

MeetingPlace Conference Bridge

509-335-4700

There are several advantages to using MeetingPlace over the web or the conference features on your phone. The main advantages include:

- You never have to remember which phone number to dial for the meeting! The MeetingPlace phone number never changes so it's the same for every meeting. All you need to know is the meeting ID.
- You can schedule meetings on your own without the assistance of an operator or administrative assistant. Plus, MeetingPlace is always available 24 hours a day, 7 days a week.
- You can schedule and attend meetings from any touchtone phone or from your Web browser.
- You don't have to worry about notifying attendees about meeting information or meeting materials. When you schedule a meeting, MeetingPlace automatically sends notifications and meeting materials to all your meeting invitees provided that you supplied an email address for the participants when scheduling with the web.
- MeetingPlace enables you to use in-session features to better control your meetings. These features allow you to record the meeting, conduct breakout sessions, listen to a roll call and outdial to other users.

To **request an account** for scheduling MeetingPlace conferences, a profile must be set up within the system. E-mail the following information to: phonedesk@wsu.edu:

- Name
- Network ID
- WSU ID
- 5 digit phone # or direct line (include area code):
- E-mail address

Once your profile is set up we will send you back e-mail with your account information.

Web link for scheduling: <http://wsuconfweb.it.wsu.edu/> (Internet Explorer only, version 5.5 or 6)

Tutorials: <http://go.meetingplace.net/mpweb/Scripts/WebHelp/HelpTraining.aspx>

System Parameters:

- Maximum meeting length: 5 hours
- Maximum recording length: 5 hours
- Maximum # of ports/participants: 24 (if you need more ports, call our office at 335-3663)
- Extend meeting – every 15 min. as long as there are ports available (if not, system will alert you). Additional guests may join the meeting as long as there are ports available (if not, system will alert you)
- Able to begin meeting 10 min in advance
- Max agenda recording: 120 sec
- Max meeting message length: 3 min
- Max voice comment: 3 min
- Max meeting attachments: 10
- Immediate meetings can only be 30 min with a maximum of 3 locations. Outdialing is required for immediate meetings which requires an authorization code.
- Meeting id # minimum: 4 maximum id #: 9
- Meeting id start guard time: 15 min (controls when meeting id is available for re-use)
- Meeting id end guard time: 15 min (controls when meeting id is available for re-use)
- Minimum profile password length: 7 maximum of 11
- Minimum user password length: 6 maximum of 11
- Change passwords: 180 days
- Passwords are case sensitive for web use

If you find that your meeting will not take place, please call the PhoneDesk, so that we may end your meeting and free up ports for others. Also, if your meeting has ended early (half hour minimum), one participant should press #0 and let us know so that we can end the meeting.

Using In-Meeting Features on your Phone:

MeetingPlace provides a variety of features that will help you conduct more productive meetings. These features enable you to take a roll call of the current participants, lock a meeting for increased security, or form subgroups in breakout sessions:

Muting your Line - #5

- The Mute feature enables you to mute your phone line so background noise or phone static is not heard by the other participants during the meeting. To mute or unmute your line, press #5. To reduce the amount of noise in a meeting, all participants should mute their line when they are not speaking.
- Calls coming in from cellular phones inject noise or static that is very distracting to the meeting participants. Ask these participants to mute (#5) their lines and they will still be able to listen to the call. If they would like to speak, they can press #5 again to unmute their line.
- Music on hold is very disruptive. Please ask your participants to mute (#5) their lines prior to placing the call on hold.

Going into a Breakout Session - #1x

- Breakout sessions enable you and other participants to break off from the main meeting and discuss different issues in subgroups.
 1. Decide which breakout sessions you want to go into (this can be any number from 1 to 9) and then tell the other meeting participant(s) to meet you in this "room".
 2. Press #1x (where x is the number of the breakout sessions from 1 to 9).
 - If you are discussing confidential or sensitive information, you should lock the breakout sessions (#41) after all the participants have entered, and then perform a roll call (#21) to make sure no unwanted participants are present.
 - To return to the main meeting, press #10

Listening to a Roll Call - #21

- At any time during a meeting you can perform a roll call to hear the names of all the meeting participants. This roll call will only be played over your phone line and will not interrupt the rest of the meeting. Roll calls are useful when you arrive late to a meeting and did not hear the names of the other participants as they entered the meeting.
- To interrupt a roll call and return to the meeting, press *.
- To listen to a roll call, press #21.

Locking a Meeting - #41

- Once you're in a meeting, you can lock the meeting and then use the Roll Call feature to make sure that only invited users are attending. After a meeting has been locked, other users will need to request entry to be allowed into the meeting.
- To lock a meeting that's in session:
 1. Press #41 to lock the meeting
 2. Press #21 to listen to a roll call.
 3. If the last person who entered the meeting is an uninvited user, you can force them to exit by pressing #43.

Recording a Meeting – #61 (max recording length 5 hours)

- Recording a meeting allows individuals who were not able to attend the meeting to review the recording at their convenience.
- To start or stop recording a meeting, press #61 on your phone. If there is not enough disk space to store the recording, you will not be able to record the meeting.
- Once the recording has started, all participants and anybody who joins the meeting will hear a prompt informing them that the meeting is being recorded.
- Recording will be available for a maximum of 7 days.

Outdialing to Other Users or a Team - #3x

- The Outdial features make it easy for you to quickly add other people to a meeting that is in session. This feature is useful when you need to round up missing invitees, ask someone a question who is not in the meeting, or quickly gather a team to resolve an emergency situation.
- To outdial to other users:
 1. Press #3 while in a meeting
 2. Select one of the following options, and then follow the prompts:
 - 1 – to outdial to an individual
 - 2 – to outdial to a team (requires team ID number)
 - 3 – to outdial to missing invitees
 - Outdialing long distance will need to be made with an authorization code.
 3. If you have outdials to an individual, press #1 after they have answered the phone to add them to the meeting.
 4. If the individual does not answer, leave a message for them with the MeetingPlace phone number and meeting ID so they can join the meeting when they return, and then press #2 to disconnect and return to the meeting.
- A meeting message is a brief recording you can make at the start of a meeting that will be played to all participants as they enter. You can remind them of the mute feature and that they should use #5 to toggle mute on and off.

Meeting Comments (#415) (max message/comment length – 3 min)

- You have been invited to a meeting you cannot attend and you have some information that needs to be presented. To solve this problem, you can leave a meeting comment that can be played during the meeting.
- To leave a voice comment prior to a meeting:
 1. Dial MeetingPlace, and press 2 to access your account
 2. After entering your account number and password, select option 4 to access MeetingNotes
 3. Identify your meeting by entering its date and meeting ID.
 4. Select option 1 to review Meeting and Meeting Materials
 5. Select option 5 to record your meeting comment.

PHONE SCHEDULING/ATTENDING:

Instructions are voice automated

Scheduling a Meeting:

Dial in to the MeetingPlace access phone number – 509-335-1700 or 5-1700 for on campus

Press 2 to access your profile and schedule a meeting

Profile and password will be given to you once a profile is created

After 3 unsuccessful login attempts from the phone your profile will be locked. You will need to call the PhoneDesk at 335-3663 to have it unlocked and we can then enter a new password.

Press 1 to schedule an immediate meeting or press 2 again to schedule a future meeting

Voice prompts will ask for the following information:

Month

Day

Start Time

Length of Meeting (in min)

Number of participants

MeetingPlace confirms the meeting with date, time, length & participants

System will then ask you to press 1 if meeting info is correct.

Record name for the meeting

Record agenda for the meeting if needed

MeetingPlace will then give you a meeting id that each participant must have when dialing in to join the meeting.

If you want to choose your own meeting id, the system will ask you to press 1 to keep the meeting id or press 2 to select a new meeting id. After pressing 2 you can input a meeting id of your own choosing or one that has been used in previous meetings. Listen for meeting id and write it down.

Attending a Meeting:

Dial in to the MeetingPlace access phone number – 509-335-1700 or 5-1700 for on campus

Press 1 to attend a meeting

Enter meeting id followed by # sign and follow the voice prompts.

Once in the meeting, you may at any time:

Listen to roll call by pressing #2

Access meeting agenda by pressing #6 then 3

Access meeting comments by pressing #6 then 5

Request meeting attachments by pressing #6 then 6

To eliminate unwanted meeting noise – mute your line by pressing #5

If you miss a meeting and it was recorded, you may access this recording on the phone by:

- Dial in to the MeetingPlace phone number – 5-1700 or 509-335-1700
- Press 3
- The system will ask for the Month, Day and Meeting ID
- To review recorded meeting press 1

For assistance at any time, press #0–this will transfer you to the Phone Desk. To return to the conference, press #2.

WEB SCHEDULING/ATTENDING:

Web address is: <http://wsuconfweb.it.wsu.edu/>

Use **Internet Explorer only version 5.5 or 6** (Netscape has possible limitations)

By using the web, MeetingPlace enables you to:

- Schedule and attend e-conferences using your Web browser and phone
- Send e-mail meeting notifications to invited users
- Record and archive meetings and associated documents

The **MeetingPlace InfoCenter** is a great resource for information plus the **E-tutorials**. It would be to your advantage to review this material. There are 4 minute tutorials that walk/talk you through:

- **Web – Schedule and Attend**
- **Web Conferencing – Share and Collaborate (NOT AVAILABLE)**
- **Voice – In session features**

Note: The Request Account form and the Outlook Scheduling are NOT activated.

Scheduling a Meeting:

Leave the meeting id blank unless you have a meeting id that you have used in the past.

Choose the

- Date
- Begin time – mark AM or PM
- Length of meeting in minutes
- # of participants (callers).
- Billing code is NOT used
- Record meeting – mark yes or no
- Add e-mail addresses of participants

Options

- May include an attachments
- May attach a single document or multiple documents
- Schedule MeetingPlace to call you to review the recorded meeting

Meeting Options includes features that are set as a default – you may change these if necessary just for the individual meeting you are scheduling

- Entry & departure announcement is set to:
 - Beep & Name – when one enters the meeting, the system will beep and their name will be stated
 - Beep only
 - Silent – best to use with more than 10 callers
- Record meeting is set to NO
- Automatically start recording – YES. You are able at any time to start and stop recording the meeting by pressing #61
- May add a meeting description

Security – most options will remain as is, however, you can assign an additional password to use along with the meeting ID if desirable.

Attending a Meeting:

To preview/attend a meeting you may click on past, today or future meetings to receive a listing of all meetings scheduled within a particular date range. The listing gives you the following information:

- Date/Time
- Subject
- Meeting id
- MeetingPlace Phone #

Once you see your meeting you can either dial in using the meeting id or have the system call you by clicking on that particular meeting.

When you click on the meeting id you will be taken to a new screen where you have two options:

- **Call Me:**
 1. The system will automatically dial your 5 digit phone # which will be shown in a Java Script prompt. If the number shown is incorrect, you may input another number. If the call is long distance, you will need to enter 91 followed by your area code and 7digit number. An authorization code for long distance calls is mandatory – enter your authorization code after your phone #. Do not use any spaces or special characters such as # or *. If your office uses a switchboard plus extension number, you will need to dial in to the meeting. The system is not set up for entering extension numbers.
- **Join the Conference:** This will take you to the **MeetingPlace Meeting Room:**
 1. You may click on the phone on the tool bar to have MeetingPlace call you.
 2. When you 'join the conference' all participants will be shown on the left hand of the screen. If someone has joined as a 'guest' you may rename the caller to their name. Highlight 'guest' and click on Meeting and Rename Participant. You will then be able to see who is speaking as the meeting progresses.
 3. If there are attachments to preview it will be shown under the options/attachments/recordings(1) in the right hand corner. After clicking on that option, a new screen will appear that shows the document to preview. Double click on the document. Each participant will be able to view the document at the same time while discussing it on the phone.
 4. If you need to chat with one of the participants without interrupting the audio portion, click on chat and type in your message. Each person would need to be notified to click on chat.

The Share/Collaborate portion of this software is not available.