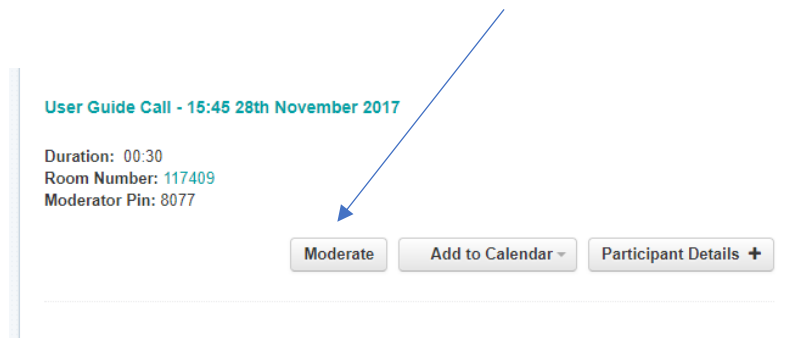


In-Call: How to Use the LiveCall Manager

1. Under **'Schedule'**, select **'Moderate'** button to enter the moderate screen.



2. The **'Dial New Participant'** feature enables the Call Manager to dial a participant into the call.
3. The **'Dial New Moderator'** feature enables the Call Manager to Dial-Out to a Moderator, and the call will then begin once the Moderator has joined.
4. The **'Lock Call'** feature enables the Call Manager to prevent any new participants from joining.
5. The **'End Call'** feature enables the Call Manager to immediately end the conference call.
6. The **'Question and Answer'** feature enables any participant to ask a question by entering ***2** on their phone. An icon will appear under status when a participant asks a question.



User Guide Call - 15:45 28th November

Generic Participant PIN: 5886 Room Number: 117409

Joined 5/7

Mute All

• Em...

A question can be asked by pressing * 2 on the participants phone.

Dial

Name

Organisation

Phone Number

Dial New Participant

Name

Organisation

Phone Number

Dial New Moderator

Call Details

Dial 02039361888 (United Kingdom)
08081895111 (United Kingdom)

Auto Dial No

Pre Register Yes

Duration 00:30

Lock Call

End Call

Moderated Room

Room Number 117409

Moderator PIN 8077

Max Attendees 100

Recorded Yes

Announcements Yes

Authenticate Yes

Participant	Phone	Organisation	Pin	Status	In Lobby	Mute	Action
Alvaro Jimenez	442038977790	Speakserve Limited	1286	Question ⓘ Joined 16:15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang Up
Rebecca Powell	442038977790	Speakserve Limited	1286	Question ⓘ Joined 16:16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang Up
Emily Lewis	442038977790	Speakserve Limited	1286	Joined 16:16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang Up
Jordon Barnes	442038977790	Speakserve Limited	1286	Joined 16:15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang Up
Muhammad Al-Aziz Moderator	447528947276		1873	Joined 16:20	<input type="checkbox"/>	<input type="checkbox"/>	Hang Up
Charlotte James	442038977790	Speakserve Limited	1286	Disconnected 16:20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Redial
Louis James	442038977790	Speakserve	4706	Waiting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hang Up

1. To **edit participant details**, click on the save button and enter the required details.
2. When **'Announce Participants'** is enabled, the 'Play' button plays the sound file of the participants name (which they recorded when entering the call)
3. The **'Flag Icon'** shows the location of the phone number that is dialling into the call. For example, someone using their UK mobile phone in the USA will still show a UK flag.
4. The status of each participant is also shown, and they can be muted or hung up from the moderator screen.
5. The number of participants in the call can also be seen in the top right of the screen.
6. The **'Mute'** function enables the Call Manager to mute or unmute a participant.
7. The **'Hang Up'** function enables the Call Manager to hang up individual participants.
8. The **'Redial'** function enables the Call Manager to redial participants who have left the call. Simply press the "Redial" button, which will appear in the place of the "Hang Up" button once a participant has left.