

# Online Tools for BT MeetMe

Web-based tools that help you view, control or customize your meetings

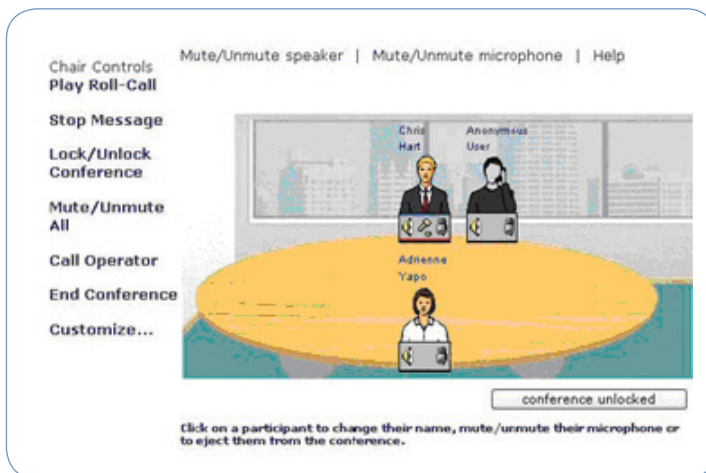
With Online Tools for BT MeetMe you can manage all aspects of your meetings. The simple and intuitive, browser-based interface will help you maximize the effectiveness of your meetings.

## Online Tools overview

BT MeetMe includes a rich set of features that enhance the productivity of meetings. These features cover a wide range: from security, to control over who can speak, to bill-back reporting, and much more. While some of these features can be managed using a telephone keypad, others are more easily managed using the visual representation available with Online Tools for BT MeetMe. By using Online Tools for BT MeetMe, you will get the most from your meetings.

## Online Tools features and benefits

BT MeetMe's free Online Tools enhancement adds an exciting, easy-to-use visual dimension to your conferences. Once you enter the Online Tools virtual meeting room (pictured below) through any standard web browser, you are able to **view**, **control** and **customize** your virtual meeting room:



BT MeetMe's easy-to-use Online Tools let you manage your conference from your desktop.



## View

BT MeetMe's online tools gives a chairperson full visual control of their conference, with easily seen icons depicting each participant's name, role, and status. This visual representation provides an instant sense of attendance and participation.



**Gavel:** indicates the conference chairperson.



**Microphone:** allows you to mute yourself.



**Speaker:** allows you to mute the conference.



**Gray icon:** indicates that a participant is only on the audio portion of the conference.



**Group icon:** indicates that multiple people are present over a single connection.



**Dial-out icon:** indicates that the chairperson is dialing out to join another participant to your meeting or to talk to an operator.

## Control

With Online Tools, the chairperson can control all aspects of the conference:

### Manage participants:

By clicking on a participant icon and opening the participant control window, you can change names, mute/unmute participants' microphones or speakers, or eject a participant from the conference

[Participant control window](#)

**Play Roll-Call:** Plays a roll call of all conference participants

**Lock/Unlock Conference:** Prevents new participants from joining the conference

**Mute/Unmute All:** Enables the chairperson to mute the lines of all participants

**Call Operator:** Provides easy access to operator assistance

**End Conference:** Ends the conference and disconnects all participants from the meeting

**Anonymous User**

**Mute/Unmute  
Microphone**

**Mute/Unmute Speaker**

**Rename Participant**

**Eject Participant**

## Customize

The standard features associated with conferences can be managed by each chairperson using Online Tools. For example, a chairperson can change their entry and exit tones, assign billing references, elect to receive a summary email at the conclusion of each conference, and more. BT MeetMe will save the customized settings for future conferences.

### For more information please contact:

Telephone: 1 866 266 8777

Visit: [www.btconferencing.com](http://www.btconferencing.com)

For a full explanation of the selectable options - click the corresponding ?

Conference Name:	Westedge, Stephanie BTC INC	?
Conference start	Music-await-chair	?
Entry announcement	Tone	?
Exit announcement	System message	?
Name Recording	<input checked="" type="radio"/> on <input type="radio"/> off	?
Chair Hang-up	<input checked="" type="radio"/> on <input type="radio"/> off	?
Allow Mute all	<input checked="" type="radio"/> on <input type="radio"/> off	?
Prompt for Customer Reference	<input type="radio"/> on <input checked="" type="radio"/> off	?
Current Customer Reference		?
Conference Summary email	<input checked="" type="radio"/> on <input type="radio"/> off	?
Send to email address	stephanie.westedge@	?

[Customization window](#)

### Offices worldwide

BT Group plc is one of the world's leading telecommunications companies and the #1 source of conferencing services in the UK and Europe. BT Conferencing Inc. is the US subsidiary of BT Group, offering end-to-end conferencing solutions to meet all of your remote meeting needs. BT Conferencing provides a clear advantage to other services you may have used: quality of service, technological innovation, one-step global solutions and the cost-advantage of using a single source provider.

