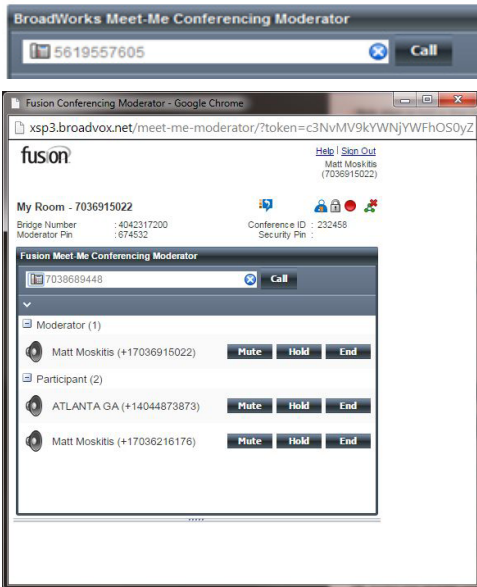


## Using the Moderator Client (Con't)

- Mute, place on hold or drop (end) participants individually by using the buttons next to their name/number.
- Mute the entire call using the **Lecture Mode Button** at the top.
- Lock the call to prevent anyone else from entering by clicking the **Lock Button**.
- Record calls by clicking the **Record Button**.
- End the entire conference using the **End Button**.
- You can add participants to your call from the client by entering their phone number in the Dial Participant box.



**TIP:** Access your recorded conferences from the **Meet-Me Conferencing** page, under **Recordings**.



Options:
<a href="#">Profile</a>
<a href="#">Incoming Calls</a>
<a href="#">Outgoing Calls</a>
<a href="#">Call Control</a>
<a href="#">Calling Plans</a>
<a href="#">Client Applications</a>
▶ <a href="#">Meet-Me Conferencing</a>
<a href="#">Messaging</a>
<a href="#">Outlines</a>

### Meet-Me Conferencing

#### Basic

#### Conferences

Create and manage conferences.

#### Recordings

Access and manage conference recordings.



## ADVANCED FEATURES MEET ME CONFERENCING

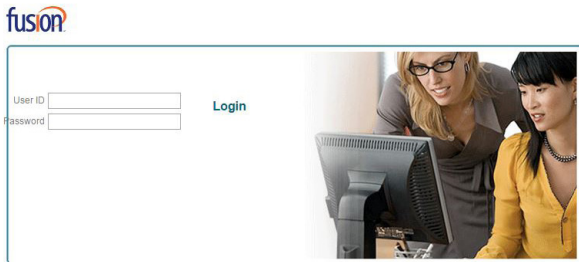


## You will need:

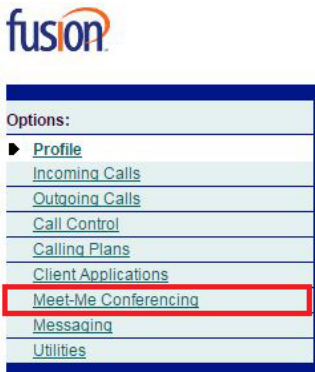
- Conference Access Phone Number
- Conference Access Toll Free Number
- Conference ID (participant access)
- Moderator Pin (Moderator/Host access)

## Accessing your Meet Me Conference Settings / Moderator Client

1. Open your Internet browser and navigate to <http://voiceadmin.fusionconnect.com>. The portal log in page will appear.



2. Enter your **10 Digit User ID** and **Password**.
3. Click **Login**. The **Profile Page** will appear.
4. Click the **Meet Me Conferencing** link from the left-hand menu.



5. The **Meet Me Conferencing** page will appear. Click the **Conferences** link.

## Meet-Me Conferencing

### Basic

#### Conferences

Create and manage conferences.

#### Recordings

Access and manage conference recordings.

6. Click on the link of your conference (click anywhere on the line of **MyRoom**. When you hover over the link it will turn orange indicating it is a link.)

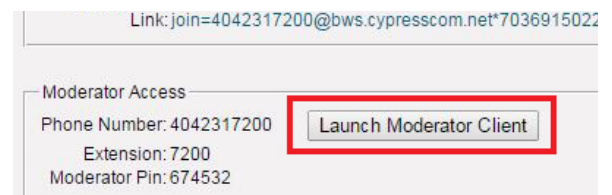
### Meet-Me Conferences

Create and manage conferences.

Delete	Title	Bridge Name	Host
<input type="checkbox"/>	My Room - 7036915022	BVXMARKET	Moskitis,Matt (7036915022)

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7. Scroll down and click the button to launch the **Moderator Client**.



### Using the Moderator Client

The Moderator Client has the following features:

- View callers in the conference bridge

**NOTE:** The Caller ID is dependent on the information the caller's system sends.

- The green speaker icon next to a participant's name tells you who is currently speaking.

