conference help:

- + **If you are already connected to your conference:**
 - Dial ***0 (star-zero)** on your phone to reach an operator
- + **If you are having difficulty connecting to your conference:**
 - Call **1-800-766-1863**

To request a WisLine Anytime account or for more information, contact ICS at:

Web: <http://ics.uwex.edu/wisline-suite/wisline-anytime/>
Email: wislineservices@ics.uwex.edu
Phone: 608-262-0753 or 855-289-9177 (toll-free)