



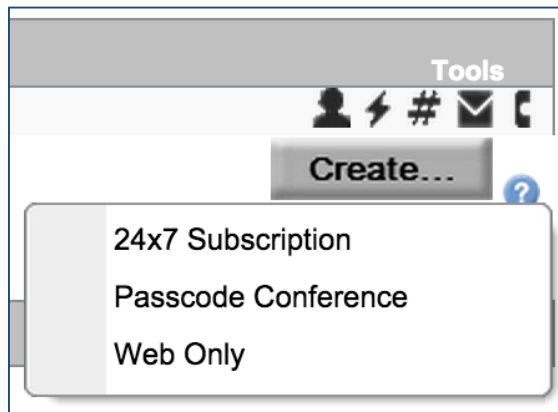
WisLine Anytime Dashboard

- Take control of your conferencing technology by using this free feature of WisLine Anytime
- Learn how to create more virtual meeting rooms and manage your account online
- <http://www.yourconferencecenter.com/uwex>

Tip 1: Create New Conferences

Conferences can be set up to be available anytime (24x7) or as a single event (Passcode) through the WisLine Anytime Dashboard. Creating new conferences can be helpful for:

- Tracking usage of meeting with different purposes – staff meetings, consultations, trainings, workshops, etc.
- Creating virtual conferences for staff or coworkers to use without needing to check with primary account holder.



Click on the “Create...” button on the right side of the Dashboard

Notes regarding Passcode Conferences:

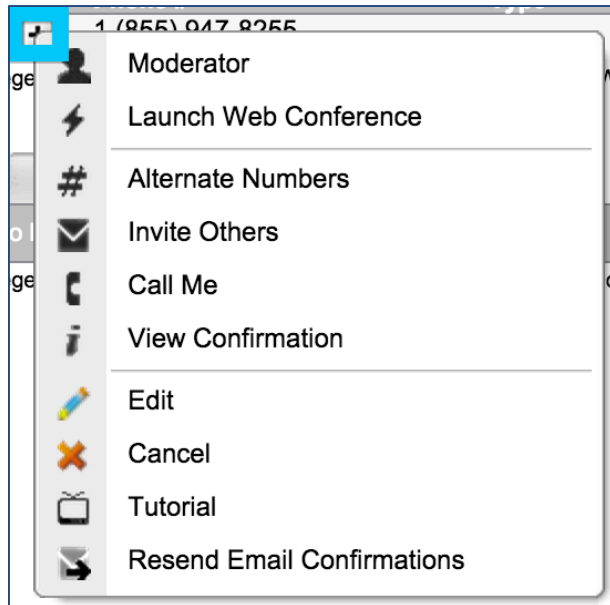
- They cost a little bit more per connection (10¢/min per connection).
- Passcode Conferences *cannot* be recorded.

Note: ICS does not recommend selecting the “Web Only” option.

Tip 2: Expand Menu

Icons for managing your WisLine Anytime conferences are on the right side of the Dashboard, but the “+” icon on the left hides more useful options.

Conference Quickview



Click on the “+” icon to start

- **Moderator:** Launch the moderator console in order to call participants, mute attendees, or lock conference.
- **Launch Web Conference:** Start the web conference program selected for this account as a moderator.
- **Invite Others:** Send an email with attendee information using your default email program.
- **Call Me:** The conference service will automatically call you into the conference.
- **Edit:** Change the conference settings including setting entry or exit tones for the conference.
- **Resend Email Confirmations:** Send the conference information to conference moderator, or to an additional moderator.

Services History Quickview

Services History Quickview						
Date & Time	Time Zone	Confirmation #	Participant Passcode	Title	Total Minutes	Tools
Oct.02. 2015 9:42 AM	Central Time	40910308	725	Anywhere	712	[More Options] [Usage Summary] [Download Content] [Request Transcription]
Usage Summary	Central Time	40884972	725	Anywhere	110	[Usage Summary]
Download Recording	Central Time	40870810	725	Anywhere	54	[Download Content]
Request Transcription	Central Time	40870809	725	Anywhere	69	[Request Transcription]
	Central Time	40749519	725	Anywhere	11	[Request Transcription]

Legend: + = More Options [Usage Summary] = Usage Summary [Download Content] = Download Content [Request Transcription] = Request Transcription

- **Usage History:** See the number of minutes used and connections made in a conference.
- **Download Recording:** Download the recording without needing to access the Share Center – MP3 file for an audio-only conference, WMA for a WisLine Anytime Web conference (labeled as “Anywhere” in the Dashboard), and WebEx recording file for WebEx conferences.
- **Request Transcription:** A transcript of a recording will be processed and sent to the account holder.

Note: ICS recommends against using the “Request Transcription” feature as the costs are fairly high. Contact WisLine Services instead for a less-costly transcript option: WisLineServices@ics.uwex.edu or 855.289.9177