Kingsborough Sonexis Conferencing System User Guide

Important Numbers:

- KBCC conferencing login address is: <u>https://conferencing.kingsborough.edu</u>
- KBCC conferencing outside dial-in number: 718-368-6789
- KBCC conferencing inside dial-in number: x6789

Setting Up Conferences:

- 1. Go to https://conferencing.kingsborough.edu
- 2. If using conferencing for the first time, click on System Test:



Remember my Conference ID:

5. To set up a scheduled conference, click the

Conference Later --->

6. A new window will appear:

Conference Later button:

- a. Add the amounts of <u>audio</u> and <u>web</u> ports you will need. For example, if you are going to conference with three other parties, you will need to put 5 in the audio ports cell and a 5 in the web ports cell. This will reserve the ports for you. If you want to check to see if there are ports available, click on the <u>Port Availability</u> button. If you are going to have *just* an audio conference, leave the web port cell empty.
- b. Set your time, duration, and enter the subject of your conference. The click the **Next** button.

Schedule Conference F	For Later - Kingsborough Community College Conference Manager - Conference - Windows Int 💷 💷	X
Khttps://conferencing.	kingsborough.edu/Schedule/wizard.asp?StartNow=false	₽ 2
	Schedule Conference For Later	
1. Basics	Image: Second audio 5 ports Image: Record audio Image: Web 5 ports	
3. Options	Time zone: (GMT-05:00) Eastern Time (US & Canada)	
	Subject: Aleksey Zhulenev's Conference	
Help	<u>Cancel</u> < <u>Back</u> <u>N</u> ext > <u>F</u> inis	h

7. The next screen sets the participants for the conferencea. Click the Address Book to see a list of accounts

Schedule Conference	For Later - Kingsborough Community College Conf 📼 🖻 🗾 🏹
K https://conferencing	.kingsborough.edu/Schedule/wizard.asp?StartNow=false 🔒 📓
	Schedule Conference For Later
1 Pacies	Include phone numbers of type: 🔲 Work 🗐 Home 🗐 Mob from: 🚯 Address Book
1. Basics	Full Name Type Address
2. Participants	Click here to add participant
3. Options	
Help	Cancel

b. A popup window will appear with all of the KBCC personnel listed. To invite a KBCC person, highlight their name and click the **Invite** button. The invitees will appear in the right-hand column. Click OK when finished.

Show	Names from Glob	al Address Book 🚩	
Address Book		Participants	
Adamski, Angel (E-mail)	^	🗵 Jodi Becher (Email)	2
Aldrich, Catherine (E-mail)			
Bachman, Andrea (E-mail)			
Baker, Duane (E-mail)			
Becher, Jodi (E-mail)	Invite >	2	
Bolbach, Jason (E-mail)			
Burcham, Lori (E-mail)			
Butler, Tammy (E-mail)			
Calmes, Matthew (E-mail)	and the		
DiCesare, Julie (E-mail)		18	
Diemer, Melissa (E-mail)			
Drewes, Michelle (E-mail)			
Estelle, Darren (E-mail)			
Ferrall, Joseph (E-mail)	~		1

c. To invite someone not in the Address Book, click on "Click here to add participant". Cells will appear to enter the person's full name and email address. When finished adding invitees, click **Next**.

<i> Schedule Conference</i>	e For Later - Kingsborough Community College Conference Manager - Conferen 💷 🔳	x
https://conferencing	g. kingsborough.edu /Schedule/wizard.asp?StartNow=false	₽ 2
	Schedule Conference For Later	
	Include phone numbers of type: Work Home Mobile	
1. Basics	Full Name Type Address	<u>P</u> INs
	Click here to add participant	
2. Participants		
3. Options		
Нер	<u>C</u> ancel < <u>B</u> ack <u>N</u> ext	Tota

8. The Options Screen provides a place to enter a description of the conference plus a conference password. The Password is optional as well as the account code. When completed, press the Finish button.

	Schedule Con	ference For Lat	er		
1. Basics 2. Participants 3. Options	Description: Conference password: Account code: Preferences:	Use default settings			
Help		Cancel	< <u>B</u> ack	Next >	Einish

9. A message will appear telling you the conference has been successfully created and that the participants have received an email invitation.
a. The email message sent to participants will look similar to this:

Please note that this conference may be recorded.
TO ACCESS THE AUDIO CONFERENCE:
Dial In Number: 718-368-6789 / x6789
Conference ID: 11843
Password: Not Required
TO ACCESS THE WEB CONFERENCE:
Click on the link below:
https://conferencing.kingsborough.edu/Login/ParticipantLogIn.asp
OR:
Go to the log in page: https://conferencing.kingsborough.edu/Login/ParticipantLogIn.asp
Conference ID: 11843
PIN: Not Required
Password: Not Required
We recommend thatyou test your computer's compatibility before the start of the web conference by accessing the System Test page:
https://conferencing.kingsborough.edu/systest/SystemTest.asp
Conference Now w
10. If you choose from the My Conferences Menu, you will have similar
choices except the conference will be enacted immediately.

To Join a Conference:

- 1. Join the audio conference:
 - a. Dial 6789 on the phone (outside participants should dial 718-368-6789
 - You will be greeted by the automatic KBCC Sonexis recording asking for the conference ID followed by the # key. (Your conference ID is unique number assigned to you by the administrator).
 - o If you are the conference host, press 1 when prompted. Those who are participants will press 2.
 - Enter the PIN number (usually your KBCC extension number unless specified otherwise) when prompted.
- 2. Join the web conference:
 - a. Dial 6789 on the phone (outside participants should dial 718-368-6789)
 - If you are hosting the conference, login by going to <u>https://conferencing.kingsborough.edu</u> and click on Host Log In
 - o For regular participants go to https://conferencing.kingsborough.edu and click on Participant log in



- Log In with your Conference ID and your PIN
- Your conference will be listed in either the "Conferences in Progress" or "Scheduled Conferences". Highlight the conference you wish to join and click the **Start** or **Enter** buttons. You will be prompted to dial your phone – if you have already done this in the above step. When you have dialed in via the phone, your name will appear in the window. As participants dial in, you will see them listed. It is possible for you to mute, hold, or disconnect users. Notice that you can record the audio portion of the conference, if you wish.

XConferenceManager	Conferen	ice Info	Invitee List	Quick Invite	View Confere	nce Room	End Conference	Help
Dial In Number: 419-267-2590		CONFER	RENCE ID: 2512				There is [1] parti	cipant
					mute all	hold all	disconnect a	
		💓 Dar	n Holden	private	mute	hold	disconnect	
r Recording								
• Start E Stop	Status OFF							
-								

 The web conferencing window is shown below. The participants who have logged onto the website will be shown in the "Who is Here" window. There is an area for online chat, questions and answers, and permissions. Notice that the window can be expanded by choosing Normal View or Full Screen View.

XConfe	renceManager Conference Info Invitee List Quick Invite View Audio Console	e End Conference Help
Cobrows	er View: Normal view 💌	Items For Viewing
Address:	http://10.232.1.15//Conference//Veb/ConferenceInfo.asp?g=CEF{ Back Forward Stop Refresh	Application Sharing Cobrowser Notes Whiteboard
	Date and Time: 5/3/2006 2:45 PM	Add Document
	Subject: Dan Holden's Conference	
	Host: Dan Holden	Who Is Here (1)
	Conference ID: 2512	barnonden (100)
	Dial In Number: 419-267-2590	
		Hands: Next Vote: Yes No Totals: 0 0 Clear Chat Q&A Options Send to Everyone

Application Sharing:

- 1. Click Application Sharing in the Items for Viewing list.
- 2. Select yourself to be the presenter (default) and click Next or select another participant from the list to be the presenter and click Start Sharing.

Select Presenter - N	WOCA ConferenceMa	nager 🛛 🔀
Select presenter whose F	°C will be shared.	
Dan Holden (Leader)		
Nex(>>	Lancel	нер

- 3. With the exception of the Desktop, you must have the application you wish to share running. If you choose desktop, all the participants will be able to view your full desktop and anything that is on it. Also, if the system test was skipped, it is important to download the Application Sharing Driver. If you have not downloaded the driver, you will be prompted to do so.
 - Select the Application you wish to share
 - o Choose the View Quality (normal color is recommended)
 - Click Start Sharing.

20	sktop
🗿 http	x://10.232.1.15 - Conference Room - NWOCA ConferenceManager
🗿 http	x://10.232.1.15 - Audio Console - NWOCA ConferenceManager - Co
🗿 My	Conferences - NWOCA ConferenceManager - Conference ID: 2512
	vonap - appsnaring.jpg
View o	yonap - appsnaring.jpg juality:
View o	vonap - appsnaring.jpg juality: Normal Color (recommended for optimal performance)

- 4. Why share an application rather than the desktop? Less of the visual clutter of the desktop will be shown which helps you focus attention on the application. You can also allow other participants to control the actions in the application without giving them access to your desktop.
- 5. When you click **Start Sharing**, the **Select Application** window will close and the application will be brought to the front. The Application Sharing icon will display in the Windows tray (lower right hand of your computer screen).
 - To share the application, it must remain in the front on your screen. If you minimize or close the application or bring another window to the front, application sharing pauses. To resume sharing, make your application active again. Your participants will initially see the application displayed in full-screen view.
- 6. A participant can request control of the screen by clicking **Request Control** button in the upper left-hand corner of the screen. The person with control (presenter) will get a message that someone wants to have control.
 - The presenter will right click on the Application Sharing icon at the bottom right of the screen. Control can be granted within the Application Control Window:

Select Application	
Share Control With	
Accept Control Requests Automatically	
Resize to Normal View	
Return to Conference Room	
Pause Sharing	
Stop Sharing	
Help	