

Live Meeting 2007 Audio Option	Description	Scenarios
<p>Telephone Conferencing</p>	<p>Use the Telephone Conferencing Service if you want to use audio teleconferencing via the phone for the audio portion of the meeting. With this option, you can have the conferencing service call the meeting attendees or they can use their telephone to dial into the conferencing service. Telephone Conferencing includes the ability to use your direct Office Number, Cell Phone or Home Number.</p> <p>To use Live Meeting phone conferencing, you need a phone conferencing account from Communique Conferencing. The information you need to configure your audio settings includes the following:</p> <ul style="list-style-type: none"> • Access phone numbers. • Leader and participant codes. • Any special dialing keys that the Live Meeting service must use to call the conferencing provider automatically. These dialing keys are required to use the Internet Audio Broadcasting and to record meetings. <p>If you do not have a phone conferencing account, you must get one from Communique Conferencing provider before you can proceed.</p> <p>Note Currently, Telephone Conferencing is the only audio configuration supported for Virtual Breakout Rooms</p> <p>Note: When using Telephone-only, you will not be able to capture the audio for a personal (client side) recording. In order to capture audio from a personal recording you will need a computer audio component (IAB or Two-way Computer audio).</p>	<ul style="list-style-type: none"> • Office, Cell Phone or Home Telephone Conference Calls • Small Collaborative Meetings • Breakout Rooms* • No computer headset or speakers • Ideal for private conferencing (Ex., when a participant is in a office “Hotel”, common area or cubicle setting)
<p>Methods of Connecting to Telephone Conferencing</p>	<p>Join the phone conference manually by calling the conference call phone number provided in your e-mail invitation.</p> <ul style="list-style-type: none"> • If the meeting organizer has set up a phone conference for the meeting, the phone conference information, including the conference call number and the participant code, are included in the meeting invitation. In addition, Live Meeting displays the conference call information by default. <p>Allow Live Meeting to call you and automatically add you to the phone conference.</p> <ul style="list-style-type: none"> • If the meeting organizer has enabled the "Join Conference" feature, meeting participants will be prompted to allow Live Meeting to call them directly at a phone number they provide. When the participant answers the call, Live Meeting automatically adds him/her to the phone conference. The participant does not have to remember any conference call information, such as access phone numbers and participant codes. 	<ul style="list-style-type: none"> • Office, Cell Phone or Home Telephone Conference Calls • Small Collaborative Meetings • No computer headset or speakers available • Breakout Rooms* • Ideal for private conferencing (Ex., when a participant is in a office “Hotel”, common area or cubicle setting)

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<p>Telephone and Computer Audio Conferencing</p>	<p>Use both Telephone and Computer (or Hybrid) audio if you want to give the meeting attendees the option to use their telephone to dial in to the audio portion of the meeting or connect to the audio using their computer.</p> <p>Requirements</p> <ul style="list-style-type: none"> Microsoft® Office Live Meeting 2007 Standard or Professional Edition Conference Center. Certified Microsoft® Office Live Meeting Conferencing Service Provider <p>You must obtain a telephone conferencing account to use the Telephone and Computer Audio Conferencing feature. For information on how to receive a telephone conferencing account please contact your Live Meeting administrator.</p> <p>To use Telephone and Computer Audio Conferencing, organizers must configure the following within the meeting options page:</p> <ul style="list-style-type: none"> Conferencing provider name. Access phone numbers. Leader and participant codes. Any additional dialing keys. Dialing keys are required to connect computer and telephone conferencing together, use conference call controls such as the "call me" feature, and to record audio during meeting. <p>Note In order to use Computer Audio, the meeting attendees must have a sound card, microphone to speak and speakers or headset to listen to the audio.</p>	<ul style="list-style-type: none"> E-Learning or Lecture/Classroom Event Large Events Small Collaborative Meetings

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Computer Audio Conferencing (two-way VoIP)	<p>Use Computer Audio if you would like to have both the meeting presenters and attendees connect to the meeting and listen to the audio and speak through their computer providing an easy hands-free, two-way conversation.</p> <p>Note In order to use Computer Audio, users must have a PC, sound card, microphone and speakers or a headset to listen to the audio.</p> <p>Note Computer Audio is not available for Breakout Rooms.</p>	<ul style="list-style-type: none"> • E-Learning or Lecture/Class Event • Saves money on conference call charges • Audio controls within LM • Large Events • Small Collaborative Meetings
Internet Audio Broadcasting (one-way VoIP)	<p>Use when you would like to broadcast one-way audio for the meeting using the Internet. Meeting attendees can connect to the broadcast and listen to the audio using their computer but not speak.</p> <p>Note If selected, this disables the two-way functionality of Computer Audio Conferencing for Attendees only. Presenters are not affected.</p> <p>Note Using IAB during a meeting disables the ability to promote Attendees to the Presenter role.</p>	<ul style="list-style-type: none"> • E-Learning or Lecture/Classroom Event (attendees are unable to speak back to the presenter) • Large Events
Live Meeting without Audio	<p>You can organize a Live Meeting session that does not use any of the built-in Live Meeting audio functions.</p> <p>Note If selected, no audio will be available for a meeting.</p>	