

Advanced and Customized Net Conference with Microsoft® Office Live Meeting

Activating Advanced or Customized Net Conference (first time only)

- Go to <https://e-meetings.verizonbusiness.com/>
- Select the **Manage My Meetings** login link.
- Enter your login and password.
(Note: If you do not have a **Manage My Meetings** login and password, click on the **Need to Register** link and simply follow the instructions.)
- Select the **NET CONFERENCE** tab.
- Click on the **Live Meeting Professional** link under Advanced or Customized Net Conference Applications.
- Save the URL to your favorites.

For future visits, you may continue to access Advanced or Customized Net Conference via, **Manage My Meetings**, or go directly to the URL from your favorites and login.

- **Advanced Net:** <https://www304.livemeeting.com/cc/van>
- **Customized Net:** <https://www.livemeeting.com/cc/<yourcompany>>

INSTANT MEETING SUBSCRIPTIONS
NET CONFERENCE
RESERVED AUDIO CALLS
RESERVED VIDEO CONFERENCES
MY IDENTITY
MESSAGES

Instant Net Conference

To begin an Instant Net Conference now, click on the arrow under Start Meeting. You must agree to the User Terms in the pop-up box that follows. To View, Update or Delete a subscription, click on the Meeting Number.

Meeting Number	Meeting Description	Meeting Passcode	Meeting Type	Leader	Start	Features
	All Purpose Meeting	1234	Live Meeting	EVA D	➔	✉ 📄

To access a specific Application, please choose one of the following:

Advanced Net Conferencing Applications

[Live Meeting Professional](#)

Customized Net Conferencing Applications

[Live Meeting Professional](#)

To integrate your Audio (Instant Meeting) with Live Meeting:

- Click on the **Schedule Meeting** link:
- Click on **Meeting Options**

My Home

Schedule Meeting

Use the Address Book or type e-mail addresses, separated by a semi-colon, to invite participants to your meeting. To send the invitations, click **Send Invitations**. To save the meeting without sending invitations, click **Save**.

Important Separate meeting invitations are sent to presenters and to attendees. All participants' names will appear on the **To** line of the invitation.

Attendees: [Text Input]

Presenters: [Text Input]

Subject:* [Text Input]

Location: [Text Input]

Start:* [Date Picker: 05/16/2008] [Time Picker: 11:30 AM]

End:* [Date Picker: 05/16/2008] [Time Picker: 12:30 PM]

Enter dates in MM/DD/YYYY format.

Time Zone:* [Dropdown: (GMT-05:00) Eastern Time (US & Canada)]

Occurrence:* [Dropdown: One time meeting]

Meeting and its contents expire 365 days after the meeting end time. Recordings expire 365 days after its creation. For details, click Meeting Options, and then click Expiration.

Enable computer audio conferencing (Not available to participants using Web Clients)

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Meeting Options

Audio Setup –

Select the following options:

(Note: This meeting uses: Live Meeting with Audio Conferencing)

- Conferencing Provider: **Verizon Business**
- Put Check marks in these three options:
 - ✓ Allow meeting participants to use **Join Conference** to have Live Meeting call their phone instead of dialing in
 - ✓ Display the toll free phone number to meeting participants in the Live Meeting Console.
 - ✓ Display the toll phone number to meeting participants in the Live Meeting Console.
- Enter your Verizon Toll Free Instant Meeting (Audio Conference) Number under Toll Free Meeting Number
- Select Country/Region (example United States/Canada/Caribbean)
- City/Area/Code (example 888)
- Local Number (example 7771111)
- Enter your Verizon Toll Instant Meeting Number under Toll Meeting Number
- Select Country/Region (example United States/Canada/Caribbean)
- City/Area/Code (example 230)
- Local Number (example 7775555)
- Enter your Leader and Participant passcode
- Select **Set as Default** and Click **OK**

Audio

You can enable audio for your presentation. Set the regional and audio options for your meeting.

Important: Conference provider supporting breakout rooms are identified with qualifier Breakout rooms supported.

Setup

Important: To be able to use both telephone and computer audio conferencing in this meeting, you must first select the name of a conferencing provider.

Enable computer audio conferencing (Not available to participants using Web Clients)

One way audio broadcasting (mute attendees)

Enable telephone conferencing

Conferencing provider: Verizon Business

Note: Telephone information is included in meeting invitations only when Telephone conferencing is enabled.

Allow meeting participants to use "Join Conference" to have Live Meeting call their phone instead of dialing in

Display the toll free phone number to meeting participants in the Live Meeting client.

Display the toll phone number to meeting participants in the Live Meeting client.

Toll-free meeting phone number:

Country/region: United States/Canada/Caribbean

City/area code: Local number:

Toll meeting phone number:

Country/region: United States/Canada/Caribbean

City/area code: Local number:

Participant code:

Leader code:

Additional dialing keys:

The additional dialing keys are only used by Meeting Recording and for connecting Telephone and Computer Audio. The participant code is automatically inserted from the setting above.

Sample dialing keys: ppppp <participant code> #ppppppppp#

Actual dialing keys: <participant code>

Valid characters: 0123456789*#p

Each 'p' is a one second pause

ppppp indicates a five second pause

Additional audio information that is inserted in meeting invitations:

For Attendees:

For Presenters:

Set as Default **OK** **Cancel**

Meet Now Details

- Select **My Home** (top left hand sided of page)
- Repeat the Audio Setup instructions under your **Meet Now** Details
- Go to **Meet Now** Details
- Go to **Meet Now Options** (right hand side of page)
- Select **Audio** and follow the same **Audio Setup** instructions outlined in the section above
- Select **Set as Default** and then **OK**



How to Meet Instantly

- Click Meet Now from My Home Page.
- You will be logged into your Meet Now room as a Presenter.
- Click **Invite** within the “Attendees” panel to invite participants.
- Enter the e-mail address for your participant(s) and click “Send Message.”
- You are now ready to present.

TIP: Use the annotation/pointer tools to enhance the presentation.



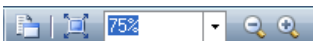
How to Schedule Meetings

- Click Schedule Meeting from My Home Page.
- Enter Attendees’ and Presenters’ e-mail addresses (not required), subject, date, and time of the meeting.
- Click **Meeting Options** to complete the meeting and audio conferencing information then click **OK** to retain these settings for this meeting or **Set as Default** to retain these settings for future meetings.
- Click **Send E-mail Invite** to send meeting invitations. The Presenter invitation will be automatically sent to the meeting Organizer. Click **Save** if you prefer to send the meeting invitation later.

How to Present



- Start your Advanced or Customized Net Conference.
- Click the **Content** option, then **Share** and then **Upload File (View Only)**.
- Click on the file to present found in the Content pane.
- Click on the slide or page to present from the thumbnail navigation bar.

TIP: For documents other than PowerPoint®, use the screen mode options to maximize your viewing experience.



How to Show and Share Applications

Live Meeting allows several ways to share applications. The specified application must be open.

- Click the **Content** option, then **Share** and then **Share a Program**.
- Click on an application from the list to show it.
- Click the **Give Control** icon, , select an Attendee and click **OK** to give an Attendee control.
- Click the **Back** icon, , when you have finished sharing and return to the Presenter console.

Special Slide Features

Special slide features make the meeting more engaging.



- **Whiteboard.** Add a whiteboard to brainstorm, take notes, or write down action items during the meeting.



- **Polls.** Add a poll to test participants or to get immediate feedback.



- **Text Page.** Use a text page to type new information that is available to the audience to copy and paste (eg. action items list.)



- **Web Page.** Take participants to a website where they can interact with the site. Ideal for completing a survey/form during your meeting.

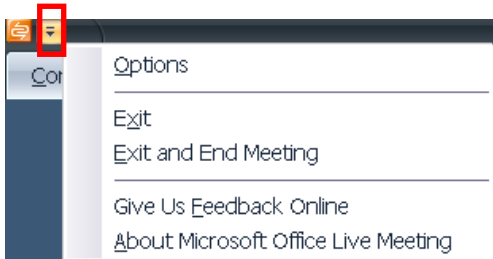


- **Screen Snapshot.** Show a captured screen shot from your computer and then use the annotation tools to add to it.

How to Exit and End a Meeting

Leader: There are two options for a leader to exit a meeting – **Exit** and **Exit and End a Meeting**.

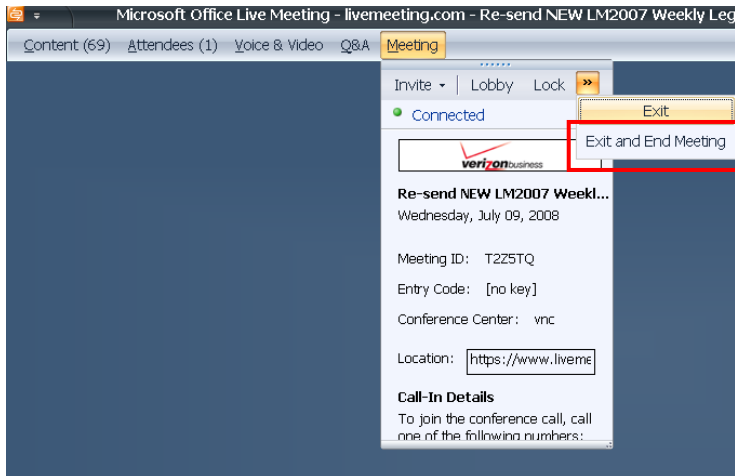
- To display the menu click the drop down arrow on the top left side of the console.
- Use **Exit** the meeting if you want to leave the meeting without ending it for the remaining participants. Hang up the phone to disconnect from the audio session.
- Use **Exit and End Meeting** if you want to leave the meeting and end it for all participants. Hang up your phone to disconnect from the audio session.
- The participants will receive a pop up window displaying a message that **The presenter has ended the session.**



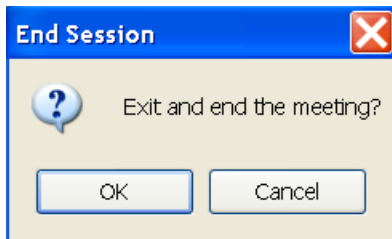
Alternate Method for Leader to End the Call

To end the Net conference:

- Select **Meeting**
- Select **Exit and End Meeting**



- You will be asked to confirm your desire to exit and end the meeting.
- Select **OK**.
- You will need to hang up your phone to end the audio conference call.

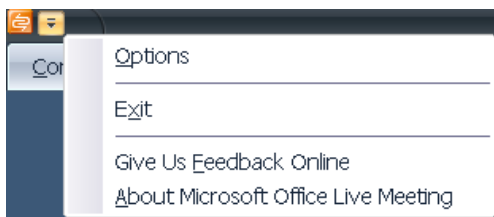


Participant: For a participant to exit a meeting, complete the following steps.

- Click the drop down arrow on the top left side of the console.
- Click **Exit** to leave the meeting.

Note: If the leader clicks **Exit and End a Meeting**, this will end the net conference session for all participants.

Hang up your phone to disconnect from the audio session.



Quick Tips for Presenting

- Upload the slides in advance
- Rehears the presentation
- Have an agenda and checklist
- Conduct the meeting in a quiet place
- Use a headset to keep your hands free
- Use polls to engage your attendees
- Use the Q&A tool to allow attendees to submit questions to maximize interaction
- Use the annotation tools to enhance the presentation.

Contact Us

If you would like technical assistance with Net Conferencing, please contact us at (866) 449-0701 (US Only) or (773) 864-4972. Our e-mail address is nettech@verizonbusiness.com.

If you would like to speak to someone immediately, contact a Conferencing Specialist.
To schedule or change a reservation, please call your nearest reservation center.

- U.S. 1-800-475-5000
- Europe +44-207-950-9950
- Hong Kong +852-2802-5100
- Japan +813-5539-5100
- Australia 1-800-505-020
- Singapore +65-6883-9144

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