

Web Conferencing - Audio Options

There are three ways that you can setup audio within your Web Conference:

1. VOIP
2. Telephone (with need to record audio)
3. VOIP + Telephone

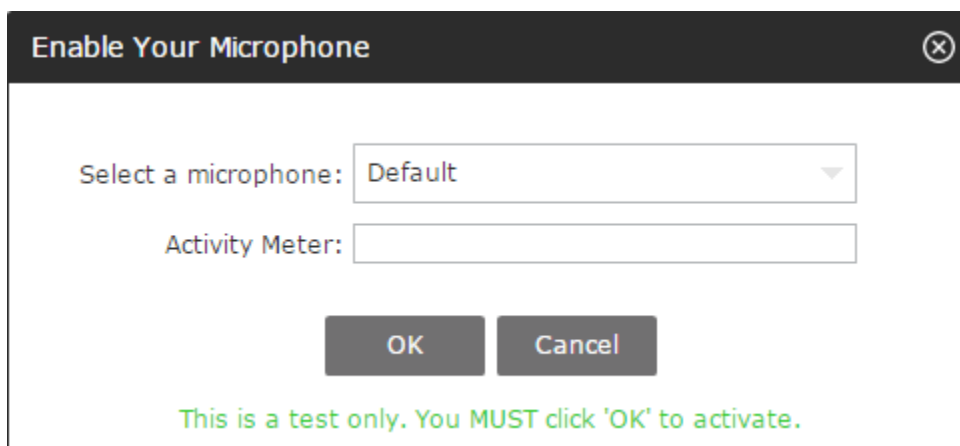
I. Using VoIP

To use VoIP you will need a headset, built-in microphone on your computer or a free standing microphone. Please follow these steps to setup your microphone:

1. Click on the microphone icon on the bottom toolbar of the room.



2. The first time that you do this, you will get a popup window that will walk you through the microphone setup. It will look like this:



3. Please choose your microphone from the drop down menu and test your audio.
4. Then on the second tab, please check "Allow" and "Remember".

Please note: We recommend using echo cancelling headsets for best results. If you are going to use the built-in microphone on your computer, you must use a set of headphones in order to listen to the audio. Otherwise, you may experience feedback and echo.

II. Using Your Telephone

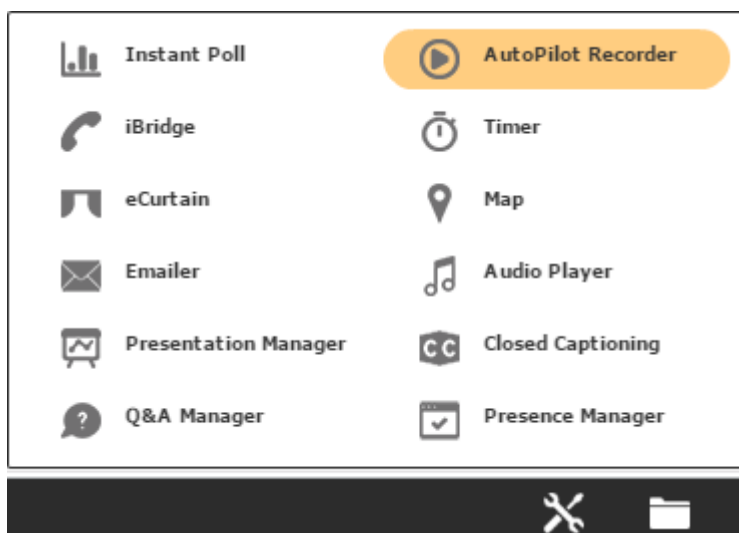
You can use any telephone at any time in conjunction with your Web Conference. Simply provide your participants with the same participant code used to join the Web Conference. Please refer to the Moderator Touch Tone Commands on Page 1 of this document for further explanation.

III. Using Your Telephone + VOIP

The Web Conference iBridge provides your participants with two options - they can either listen via a Teleconference or through their computer speakers. Please follow these simple steps to use the iBridge:

When all speakers are joined via the Teleconference...

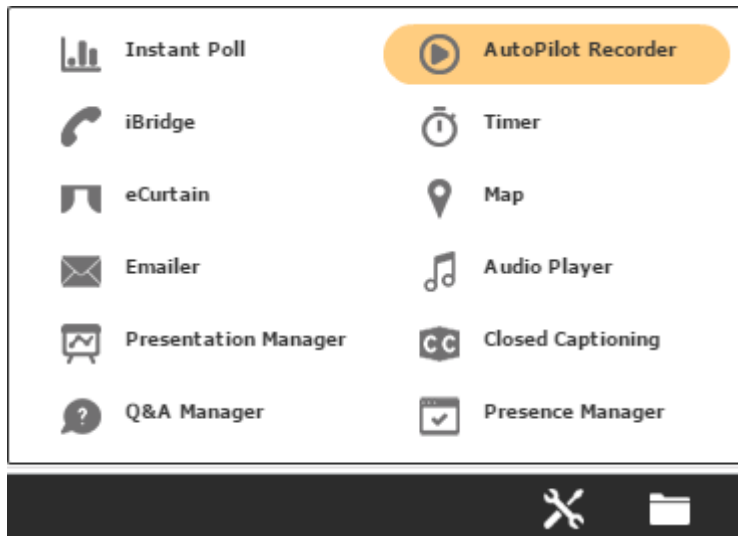
1. All speakers/presenters are to dial into the Teleconference bridge as moderators
2. Click on the tools button on the bottom right hand corner of the room.



3. Click on iBridge
4. Use the keypad to dial the conference bridge number.
5. Follow the voice prompts like you would normally do when dialling from a phone. Enter the call as a participant and not a leader.
6. When you are connected the interface will turn blue and you will know you are connected by a new presenter entering the room called "iBridge".

When all speakers are joined via VoIP

1. Click on the tools button on the bottom right hand corner of the room.



2. Click on iBridge
3. Use the keypad to dial the conference bridge number.
4. Follow the voice prompts like you would normally do when dialling from a phone. Enter the call as a leader and not a participant. **VERY IMPORTANT**
5. When you are connected the interface will turn blue and you will know you're connected by a new presenter entering the room called "iBridge".

[Click here to view Web Conferencing Video Tutorials](#)

[Click here to view all Basic User Guides](#)

[Click here to view System Requirements](#)

[Click here to view Required Ports and IP's](#)