

MeetingPlace

Quick Reference Card

MeetingPlace Access Phone Number

509 335-4700

Check the number on your Meeting Invitation



<p>1 Attend a Meeting</p> <ul style="list-style-type: none">- Enter meeting ID number- If prompted enter meeting password <ol style="list-style-type: none">1 Join the meeting2 Listen to roll call3 Access meeting agenda4 Access meeting comments5 Request meeting attachments <p>In-Session Meeting Features Press # then...</p> <ol style="list-style-type: none">0 Assistance1 Breakout sessions:<ol style="list-style-type: none">1 -9 Choose breakout0 Return to main meeting2 Roll call, who's talking3 Dial out to other users (if permitted)4 Admittance options:<ol style="list-style-type: none">1 Lock meeting2 Admit party3 Delete last party5 Mute/Unmute phone6 MeetingNotes:<ol style="list-style-type: none">1 Record on/off2 Meeting name3 Meeting agenda4 Meeting message5 Meeting comments6 Meeting attachments9 Depart meeting and return to Main Menu	<p>2 Schedule, Reschedule or List Meetings</p> <ol style="list-style-type: none">1 Immediate meeting2 Future Meeting <p>Enter:</p> <ul style="list-style-type: none">- Month- Day- Start time- Length of meeting- Number of locations <p>MeetingPlace confirms the meeting</p> <ul style="list-style-type: none">- Record meeting name and agenda- Keep meeting ID or select vanity ID <p>Meeting preferences (this meeting only):</p> <ul style="list-style-type: none">- Entry/Departure announcements- Security options- MeetingNotes recording options <ol style="list-style-type: none">3 Reschedule meeting <p>Enter:</p> <ul style="list-style-type: none">- Month- Day- Meeting ID number <ol style="list-style-type: none">1 Meeting preferences2 Meeting name or agenda3 Meeting ID/password4 Time, date, length, locations <ol style="list-style-type: none">4 List meetings you have scheduled or have been invited to	<p>3 User Profile Settings and Meeting Preferences</p> <ol style="list-style-type: none">1 Profile settings:<ol style="list-style-type: none">1 Password2 Profile name3 Proficiency level4 Telephone number5 Fax number6 Meeting attendance7 Meeting notification2 Meeting preferences (for all meetings):<ul style="list-style-type: none">- Entry/Departure announcements- Security options- MeetingNotes options	<p>4 Review MeetingNotes, Recordings, and Other Attachments</p> <p>Enter:</p> <ul style="list-style-type: none">- Month- Day- Meeting ID number <ol style="list-style-type: none">1 Review Meeting and meeting materials<ol style="list-style-type: none">1 Listen to meeting recording<ol style="list-style-type: none">1 Rewind2 Pause3 Fast Forward2 Listen to roll call3 Access meeting agenda4 Record, delete, or listen to meeting messages5 Access meeting comments6 Request meeting attachments7 Listen to meeting information* Listen to a different meeting2 Meeting posting options3 Delete recordings, comments, and attachments
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Note: To move up one menu level, press the * key

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To Attend a Meeting	To Schedule a Meeting	In-Meeting Features
Dial the MeetingPlace phone number: 509 335-1700 - Press 1 to attend - Enter Meeting ID, then press # - Be prepared to speak your name then press #	Dial the MeetingPlace phone number: 509 335-1700 - Press 2 and then enter your profile number: _____ then press # - Enter your password: _____ then press # - Press 2 to schedule a meeting - Follow the prompts to set the month, day, start time, length, and number of locations	Once in the call press # then 1 Move to a breakout session 2 Roll call and who's talking 3 Dial out to other users 4 Lock the conference 5 Mute your line 6 Record call/get attachments 7 Q&A Options 9 Depart Meeting 0 Get assistance *Interrupt Prompt # Hear menu

Tips for Better Meetings over the Phone

• Eliminate unwanted meeting noise (cell/pay phone).	Mute your line: # 5
• Anticipate no-shows or latecomers.	Record the meeting: # 6 1
• Retrieve associated documents during the meeting.	Select meeting attachments # 6 6 Follow the prompts
• Leave a Meeting Message indicating a change in the meeting status.	Access your profile 2 Select MeetingNotes 4 Follow the Review Meeting prompts

Web Conferencing — Sharing Documents and Applications with Other Meeting Participants

To attend a web conference:

1. Go to your MeetingPlace web homepage from your web browser.
2. Sign in, enter your meeting ID in the field provided, and click the Attend Meeting button.
3. From your Attend Meeting page, click the Join Web Conference button.

Web Conferencing Tips

When Sharing

- Size the window of the shared document so users with smaller screens will be able to see the entire window. Use the voice conference to check with other participants on screen fit.
- Maximize the shared document from your task bar and minimize all other screens.
- Do not drag other windows on top of your shared window. Use task bar icons to control the application.
- If remote viewers do not see your window, have them look for the window on their own task bar.
- Allow time for participants' screens to update after you make a change (e.g., flip a slide).

When Collaborating

- Use the voice conference to maintain order and ensure that only one person updates the document at a time.
- Use the voice conference to explain the changes made to the common document.

