Hosted VoIP
Phone System

Telesystem Conferencing
User Guide

Telesystem®

Contents

1   Overview

Telesystem Conferencing offers a full suite of conferencing solutions, from simple ad-hoc conferences such as N-Way calls, to full-featured Telesystem Conferencing, which can support hundreds of participants and includes moderator controls, web-based clients, and scheduling options.

With Telesystem Audio Conferencing, an administrator creates conference bridges (which include a dialable number in its definition) and designates users as Conference Hosts. The host may create conferences on the conference bridge that has been assigned to them, with a unique conference ID for each conference. Participants dial the bridge number, enter the conference ID, and are joined together on the conference. The conference may be scheduled as a one-time event, a recurring event, or a reservationless conference that is available at any time.

Key Benefits of the Telesystem Conferencing Solution:
- **Enhance the experience with high definition (HD) voice:** The Telesystem Conferencing solution supports HD Voice (G.722 codec), so that participants with HD-capable devices can experience the benefits of clear HD communication.
- **Reduce distractions during calls:** The Telesystem Conferencing solution blocks Music On-Hold from other Hosted VoIP Phone System participants during a conference and supports Lecture Mode, which automatically mutes all participants when they join a conference.
- **Simplify notifications:** The Telesystem Conferencing Add-in for Microsoft Outlook allows hosts to quickly add their Telesystem Conferencing information to an Outlook meeting.

Functionality:
This solution supports the following key functionalities:
- Reservationless and Scheduled Conferences
- Outlook add-in for participant notifications
- HD (G.722) audio support
- Dual-tone multi-frequency (DTMF) controls for moderators and participants
- Web-based Conferencing Moderator client
- Participant Call Back option
- Block Music On-Hold from other Hosted VoIP Phone System participants
- Conference options:
    - Play tone/name when participants arrive/depart
    - Roll call
    - Lecture Mode
    - Mute/unmute conference
    - Recording
    - Escape to operator
    - Outdial to add participants
    - Moderator required to start conference

2   Software Requirements

The Conferencing Moderator client requires a web browser to open the user interface.

Note: Make sure your web browser version is up-to-date.

3   Telesystem Conference Types

There are two types of Telesystem Conferences:

1. **Scheduled conferences**: A moderator schedules the conference in advance or right at the start of the conference. A unique conference ID is created for this conference and it is valid during the configured time periods. This type of conference is most appropriate for large conference, webinars, and recurring meetings.
2. **Reservationless conferences**: A moderator creates a conference with a long-life period, but without specifying a start time or an end time. A unique conference ID is assigned to this conference and it can be used to start a conference at any time. This type of conference is most appropriate for informal or unforeseen meetings, such as group discussions or crisis management meetings.

4   Estimated Number of Participants

The estimated number of participants is optionally entered when creating a new conference. This value is used in the following way:

- If the **estimated number of participants** field is left empty, the maximum number of participants is determined by the Telesystem Conferencing Package assigned to you. Users may join a conference on a first-come, first-served basis. Ports are not reserved in advance.
- If the value in the field for the estimated number of participants is less than 50, the behavior is the same as above.

5 Accessing the Hosted VoIP Phone System Administration Portal

To Access the Hosted VoIP Phone System User Portal, navigate to https://admin.euserportal.com on your web browser.

When you are presented with the login page, enter your credentials for the Username (for users this is typically your ten digit phone number) and Password. Then click **Login**.

If you have forgotten your password, click the **"Forgot Password?"** link.

Enter your e-mail address and User ID (Username) in the fields provided.

Enter the symbol information provided to you in the image.

Click **Reset**.

The system will email you a password reset option using Completely Automated Turing test to tell Computers and Humans Apart (CAPTCHA) technology.
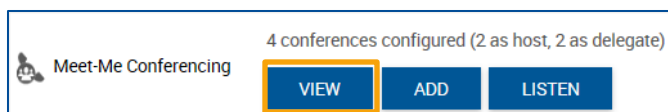
6 View Meet-Me Conferences

The Meet-Me conferencing feature allows you to view and manage Meet-Me conferences from within the Hosted VoIP Phone System Portal.

From Your Web Portal:

1. Locate **Meet-Me Conferencing** within the Calling Features tab.
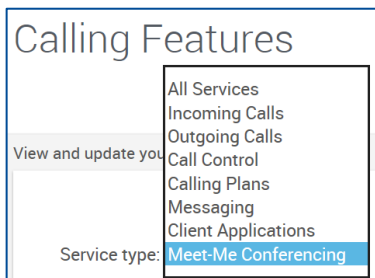
2. Click **View**.

3. Click **View Conference Bridges** to view a list of available Meet-Me Conference bridges.

4. View Meet-Me Conference Bridges available for use.
    - **Active**: A check mark indicates this bridge is currently active and may be used to schedule a conference. Conference bridges without a check mark are inactive. Inactive bridges cannot be used to conduct conference or any live actions (for example, calling-in, joining, or adding a participant). Conferences that are connected to an inactive bridge can be scheduled. To change an inactive bridge to an active bridge, contact your group administrator.
    - **Name**: Displays the name of the conference bridge.
    - **Phone Number**: Displays the phone number for this conference bridge.
    - **Extension**: Displays the extension for this conference bridge.
    - **Ports**: Displays the number of ports available for use on this conference bridge.
5. Click **Close** to return to the previous screen.

7   Create and Manage Meet-Me Conferences

1. In the Meet-Me Conferencing box, click **View** to display a list of all currently configured conferences.

2. Select the conference you wish to modify and click **Edit**. You may also create a new conference by clicking **Add**.
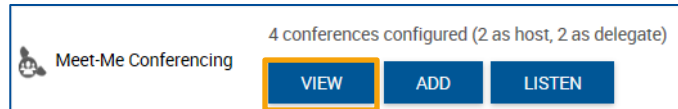
3. Edit the conference settings:
   - **Bridge Name**: Select an available bridge from the drop-down menu.
   - **Title**: Give the conference a descriptive title (Limit: 80 characters).
   - **Account Code**: Provide the account code if applicable.
   - **Estimated number of participants**: Enter the estimated number of participants.
     Note: This value may not exceed the number of ports allocated to the bridge you have selected for this conference.
   - Apply any additional settings you wish to use for this conference.
     - **Mute all attendees on entry:** All attendees are muted upon arrival.
     - **End conference when moderator departs:** When moderator leaves the conference, all participants are released from the conference.
     - **Moderator required to start conference:** The conference will not start until the moderator arrives. The participant will receive an announcement upon entry if the moderator has not arrived to the conference.

- **When attendees join/leave**: What to do when a conference attendee joins or leaves the conference.
- **Type**: Define the type of conference you are creating.
  - **One Time**: For a single occurrence conference.
  - **Recurring**: For a recurring conference.
  - **Reservationless**: For a conference that exceeds over more than one day. You may use a reservationless conference any number of times, for any length of time, during the six months between the start and end date.
- **Schedule**: Define scheduling information for your conference. The available options are dependent on the type of conference you selected.

Schedule

Start Date: 11/07/2016

*End Date:
- Never
- Date

Conference Access

Phone Number: 4199442079

Conference ID: 62691660

Call Me Now Link: https://labadmin.euserportal.com/joinaconference?token=TW

Moderator Access

Phone Number: 4199442079   **START MODERATOR CLIENT**

Extension:

Moderator Pin:

- **Delegates:** Add any delegates you'd like to use the conference.
  The host creates a conference and assigns delegates. The delegates have certain host privileges for that conference. Only the other hosts on the same bridge can be delegates. The delegates have access to modify a conference page and can launch the moderator client.
  The following are the characteristics of a conference delegate:
    o The delegate can modify all options associated with the conference.
    o The delegate cannot delete the conference.
    o The delegate cannot further delegate a conference.
- Click **Search** to list all available delegates or use the **First Name** and **Last Name** search option to narrow your search. Select the Available User then click **Add**. Selecting **Add All** will add all Available Users. Remove a Delegate by selecting the Conference Delegate then click **Remove**. Remove all Conference Delegates by selecting **Remove All**.

4. Click **Save** to keep changes.

8 Receive a Call to Join a Conference

1. In the Meet-Me Conferencing box, click **View** to display a list of all currently configured conferences.
2. Click on the **Call Me Now** icon from the conference you want to join.
   - A new window called Join a Conference will open.
   - Enter your phone number and click **Call**.

9 Invite Attendees to a Conference

1. In the Meet-Me Conferencing box, click **View** to display a list of all currently configured conferences.
2. Select the conference you wish to invite attendees and click **Edit**.
3. Copy the **Call Me Now Link** located in the Conference Access section. Share it with your attendees.

10 Manage Meet-Me Conference Recordings

1. In the Meet-Me Conferencing box, click **Listen** to open a pop-up window containing all available Meet-Me Conferencing recordings.
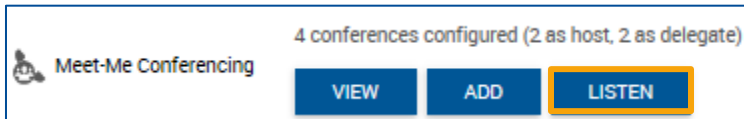
   Note: If you get a **Data Tables Warning**, click **OK** to proceed.

2. To listen to a recording, click the **Play** icon from the **Listen** column.
3. To download a recording, click the **Download** icon from the **Listen** Column.
4. To delete a recording, check the box from the Delete column and click **Save**.

Click **Cancel** to return to the previous screen.

11 Moderator Client

When the Conferencing Moderator client is launched, it shows the conference title and the number as a header. As moderators and participants join the conference, the client is refreshed with this information. The moderator controls are not visible until a moderator or participant has joined the conference. A moderator joins the conference by dialing the conference number and using the moderator PIN. A participant joins the conference by dialing the conference number and using the conference ID.

Within a conference, moderators may invoke functions such as recording, locking a conference, inviting a new participant by calling the participant from the conference, and so on. There may be multiple moderators for a conference.

11.1 Launch Moderator Client

To manage your active conference using your web portal, launch the moderator client.
1. To open the Meet-Me Moderator Client, click **View** to display a list of all currently configured conferences.
2. Select the conference you wish to moderate and click **Edit**.
3. To launch the Moderator Client, click **Start Moderator Client**.

START MODERATOR CLIENT

- The Moderator Access box contains the phone number, extension, and moderator pin number.
- A new window will open and the Moderator Client will load.
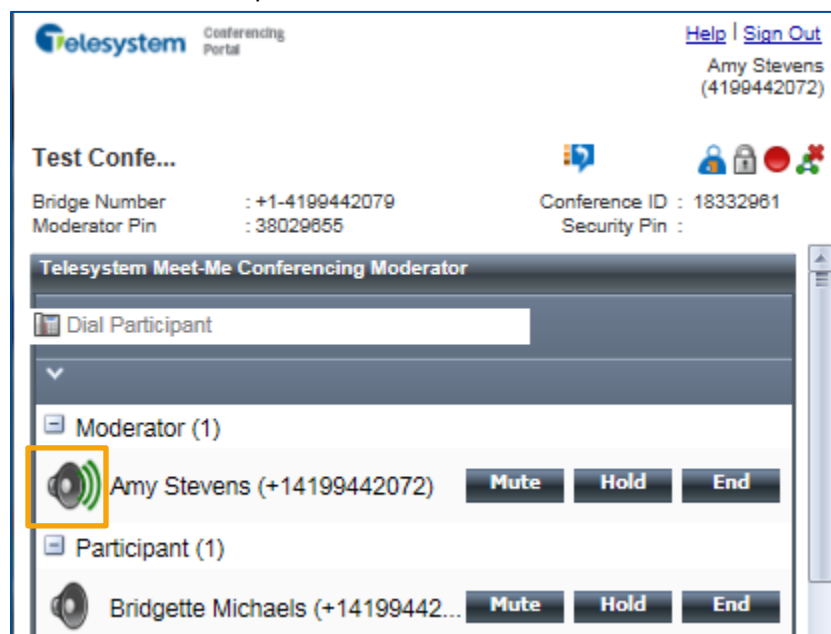
This icon indicates the person currently talking

11.2 Moderator Client Features

The following subsections will help you manage an active conference call using the moderator client.

11.2.1 Lecture Mode

The Lecture Mode mutes all participants except for the moderator. Any new participant joining the conference is automatically muted.

 Note: Only the moderator who turned on the Lecture Mode is allowed to speak.

11.2.1.1 Automatic Lecture Mode

Entry and exit tones are played whenever a participant/moderator joins the conference. When automatic lecture mode starts, the entry and exit tones are not played for any participant/moderator joining the conference.

Once the Automatic Lecture Mode starts:

- An announcement is played to all moderators that the conference has entered in **Automatic Lecture Mode**.
- All participants are muted.
- Moderators mute state remains unaffected.
- Entrance and Exit tones are not played.
- Users are not announced.
- Participants cannot un-mute self via DTMF menu options.
- Moderators can un-mute participants via Moderator Client but cannot exceed a total of 100 unmuted participants in a conference.
- While the conference is in automatic lecture mode, any participant joining the conference is muted on entry.
- While the conference is in automatic lecture mode, any moderator joining the conference may be un-muted on entry if the un-muted persons count is less than the maximum limit (100).
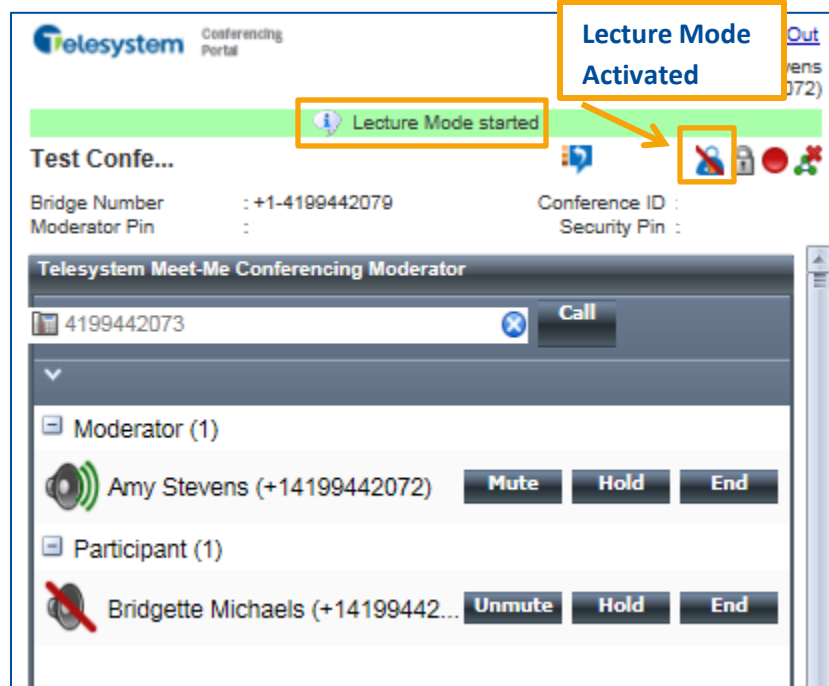
Automatic Lecture Mode cannot be disabled for a conference. It remains enabled even if the participant count subsequently drops below 147.

11.2.2 Lock Conference

When a conference is locked, new participants cannot join the conference. The conference must be unlocked before new participants can join the conference again.

Note: While a conference is locked, a moderator may still invite new participants using **Outdialing**.

After the last moderator of a conference leaves the conference, the conference is automatically unlocked. This way, a new moderator can join the conference and take control of the conference.
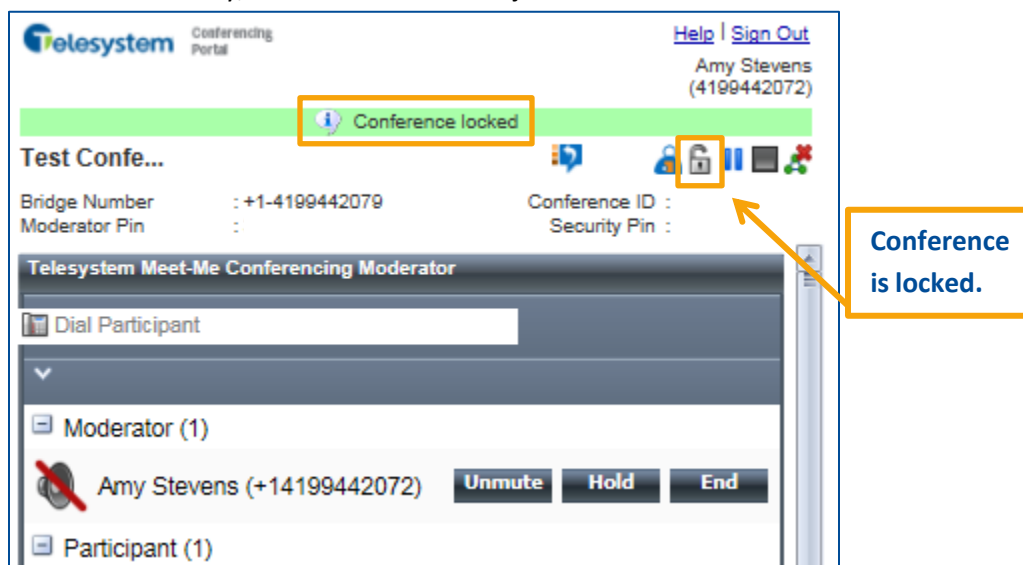
11.2.3 Record Conference

A moderator can record a conference for up to 12 hours. After the recording has been started, it may be paused, restarted, and stopped. When the recording is stopped, the recorded audio is uploaded to the Profile Server and made accessible through the web portal of the subscriber who created the conference.

Telesystem Conferencing supports recording in the **MP3** and **.wav** formats.
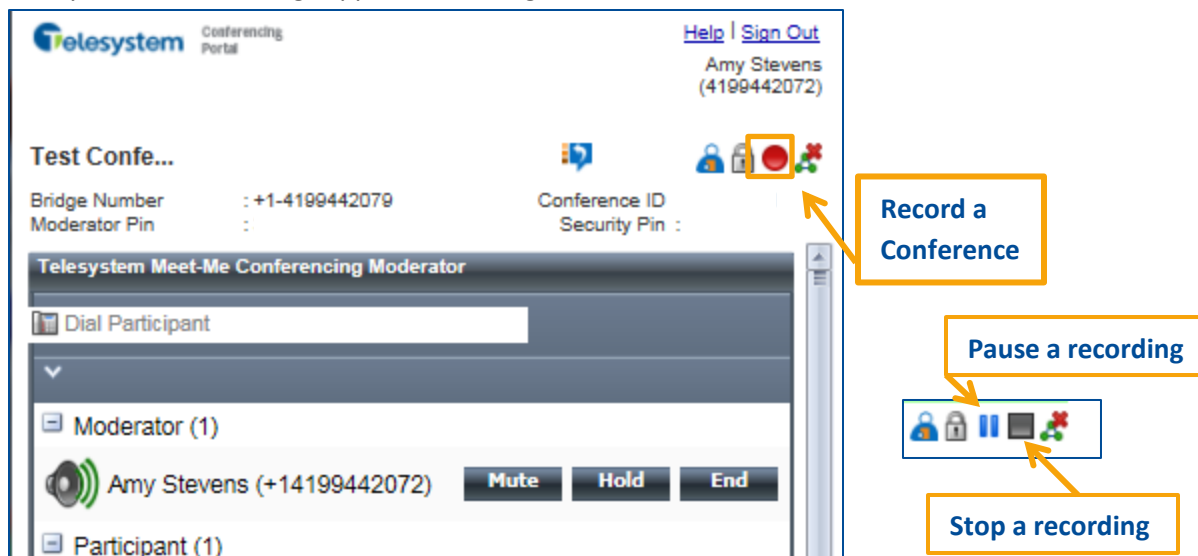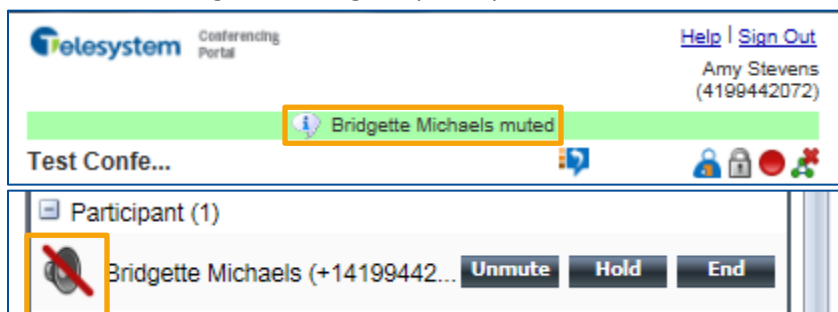
11.2.4 Mute a Participant from the Moderator Client:

A participant has the ability to mute/unmute themselves in a conference. If a moderator has muted a participant, the participant cannot unmute themselves. Only a moderator may unmute the participant.

1. Locate the participant you would like to mute within the launched **Moderator Client.**

2. Select **Mute**.
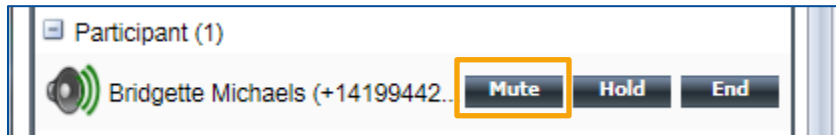
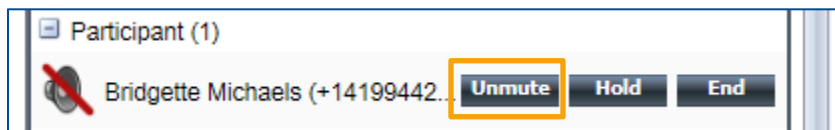3. Notice the message indicating the participant has been muted and the restricted speaker icon.
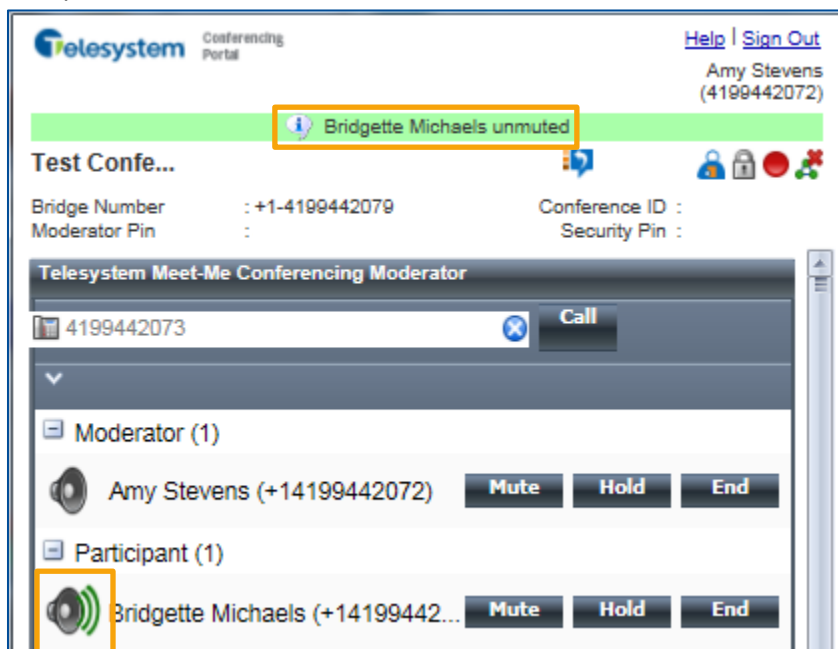

11.2.4.1 Unmute a Participant from the Moderator Client:

1. Locate the participant you would like to unmute within the launched **Moderator Client.**

2. Select **Unmute.**

3. Notice the message indicating the participant has been unmuted and the restriction symbol on the speaker icon has been removed.

11.2.5 Invite New Participant Using Outdialing

A moderator can originate a call from a conference to a new participant. The moderator enters the participant's phone number and the conferencing service originates the call.

Services such as Outgoing Call Restrictions apply to the originated call. Conference bridge-originating services also apply to the call.

When the new participant answers the call, the participant is played the message, **"You have been invited to join an audio conference. Press 1 to join the conference."** If the participant presses 1, the participant is joined to the conference; otherwise, the call is released.
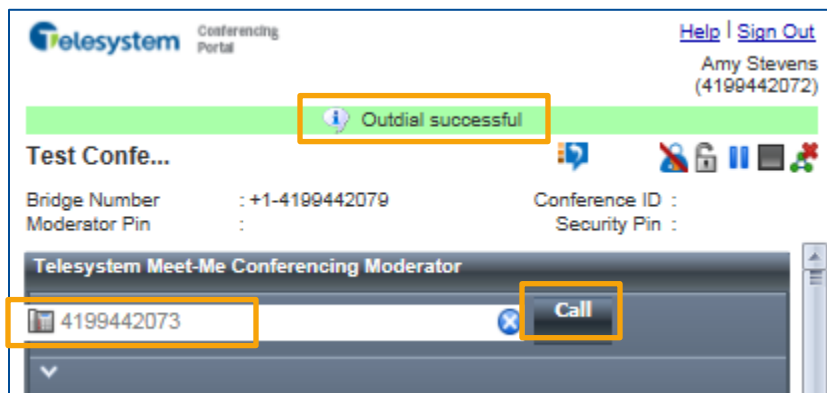
11.2.6 End Conference

A moderator may end the conference by selecting the **End Conference** icon within the Moderator Client.

A confirmation message will appear indicating the conferenced has ended.

11.2.7 Message History Dialog

Clicking the message history icon 🗨 displays a Message History Dialog as shown here.

12 Security PIN
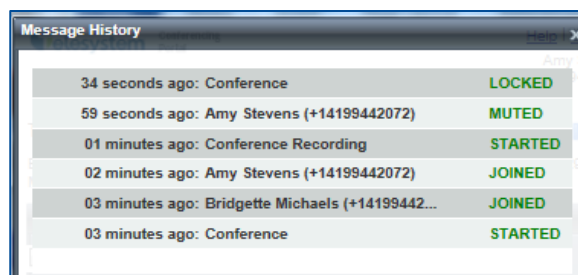
This feature provides an additional security mechanism to authenticate the attendees in the conference. When this feature is enabled, the attendees are prompted to enter the security PIN after the conference ID.

The administrator can set the security PIN length at the conference bridge level and the host can enable the security PIN while creating or modifying the conference. The security PIN can be changed by the host or the delegate of the conference. All participants, including moderators and those participants joined via the outdial functionality, must provide the security PIN before they are allowed to join the conference if the feature is enabled.

13 Log in as Moderator

To invoke this option, enter the Moderator PIN when prompted to enter a Conference ID. If the PIN is correct, you are then elevated to moderator status and may execute moderator commands.

13.1 Moderator DTMF Menu

Control functions are available to moderators of a conference and are accessible through a DTMF menu. The DTMF menu can be invoked at any time during the conference by pressing "*****". Only the moderator hears the menu, while participants continue talking in the conference. While the menu is playing, the moderator does not hear the conference.

The DTMF menu options are:

*	Repeat the menu options
0	Transfer to Operator
1	Mute or unmute this line
2	Participant count, followed by roll call
3	Turn on or turn off Lecture Mode
4	Lock or unlock conference
5	Recording submenu
6	Invite a new participant by calling the participant
8	End Conference
#	To return to the conference

The moderator may invoke the above options by pressing both the keys together if the moderator does not want to listen to the menu. For example, moderators can press *1 to mute their line.

If any other digit is entered, the moderator is returned back to the conference.

14 Functions Available to Participants

Control functions are also available to participants and are accessible through a DTMF menu. The DTMF menu may be invoked at any time during the conference by pressing "*****". Only the participant hears the menu, while moderators and other participants continue talking in the conference. The DTMF menu options work the same way as they do in the moderator DTMF menu.

*	Repeat
0	Transfer to Operator
1	Mute myself or unmute myself
2	Participant count, followed by roll call
7	Enter self-identification code
#	To return to the conference

The participant can invoke the above options by pressing both the keys together if the participant does not want to listen to the menu. For example, participants can press "***1**" to mute their line.

If any other digit is entered, the participant is returned back to the conference.

14.1 Transfer to Operator

This function disconnects that participant from the conference and transfers the participant to a phone number defined against the conference bridge. A human operator, an Auto Attendant, or a VoiceXML script can answer the call to help the participant.

15 Inhibiting Hosted VoIP Phone System-based Music On-Hold

A common problem in conferencing services is when a participant of a conference puts the conference on-hold; Music On-Hold is played to the entire conference, thus making the conference unusable to other participants. The Telesystem Conferencing service protects conferences from Music On-Hold by muting participants who advertise that they are currently playing Music On-Hold.

The conference user must be using Hosted VoIP Phone System Hosted Station Music On-Hold and not a local Music On-Hold device or signaling. If a non-Hosted VoIP Phone System Hosted Station participant puts the conference on-hold, and their endpoint does not signal that the call is on-hold then the On-Hold Music will play through.

16 Telesystem Conferencing Add-in for Microsoft Outlook

The Telesystem Conferencing add-in for Microsoft Outlook is an add-in that makes it easy to add an audio conference to an Outlook Appointment. It is compatible with Outlook 2003, 2007, and 2010.

> **NOTE: The add-in is only supported in 32-bit versions of Outlook. Outlook 2010 64-bit is not a supported environment.**

In the remainder of the document, the Telesystem Conferencing add-in for Microsoft Outlook is called Telesystem Conferencing Outlook add-in or add-in.

The Telesystem Conferencing Outlook add-in enables a user to quickly schedule a conference from within Outlook, while they are creating a meeting or appointment. If a meeting is created with Telesystem Audio Conferencing, the Outlook-generated invitation for the meeting includes the conference access information, including URLs to automatically connect to the meeting (if configured).

If the add-in is installed, it is visible when a new meeting or appointment request is created, or when an existing meeting or appointment request is opened by the user who created the request. If the user opens a meeting or appointment request scheduled by another user, then the add-in is not shown.

This add-in is delivered as a Deployment Studio Image (.dsi). An administrative user must use BroadWorks Deployment Studio (DS) to customize/configure the Telesystem Conferencing Outlook add-in and create an executable that an end user must install on their machine.

16.1 Third Party Software Requirement

To run the Telesystem Conferencing Outlook add-in, the user has to have the Office Primary Interoperability Assemblies (PIA), available from the Microsoft office website, installed on their computer.

16.1.1 Installing Primary Interoperability Assemblies for Microsoft Office 2003

The Office 2003 PIA can be installed either during or after Microsoft Office 2003 installation. It requires Microsoft .Net Framework Version 1.1.

To install the Office 2003 PIAs when installing Microsoft 2003, Microsoft .Net Framework Version 1.1 must be installed first. Otherwise, the option to install the PIAs customization page does not appear during Microsoft Office 2003 installation.

To install Office 2003 PIA and .Net Framework 1.1 after Microsoft Office 2003 has been installed, the Office setup must be modified as follows:

1. On the Maintenance Mode Options screen of the Microsoft Office 2003 Setup, select **Add or Remove Features** and click **Next>**.
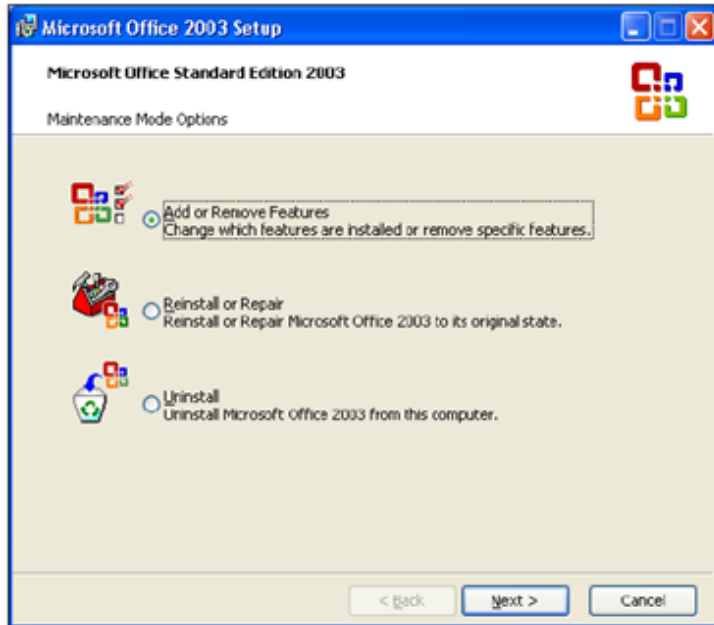
2. Select the **Choose advanced customization of applications** check box and click **Next>**.
3. Expand the Microsoft Office Outlook node and select **.NET Programmability Support**.
4. Click the drop-down arrow next to **.NET Programmability Support**, and choose **Run from My Computer** from the list that appears.

NOTE: Do not choose **Installed on First Use**. Selecting **Installed on First Use** means you only want the .NET programmability Support feature installed on your hard disk when you use the feature for the first time. In this case, you may need access to the compact disk or network server you used to install Office 2003 to install the .NET Programmability Support feature.
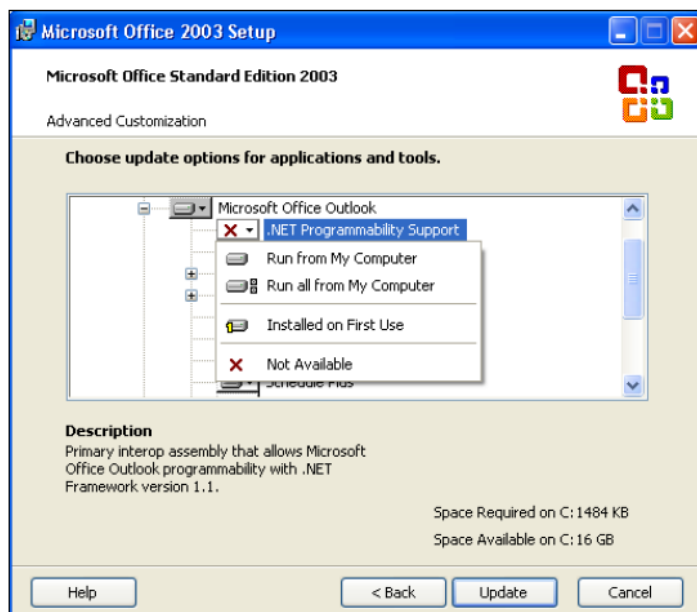

5. Click **Update**.

NOTE: Microsoft Office PIAs can also be downloaded and installed from the Microsoft website at http://www.microsoft.com/en-us/download/details.aspx?id=20923. For more information, seehttp://msdn.microsoft.com/en-us/library/aa159923(v=office.11).aspx

16.1.2 Installing Primary Interoperability Assemblies for Microsoft Office 2007

To install PIAs after Outlook 2007 is installed, the current setup must be modified as follows:

1. On the Control Panel, click **Add or Remove Programs**.
2. Select your edition of Microsoft Office from the list of programs (for example Microsoft Office Standard 2007) and click **Change**.
3. Check **Add or Remove Features** and then click **Continue**.
4. Click the plus (+) to the left of the Microsoft Office Outlook node to expand it.
5. Click the drop-down arrow to the left of the .NET Programmability Support item and select **Run from my Computer**.
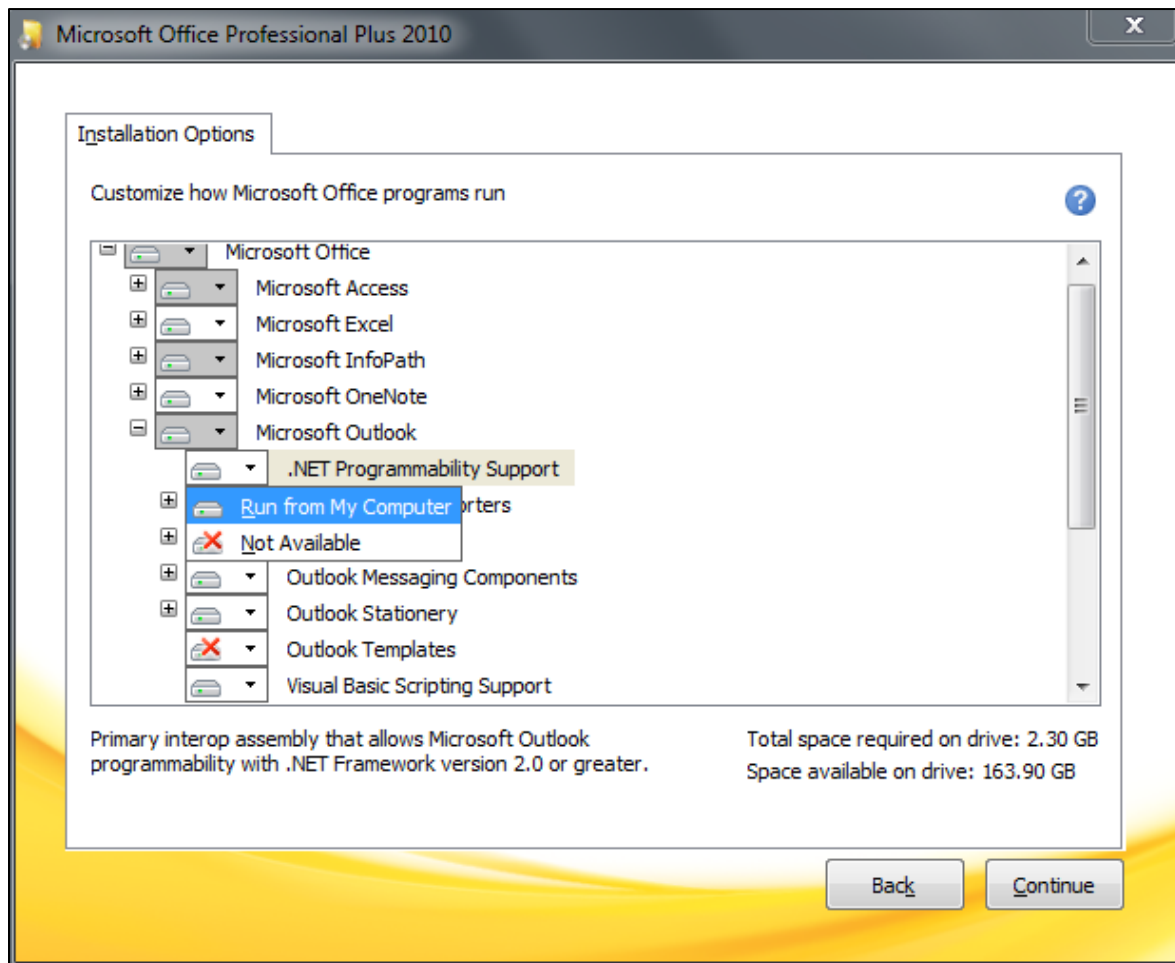
NOTE: Microsoft Office 2007 PIA's can also be downloaded from the Microsoft website at http://go.microsoft.com/fwlink/?LinkID=72637.

16.1.3 Installing Primary Interoperability Assemblies for Microsoft Office 2010

To install PIAs after Outlook 2010 is installed, the current setup must be modified.

1. On the Control Panel, click **Uninstall a Program**.
2. Select your edition of Microsoft Office from the list of programs (for example Microsoft Office Standard 2010) and click **Change**.
3. Check **Add or Remove Features** and click **Continue**.
4. Click the plus (**+**) to the left of the Microsoft Office Outlook node to expand it.
5. Click the drop-down arrow to the left of the .NET Programmability Support item and select **Run from My Computer**.

NOTE: Microsoft Office 2010 PIAs can also be downloaded and installed from the Microsoft website at http://go.microsoft .com/fwlink/?LinkId=166026

16.2 Telesystem Conferencing Outlook Add-in Installation

This portion of the guide will take you through the steps for installing the Add-in on your computer. Before you begin, please ensure you have closed out of the Microsoft Outlook application.

Welcome to the Telesystem Conferencing Outlook Plugin

This page advises you to close your Windows applications and of copyright protection information. Once you have read and complied with the content, click **Next.**
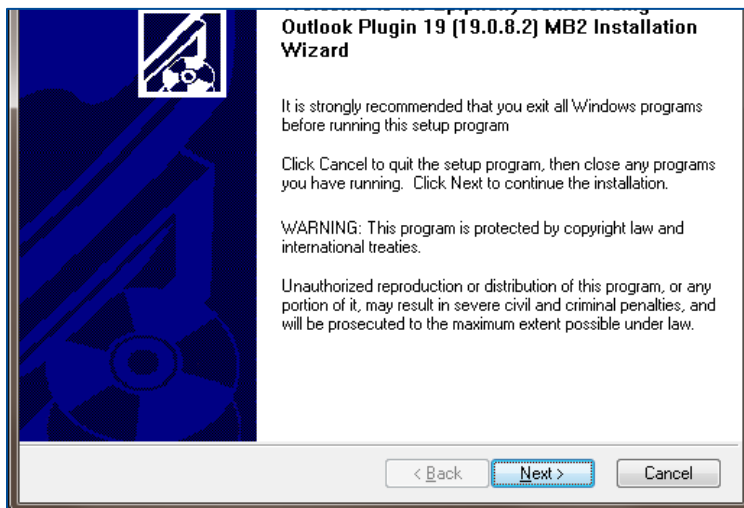
Destination Folder

Choose the destination folder for where you would like the plugin installed. In most cases, the default folder that is pre-populated will be sufficient. If you are unsure of this setting, please contact your local system administrator.
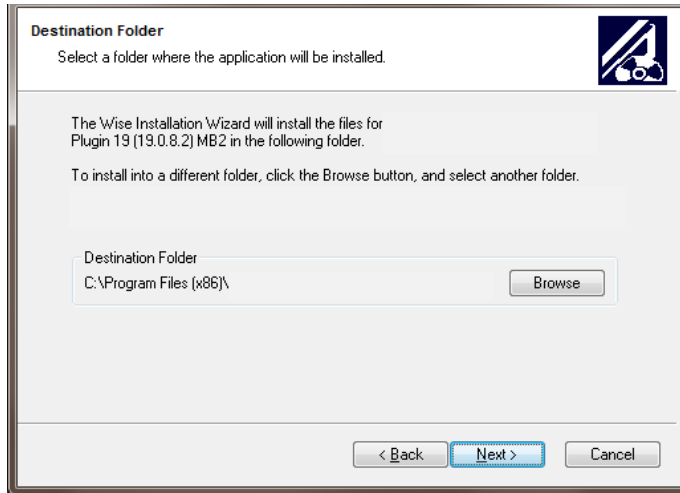
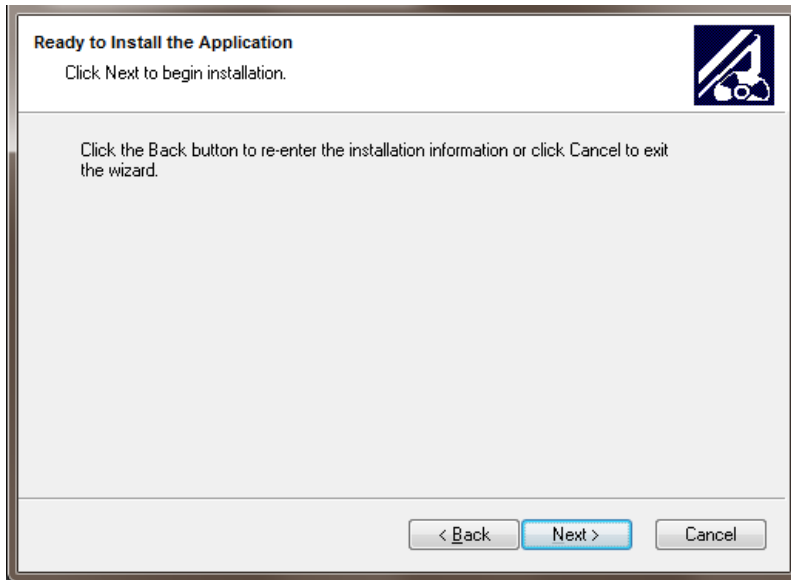

Select Installation Type

Choose between a **Complete** installation where all application features will be installed and a **Custom** installation where you will define which application features you want installed. The **Complete** installation is the recommended installation.

Note: If you choose the **Custom** installation, you may have trouble using this plugin.
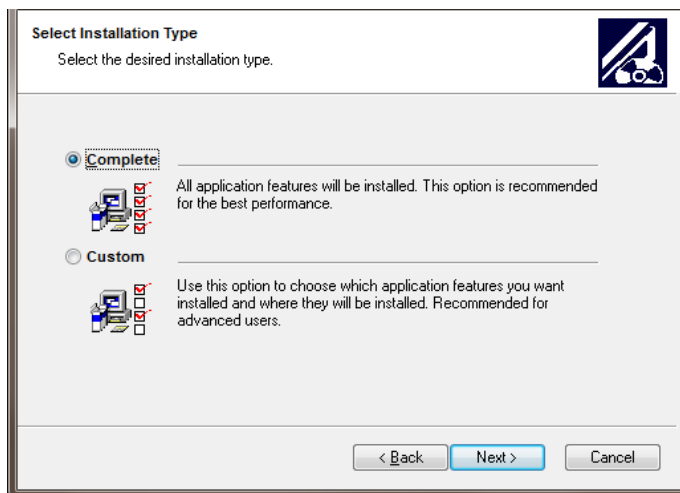
Ready to Install the Application

Click the **Back** button to re-enter the installation information or click **Cancel** to exit the wizard. Click **Next** to proceed with the installation.
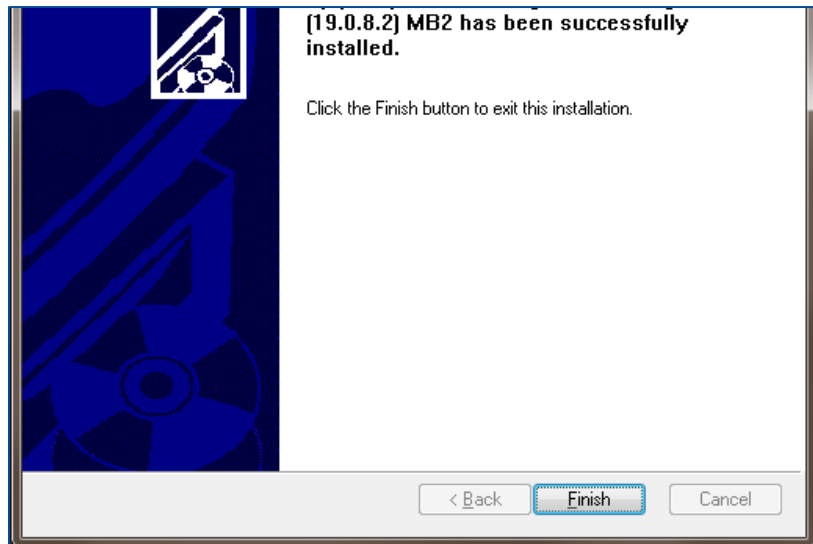

Updating System

The features you selected are currently being installed. Stop the installation by clicking **Cancel**, or wait for the installation to complete. The installation will not be able to continue if Outlook is currently running.
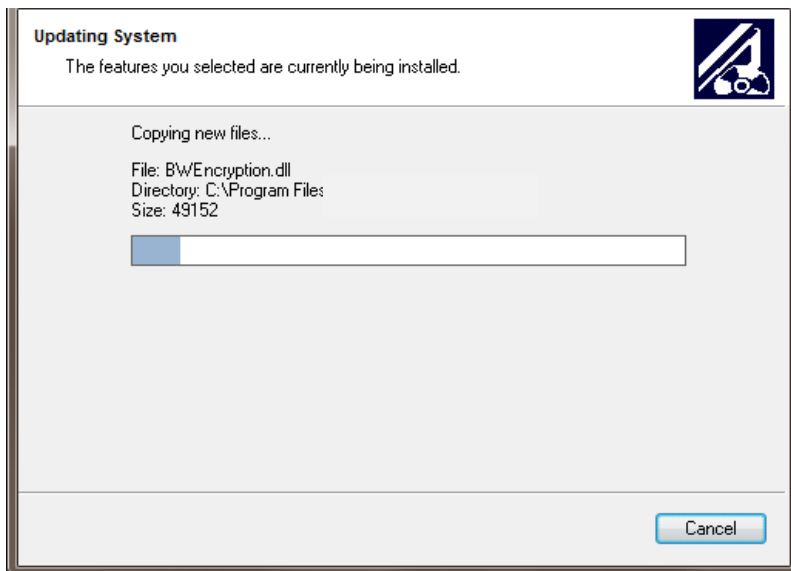
Installation Complete

Your installation has completed successfully. Click the **Finish** button to exit this installation.

Third Party Software Requirement

To run the Telesystem Conferencing Outlook Add-in, the user has to have the Office Primary Interoperability Assemblies (PIA), available from the Microsoft official website, installed on their computer.

16.3 Telesystem Conferencing Outlook Add-in User Interface

The user interface of the Telesystem Conferencing Outlook add-in is different in Outlook 2003 compared to Outlook 2007 and Outlook 2010. This is because Outlook 2003 does not support the ribbon interface.
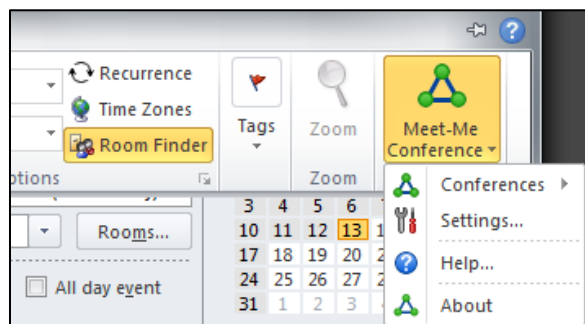
Outlook 2003 Add-in Interface

The user interface is a standard toolbar as shown in this figure:
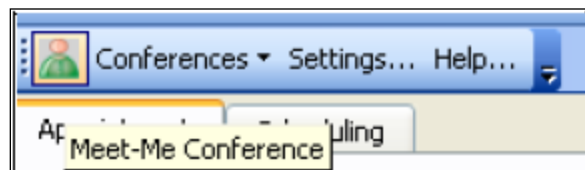
Outlook 2007 and 2010 Add-in Interface

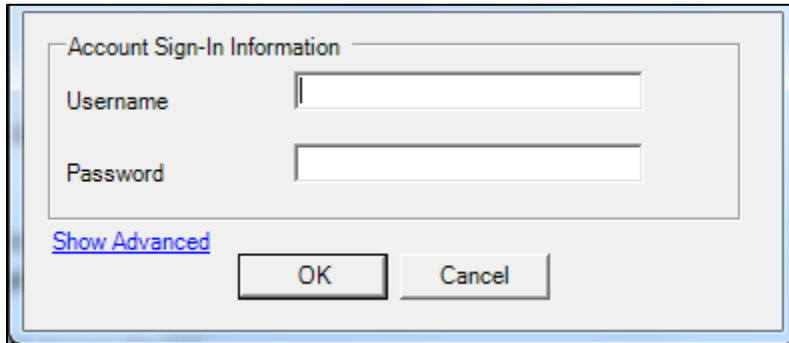The user interface is a ribbon interface shown in this figure:

Both interfaces of the add-in offer the same functionality. For the rest of this document, the Outlook 2007/2010 interface is used.

NOTE: The Telesystem Conference button appears on the Outlook toolbar only when the user is creating or editing a meeting.

16.4 Settings

Before the Telesystem Conferencing Outlook add-in can be used the user settings must be configured correctly. This is done by selecting the **Settings…** menu option.

A valid user name and password must be entered in the user settings. If the user cannot be authenticated, then the add-in is not operational.

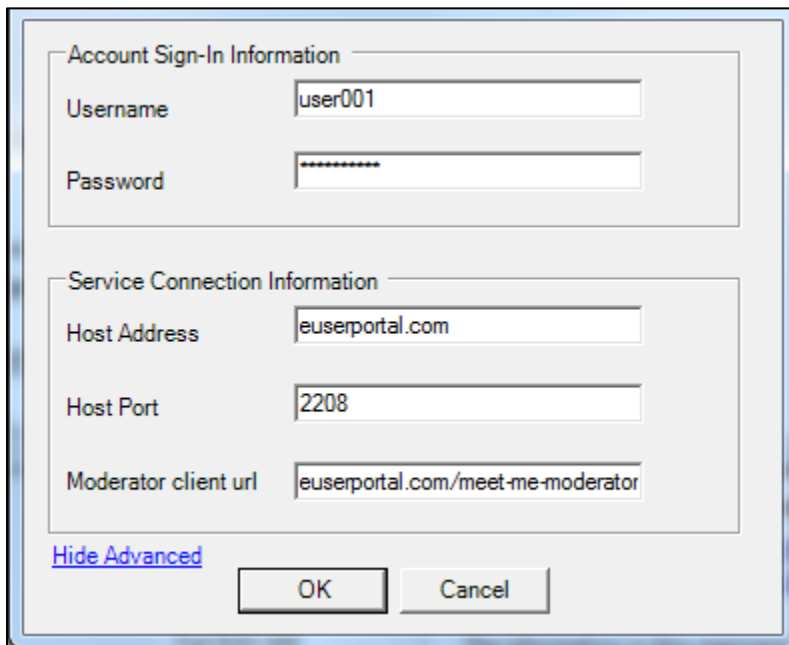The **Advanced>>** link is used to configure and display the server details. The server details are normally preconfigured by an administrator. If the user wants to change them or if they are not preconfigured, then the user must enter the correct address and port of the Client Server (OCS).

Once the user has entered the settings, the add-in authenticates the user.

- If authentication is not successful, the user is shown an error message.
- If authentication is successful, the add-in is operational.

When the user selects the **Conferences** option for an authenticated user, a list of reservationless conferences (configured in the web portal) will appear, as well as an option to create a new conference.
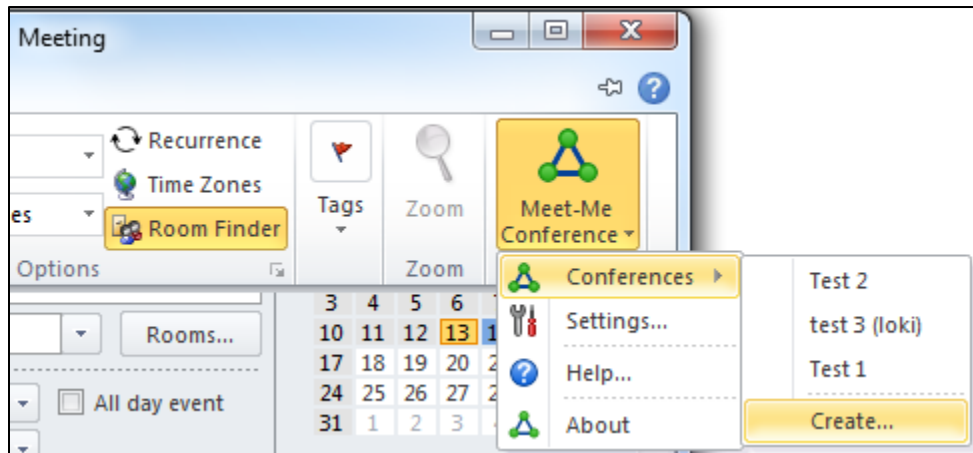
17 Conferencing Moderator Client Launch from Outlook

To launch the Conferencing Moderator client from Outlook, open the appointment containing the conference to moderate, click **Meet-Me Conference**, and then select **Launch Moderator Client** from the drop-down menu.
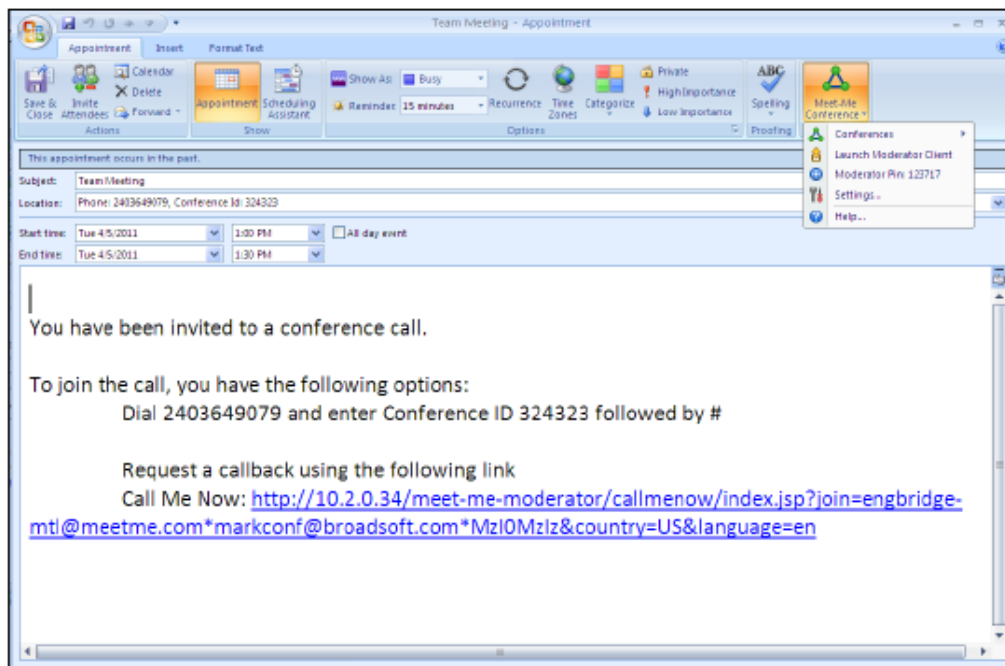
17.1.1 Reservationless Conferences

The user can easily add a reservationless conference to their meeting by selecting the reservationless conference from the list.

When the user clicks one of the reservationless conferences, the conference details are inserted in the Outlook Appointment/meeting request.

The following are some sample conference details inserted in the meeting body:

> *You have been invited to a conference call.*
>
> *To join the call, you have the following options:*
>
> *Dial: <phone number> and enter Conference ID: <ID> followed by #*
>
> *Request a call back using the following link:*
>
> *Call Me Now: http://xsp.broadsoft.com/callmenow/index.jsp?join=bridgename-1*username@xsp.company.com*430373&country=US&language=en*

If the user makes any changes in the schedule or subject of the appointment/meeting request, the changes are reflected in the invitation and can be viewed by opening the appointment/meeting request again.

> **NOTE:** The Call Me Now link is only shown when it has been configured by the service provider in Deployment Studio.

The following figure shows an example of the body of a message with a meeting invitation.
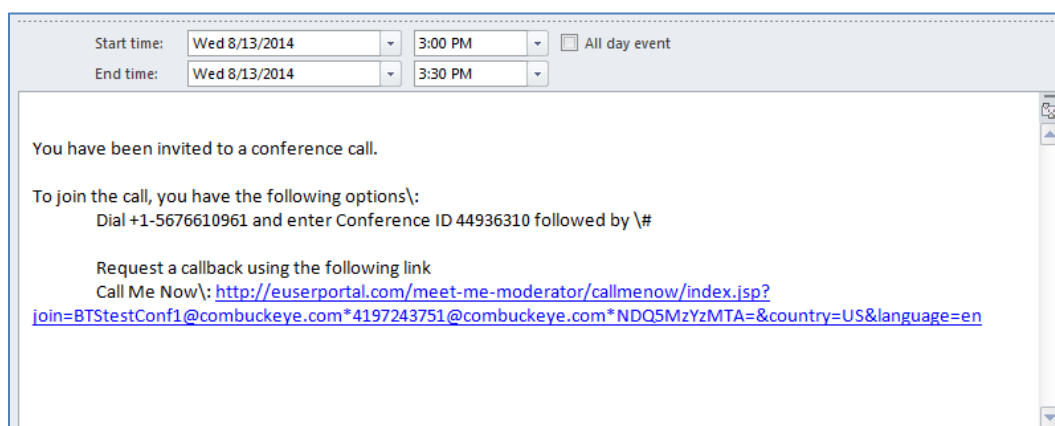
Note that after the conference is created, the Telesystem Conference menu in Outlook 2007 and Outlook 2010 includes the moderator PIN for the conference and the Launch Moderator Client link. In Outlook 2003, the **Join** menu is added to the toolbar with the moderator PIN and Launch Moderator Client link options.

17.2 Create a Conference from Outlook Add-in

To create a new conference, a user must have access to a bridge.

In the Meeting or Appointment window, from the Telesystem Conference men, select **Conferences** and then **Create…** This opens a **Create a new conference** dialog box. This could be a one-time conference (if the meeting is a one-time meeting) or recurring conference (if the meeting is recurring).

The conference date/time and recurrence is set from the Outlook meeting request. The title is also taken from the Outlook meeting request, however, it can be changed by the user.

The following figure shows an example of a **Create a new conference** dialog box.

The conference options are a subset of those that can be configured through the web portal. In addition, they have the same semantics.
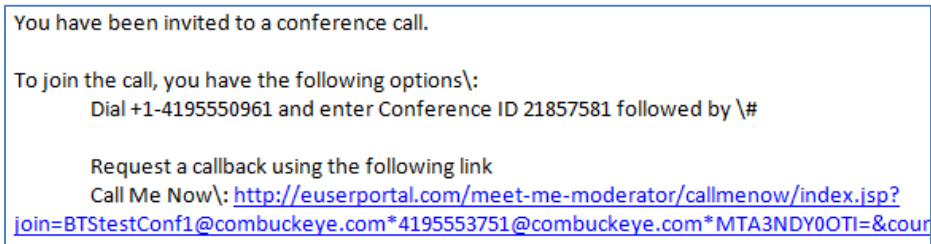
When the **OK** button is clicked, the user sees the following dialog box, and the conference information is placed in the meeting body (similar to a reservationless conference).
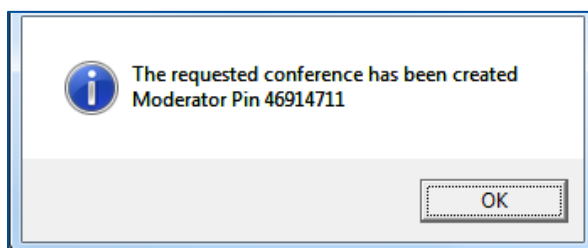
If an error occurs creating the conference, the user sees an error message instead.
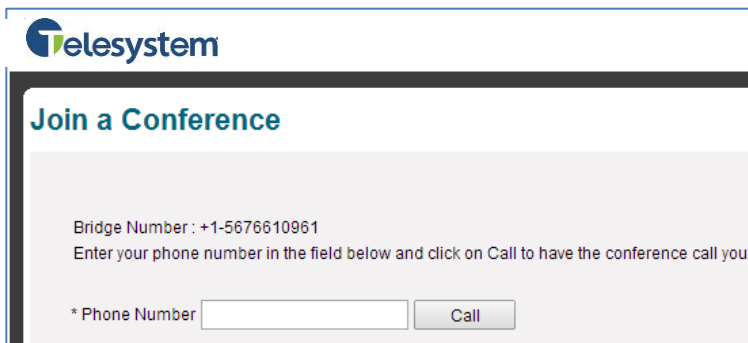
17.3 Call Me Now Link

The Call Me Now Link is automatically inserted into the body of an email when a conference invitation is sent out through Outlook.

You have been invited to a conference call.

To join the call, you have the following options\:
    Dial +1-4195550961 and enter Conference ID 21857581 followed by \#

    Request a callback using the following link
    Call Me Now\: http://euserportal.com/meet-me-moderator/callmenow/index.jsp?
join=BTStestConf1@combuckeye.com*4195553751@combuckeye.com*MTA3NDY0OTI=&cour

17.3.1 Join a Conference Web Page

If the Call Me Now Link is clicked by a recipient of the Outlook appointment, they are taken to the Call Me Now web page.

Telesystem

Join a Conference

Bridge Number : +1-5676610961
Enter your phone number in the field below and click on Call to have the conference call you.

* Phone Number [   ] [Call]

The user must enter their phone number and click on the **Call** button. Clicking on the **Call** button sends a request to the Application Server and the Telesystem Conference calls the participant. If the bridge does not allow an outgoing dial, the operation is blocked.

When the participant answers, the Application Server starts to prompt the user for confirmation. When confirmed, the user has entered to the conference.