



Meet Me Conference

Installation & User Guide

English

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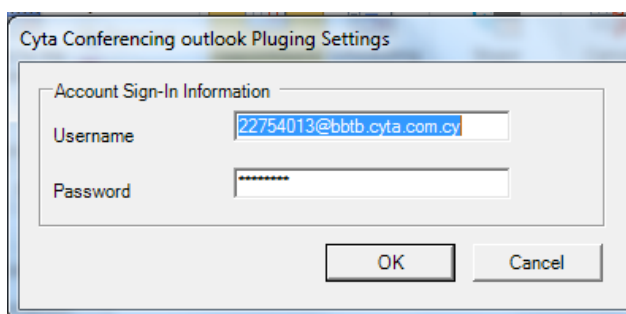
2 Installation & activation of Meet Me Conference facility

As soon as you order the **Meet Me Conference** facility, you will receive an e-mail with the installation & activation process.

- Download the **Cyta Meet Me Conference Plug IN**, by selecting the icon below,



- Once the above step is completed, select the "**Cyta Meet Me Conference Plug IN**" file and install it on your PC.
- Open your Outlook and select **Calendar** and then **New Meeting**. A new icon named **Cyta Conference Collaboration** will appear. Select Settings & enter the username and password that have been provided to you via the a relevant e-mail, as below:

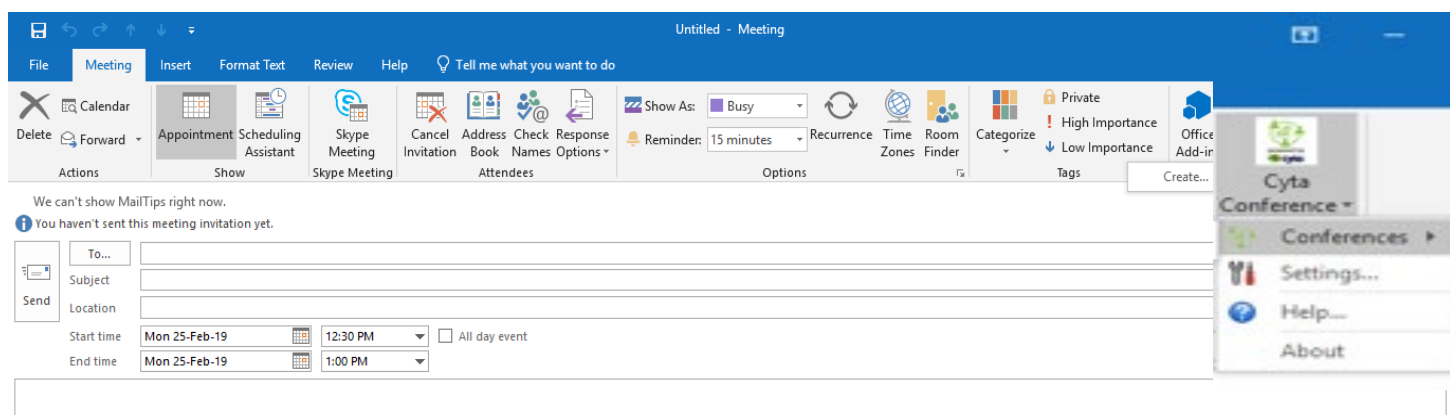


- Select OK
The installation has been completed successfully!!
- Now you're ready to use the Meet Me Conference facility!!!! Just the select **Cyta Conference Collaboration** icon and then **Conferences** to create the conferences you wish.

3 Create & make a conference call

Select **Cyta Conference Collaboration** icon and then **Conferences** and **Create**

- Enter the options you wish for the conference



Create a new conference

Bridge name: CYTA Meet_Me Conferer

Conference name:

Account code:

Estimated number of participants: 10

Mute all attendees on entry

End conference when moderator departs

Moderator required to start conference

Security PIN

When attendees join/leave:

Play tone

Play recorded name

No notification

OK Cancel

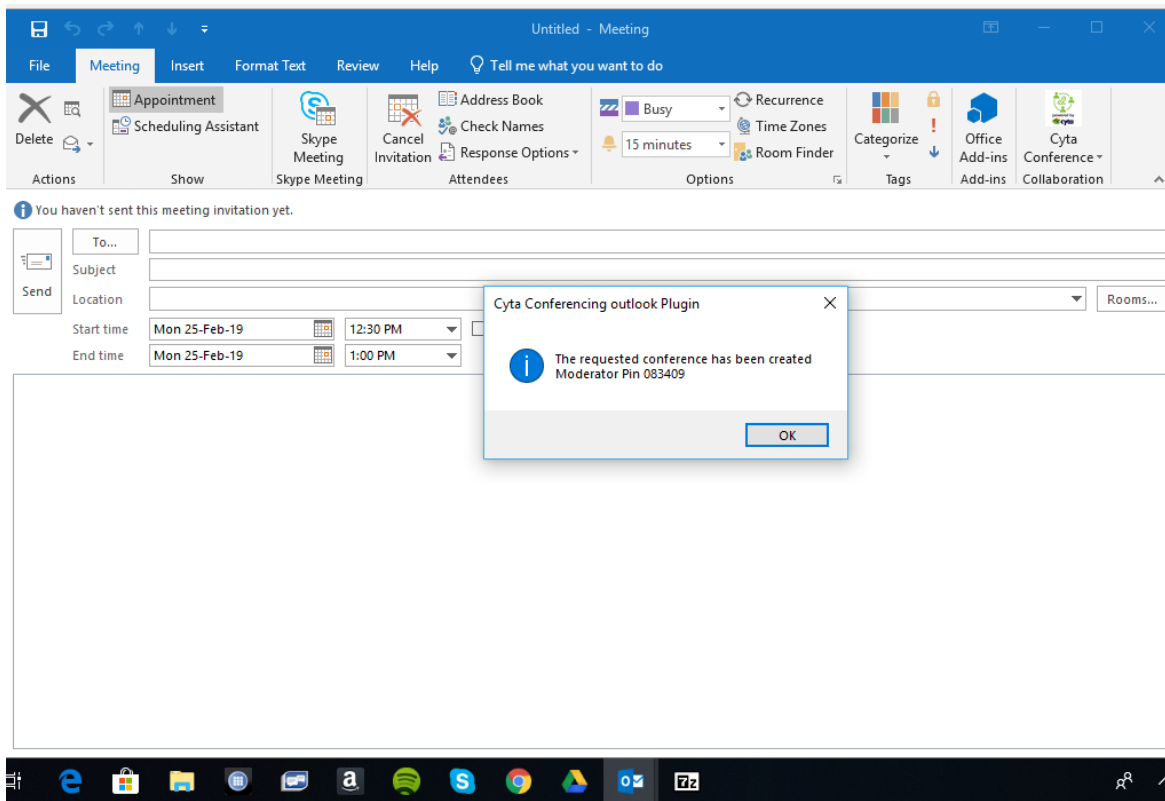
- Fill the Conference **name** field, with the name you wish to set for the conference call.
- The **Account code** must be blank.
- Fill the Estimated **number of participant's** with the number of participants that will join the conference call (the maximum number of participants, will be the number of concurrent users you have bought and you can set it as default value).
- Select from the options below, what you wish to apply for the conference call.

• Mute all attendees on entry:	• When a participant joins the conference call, he/she is automatically transferred to mute mode.
• End conference when moderator departs:	• In case the moderator leaves the conference, the conference is terminated.
• Moderator required to start the conference:	• For the conference call to start, the moderator needs to join the conference.
• Security Pin:	• In order to join the conference call, the participants, must enter the security PIN via their telephone device. The pin will be send to the participants provided in the conference call invitation.

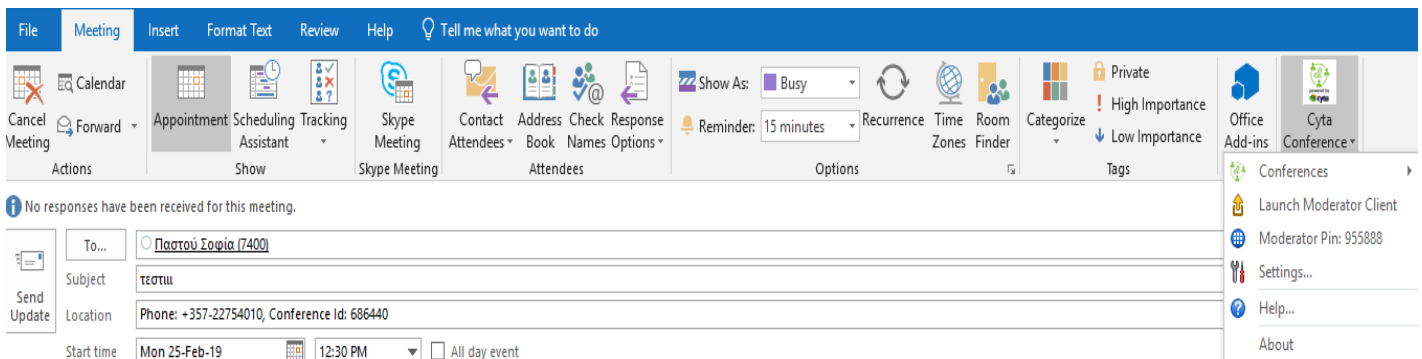
- After entering the options, you wish to apply for the new conference call, select **OK**.

Then, the following window will appear, showing the Moderator Pin. Select **OK** and enter the:

- e-mail of participants
- date and time for the conference call to start
- conference call duration and then **Send**



By enabling the Cyta Conference Collaboration you will see two additional options in the Outlook Menu for the Moderator **Launch Moderator Client (the options are shown below) and Moderator Pin**, as below:



4 Options for the Moderator & the participants

During the conference call, there are several options for both the participants and the moderator.

Options for participants enabled via their telephone device

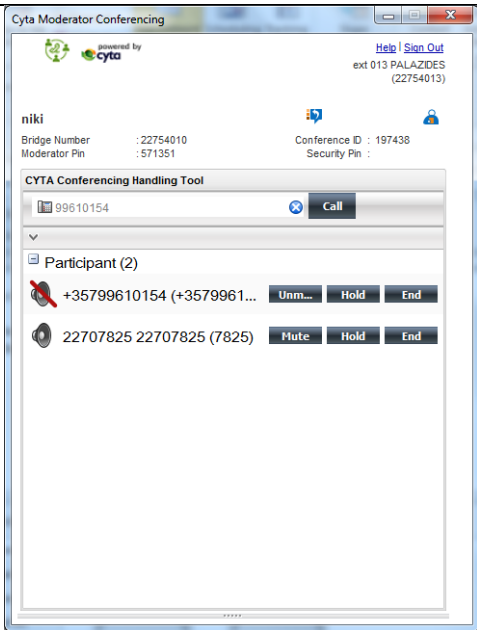
During the conference call, the participants can select the following options via their telephone device.

<u>Options for participants via their telephone device</u> , during the Conference call and while the rest of the participants continue the conference call	
* (STAR)	To listen to the options shown below
* -	To repeat these options
0 -	To transfer to the operator
1 -	To mute

2 -	To hear the list of participants
9 -	To log in as a moderator
#	To return to the conference

Options for Moderator via his/her Computer, using Moderator Client

The Moderator, can enter the conference call either using **Moderator Client via his/her computer**, or via the **telephone device**.

<u>Options for Moderator using Moderator Client, during the conference call:</u>	
	<p>Select Launch Moderator Client:</p> <ul style="list-style-type: none"> To see all participants in the conference call To mute or set participants on hold To end the call of a participant To call a third party in the conference call during the call.

<u>Options for Moderator via his/her telephone device</u>	
During the conference call and while the rest of participants continue the conference call.	
* (STAR)	To login as Moderator, select 9 . Enter the Moderator Pin to listen to the options shown below and then #
* -	To repeat these options
0 -	To transfer to the operator
1 -	To mute
2-	To hear the list of participants
3 -	For lecture mode
4 -	For conference lock and unlock
6 -	To call a new participant
8 -	To end the conference call
# -	To return to the conference