## Logging onto the web portal

Access the user interface through any standard web browser.

Type the http://meetme.conferencecenrtal.net.au in your browser's URL field.

The system displays the *Log in page*, illustrated below.



**ConferenceCentral**

**Phone 1300 971 461 for customer service**

**Account Sign-in**

Account Name [      ]    Sign In
Password [      ]

The user interface has two distinct areas: the Admin Area and the Moderator Area. The User ID and Password entered determine which area you enter.

1. Enter the **Login Name**
2. Enter your **Passcode**.
3. Select **Manage Services**.

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## Conference Central
### Teleconference solutions
Phone: 1300 971 461



**BRINGING PEOPLE TOGETHER**

Clearview S.A Pty Ltd trading as Conference Central

## Joining a conference call

Dial the pilot number for your closest capital city.

**Adelaide**     08 70 700 099
**Melbourne**   03 99 880 054
**Sydney**      02 90 372 820
**Canberra**    02 61 712 255
**Perth**       08 61 883 388
**Brisbane**    07 35 055 991
**Townsville**   07 44 444 511
**Darwin**      08 79 997 777
**National / Mobiles** 08 70 700 099

When prompted enter the conference pin number followed by the '#' key.

You may be prompted to record your name. Your name will be announced to other participants as you enter or exit the conference room. At the tone say your name and press the '#' key

When you first enter the conference room you may be put on hold until either the leader joins the conference or at least one other participant is joins the conference.

A sound level check will be preformed before you enter the conference room. if you have excessive background noise the conference bridge will mute your call before placing you into the conference room. Avoid using the speaker phone or being in a noisy room.

You can un-mute your call once you join the conference by pressing 22#.

## Moderator codes

The table below describes the controls currently available on the system for moderators during a conference. Press the code into your phone keypad, including #, for each action.

Most of these controls are also available as web controls on the *RealView page*.

**Code Description**

11# Mute Self

22# Unmute Self

14# Raise Hand

15# Lower Hand

16# Self Mute all users

25# Announce to moderator total number of attendees in conference.

31# Initiate Dial out. Moderator will hear dial-tone. Next, dial external party's number followed by #.
After conversing with the called party, use the following two controls: 32# or 33#.

32# Bring external party into conference

33# Drop external party and re-join conference

41# Start recording

## Moderator codes

43# Mute all

44# Unmute all

45# Lock conference

46# Unlock conference

* * # Restore original conference (abort dial out)

54# Start a round of voting

55<vote digits># Enter a series of vote digits (up to eight)

56# End a round of voting

61# Unmute all with raised hands

62# Disable hand raise notifications

66# Rerun Line Noise Test during conference

91# Lock Moderator to conference (if moderator disconnects while "locked" system will call moderator back until moderator joins, and unlocks.

92# Unlock Moderator from conference

* 0 # Disconnect conference