



# BT MeetMe Online Tools User Guide

# BT MeetMe Online Tools User Guide Overview



BT MeetMe enables you to collaborate with colleagues from across the globe instantly. With our simple to use web based tools, you can take your personal meeting room on-line to hold even more effective and interactive meetings.

Online tools allows you to share thoughts, brainstorm ideas and customise your meeting to suit the way you work. Plus you have a full visual dimension – you can see your virtual meeting room, the people present and control the meeting via the web. It really is like being there.



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## Join a meeting on-line



### Viewing your Virtual Room On-line

The conference view shows each participant's name, role and status. It also shows if the conference is locked or unlocked, and gives access to your audio conference controls. The BT MeetMe Step by Step Instructions pages are behind this screen for easy reference.



on/off

This is the status window. For each participant it shows earpiece on/off and mouth piece on/off while the gavel shows who has Chairperson control. The blue line indicates who is the chairperson and the red line indicates which icon represents you.

### Controlling a Conference

The conference is easily controlled using the telephone keypad or via your web browser; you can use either.

As the Chairperson you have extra controls which are found on the left-hand menu in the conference view\*. These are:

- Play Roll Call – Play back name recordings to see who's dialled in to the meeting.
- Stop Message – Stop any recorded messages e.g. Roll Call.
- Lock/Unlock Conference – Stop anyone, including the operator, gaining access to the meeting.

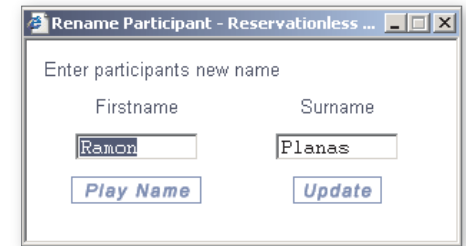
- End Conference – Ejects everyone from the meeting.
- Customise – You can customise your BT MeetMe conference from here. For more information on customisation, please refer to page 5 of this user guide.
- Mute or Activate – A participant's microphone can be muted by clicking in the icon status window\*.



\*Icon status window

- Changing features – If you click your mouse on the person's icon you will be able to access and change the features in the screen.

- Renaming a Participant - To rename a participant, listen to the person's name recording by clicking "Play Name". Then overtype the old name and click "Update".\*



\*Icon status window

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## Customising your meeting



BT MeetMe conferences are fully customisable to suit your individual needs. There are several optional features, which you can choose from. Every BT MeetMe conference starts with a standard profile, so you will need to check that these settings suit you.

To customise your conference, simply click on the customise button when on the conference view window and enter the Participant Passcode when prompted.

- Allow different features to be activated on the call such as: mute all, music before the chairperson joins, allow the conference to continue if the chairperson leaves.
- Select email summaries of your conferences to be sent to you so you can track your usage.
- Enter a customer reference code so you can tag conferences, for example against different projects you are working on.

**Tip:** Click on the question mark icon to get more details of the options available for each setting.

**CONFERENCING**

Customise your conference according to your needs.  
Simply select from the available choices and click **Update**.

Your conference preferences have been successfully updated.

Conference Name Paul Amiel1

Conference Start Interactive ?

Entry Announcement Personal message ?

Exit Announcement Tone ?

Name Recording  On  Off ?

Chair Hang-up  On  Off ?

[Update Settings](#) [Reset](#)

Current Customer Reference Nestle Test ?

Conference Summary Email  On  off ?

Send to Email Address sheila.smyth@bt.com ?

[Update Settings](#)

[Close this Window](#)

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## Contact details



For more information please contact:

-  Australia: 1800 234 799 or +61 (0)2 9231 1130
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-  Japan: 0120 363 877
-  South Korea: +82 (0)2 3483 1171
-  Malaysia: +60 (0)3 7712 4597
-  Singapore: +65 6295 6237
-  Taiwan: +886 2 2192 0213
-  Email: [asia.conferencing@bt.com](mailto:asia.conferencing@bt.com)
-  Visit: [www.btconferencing.com/asiapacific](http://www.btconferencing.com/asiapacific)

### Offices worldwide

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