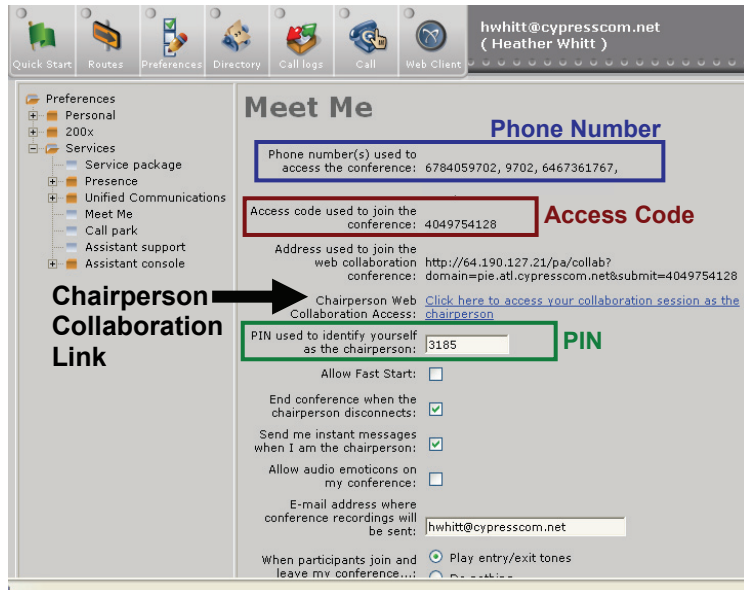


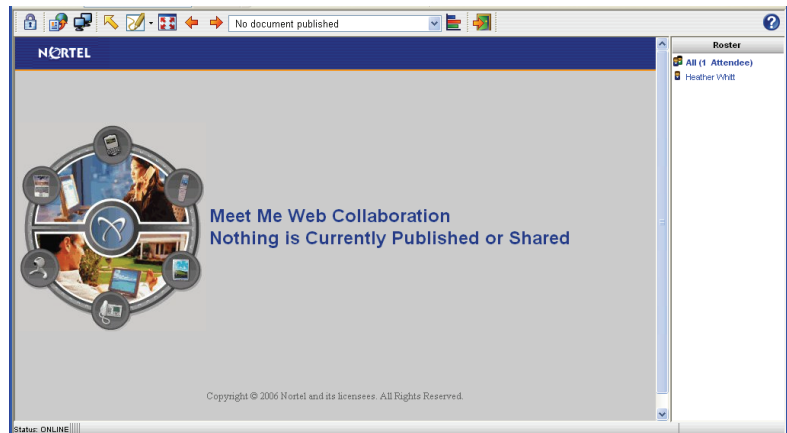
View and Change your C4 Meet Me Conferencing Settings






1. Login to your C4 Multimedia Office Client and click **Agent**.
2. From the *Quick Start* page, click **Preferences**.
3. Click the plus sign next to the **Services** folder.
4. Your service package details display.
5. You can change the following Meet Me Conferencing options:
 - Your PIN by typing in a new PIN
 - End the conference when you disconnect
 - Allow participants to send you instant messages during your conference
 - Play entry and exit tones as participants join and leave your conference
6. Click **Save** to accept your changes.

Start a C4 Meet Me Web Conference

1. Dial into conference using one of the phone numbers listed on your Meet Me Preferences screen (highlighted in blue on above screen).
2. Enter your **Access Code** (highlighted in red on above screen) followed by the # key.
3. Press * to identify yourself as chairperson.
4. Enter your chairperson PIN (highlighted in green on above screen) followed by the # key.
5. Press **1** to start the conference. The audio portion of the conference begins.
6. Press **91** to start the collaboration.
7. If you use C4 Microsoft Outlook Client, the Client will open a Web conference window and push you the link that starts the conference. **Simply click on the link.**
If you are not using the Client, go to your Meet Me preferences and click on the link for **Chairperson Web Collaboration** (as indicated with the black arrow on above screen).
If you've already displayed the settings page, you'll need to refresh your screen after starting collaboration in order to view the link.
8. The following Meet Me Web Collaboration screen will display.



9. To share files, click . To share your desktop, click .
- Note:** To delete a single participant, click the participant's entry in the *Attendee Roster*. Click on *Disconnect*.
10. After the conference, click  to end the collaboration or press **92** on your phone keypad. (Note: Stopping the collaboration does not affect the audio portion of the conference.)
 11. Press **11** on your phone to end the audio conference. Participants will be disconnected. Alternately, you can disconnect by hanging up. Participants will remain in conference or disconnect based upon your Meet Me preference settings.



Start a C4 Meet Me Audio Conference

Note: Refer to the sample screen shot on the other side for the following steps.

1. Dial into your conference using one of the numbers listed on your Meet Me Preferences screen.
2. Enter your **Access Code** followed by the **#** key.
3. Press ***** to identify yourself as chairperson.
4. Enter your chairperson PIN followed by the **#** key.
5. Press **1** to start the conference. The audio conference begins.

Join a C4 Meet Me Audio Conference

1. Dial into your conference using the dial-in number provided by the chairperson.
2. Enter the conference **Access Code** followed by the **#** key.
3. If the chairperson has already started the conference, you'll be placed into conference. Otherwise, you'll hear hold music until the conference begins.

Join a C4 Meet Me Web Conference

1. Follow the steps above to join an audio conference.
2. If you are a C4 user, a conversation window will display on your screen with a link to a file or Web page. Click the link. Otherwise, your chairperson will send you a Web address or link.
3. You are now successfully participating in a Web and audio conference.

Chairperson Conference Controls (for use with the phone keypad)	Participant Conference Controls (for use with the phone keypad)																																										
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"></td><td>Enable and disable audio emoticons</td></tr> <tr><td style="text-align: center;"></td><td>Launch and end chat room session</td></tr> <tr><td style="text-align: center;"></td><td>Enable and disable entry/exit tones</td></tr> <tr><td style="text-align: center;"></td><td>Lock conference</td></tr> <tr><td style="text-align: center;"></td><td>Unlock conference</td></tr> <tr><td style="text-align: center;"></td><td>Mute</td></tr> <tr><td style="text-align: center;"></td><td>Un-mute</td></tr> <tr><td style="text-align: center;"></td><td>Conference continuation</td></tr> <tr><td style="text-align: center;"></td><td>Record</td></tr> <tr><td style="text-align: center;"></td><td>Count participants</td></tr> <tr><td style="text-align: center;"></td><td>Mute all participants</td></tr> <tr><td style="text-align: center;"></td><td>Mutes participants, but they can un-mute themselves</td></tr> <tr><td style="text-align: center;"></td><td>Un-mute all participants</td></tr> <tr><td style="text-align: center;"></td><td>Play Audio Emoticons</td></tr> <tr><td style="text-align: center;"></td><td>List Available Commands</td></tr> </table>		Enable and disable audio emoticons		Launch and end chat room session		Enable and disable entry/exit tones		Lock conference		Unlock conference		Mute		Un-mute		Conference continuation		Record		Count participants		Mute all participants		Mutes participants, but they can un-mute themselves		Un-mute all participants		Play Audio Emoticons		List Available Commands	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;"></td><td>Mute</td></tr> <tr><td style="text-align: center;"></td><td>Un-mute</td></tr> <tr><td style="text-align: center;"></td><td>Count participants</td></tr> <tr><td style="text-align: center;"></td><td>Play Audio Emoticons</td></tr> <tr><td style="text-align: center;"></td><td>List Available Commands</td></tr> </table> <h4 style="margin: 0;">Presenter Toolbar</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Select file to publish Share your desktop Mouse pointer Annotation tool Full screen </td> <td style="width: 50%; vertical-align: top;"> Previous slide Next slide Jump to slide Polling End collaboration </td> </tr> </table>		Mute		Un-mute		Count participants		Play Audio Emoticons		List Available Commands	Select file to publish Share your desktop Mouse pointer Annotation tool Full screen	Previous slide Next slide Jump to slide Polling End collaboration
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