



Audio Conference Web Portal Quickstart Guide

The VoxNet Audio Conferencing Web Portal enables leaders to schedule audio conferences, generate reports, manage, and control live audio conferences. This Quickstart Guide describes the steps involved to manage your conference.

User Requirements

Web Browsers

- Internet Explorer 5.5 with Microsoft JVM Release 5.0.0.3810 or Sun JVM v1.4.0_03
- Internet Explorer 6.0 with Microsoft JVM Release 5.0.0.3810 or Sun JVM v1.4.0_03

Client Operating Systems

- Microsoft Windows NT
- Microsoft Windows 2000
- Microsoft Windows XP Professional

Email Clients

- Microsoft Outlook 2000, 2003

Logging on

1. Start your Web browser.
2. Enter the Web Portal address <https://www.confmgr.com/webportal3/voxnetllc/login>

This Login screen is displayed



Email: csr@conferenceconfirmation.com Toll Free: 1-866-901-2462 or 302-709-8245

Login	
Email:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

Welcome to the Conference Manager

English



3. Enter your e-mail address in the E-mail field.
4. Enter your password in the Password field and click Submit.

The My Schedule screen is displayed.

Scheduling Conferences

The Web Portal enables you to schedule customized conferences to meet your exact requirements. For example, you can schedule recurring conferences, notify participants by e-mail and configure various features such as security, name record, tones, etc.

Creating Reservations

1. Click **Book meeting**.

The Schedule Screen is displayed.

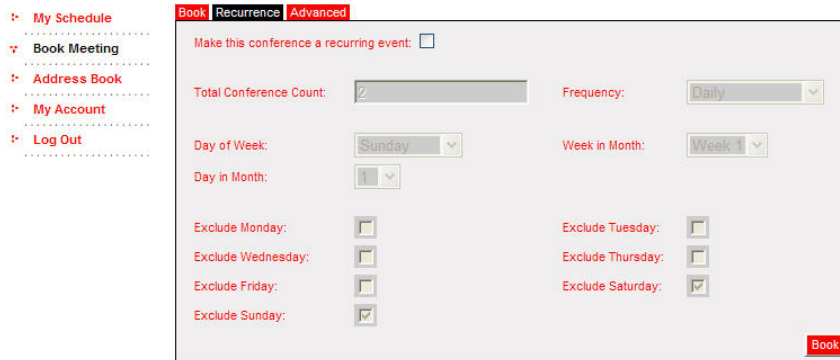
2. Enter the name of your conference in the Conference Name field.
3. Enter the number of participants in the Number of Participants field.
4. Select the conference date from the Date of Conference drop down list.
5. Select the conference start time from the Conference Start Time drop down list.
6. Enter the conference duration in the Conference Duration field. The minimum is 10 minutes.
7. Click **Book**.

Setting up Recurring Conferences

1. Complete steps 1-7 in “Creating Reservations”.
2. Click **Recurrence**.
The Recurrence Screen is displayed.



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The screenshot shows the 'Recurrence' tab in the VoxNet interface. On the left is a navigation menu with options: My Schedule, Book Meeting (selected), Address Book, My Account, and Log Out. The main content area has a breadcrumb trail: Book | Recurrence | Advanced. Below this is a form for setting up a recurring event. It includes a checkbox for 'Make this conference a recurring event', which is currently unchecked. The form contains several fields: 'Total Conference Count' (input field with '2'), 'Frequency' (dropdown menu set to 'Daily'), 'Day of Week' (dropdown menu set to 'Sunday'), 'Week in Month' (dropdown menu set to 'Week 1'), and 'Day in Month' (dropdown menu). There are also checkboxes for excluding specific days: Exclude Monday, Tuesday, Wednesday, Friday, and Sunday (all unchecked), and Exclude Saturday (checked). A red 'Book' button is located at the bottom right of the form.

3. Select **Make this conference a recurring event**.
4. Select the frequency of the repeating conference from the Frequency drop down list.
5. Select the appropriate checkboxes to exclude particular days from the recurrence pattern.
6. Click **Book**.



Advanced Conference Options



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<ul style="list-style-type: none">My ScheduleBook MeetingAddress BookMy AccountLog Out	<table><tr><td>Book Recurrence Advanced</td></tr><tr><td>Cost Center: <input type="text" value="331775727"/></td><td>Moderated Conference: <input checked="" type="checkbox"/></td></tr><tr><td>Moderator Hang up: <input type="checkbox"/></td><td>Allow Conference Lock: <input type="checkbox"/></td></tr><tr><td>Conference code duration: <input type="text" value="0"/></td><td>Billing Code Prompt: <input type="checkbox"/></td></tr><tr><td>Name Record Playback: <input type="text" value="Off"/></td><td>Enter Tone: <input type="text" value="System"/></td></tr><tr><td>Exit Tone: <input type="text" value="System"/></td><td>Music Source: <input type="text" value="Off"/></td></tr><tr><td colspan="2" style="text-align: right;">Book</td></tr></table>	Book Recurrence Advanced	Cost Center: <input type="text" value="331775727"/>	Moderated Conference: <input checked="" type="checkbox"/>	Moderator Hang up: <input type="checkbox"/>	Allow Conference Lock: <input type="checkbox"/>	Conference code duration: <input type="text" value="0"/>	Billing Code Prompt: <input type="checkbox"/>	Name Record Playback: <input type="text" value="Off"/>	Enter Tone: <input type="text" value="System"/>	Exit Tone: <input type="text" value="System"/>	Music Source: <input type="text" value="Off"/>	Book	
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Exit Tone: <input type="text" value="System"/>	Music Source: <input type="text" value="Off"/>													
Book														

Enabling Name Record Playback

Participants can be prompted to record their name before they enter the conference. This recording is played to the moderator.

1. Complete steps 1-7 in "Creating Reservations".
2. Click **Advanced**.
3. Select the **have Name Record Playback** check box.
4. Click **Book**.

Enabling Entry and Exit Tones

Entry and exit tones can be enabled and disabled on a per conference basis.

1. Complete steps 1-7 in "Creating Reservations".
2. Click **Advanced**.
3. Select the **Enter Tone** and **Exit Tone** check box.
4. Click **Submit**.



Enabling Conference Lock

Enabling conference lock permits the conference moderator to lock the conference. No further participants are allowed into the conference once it is locked.

1. Complete steps 1-7 in “Creating Reservations”.
2. Click **Advanced**.
3. Click **Allow conference lock**.
4. Click **Submit**.

The Reservation details screen is displayed and the conference moderator can now lock the conference.

Making Changes to Reservations

After you confirm the reservation you can change the details associated with it.

1. Click **Change Reservation Details** in the Reservation Details section.
The Change Reservation Details Screen is displayed.

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My Schedule
Book Meeting
Address Book
My Account
Log Out

Reservation Details						
Ref	Start Time	TimeZone	Participant Passcode	Leader Passcode	Available	
652826	17-May 11:10 AM	EST+ DST (Eastern)	45705408	27873848	true	Update Delete

[Delete All](#) [Done](#)

2. Click **Update**
3. Modify the details as required.
4. Click **Update**. The updated reservation details are displayed.
5. Click **Done**.
6. Click **Done**.

The Schedule/ Welcome page is displayed. The updated conference has been added to the schedule.

You can also make changes to reservations by clicking View/ Edit on the My Schedule/Welcome screen. This only applies to future conference reservations.

Inviting Participants to the Conference

Inviting participants to your conference enables you to send an e-mail to selected conferees. You can do this by using Microsoft Outlook™ or another e-mail application.

Inviting Participants using Microsoft Outlook™

1. Complete steps 1-7 in “Creating Reservations”.



2. Click **Invite** at the Invite Participants via email section of the Email invitations area.
Note: The conference details are automatically entered in the main body of the e-mail.
3. Enter the e-mail addresses of the participants that you want to invite in the **To** or **CC** area.
4. Click **Send**.

The selected participants receive an e-mail outlining the conference date, time and access details.

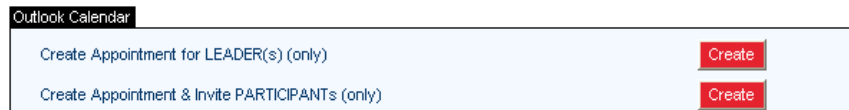
Inviting participants using browser e-mail

1. Complete steps 1-9 in “Creating Reservations”.
2. Click **Invite** at the Invite participants by browser email section of the Email Invitations area.
3. Copy and paste the text into an email.
4. Enter the email addresses of the participants that you want to invite to the conference in the **To** or **CC** area.
5. Click **Send**.

The selected participants receive an e-mail outlining the conference date, time and access details.

Creating an appointment leader’s/participant’s calendar

1. Complete steps 1-7 in “Creating Reservations” above.



2. Click **Create** in the area of the Outlook Calendar section.

- Note:** Click Create next to the Leader to send the leader an email only or Click Create next to the Invite Participants to invite participants only.
- The outlook appoint window will be launched.
 - Invite attendees as desired and hit **Send**. Or simply save and close to add the event to your calendar.

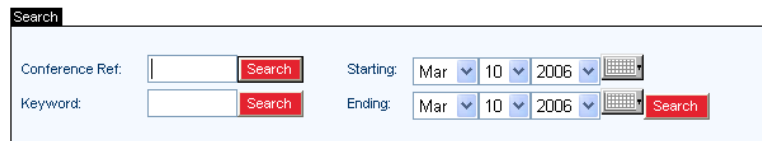
The Appointment is placed in your Microsoft Outlook™ calendar and on these that you have invited. The selected participants receive an e-mail inviting them to the conference. An appointment is created in their Microsoft Outlook™ calendar if they accept the invitation.

Viewing Scheduled Conferences

You can view your scheduled conferences by date, keyword or reservation reference. You can enter a date range and view the conferences that are scheduled to take place between those dates. You can also enter a reservation reference number or a keyword and view the details associated with that particular conference.

Searching for Conferences by Date, Reference Number, Keyword

- Click **My Schedule**.
The Search for Conferences Screen is displayed



The screenshot shows a search interface with the following fields:

- Conference Ref:** Input field with a red **Search** button.
- Starting:** Date selection dropdowns for month (Mar), day (10), and year (2006).
- Keyword:** Input field with a red **Search** button.
- Ending:** Date selection dropdowns for month (Mar), day (10), and year (2006), followed by a red **Search** button.

- Select a date, reference number, or Keyword in the appropriate field.
- Click **Search**

Making Changes to Scheduled Conferences

- Click **View** beside the scheduled conference you would like to modify.
- Modify the scheduled conference details as required.
- Click **Update**.

Conference Name:	Ref:	Start Time:	TimeZone:	Scheduled Conference Duration:	Status:
Cox, Dana	371989	08-Dec 12:00 AM	EST+ DST (Eastern)	24/7	OnDemand Edit Console
Medstar	392444	11-Jan 12:00 AM	EST+ DST (Eastern)	24/7	OnDemand Edit Console
test 100	407171	10-Mar 11:40 AM	EST+ DST (Eastern)	10	Complete View
test	407174	10-Mar 11:45 AM	EST+ DST (Eastern)	10	Complete View
test	405948	15-Mar 04:50 PM	EST+ DST (Eastern)	10	Confirmed Edit Delete

Adding New Participants to Address Book

1. Click **Address Book**.
2. Click **New Contact**.
3. Enter the new participants' name in the Name field
4. Enter the new participants' e-mail address in the Contact E-mail field.
5. Enter the new participants' dial out from conference number in the Dial Out Number field.
6. Enter a brief description of the new participant in the Description field.
7. Click **Submit**.

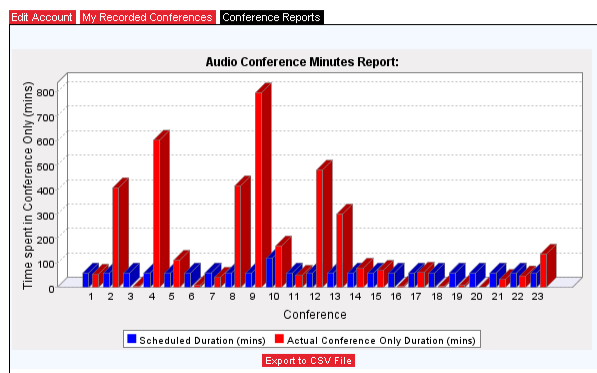
The new participants' details are saved to your address list.

Generating Reports

You can generate graphical representations of conference activity.

1. Click **My Account**.
2. Click **Conference Reports**.
3. Select what type of report you want to generate.
4. Select the date that you want the report generation to start from the **Start Day** drop down list.
5. Select the date that you want the report generation to end from the **End Day** drop down list.
6. Select, from the following options, the chart type. The report data is displayed in this format:
 - Vertical Bar Chart
 - Line Chart
 - Pie Chart
 - Area Chart
 - Stacked Area Chart
 - Horizontal Bar Chart
 - 3D Vertical Bar Chart
 - 3D Horizontal Bar Chart
 - 3D Stacked Vertical Chart.
7. Click **Generate Report**.

The report is generated and the graphical representation of the data is displayed on your screen.





Viewing Report Details in a Microsoft Excel™ spreadsheet

You can also view the report output in more accurate detail by creating a .csv file.

1. Complete steps 1-7 in "Generating Reports".
2. Click **Report CSV File**.
3. Select whether you want to open the Microsoft Excel™ spreadsheet from its current location or save it to your hard disk and click **OK**.
4. Enter a location to save the file and click **Save**.
The Microsoft Excel™ spreadsheet is saved to that location.