

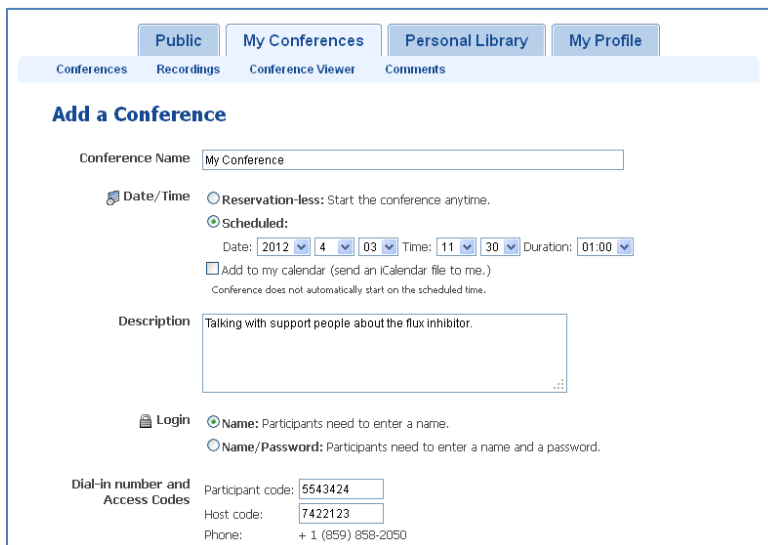
How to Setup a Conference Call on the Shoretel Phone System

1. You can bring together up to ten people on a conference call. On a Windows PC open your Shoretel Communicator, click on the Orange swirl and select **Conference Web Portal** under Windows. It will open this window in your browser. ****Note:** On a Mac, open a browser and enter conference.asburyseminary.edu. You will get a login window when you select the **My Conferences** tab. Once you login with your Shoretel Communicator credentials, you will see this screen. If you don't know your login or password, call the Help Desk.

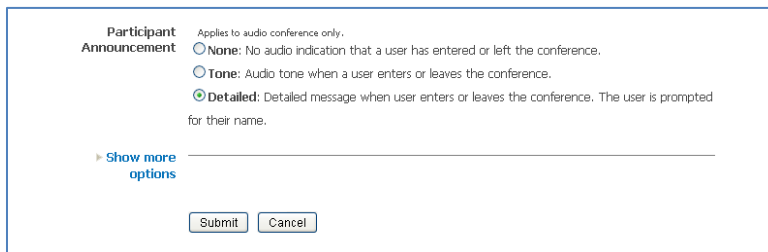


The screenshot shows the 'My Conferences' tab selected in the top navigation bar. Below the navigation, there are tabs for 'Conferences', 'Recordings', 'Conference Viewer', and 'Comments'. The main content area features a '+ Add a Conference' link with a timestamp '2012-04-03 10:29:55' and a 'Download Presenter Software' link. Below these are two tables: 'Today's Conferences' and 'Conferences', both with columns for 'Access Code' and 'Date'. At the bottom, there is a time zone dropdown menu set to '(UTC -05:00) Eastern (US & Canada)' with a 'Change' button and a note: 'Set default time zone'. A small note at the very bottom states: 'Firefox only: Do not open multiple conference viewers on the same computer. The performance will degrade dramatically.'

2. This Conference Bridge can do other things like Web Presentations but we only have the license for Audio Conferencing. Click on **Add a Conference** and it will open the following window.

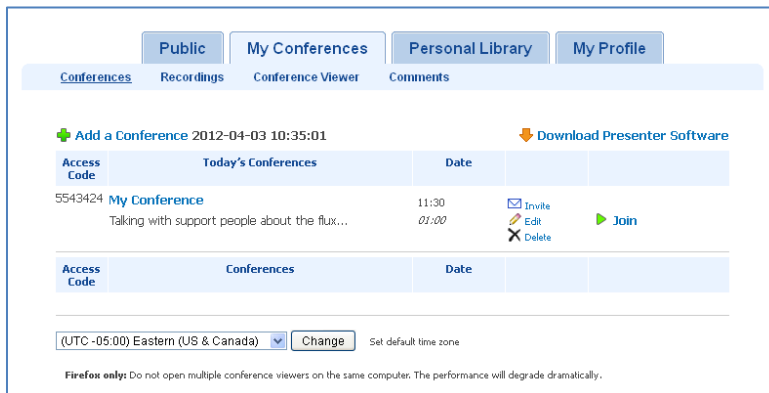


The 'Add a Conference' form is displayed. It includes a 'Conference Name' field with the value 'My Conference'. Under 'Date/ Time', the 'Scheduled' option is selected. The date is set to 2012-04-03 and the time to 11:30. The duration is 01:00. There is a checkbox for 'Add to my calendar (send an iCalendar file to me.)' with a note: 'Conference does not automatically start on the scheduled time.' The 'Description' field contains the text 'Talking with support people about the flux inhibitor.' Under 'Login', the 'Name' option is selected. The 'Dial-in number and Access Codes' section shows: Participant code: 5543424, Host code: 7422123, and Phone: + 1 (859) 858-2050.

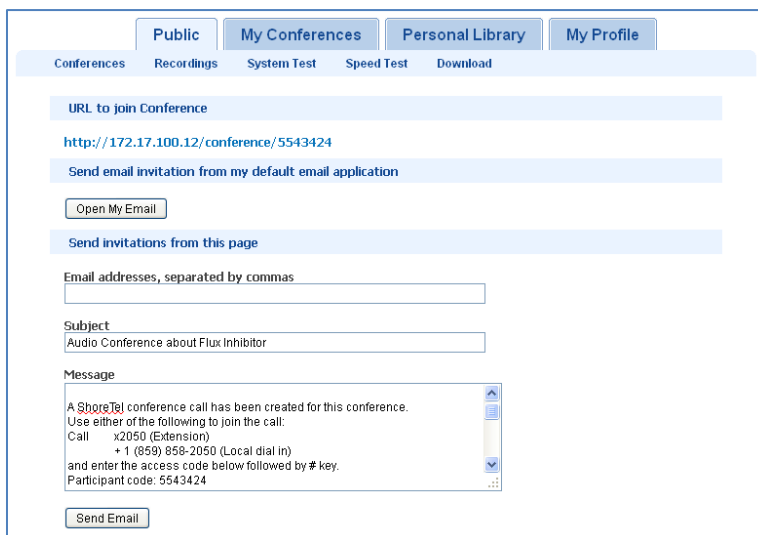


The 'Participant Announcement' section is shown, with a note: 'Applies to audio conference only.' Three options are available: 'None' (No audio indication that a user has entered or left the conference.), 'Tone' (Audio tone when a user enters or leaves the conference.), and 'Detailed' (Detailed message when user enters or leaves the conference. The user is prompted for their name.). The 'Detailed' option is selected. Below the options is a 'Show more options' link and 'Submit' and 'Cancel' buttons.

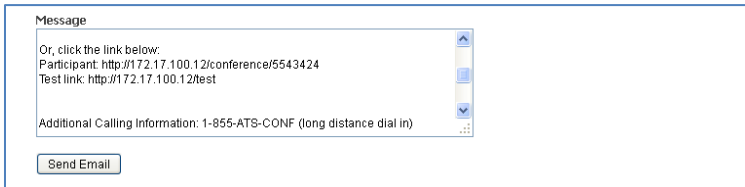
3. You can change the conference name from My Conference.
4. Set a time for the call and the length or leave it open with Reservation-less. If you do set a time, make sure you leave time at the beginning and the end, or the call will end at the set time, even if you aren't done talking.
5. Put in a description. This description is for your own use.
6. You can leave the Login section alone because that is for the Web Conference that we don't have.
7. It gives you the Participant code that everyone will be asked for when entering the conference call.
8. The phone number of +1(859) 858-2050 is the number that people dial. Of course on-campus that is just 2050. You will see later that if they are long distance they have a toll free number to call of 1-855-ATS-CONF, which is 1-855-287-2663.
9. You can set the Participant Announcement to None, Tone, or Detailed which will make them say their name. The Detailed selection lets you know who is coming and going during a call.
10. Once you are done with the settings, select Submit. You will see the following window.



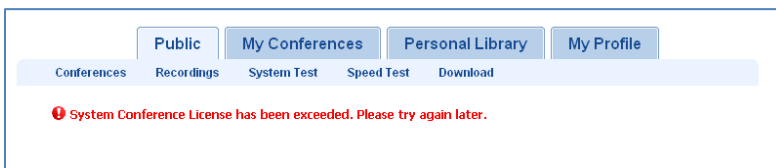
11. You see the access code, the name of the conference and some of the detail, the time it starts and duration. You can now invite people through email. Click on the **Invite** envelope and you will see the following window.



12. Don't click on **Open My Email**. Enter email addresses separated by commas. Change the Subject if needed. You can add more to the message but you will see that it has the basic things needed in there like the phone number and Participant code and at the bottom is the time of the call in the Eastern time zone.
13. Part way down is a section that says to **Click the link below** and then has a couple of lines of a link. That is for the Web Conference which we don't have, so I would delete those few lines so the receiving party doesn't get confused. Here is a picture of those lines. You can see following those lines is the Toll-Free number, so don't delete that.



14. If you select that link or you forgot to delete it from your email and the recipient selects the link, you get the following message.



15. When your email is ready, you can then select **Send Email**.
16. Your call is setup and ready and you can close your web browser. It seems a little complicated at first but once you do it, you will be doing it easily and then you don't have to pay an outside service for Conference calls.