

Vesta Networks

Moderator Web Commands: *Using Audio Console*



Users Guide

Moderator Web Commands: Using Audio Console

This guide describes how to manage live conferences online. The Vesta Networks Web Portal displays a graphical representation of the conference and its participants. This graphical representation is known as the Audio Console.



A moderator or conference organizer can manage an audio conference using a dual tone multi frequency (DTMF) enabled telephone. They can also manage an audio conference using the Vesta Networks Web Portal.

Once a conference is in progress, the Vesta Networks Web Portal displays a representation of each participant and their current status. This is known as the Audio Console. A moderator can manage the conference by using the online controls to act upon individual participants and the entire conference. To manage a conference using the Vesta Networks Web Portal, the Moderator name and Moderator PIN are required.

Accessing the Audio Console

1. Log on to the Vesta Networks Web Portal at <http://www.vestaportal.com/>.

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Login

Account Name:

Password:

Login

Welcome

Welcome to the Vesta Networks Conferencing System

For assistance in using this service please contact conferencing@vestanetworks.com

2. **Enter** the Account name which is the Moderator name that appears on your wallet card. **Enter** your password which is your Moderator Conference Code (without the # key). Click on **Login**.

Conference Title:	Ref:	Start Time:	TimeZone:	Duration:	Status:
Demo Account	123503	13-Apr 11:00 PM (local)	N/A	Demand	Edit Consol

3. You are now logged on to the Vesta Networks Web Portal. The screen that appears will have a Scheduled Conference section. By clicking on the **Console** button, you will be able to launch Audio Console:

Launch Audio Console Only ? **OK**

Launch Audio Console and DataXchange ? **OK**

4. Click **OK** next to “Launch Audio Console Only?” and the active conference is displayed in graphic form in the browser window.



Feature Usage

To activate a feature, click on the individual in the conference to blue-highlight their icon:



Muting a Participant

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Mute icon.



The participant is muted.

Placing a Participant into Music On-Hold

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Music on-hold icon.



The participant is removed from the conference and is listening to music.

Returning a participant to Conference

To return a participant to the conference after they have been muted or placed on hold:

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Return Participant icon.



The participant is returned to the conference.

Placing a Participant into a Sub Conference

A sub conference is a smaller conference that runs at the same time as the main session. Sub conferences are used for private, secure conversations.

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Sub Conference icon.



The selected participant is now in a sub conference.

Participants attending sub conferences have an “S” beside their icon in the graphic display.

Returning a Participant from a Sub Conference

To return a participant from a sub conference:

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Sub Conference icon.



The selected participant is now back in the main conference.

Dialing Out to a New Participant

1. Click the Dial Out icon.



The Conferee Details dialog is displayed.

2. Enter the name of the participant in the Name field.
3. Enter an identifying description in the Comment field.
4. Enter their telephone number in the Phone field.
5. Click **OK**.

The Vesta Networks Web Portal dials the participant.

The Audio Console is displayed. As soon as the participant answers the call, their details are displayed in the Audio Console.

Editing a Participant's Details

You can edit a participant's details during the live conference.

1. Select the participant that you want to edit.
2. Click the Edit Participant Icon.



3. Edit the details as necessary.
4. Click the save details icon. The participant details are now edited.

Disconnecting a Participant

1. Select a participant by clicking on the required participant in the graphical display.
2. Click the Disconnect icon.



The participant is disconnected from the conference.

Locking and Unlocking the Conference

You can lock a conference. This prevents other users from accessing the conference.

- Click the Lock Conference icon.



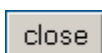
The conference is locked.

- Click the Lock Conference icon a second time to unlock the conference.

Closing the Audio Console

To close the Audio Console:

- Click **Close**.



The Audio Console closes. The Vesta Networks Web Portal remains open.