

PIN Entry Plus

List Management User Guide

- Overview 2**
- Leader Instructions 2**
 - Uploading a Leader Guest PIN List via Manage My Meetings 2
 - PIN Code Management Site 4
 - Leader Access Screen 5
 - Add/Delete/Modify/View and Download PIN Code List 6
- Administrator and Super Administrator Instructions 7**
 - Administrator Access Screen 8
 - Super Administrator Access Screen 8
 - View/Modify Screen for Leader, Authcode, or Company 9
 - PIN Code List Upload Screen for Super Administrator 10
- Confirmation Screens 11**

Overview

The PIN Code Management tool will allow conference users to upload a PIN code list for added security and/or participant identification.

- Allows conferencing leaders to add a guest PIN list to their profiles (guest PIN lists allow external participants to be identified when they join a conference).
- Allows company designated Administrators to add, modify, or delete the company or account-level PIN code list.
- Allows participants to join a reserved audio call using a passcode for validation and a PIN code to identify their credentials
- Leaders will receive a participant list from a conference coordinator

Leader Instructions

Uploading a Leader Guest PIN List via Manage My Meetings

From <http://e-meetings.verizonbusiness.com>, a conference leader will select the “PIN Code Management” link from the Manage My Meetings (MMM) login box. Each conference leader must have a MMM login name and password to upload their guest PIN list.

verizonbusiness Conferencing

Products and Services Customer Resources Access Your Account Leader Tools

Manage My Meetings
ALICIA CUSTOMER
You are logged in.
→ Manage My Meetings
→ Company Account Administration
→ **Manage PIN Codes**
→ Logout

World-Class Provider of Conferencing and Collaboration Services

Book your next call through e-Scheduling- our online scheduling tool!
Need to schedule a conference but prefer the convenience of online tools? Use e-Scheduling, our web-based, global scheduling system that is simple, fast, and free. Access one central location to schedule audio, video and net conferences at your convenience.
→ [Learn More](#)

Participant Join
→ Join An Event
→ Web RSVP

Conference Scheduling
→ Set-up an Instant Meeting Audio Conference
→ Set-up an Instant Net Conference
→ Set-up an Instant Video Conference
→ e-Scheduling (Online Scheduler, Reserved Calls)
→ Email Reservation Form
→ Purchase a Single Conference/Monthly Plan

To contact a representative [e-mail us](#)

You have a pop-up blocker enabled that will prevent the demo from opening. Please disable your pop-up blocker to view the demo.

The screenshot shows the Verizon Business Conferencing website. At the top, there is a navigation bar with the Verizon Business logo, the word "Conferencing", and several flags (USA, UK, France, Germany, Japan). Below the navigation bar are links for "Products and Services", "Customer Resources", "Access Your Account", and "Leader Tools". On the left side, there is a vertical menu with links to "Conferencing Home", "Products & Services", "Customer Resources", "Access Your Account", "Leader Tools", "Business Solutions", "Green Solutions", "News, Events, Promotions", and "Contact Us". The main content area is titled "Leader Login" and contains the following text:

Login to manage your account online, schedule conference calls online, update your profile, subscribe to or alter Instant Meeting or Instant Net subscriptions, and more!

Conferencing Leader Login - take your meetings to the web!

Your Login Information

* Login and Password are case sensitive.

Login:

Password:

[Need to Register?](#)

First Time Here?
[Register to subscribe](#) to Instant Meeting, Instant Net Conferencing, and Manage My Meetings in as little as 5 minutes.

After you register for a Login Name and Password, you will be able to schedule conference calls online, update your preferences, subscribe to or alter Instant Meeting and Instant Net subscriptions, and more.

Forgot Login/Password?
Use the automatic [login/password retrieval](#) feature to have your existing login/password, or a new password, emailed to you.

From the Reserved Audio or My Identity tabs, select the "Manage PIN Codes" button to access the PIN Code Management site.

The screenshot shows the Verizon Business Conferencing interface. At the top, there is a navigation bar with tabs for "Instant Meeting Subscriptions", "Net Conferencing", "Reserved Audio Calls", "Reserved Video Conferences", "My Identity", and "Messages". Below the navigation bar, there is a red header with "Current/Future Calls" and "Completed Calls" tabs, and a "Conference Search" button. The main content area contains the following text:

To view, update or delete a reserved call, click on the Conference ID.

Conf. ID	Call Date and Time	Leader	Phone Numbers	Participant Passcode	Features
Sorry there are no calls to display at this time.					

Items with an asterisk (*) are instances of recurring conferences. A maximum of 10 will be shown to each series.

At the bottom, there is a navigation bar with buttons for "Add Calls", "Manage PIN Codes", "Help", and "Logout". The "Manage PIN Codes" button is circled in red.

The screenshot shows a navigation bar with tabs: Instant Meeting Subscriptions, Net Conferencing, Reserved Audio Calls, Reserved Video Conferences, My Identity, and Messages. Below the tabs, there are links for 'Current Future Calls' and 'Completed Calls', and a 'Conference Search' link. A message states: 'To view, update or delete a reserved call, click on the Conference ID.' Below this is a table with columns: Conf. ID, Call Date and Time, Leader, Phone Numbers, Participant Passcode, and Features. Two rows are visible, both with a '1' next to the Conf. ID. The first row has Conf. ID 9703547* and the second has 9872059*. Below the table, it says 'Conference 1 - 2 of 2' and provides instructions about asterisks and PIN Entry Plus. At the bottom, there are buttons for 'Add Calls', 'Manage PIN Codes' (circled in red), 'Help', and 'Logout'.

Conf. ID	Call Date and Time	Leader	Phone Numbers	Participant Passcode	Features
9703547 ¹ *	2/25/09 01:00 PM(CT)	PINENTRYPLUS DAVENPORT	852-3001-3817 <small>(more)</small>	1056179	☑
9872059 ¹ *	12/25/09 01:00 PM(CT)	PINENTRYPLUS DAVENPORT	1-866-880-0825 <small>(more)</small>	9739934	☑

Conferences that have a 1 next to the conference ID have PIN Entry Plus enabled.

PIN Code Management Site

The PIN Code Management website allows leaders to:

- Upload and manage (view, modify, and delete) their PIN code list
- Add, modify or delete a new guest to their existing list
- Activate or inactivate a guest on their list
- Download the list to a CSV file format

The leader must create, validate and save the PIN Code list on their PC prior to uploading it to the PIN Code management site

The following fields must be included in the PIN code list within the columns as follows:

- Column A – PIN Entry Code (required field)
- Column B – First Name (required field)
- Column C – Last Name (required field)
- Column D – Company Name (required field)
- Column E – Phone Number
- Column F – Email Address
- Column G – City (required field)
- Column H – State, Country (required field)
- Column I – Other data, if needed

In addition:

- The PIN Code list must be in .CSV format
- The file must contain a header row exactly as shown below:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
----------------	------------	-----------	---------	-------	-------	------	---------------	-------

- The State/ Country column should contain either STATE or COUNTRY or both as shown below:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Uxbridge	UK	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du lac	WI USA	

- The PIN Code must be unique for each guest and assigned with a number between 2 and 10 characters in length
- Commas are not allowed (e.g. John,son) within fields

Below is a sample PIN Code list:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
1000	John	Doe	XYZ	555-555-5555	jdoe@xyz.com	Duluth	MN USA	
2000	Ed	Doe	XYZ	555-555-6666	eddoe@xyz.com	Dallas	TX USA	
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Salt Lake City	UT USA	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du Lac	WI USA	

Leader Access Screen



The PIN Code Management website allows the conference leader to add/modify/delete and download a list via a .CSV format.

- Once a guest PIN list is uploaded, it will take 24 hours to be available
- Updates to an existing list can take up to 20 minutes to be available

Add/Delete/Modify/View and Download PIN Code List

PIN Code Management

Current PIN Entry Code List
 The list displayed below reflects the most recently uploaded list.

Leader Name: JOHN LEADER
Last Upload Date: November 18, 2009 02:40:27 PM (CT)*

* Note: The date listed above does not reflect the date when the list was edited; only the last time the list was uploaded.

Updates to PIN Entry Codes can take up to 20 minutes before becoming available.

Search

PIN Entry Code

Your search returned 11 results.

[Insert a New PIN](#) [Download Excel Compatible Spreadsheet](#)

PIN	First Name	Last Name	Company	Phone	Email	City	State/Country	Other	Edit	Delete	Active
175621	firstname1	lastname1	business1		firstname1.lastname1@test.com	city1	country 1	testing pin upload3			
175632	firstname2	lastname2	business2		firstname1.lastname1@test.com	city2	country 2	testing pin upload4			
175643	firstname3	lastname3	business3		firstname1.lastname1@test.com	city3	country 3	testing pin upload5			
175654	firstname4	lastname4	business4		firstname1.lastname1@test.com	city4	country 4	testing pin upload8			
175665	firstname5	lastname5	business5		firstname1.lastname1@test.com	city5	country 5	testing pin upload9			
186297	Carlos	Director	NA		carlos.director@company.com	NA	NA				
297408	Femke	Verkoper	Our Vendor Co			Amsterdam	Netherlands				

To upload a PIN Code list, select "Upload New List".

PIN Code Management

Welcome to the PIN Code Management website

The PIN Code Management website will allow you to upload, view, and edit your lists of conference participants and their PIN codes.

Select "Browse" to retrieve your list file from your PC, read and agree to the Conferencing Privacy Policy, and then select "Proceed".

PIN Code Management

Upload PIN Entry Codes List

Please Note: the list you upload will replace all existing PIN codes currently in place. The new list can take up to 24 hours before becoming available.

Upload File: **Browse...**

Proceed **Reset**

I have read and agree to the Conferencing [Privacy Policy](#). Please note that if you do not indicate your agreement by checking the box, you will not be able to enter the conference.

Administrator and Super Administrator Instructions

Within Manage My Meetings, Administrators can only manage their own list.

From <http://e-meetings.verizonbusiness.com>, administrators should select the "PIN Code Management" link from the Manage My Meetings (MMM) login box.

In the Company Account Administration screen, select the "Manage PIN Codes" link and the PIN Code Management site will be displayed.

Company Account Administration

Please choose an action

- [Create New User](#)
- [Edit Active Users](#)
- [Reports](#)
- [Manage PIN Codes](#)

Admin Users see this link →

Back **Help** **Logout**

Administrator Access Screen


PIN Code Management

Welcome to the PIN Code Management website

The PIN Code Management website will allow you to upload, view, and edit your lists of conference participants and their PIN codes.

[View/Modify List](#)

[Upload New List](#)



Super Administrator Access Screen

PIN Code Management

Welcome to the PIN Code Management website

The PIN Code Management website will allow you to upload, view, and manage your lists of conference participants and their PIN codes for your specific company and Authorization codes.

>> View or modify an existing list

[Manage your Leader Level List](#)

[Manage your Company Level List](#)


Select list by Authorization Code

-- Select Authorization Code --

[Manage List](#)

>> Upload a new list

[Upload New List](#)



The PIN Code Management website allows Administrators to:

- Upload and manage (view, modify, and delete) their list
- Add, modify or delete an individual to their existing list
- Activate or deactivate a guest on their list

- Download the list to a CSV file format

The Administrator must create, validate and save the PIN Code list on their PC prior to uploading it to the PIN Code management site

The following fields must be included in the PIN Code list within the columns as follows:

- Column A – PIN Entry Code (required field)
- Column B – First Name (required field)
- Column C – Last Name (required field)
- Column D – Company Name (required field)
- Column E – Phone Number
- Column F – Email Address
- Column G – City (required field)
- Column H – State, Country (required field)
- Column I – Other data, if needed

In addition:

- The PIN Code list must be in .CSV format
- The file must contain a header row exactly as shown below:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
----------------	------------	-----------	---------	-------	-------	------	---------------	-------

- The State/ Country column should contain either STATE or COUNTRY or both as shown below:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Uxbridge	UK	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du Lac	WI USA	

- The PIN Code must be unique for each guest and assigned with a number between 2 and 10 characters in length
- Commas are not allowed (e.g. John,son) within fields

Below is a sample PIN Code list:

PIN Entry Code	First Name	Last Name	Company	Phone	Email	City	State/Country	Other
1000	John	Doe	XYZ	555-555-5555	jdoe@xyz.com	Duluth	MN USA	
2000	Ed	Doe	XYZ	555-555-6666	eddoe@xyz.com	Dallas	TX USA	
3000	Mike	Doe	XYZ	555-555-5557	mikedoe@xyz.com	Salt Lake City	UT USA	
4000	Bob	Doe	XYZ	555-555-5558	bobdoe@xyz.com	Fond Du Lac	WI USA	

View/Modify Screen for Leader, Authcode, or Company

- Displays the PIN Code list for the entity chosen (leader, authcode or company)

- The user can insert a new PIN in the list, edit an existing entry in the list (the PIN Code itself cannot be edited), delete an entry and activate/deactivate an entry
- The list can be downloaded to a .CSV file format

Conferencing | [Products and Services](#) | [Customer Resources](#) | [Access Your Account](#) | [Leader Tools](#)

Conferencing Home > Manage My Meetings > PIN Code Management Home

PIN Code Management

Current PIN Entry Code List
 The list displayed below reflects the most recently uploaded list.

Leader Name: ALICIA CUSTOMER
Last Upload Date: November 06, 03:54:06 PM (CT)*
Authorization Code: 1111111

* Note: The date listed above does not reflect the date when the list was edited; only the last time the list was uploaded.
 Updates to PIN Entry Codes can take up to 20 minutes before becoming available.

Search: PIN Entry Code

Your search returned 87 results.

[Insert a New PIN](#) | [Download Excel Compatible Spreadsheet](#)

PIN	First Name	Last Name	Company	Phone	Email	City	State/Country	Other	Edit	Delete	Active
17562	John	lastname11	Intl Products	312-555-1212	john.lastname1@test.com	Chicago	IL	Customer Service			
17563	James	lastname3	Intl Products	808-555-1212	james.lastname1@test.com	Honolulu	HI	Customer Service			
17564	Jennifer	lastname5	Intl Products	810-555-1213	jennifer.lastname1@test.com	Flint	MI	Training			
17565	Joanne	lastname9	Intl Products	312-555-1213	joanne.lastname1@test.com	Chicago	IL	Accounting			
17566	Jim	lastname8	Intl Products	205-555-1212	jim.lastname1@test.com	Birmingham	AL	Accounting			
17567	Intl	CA	...			

PIN Code List Upload Screen for Super Administrator

- Allows the Super Administrator to upload a list for the company, an authcode, or a leader.
- Any new list will override the previously uploaded file.
- The new list will be available 24 hours after upload.

Conferencing Home > Manage My Meetings > PIN Management Home

PIN Code Management

Upload PIN Entry Codes List

Please Note: The new list you upload replaces the existing PIN Code list and can take up to 24 hours to be available. The file should not exceed 8000 rows or 1MB and must be in a .csv format. To upload a larger file size please contact customerrelations@mymeetings.com for assistance.

Leader: -- Select Leader --

-- OR --

Company Id: -- Select Company --

-- OR --

Authorization Code(s):
111111 (PRODUCT DISTRO INC)
222222 (GLOBAL PRODUCTS CO)

Upload File:

I have read and agree to the Conferencing [Privacy Policy](#). Please note that if you do not indicate your agreement by checking the box, you will not be able to enter the conference.

Confirmation Screens

List Upload Confirmation for both leader and Administrator.

PIN Code Management Tool (PCMT)

Thank you. Your list will be available in 24 hours.

PIN Update Confirmation for both leader and Administrator.

PIN Code Management Tool (PCMT)

Thank you. Your list will be available in 20 minutes.

Error Page for both leader and Administrator.

PIN Code Management Tool (PCMT)

Processing Error Encountered

The following errors were encountered during validation of the PIN code list and have caused the upload to halt. No changes have been made to the PIN code list for this update.

Error 1 Label: on *line 3* of the input file, the *3rd field* was missing.

Error 2 Label: on *line 3* of the input file, the *3rd field* was missing.

Error 3 Label: on *line 3* of the input file, the *3rd field* was missing.

- ▶ [Conferencing Home](#)
- ▶ [Manage My Meetings](#)
- ▶ [Have Questions/Need Technical Assistance?](#)