

# My Meeting Room

MICROSOFT® OFFICE LIVE MEETING AUDIO INTEGRATION



Strengthen your conferencing with solutions that integrate Microsoft® Office Live Meeting 2007 and industry-leading Automated Audio conferencing solutions. The new Office Live Meeting call controls are accessible via an easy-to-use Web interface that provides moderators with full desktop control of all elements of a virtual group meeting.

The converged solution empowers users to manage their audio conference call directly from the Live Meeting Web interface with high-value features including:

- Dial-out capabilities to place attendees into the audio conference call
- Dial-out capabilities to add additional participants to the conference
- Individual controls for mute and unmute
- Additional presenter controls including mute all, the ability to remove selected participants from the meeting and the ability to lock a call for increased security

Microsoft's strategy for Unified Communications enables users to locate and collaborate with co-workers right from the applications they use most to more effectively get business done. Audio conferencing with Live Meeting adds significant value to enterprise communications software and enables businesses to better connect people, information and business processes.

## Configuring Audio Integration

It is easy to enable audio integration with Live Meeting. Just follow the following steps when scheduling a meeting through the Live Meeting interface.

**Step 1:** Log into your Live Meeting conference center using your login credentials.

**Step 2:** Click on "Schedule a Meeting."

**Step 3:** From the "Schedule a Meeting" interface, select the "Meeting Options" button.

Time Zone: \* (GMT-05:00) Eastern Time (US & Canada) - With DST Off

Occurrence: \* One time meeting

Audio: \* Telephone conferencing

All meeting participants use phone conferencing:  
+1 (719) 955-9052 +1 (888) 208-8183 Participant Code: 384071

Meeting Options

Select Meeting Option button

**Setup**  
 Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Audio for this meeting: Telephone conferencing  
 Conferencing provider: Automated Audio

Note: All meeting participants use phone conferencing

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in  
 Display the toll free phone number to meeting participants in the Live Meeting client.  
 Display the toll phone number to meeting participants in the Live Meeting client.

Toll-free meeting phone number: +1 (888) 208-8183  
 Country/region: United States/Canada/Caribbean  
 City/area code: 888 Local number: 2088183

Toll meeting phone number: +1 (719) 955-9052  
 Country/region: United States/Canada/Caribbean  
 City/area code: 719 Local number: 9559052

Participant code: 384071  
 Leader code: 3840714

Additional dialing keys:  
 The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.  
 Sample dialing keys: pppppp <participant code> #pppppppp#  
 Actual dialing keys: <participant code> #  
 Valid characters: 0123456789\*#p

**Step 4:** Select the "Audio" configuration option.

**Step 5:** Select Automated Audio. Then enter your conference Automated Audio number and passcode into the appropriate fields.

Enter your conferencing provider

**Step 6:** Select "Set as Default" to save this configuration. Then select "OK" to continue scheduling your meeting. This audio configuration has now been saved for subsequent meetings.

Enter Automated Audio information here

## Using Audio Integration

Now that audio integration is configured, you can manage your Automated Audio conference through the Live Meeting 2007 web conferencing interface.

### Join Conference

Presenters and attendees can join the audio conference with just one click. Participants no longer have to remember or reference conference numbers and passcodes. Just enter the number you would like to be called at and the system places you directly into the conference.

**Join Conference Call**

To join the conference call, provide a number that the meeting can call you at. Answering this call connects you to the conference.

Phone details

Country/Region: +1 United States/Canada/Caribbean  
 City/Area code: 425

Enter numbers only with no spaces

Number: 70611081 Example: 5955803

Show these options when I enter a meeting

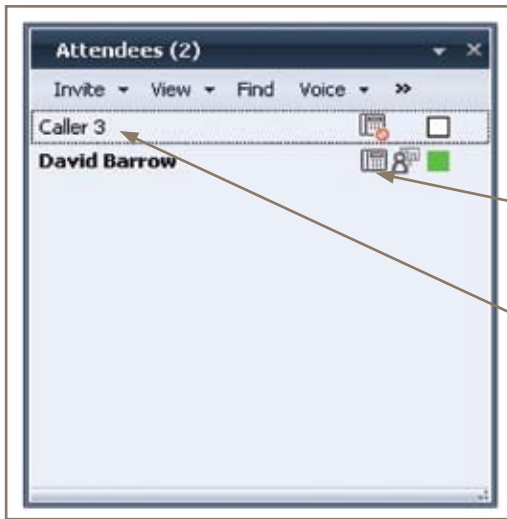
Enter the number at which you would like to be called

**Join Conference Call**

You can join from the number you've provided or provide a new number.

Show these options when I enter a meeting

Click to conference



### Audio Host Controls

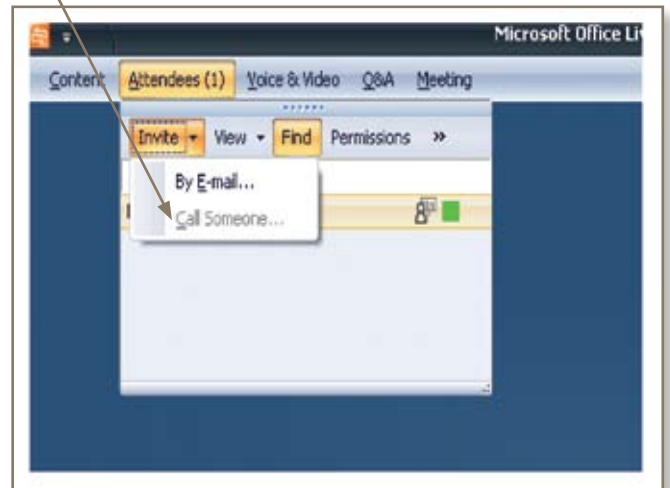
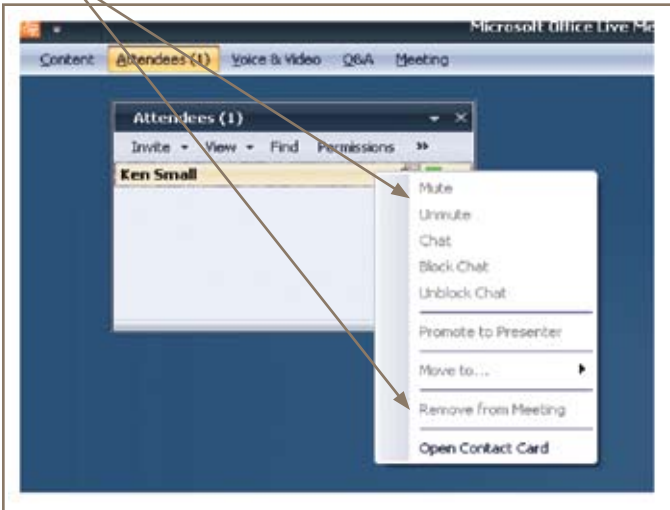
Presenters and attendees can control the audio conference through the Live Meeting interface.

Telephone Icon shows who is on the audio call. Also indicates participants who are muted.

Audio callers who have not joined the Live Meeting are still reflected in the Web interface

Add new participant by dialing their phone

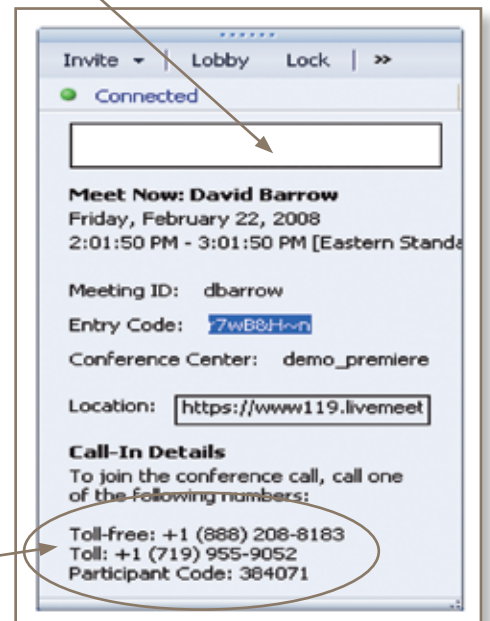
Mute, Unmute, and Remove from Meeting



Lock Audio and Web Conference



Mute All



For additional information, contact your conferencing provider.

Dial-in information listed in the Web Interface