

Call Manager Conference Space

User Manual

Version 1.2

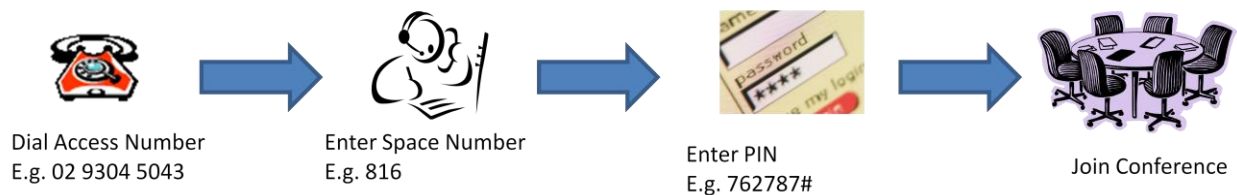
June 2009

Conference Spaces

A conference space is a virtual meeting room which people can call into to listen and participate in a conference call.

A conference space identifier is a 3 digit number (such as 816).

When a participant dials the Call Manager conference access numbers, the caller will be prompted to enter this three digit conference space number. Access to the conference space then requires entering a six digit PIN number or password that is set and controlled by the conference space owner.



Call Manager Conference Access Numbers exists in a number of countries around the world – see Conferencing Page for updates, or in the table below.

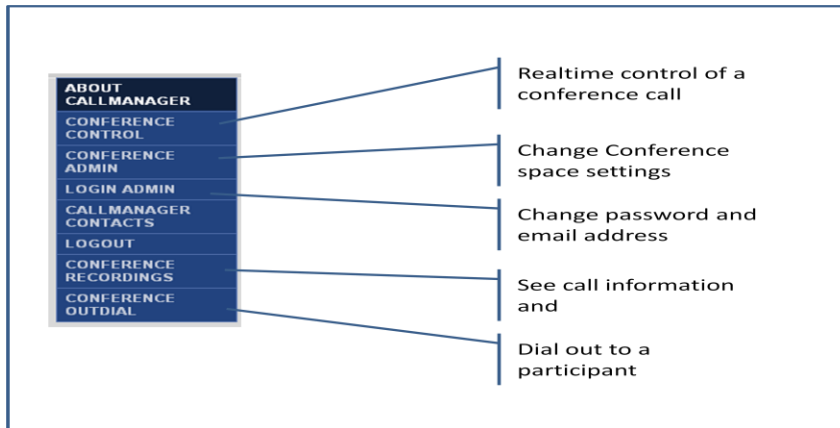
Call Manager conferencing can also be access from skype by calling the skype username conference_callmanager .

Conference Control

The conference space owner has extensive control over their conference space by logging into the Conference space web page at <http://www.callamanerg.com.au>, click on the Login button, or simply go to <http://login.callmanager.com.au>

The username is cmconfXXX where XXX is the conference space ID (e.g. cmconf816).

Once logged in the conference space owner will see this screen.



Conference Administration

- The conference PIN (used by participants to connect to a conference meeting) can be changed here. The PIN should be 3-6 digits only.
- The Conference moderator PIN can be amended
- Moderator mode may be turned off and on. If turned on then callers cannot join the conference until the moderator has joined using the moderator pin
- The prompt letting participants know how many are in the conference already can be turned off or on by selecting or deselecting the check box.
- Recording of the conference can be turned off or on by selecting or deselecting the check box. Recording is started at the beginning of the conference call and cannot be turned off and on once the meeting has started.

Any changes will take effect immediately once the Submit button is pressed.

CONFERENCE ADMINISTRATION

* CLICK ON SUBMIT to save all changes - Please note any change is immediate!

CONFERENCE NUMBER	801 - SMARTS CONF801
UPDATE CONFERENCE USER PIN NUMBER	<input type="text"/>
UPDATE CONFERENCE MODERATOR PIN NUMBER	<input type="text"/>
ENABLE WAIT FOR MODERATOR MODE	<input type="checkbox"/>
USER COUNT WHEN JOINING CONFERENCE	<input checked="" type="checkbox"/>
ENABLE CONFERENCE RECORDING	<input checked="" type="checkbox"/>
Submit	

TOTAL CONFERENCE NUMBERS : 1

- ACCOUNT INFORMATION -			
CONFERENCE NUMBER	CONFERENCE INFO	USER PIN NUMBER	MODERATOR PIN NUMBER
1.	801	SMARTS CONF801	762787 777

Conference Control

This screen displays in near real-time (refreshed every 10 seconds) information about the participants and provides the conference owner with the ability to mute or kick off certain participants from the conference.

- Active Conference Users : CONFERENCE NUMBER : 816 -			
ID	CallerId	Duration	Mode
01	jeremy_sadle	(unmonitored)	Muted [UNMUTE] - [KICK]
02	292368169	(unmonitored)	UnMuted [MUTE] - [KICK]
03	292368191	(unmonitored)	UnMuted [MUTE] - [KICK]

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Recordings

Click on the Conference recordings menu item and the screen below will list all calls into your conference space. If Recording was turned on then the WAV file can be downloaded, or by clicking on PLAY the recording will be streamed (may require a plug in for your browser).

Results - 14 of 135

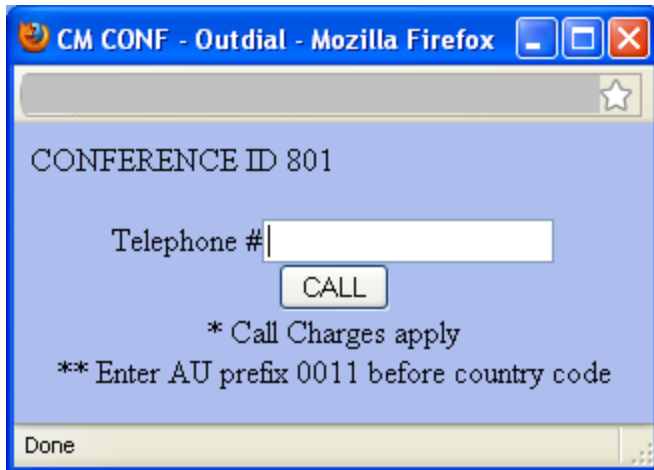
select: [all](#) [none](#)

	Date	Time	Caller ID	Destination	Duration	Recording Play	Recording Download
<input type="checkbox"/>	2010-05-20	23:48:06	282111180	cmconf801	29 sec	play	download
<input type="checkbox"/>	2010-05-20	23:33:05	282111180	cmconf801	37 sec		
<input type="checkbox"/>	2010-05-20	21:10:04		cmconf801	20 sec	play	download
<input type="checkbox"/>	2010-05-20	11:41:10		cmconf801	6027 sec	play	download
<input type="checkbox"/>	2010-05-20	11:04:15	433385123	cmconf801	2192 sec		
<input type="checkbox"/>	2010-05-20	11:03:49	280839000	cmconf801	2218 sec	play	download
<input type="checkbox"/>	2010-05-20	01:15:16	"061282111180" <061282111180>	cmconf801	122 sec	play	download
<input type="checkbox"/>	2010-05-20	01:13:54	"061282111180" <061282111180>	cmconf801	12 sec		
<input type="checkbox"/>	2010-05-17	18:04:37		cmconf801	2126 sec		
<input type="checkbox"/>	2010-05-17	18:01:58		cmconf801	2743 sec		
<input type="checkbox"/>	2010-05-17	18:00:22	"02079975500" <02079975500>	cmconf801	2838 sec	play	download
<input type="checkbox"/>	2010-05-13	00:39:39	731370220	cmconf801	27 sec	play	download
<input type="checkbox"/>	2010-05-10	23:45:48	731370220	cmconf801	18 sec	play	download
<input type="checkbox"/>	2010-05-10	18:26:00		cmconf801	3176 sec		
<input type="checkbox"/>	2010-05-10	18:22:00	290117154	cmconf801	221 sec		

1 2 3 4 5 6 7 8 9 > Last

Conference Outdial

The conference space owner can dial out to a participant by selecting this button. This will open up the following pop-up box, as shown below:



Be sure to enter the number as dialed from Australia – using 0011 before entering the country code, for example: 0011442033180806 where 44 is the UK country code.

Call Manager Conference Access numbers

UK (London): +44 203 318 0807	AU (Sydney): +61 2 9304 5043 AU (Melbourne) +61 0390956898
Sweden (Stockholm): +46 840 309 638	USA (New York): +1 64 662 65566
Italy (Milan): +39 0247 921676	Japan (Tokyo): +81 3457 89592
Canada (Toronto): +1 64 7723 0901	Switzerland (Zurich): +41 4350 04116
Skype: conference_callmanager	