

## Netviewer Meet: Audio conference

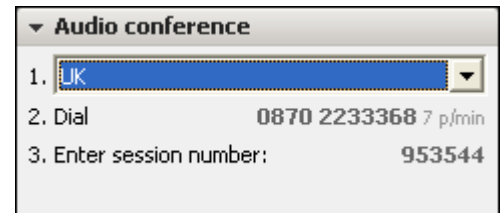
An audio conference can take place at the same time as any Netviewer Meet session. The session participants can dial in to this audio conference. During the session the "Audio conference" tray contains information for dialing in and information on the related charges.

- Note:**
- You must have a telephone with tone dialing to dial in to an audio conference.
  - Some dial-in numbers (Austria, Ireland, Italy, Poland, Spain) do not support mobile phones.

### Dialing in as the conference leader

Being the moderator, you can dial in to the audio conference as the conference leader. This will give you expanded rights. Enter into your telephone the dial-in numbers of the country in which you are located.\* Follow the prompt's instructions.

The PIN that you must enter in order to dial in to the audio conference is the same as the session number. When entering the PIN, add two asterisks in front of the session number (e.g. \*\*123456) and confirm the following query with 1.



Audio conference	
1.	UK
2. Dial	0870 2233368 7 p/min
3. Enter session number:	953544

### Dialing in as participant

Enter into your telephone the dial-in numbers of the country in which you are located. Follow the prompt's instructions. The PIN that you must enter in order to dial in to the audio conference is the same as the session number.

If you are the first to enter the audio conference, you will hear music. When at least two participants are dialed in, you can talk to each other.

### Functions during the audio conference

During the audio conference, you have access to the following options through your telephone:

0#	<p><b>Mute everyone (function reserved for conference leader)</b></p> <p>By pressing the keys "0#", a moderator who has dialed in as the conference leader can mute all of the other session participants. All of the session participants will then hear only the moderator.</p>
1#	<p><b>Deactivate the mute function</b></p> <p>Press the keys "1#" to deactivate the mute function.</p>
6	<p><b>Muting yourself</b></p> <p>A session participant can mute or unmute his or her own microphone by pressing the "6" key. You will be able to hear the other session participants, but they will not be able to hear you.</p>
#1	<p><b>Number of participants</b></p> <p>You can call up the number of session participants by pressing the #1 keys.</p>
#2	<p><b>Roll Call</b></p> <p>You can replay the names of all session participants (recorded when they dialed into the audio conference) by pressing the #2 keys. All participants will hear the number of participants and the Roll Call.</p>
3	<p><b>Block</b></p> <p>You can block or unblock the audio conference by pressing the 3 key. Blocking prevents additional persons from dialing in to the audio conference.</p>
Hang up	<p><b>Ending the audio conference</b></p> <p>Simply hang up when you would like to leave the audio conference. The audio conference ends when the last participant hangs up.</p>

\*If the country in which you are located does not show in the list or the dial-in number does not support mobile phones, you can dial in to the conference using the dial-in number of the USA. The costs will be those of an international call. Those costs depend on the calling rates of your own telephone provider.