

Conferencing Manual

User Guide



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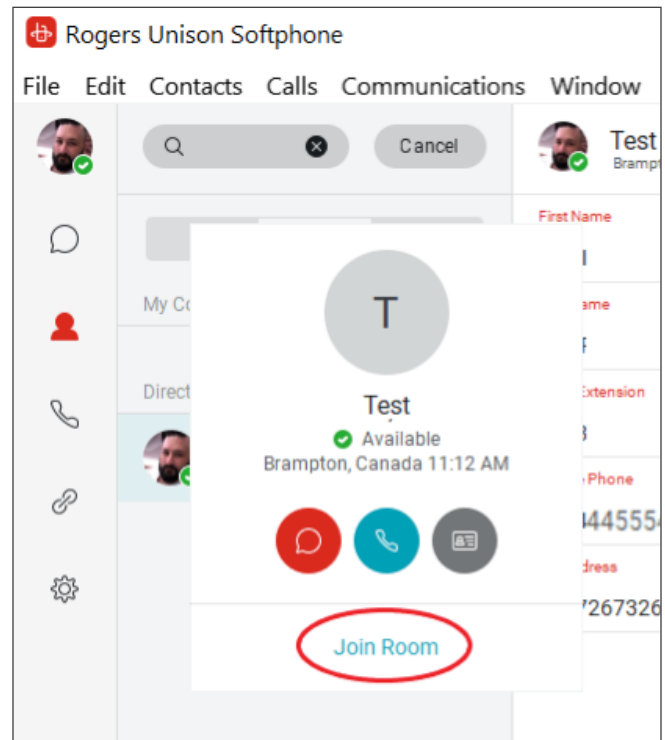
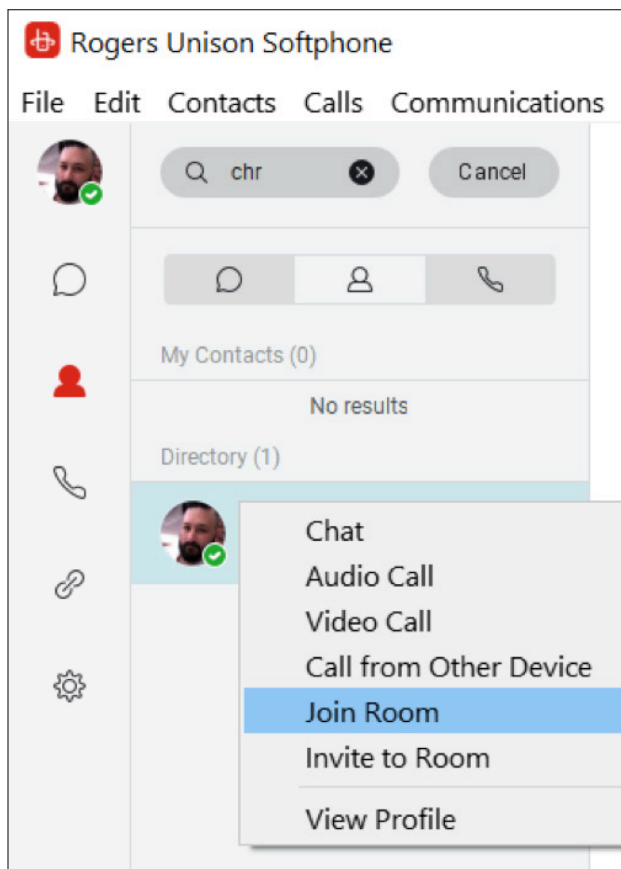


Joining a Conference Room

01

You can join someone's Conference Room multiple ways. You always join a conference room as Instant Messaging/Chat first.

1. In the directory/contact tab right click on the contact and select **Join Room**.
2. Hovering over the contact and select **Join Room**.

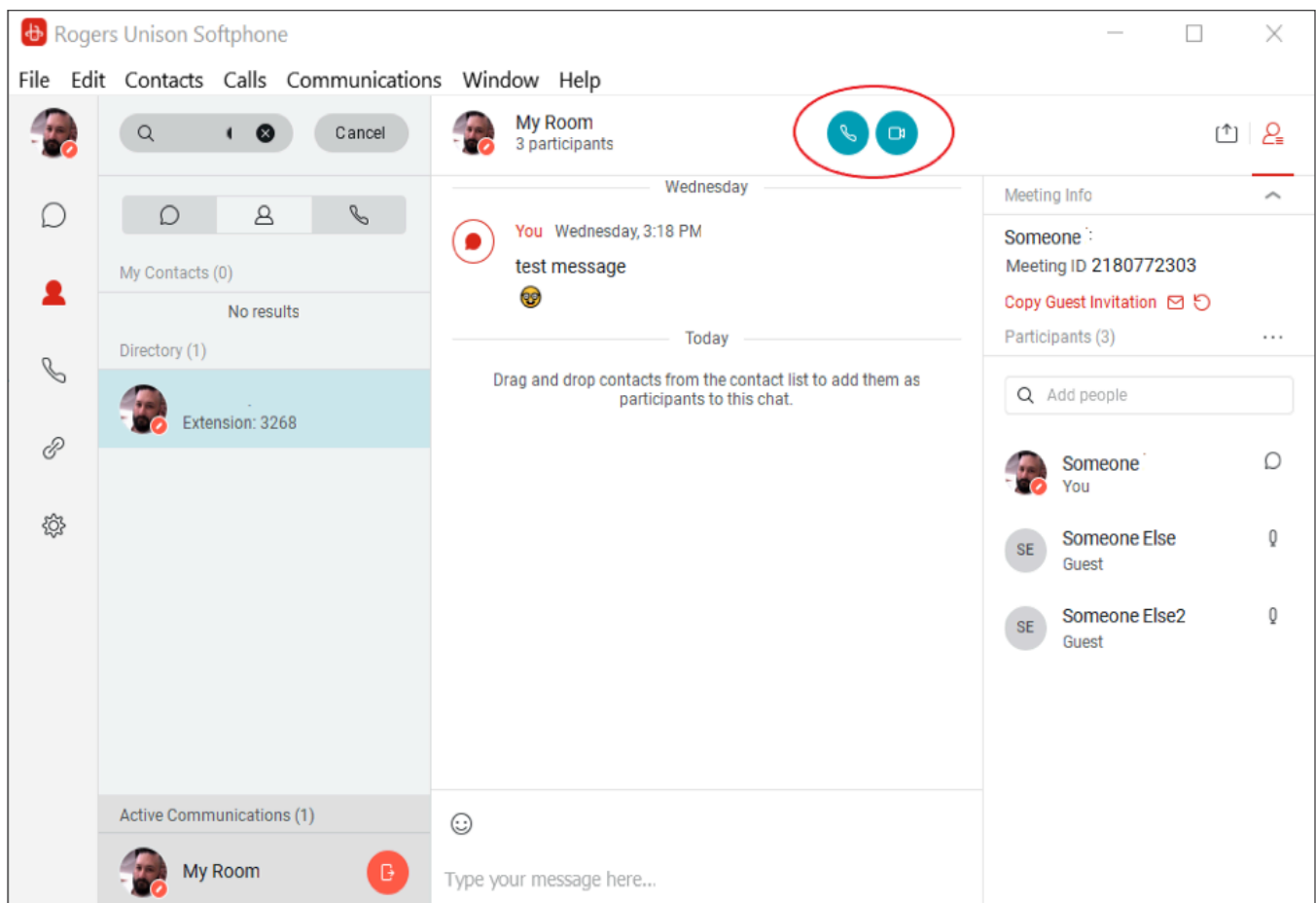


How to Participate in Conference Room

02

Join via Audio or Video

By default, you join a conference room in chat mode. To add Audio or Video click on the either the Connect via Audio  or Connect via Video  button for desktop.

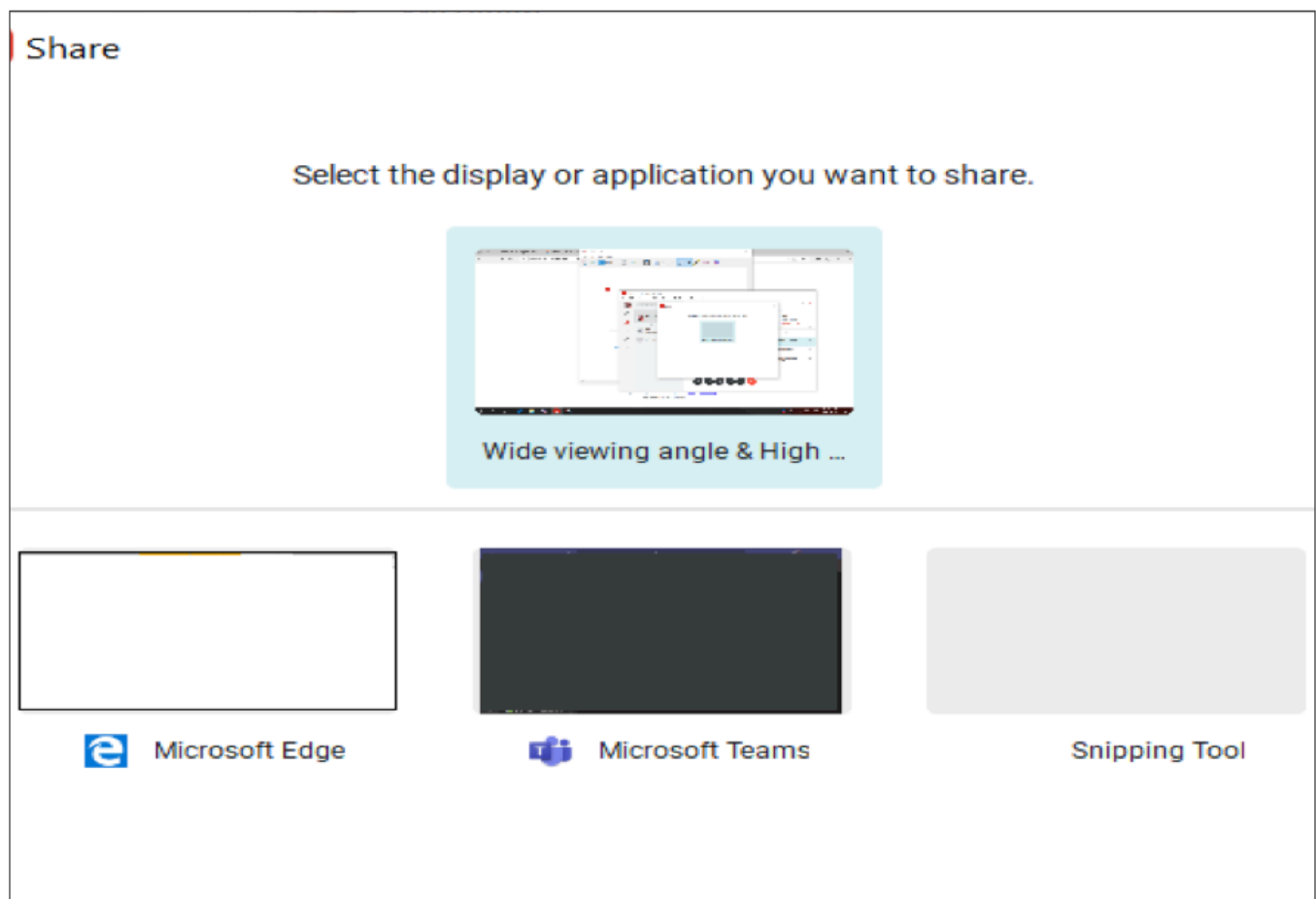


How to Participate in Conference Room

02

Screensharing

To screenshare, press the screenshare button  (Instant Message) or  (audio/video conference) and select what you want to share. You can then select what you want to share.



How to Participate in Conference Room

02

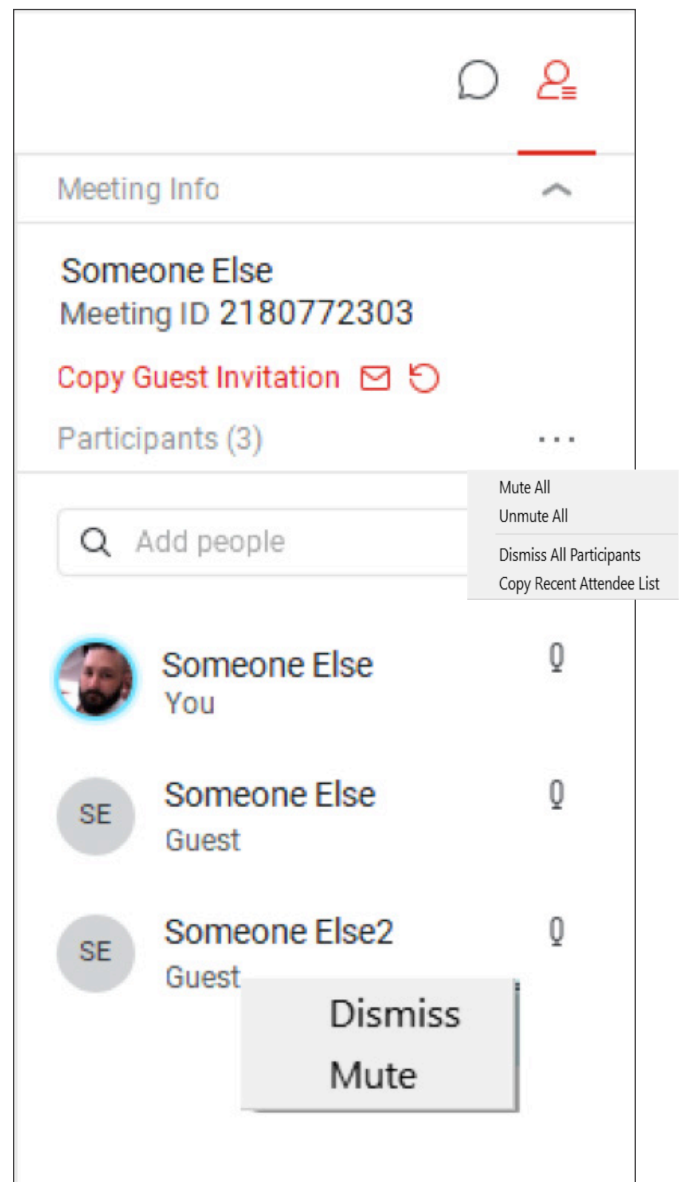
Desktop Participant Options

While in a conference you can Mute or Dismiss a participant by right clicking on the participant and selecting an action from the list.

You can **Dismiss** and **Mute** all participants and get a copy of the participants list by clicking the (...) in the **Meeting Info** section.

Chatting

If you have joined Audio/Video your chat will be on the right side of the screen, you may need to toggle to it if you are viewing the meeting/participate information of the conference, using the   buttons on the upper right of the screen.



Adding External and Internal participants to the Conference

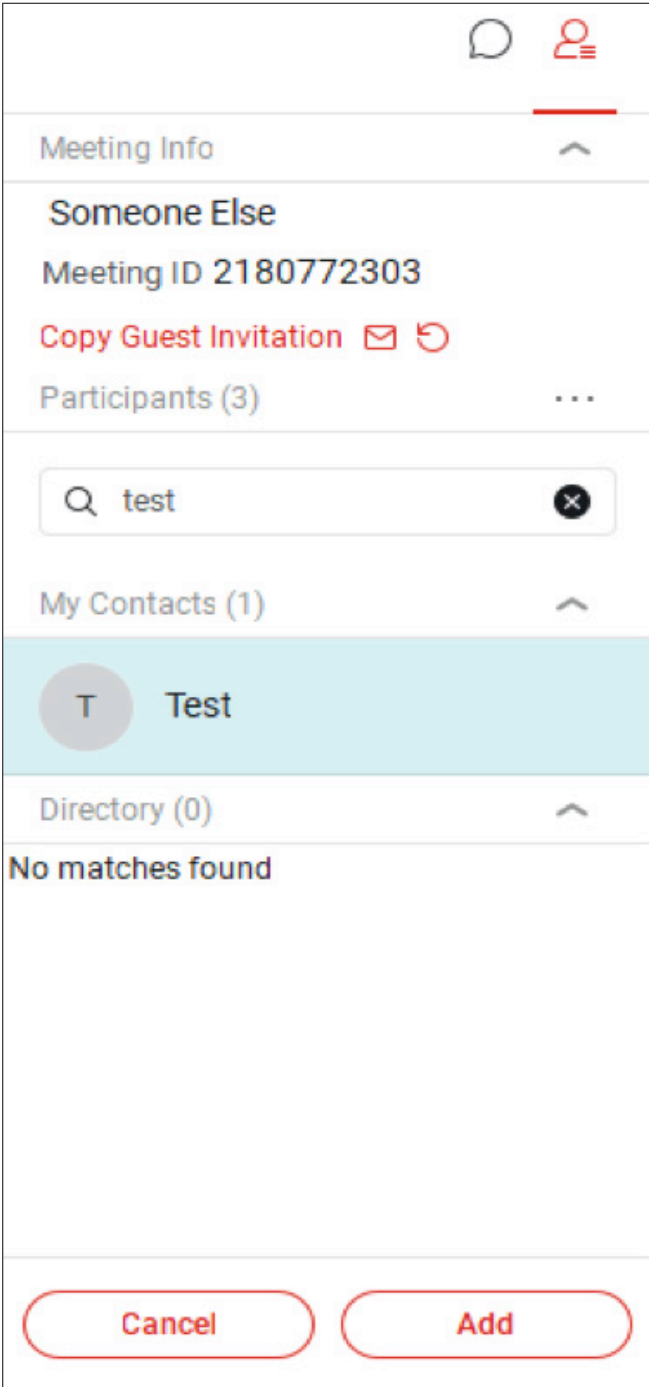
03

External Participants

On the left side of the screen, when viewing the participant list (press  in the upper right corner), click on **Copy Guest Invitation** to copy the link OR press the  icon to launch your email application to send the invite.

Internal Participants

To add a participant, type the name of the person in the **Add Person** field. Once they are in the below list, click on their name and press **Add**. They will be added to the Room.



The screenshot shows the 'Add Person' interface in the Rogers Conferencing app. At the top right, there are icons for chat and participants. Below this is a 'Meeting Info' section with a chevron icon. The 'Someone Else' section displays the 'Meeting ID 2180772303' and a 'Copy Guest Invitation' button with email and refresh icons. Below this is a 'Participants (3)' section with a chevron icon. A search bar contains the text 'test'. Under 'My Contacts (1)', a contact named 'Test' is listed with a circular icon containing the letter 'T'. Below this is a 'Directory (0)' section with a chevron icon, showing 'No matches found'. At the bottom of the screen are two buttons: 'Cancel' and 'Add'.



In Meeting Audio/Video Control Options

04

Desktop

While in a conference with audio/video you will have the same controls as you do with a normal call, without transfer and conference options. You will also see a [Share](#)  button.

