



Managing the Conference from the Endpoint

You can manage your connection to the conference and video layout from your endpoint using the following DTMF codes:

DTMF Code	Description
*6	Mute your line.
#6	Unmute your line.
*9	Increase your broadcasting volume.
#9	Decrease your broadcasting volume.
*76	Increase your listening volume.
#76	Decrease your listening volume.
*83	Play the options menu.
**	To activate the Click&View application and select a new video layout (applicable in Continuous Presence conference).

Selecting your Personal Video Layout in a CP Conference

- 1 Access the *Click&View* screen by entering the appropriate DTMF code (default code is **) via the endpoint's remote control or user interface.
- 2 In the *Click&View* screen, enter 2 via the endpoint's remote control or user interface.
- 3 Enter the appropriate DTMF code (1 to 6) via the endpoint's remote control or user interface to select the appropriate video layout.



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Conference Quick Start

Conference Access

You can join a conference by dialing a single-dial Entry Queue and then enter the target conference ID or you can dial the conference directly. All default conferencing entities are set to a line rate of 384 Kbps. You select the Entry Queue or conference to access according to the video display:

- Continuous Presence (CP) - to display the conference participants simultaneously in video windows on the screen.
- Video Switching (VSW) - to display only the current conference speaker in full screen.

Dialing string to the conference is composed of the Network Service Prefix (default is 789) and the Entry Queue or Meeting Room Numeric ID.

Calling a Meeting Room via the Entry Queue

Entry Queue is a single dial routing lobby to which all callers connect and hear and view a welcome message. Callers are guided to their target conference according to the target conference numeric ID.

To call the Entry Queue and Connect to the Target Conference:

On your H.323 endpoint, enter the appropriate dialing string according to the required video display:

- Dial **7891111** to access an Entry Queue, and then enter **1000, 2000, 3000 or 4000** to access a Continuous Presence Meeting Room.
- Dial **7892222** to access an Entry Queue and then enter **5000, 6000, 7000 or 8000** to access a Video Switching Meeting Room.

Calling a Meeting Room Directly

You can call directly the Meeting Room and activate it or join an ongoing conference.

To dial the Meeting Room, enter the Network Service Prefix (default is 789) and the Meeting Room Numeric ID. For example:

- Enter 7891000, 7892000, 7893000 or 7894000 to access a Continuous Presence conference.
- Enter 7895000, 7896000, 7897000 or 7898000 to access a Video Switching conference.

Starting a New Conference

- Dial **7891111** to access a Continuous Presence Entry Queue, and then enter any 4-digit number to create a new Continuous Presence (CP) conference with that numeric ID.
- Dial **7892222** to access a Video Switching Entry Queue and then Enter any 4-digit number to create a new Video Switching (VSW) conference with that numeric ID.

Other participants can connect to the conference via the Entry Queue or directly as described above. In this mode, the meeting organizer must communicate the conference dialing string.

Managing the Conference from the MGC Manager

You can display several conferences and their participants in the *Monitoring* pane to monitor both the conferences and their participants in one window.

To display participant information in the Monitor pane:

- 1 In the *Browser* pane, expand the *On Going Conferences* list.
- 2 Right-click the icon of the conference to monitor, and then click **Monitor** to view the conference and its participants in the *Monitor* pane.

Available Operations

Using the conference right-click menu or the Conference toolbar you can terminate the conference before its scheduled time, change the conference layout, add a new dial-out participant and more.

Using the participant right-click menu or the Participant toolbar you can disconnect a participant from the conference, mute or unmute a participant, select a personal video layout and more.

For a detailed description of the management options, see the MGC+ Quick Start Guide, Chapter 5 or the MGC Manager Users Guide, Volume I, Chapters 5 and 6.

Selecting the Conference Video Layout in a CP Conference

- 1 Right-click the *On Going Conference* icon, and then click **Properties**.
- 2 Click the **Video Sources** tab.
- 3 To select another video layout, determine the number of windows to appear on the screen, and click the arrow next to the numbered *Video Layout* icon.
A pop-up menu appears, displaying the available video layouts for the selected number of windows.
- 4 Click the desired video layout.
- 5 Click **OK**.