



# Online Collaboration for Hosts


## Variant „Dial-Out Conference“<sup>1</sup>

### 1. Booking and starting conference


- » Go to [www.teleconf.de](http://www.teleconf.de).
  - » Click the **Moderator Login** tab in the upper Login section of the screen.
  - » Enter your username and password.
  - » Click **Login**.
- Now you are logged into your account.
- » Click **New conference**.
  - » Click **Dial-Out Conference**.
  - » Enter participants' name and telephone number and click  or click  to select participants from your address book.
  - » Select to either start the conference immediately or at a fixed date.
  - » Enter the subject.
  - » Select the **Online Collaboration** option.
  - » Click **Continue**.
  - » Click **Book conference call**.

Your booking has been accepted.


- » Make sure you join the conference on time.
- The conference starts at the appointed time. The system calls you and all participants.
- » Notify all participants of the participant access code.

-  The access code is the participant access code. The code is located in the conference overview.

### 2. Starting Online Collaboration

-  Online Collaboration can only be started and executed whilst running a telephone conference.

- » Go to conference overview and click the button **control**, located behind the running conference.

-  The button **control** only appears behind currently running conferences.

The Conference Control Panel is displayed.

- » Click **Start Online Collaboration** in the conference section of the Conference Control Panel.

- » Save the file on your computer and execute the file.

The Online Collaboration module displayed.

- » Enter the session ID. The session ID is displayed in the CCP. There it will be described as Web Conference Access Code.

- » Click **Session-Start**.

The welcoming screen is displayed.

- » Enter the # key and the four-digit number that is now displayed on welcoming screen by using your telephone keypad.

The Online Collaboration starts.

- » Notify the participants of the session ID.

#### **Change show and remote control permissions:**

- » Use the Conference Control Panel to select the participant (presenter) who is supposed to share his or her computer screen with the other conference members.

- » Click **Show**.

If the participant agrees that his or her screen is presented to the other guests, the screen will appear in the display window.

- » You may also select a conference member who takes control of the presenter's screen by remote control. Click Remote **Control**.

<sup>1</sup> The system calls all participants and the moderator, and connects them to the conference. As conference initiator you have to pay for the total conference costs. There is no charge to the participants.

# Online Collaboration for Hosts

## Variant „Dial-In/Anytime Conference“<sup>2</sup>

### 1. Booking and starting conference


- » Go to [www.teleconf.de](http://www.teleconf.de).
  - » Click the **Moderator Login** tab in the upper Login section of the screen.
  - » Enter your username and password.
  - » Click **Login**.
- Now you are logged into your account.
- » Click **New conference**.
  - » Click **Dial-In-/Anytime Conference**.
  - » Select either Anytime Conference or Dial-In Conference (Fix a date).

- » Enter the subject.
- » Select the **Online Collaboration** option.
- » Click **Continue**.

- » Click **Book conference call**.


Your booking has been accepted.

- » Notify the conference participants of the Dial-In phone number and the access code.


 The access codes are listed in the conference overview. Click **Overview of Dial-In phone numbers** to get your Dial-In phone number.

- » Dial-In to the conference at the appointed time (Dial-In Conference) or at any time (Anytime Conference).

### 2. Starting Online Collaboration

 Online Collaboration can only be started and executed whilst running a telephone conference.

- » Go to conference overview and click the button **control**, located behind the running conference.

 The button **control** only appears behind currently running conferences.

The Conference Control Panel is displayed.

- » Click **Start Online Collaboration** in the conference section of the Conference Control Panel.

- » Save the file on your computer and execute the file.

The Online Collaboration module displayed.

- » Enter the session ID. The session ID is displayed in the CCP. There it will be described as Web Conference Access Code.

- » Click **Session-Start**.

The welcoming screen is displayed.

- » Enter the # key and the four-digit number that is now displayed on welcoming screen by using your telephone keypad.

The Online Collaboration starts.

- » Notify the participants of the session ID.

#### **Change show and remote control permissions:**

- » Use the Conference Control Panel to select the participant (presenter) who is supposed to share his or her computer screen with the other conference members.

- » Click **Show**.

If the participant agrees that his or her screen is presented to the other guests, the screen will appear in the display window.

- » You may also select a conference member who takes control of the presenter's screen by remote control. Click Remote **Control**.

<sup>2</sup> All participants and you as the moderator dial-in to the conference. Participants dial-in at a specific time. They must pay the dial-in costs. These fees will be charged to their telephone invoice. The cost of the conference will be charged to the conference initiator's account. To find out more about the dial-in costs via the service phone number, please contact our customer support department at [customer-care@lindenbaum.eu](mailto:customer-care@lindenbaum.eu).