InConference Manual

with analog, digital, mex and Aastra IP extensions

InConference turns your telephone's extension number into a conference room. This makes it very easy to hold a conference call. The only thing that participants need to know is your telephone number and PIN.

You can organize a conference in the office web or Outlook if you have activated the Calendar connection to the CMG.

If you have a shared extension number (Gruppankn) the activity must be done at the main entry. An account is needed when using Office Web. Contact Teleservice for more detailed information.

Organize a conference in CMG Office web (CMG = KTHs referral system/attendant**)**

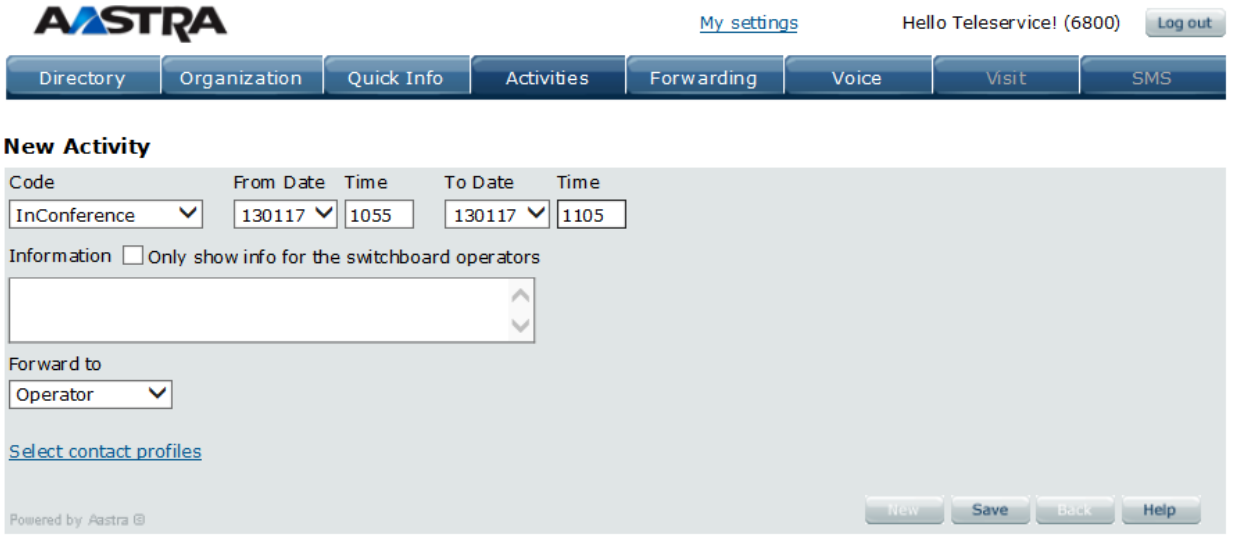
1. Create an event of code type "InConference" in the Office Web (see picture). (tip: set the start time about 5 minutes before conference start time so participants can dial in just before the start time)

2. In the field information, you can specify an optional PIN code for the conference by writing "PIN 1234". There is no obligation to use an optional code but it can prevent access by unauthorized people. Note that the PIN code must be preceded by the word "PIN".

3. If you choose to enter a PIN, we recommend that you check the box "Only show info for the switchboard operators". This is to ensure that no unauthorized person will see your code. If you do not select "Only show info for the switchboard operators", the PIN code will appear in the office Web.

4. Invite users to the conference, for example by sending email to them together with the PIN.

NOTE! If you have Calendar connection enabled, you can first make the meeting in Outlook and then modify the activity to InConference and desired PIN thru Office Web. If you decide to make an adjustment on the time / subject in Outlook, you must also adjust the activity in office web. Since the sync is done from Outlook to the office web and not vice versa.



Organize a Conference in Outlook

1. If you have activated the Calendar connection, you can book an appointment for the conference in Outlook (as in the example image). Make sure you include the word "InConference" in subject line, so the system can identify it as a teleconference.

2. In the field subject, you can also specify an optional PIN code by typing, for example, "PIN 1234".There is no obligation to use code but it can prevent unauthorized people. Note that the PIN code must be preceded by the word "PIN".

3. Invite delegates to the Outlook booking by selecting them as participants.

** Subject is the default in the CMG Office Web. If you check location (Change Calendar Settings) you can write your PIN code in the field Location when booking conference.*

Important tip! When create a new conference from Outlook, "No Forwarding" should be unselected in the CMG Office (Change Calendar Settings), and the field where you enter your PIN (subject or location) must be selected.

Start Conference

When the conference starts, the following occurs:

1. When the first participant dials your number they hear a menu, the first option is to attend the conference. Then you should state your name and PIN (if you defined one).

2. When the first participant has joined, the system will automatically call the organizer (you) from number 37000 and the conference starts. If the system call you and you do not answer, the conference will starts without you. In this case you will have to dial your own number to participate.

3. Every time when new participants join the conference, the system will announce the name of the new participant.

Information for participants

Steps when participants join the conference

1. Call the number.
2. You will be asked for the PIN code (if the organizer has given you one).
3. You will be asked to state your name, which later is used to introduce you to the other participants.
4. You are now connected to the conference.

If the conference is to be recorded, you will be notified about it before you connect. If you leave the conference before it is finished, the remaining participants will be notified when you disconnect.

Functions during the conference

During the conference, the following messages will be announce to the participants:

- Participants' names are read out when they join / leave the conference.
- Recording: The system will announce the starting and ending of the recording session (see Number 4 below).
- The conference will continue as long as there are more than 2 participants remain in the session. Remember to extend time of your activity to get the correct reference note for new callers.

As an organizer, following functions are available to you (on your phone)

0. Present menu.

1. Find out how many participants the conference has at the moment.

2. A list of recorded names of all current participants

3. To call a new participant.
   You will be asked to dial the participant’s number, and finish with #. The new participant's telephone rings, and when the call is answered he/she will hear a welcome message and a question about connecting to the conference.

4. Start or stop a recording of the conference. All participants in the conference will hear a message when the recording starts and stops. Conference recording is sent to your voicemail.

5. Find out how long the remains of the conference.

6. Extending the conference by 15 minutes.

OBS! Remember to activate tone dialing by first dial 9 on your digital phone to use these choices.