



Intouch Advance

Audio Web Conferencing

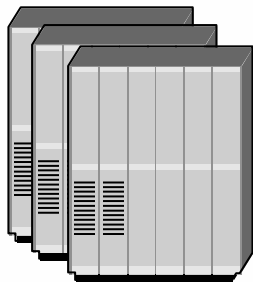


Audio

Audio Conferencing Overview

- Up to 125 participants
- Record the conference
- Q&A Sessions
- Lock the meeting room
- Mute all lines
- Online help

Audio Conferencing Bridges



Moderator
0208 410 9927

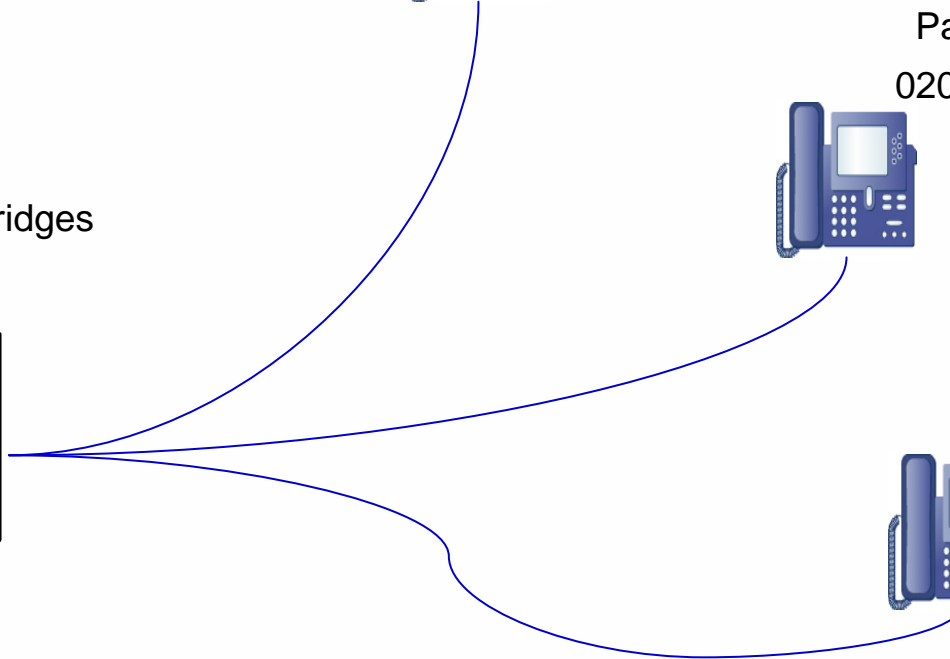
1234



Participant 1
0208 410 9927

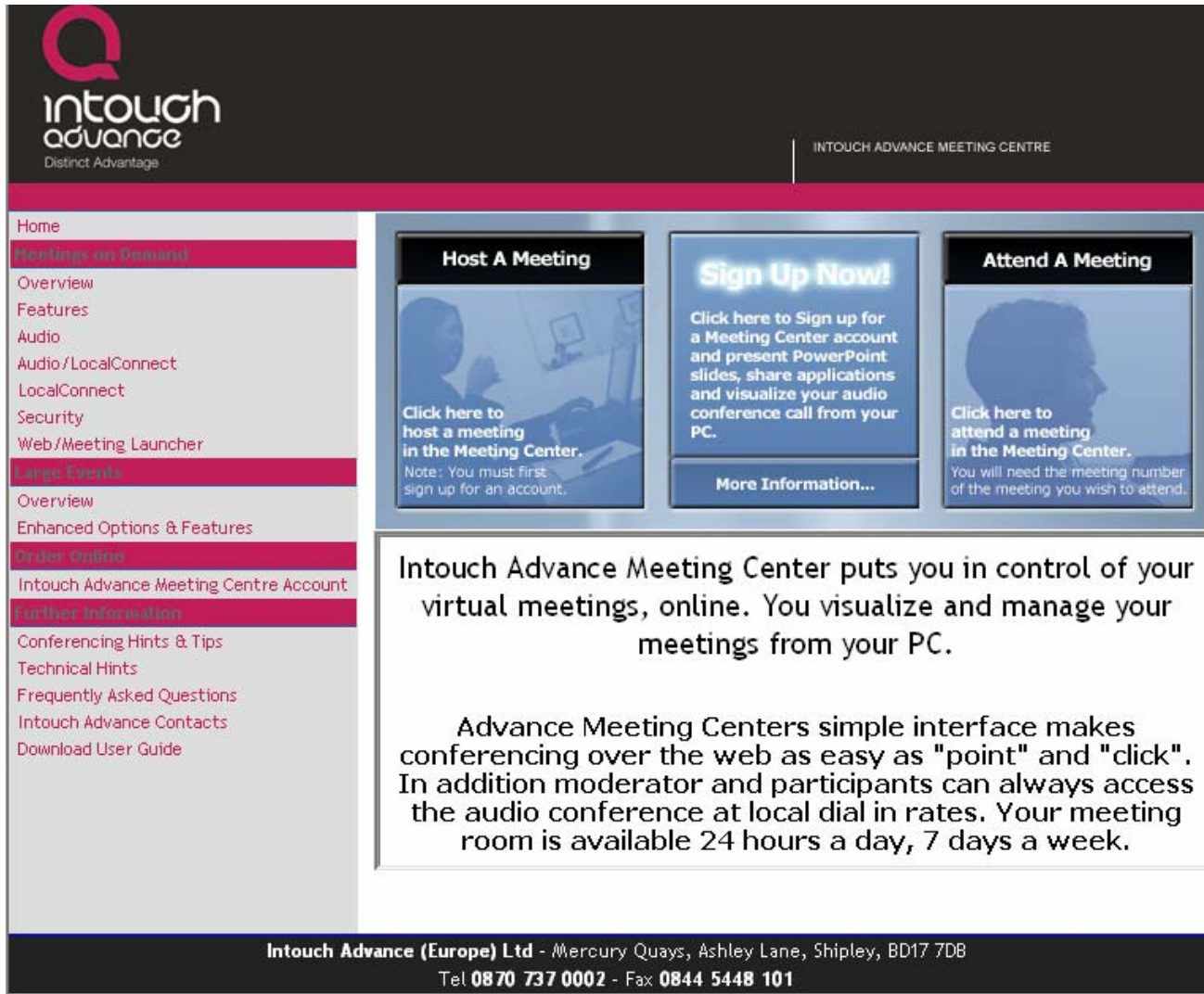


Participant 2
+44 208 410 9927



- *Slides* – show PowerPoint presentations to anyone, anywhere.
- *Share* - share documents or applications to anyone, anywhere.
- *Audio* – view and control your teleconference.





The screenshot shows the Intouch Advance Meeting Centre website. At the top left is the Intouch Advance logo with the tagline 'Distinct Advantage'. To the right of the logo is the text 'INTOUCH ADVANCE MEETING CENTRE'. Below the logo is a navigation menu with the following items: Home, Meetings on Demand (highlighted), Overview, Features, Audio, Audio / LocalConnect, LocalConnect, Security, Web/Meeting Launcher, Large Events (highlighted), Overview, Enhanced Options & Features, Order Online (highlighted), Intouch Advance Meeting Centre Account, Further Information (highlighted), Conferencing Hints & Tips, Technical Hints, Frequently Asked Questions, Intouch Advance Contacts, and Download User Guide. The main content area features three columns: 'Host A Meeting' with a 'Click here to host a meeting in the Meeting Center.' button and a note that users must first sign up for an account; 'Sign Up Now!' with a 'Click here to Sign up for a Meeting Center account and present PowerPoint slides, share applications and visualize your audio conference call from your PC.' button and a 'More Information...' link; and 'Attend A Meeting' with a 'Click here to attend a meeting in the Meeting Center.' button and a note that users will need the meeting number. Below these columns is a large text box stating: 'Intouch Advance Meeting Center puts you in control of your virtual meetings, online. You visualize and manage your meetings from your PC.' and 'Advance Meeting Centers simple interface makes conferencing over the web as easy as "point" and "click". In addition moderator and participants can always access the audio conference at local dial in rates. Your meeting room is available 24 hours a day, 7 days a week.' At the bottom of the page is the contact information: 'Intouch Advance (Europe) Ltd - Mercury Quays, Ashley Lane, Shipley, BD17 7DB' and 'Tel 0870 737 0002 - Fax 0844 5448 101'.

**intouch
advance**
Distinct Advantage

INTOUCH ADVANCE MEETING CENTRE

Home

Meetings on Demand

Overview

Features

Audio

Audio / LocalConnect

LocalConnect

Security

Web/Meeting Launcher

Large Events

Overview

Enhanced Options & Features

Order Online

Intouch Advance Meeting Centre Account

Further Information

Conferencing Hints & Tips

Technical Hints

Frequently Asked Questions

Intouch Advance Contacts

Download User Guide

Host A Meeting

Click here to host a meeting in the Meeting Center.

Note: You must first sign up for an account.

Sign Up Now!

Click here to Sign up for a Meeting Center account and present PowerPoint slides, share applications and visualize your audio conference call from your PC.

More Information...

Attend A Meeting

Click here to attend a meeting in the Meeting Center.

You will need the meeting number of the meeting you wish to attend.

Intouch Advance Meeting Center puts you in control of your virtual meetings, online. You visualize and manage your meetings from your PC.

Advance Meeting Centers simple interface makes conferencing over the web as easy as "point" and "click". In addition moderator and participants can always access the audio conference at local dial in rates. Your meeting room is available 24 hours a day, 7 days a week.

Intouch Advance (Europe) Ltd - Mercury Quays, Ashley Lane, Shipley, BD17 7DB

Tel 0870 737 0002 - Fax 0844 5448 101

Moderator Login



INTOUCH ADVANCE MEETING CENTRE

Create and Manage Meetings

Meeting Number

PIN

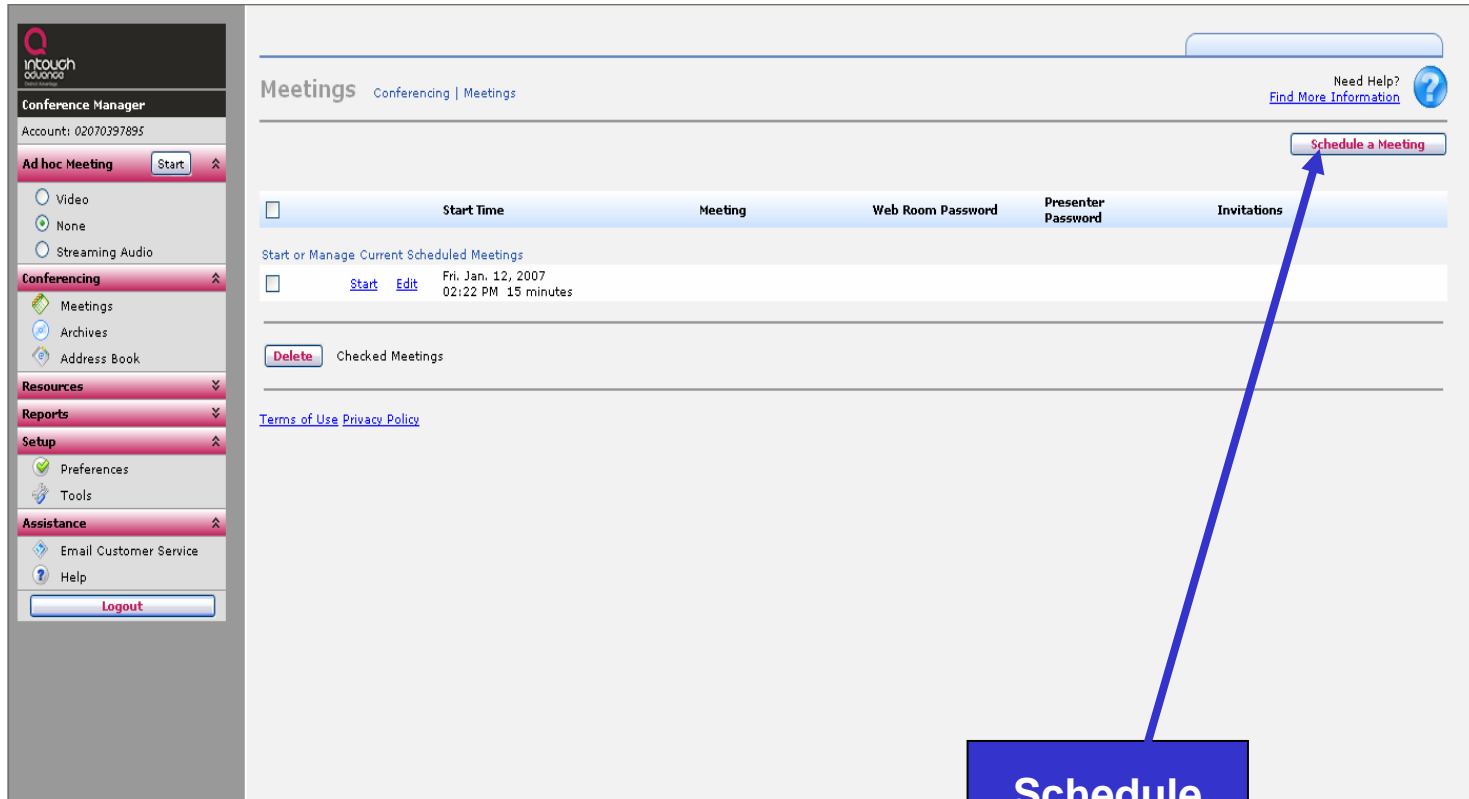
[Log In](#)

[Cancel](#)

[Browser Test](#) [Join a Meeting](#) [Tutorials](#) [Terms of Use](#) [Privacy Policy](#)

Intouch Advance (Europe) Ltd - Mercury Quays, Ashley Lane, Shipley, BD17 7DB
Tel **0870 737 0002** - Fax **0844 5448 101**

Conferencing Manager



Meetings Conferencing | Meetings [Need Help? Find More Information](#)

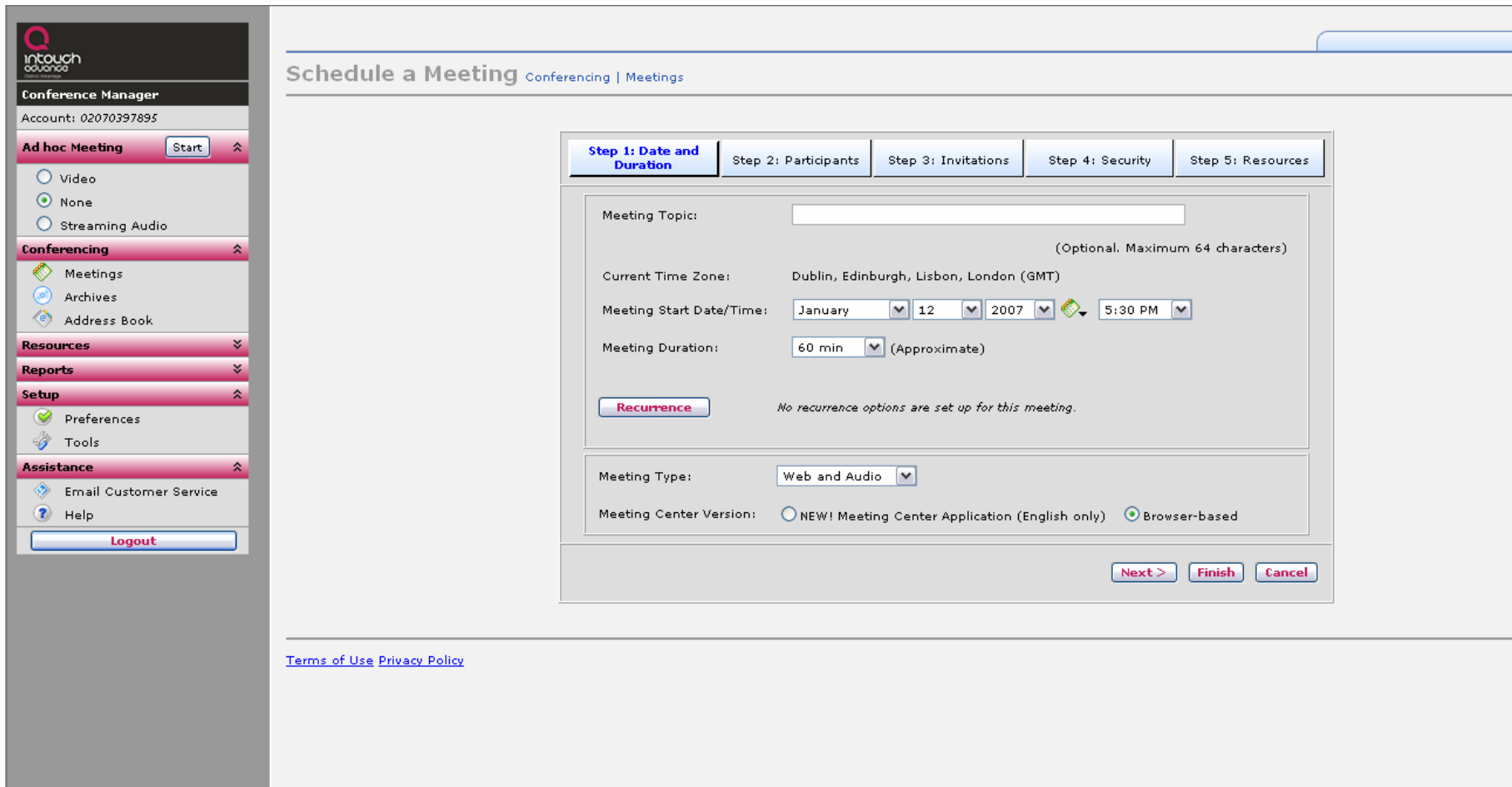
[Schedule a Meeting](#)

<input type="checkbox"/>	Start Time	Meeting	Web Room Password	Presenter Password	Invitations
Start or Manage Current Scheduled Meetings					
<input type="checkbox"/>	Start Edit	Fri. Jan. 12, 2007 02:22 PM 15 minutes			
Delete Checked Meetings					

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Schedule a Meeting

Scheduling a Meeting



The screenshot displays the 'Schedule a Meeting' interface within the Intouch Advance Meeting Centre. On the left is a navigation sidebar with sections: Conference Manager (Account: 02070397895), Ad hoc Meeting (Start button), Conferencing (Video, None, Streaming Audio), Conferencing (Meetings, Archives, Address Book), Resources, Reports, Setup (Preferences, Tools), and Assistance (Email Customer Service, Help, Logout button). The main content area is titled 'Schedule a Meeting Conferencing | Meetings' and features a five-step wizard: Step 1: Date and Duration (active), Step 2: Participants, Step 3: Invitations, Step 4: Security, and Step 5: Resources. The 'Date and Duration' step includes a text input for 'Meeting Topic' (with a note: '(Optional. Maximum 64 characters)'), a 'Current Time Zone' dropdown set to 'Dublin, Edinburgh, Lisbon, London (GMT)', a 'Meeting Start Date/Time' selector (January 12, 2007, 5:30 PM), and a 'Meeting Duration' dropdown set to '60 min (Approximate)'. A 'Recurrence' button is present with the text 'No recurrence options are set up for this meeting.' Below this, the 'Meeting Type' is set to 'Web and Audio' and the 'Meeting Center Version' is set to 'Browser-based' (selected over 'NEW! Meeting Center Application (English only)'). 'Next >', 'Finish', and 'Cancel' buttons are at the bottom right. At the bottom left of the page, there are links for 'Terms of Use' and 'Privacy Policy'.

Participants



Conference Manager
Account: 02070397895

Ad hoc Meeting ^

Video
 None
 Streaming Audio

Conferencing ^

Meetings
 Archives
 Address Book

Resources v

Reports v

Setup ^

Preferences
 Tools

Assistance ^

Email Customer Service
 Help

Schedule a Meeting [Conferencing](#) | [Meetings](#)

Step 1: Date and Duration **Step 2: Participants** Step 3: Invitations Step 4: Security Step 5: Resources

Select Names:


Search:

Global Address List
3522 item(s) found

- 360NETWORK Alert
- 360NETWORK Friedman, Susan
- ABB_UKOrders
- Abbarin, Omid
- Abousaid, Bassem
- Abrahams, Zennette
- Accounts Payable

Participants:

Invitations



Conference Manager
Account: 02070397895

Ad hoc Meeting Start ^

- Video
- None
- Streaming Audio

Conferencing ^

- Meetings
- Archives
- Address Book

Resources v

Reports v

Setup ^

- Preferences
- Tools

Assistance ^

- Email Customer Service
- Help

Logout

Schedule a Meeting Conferencing | Meetings

Step 1: Date and Duration	Step 2: Participants	Step 3: Invitations	Step 4: Security	Step 5: Resources
---------------------------	----------------------	----------------------------	------------------	-------------------

Agenda
You may type an optional message to be included in the invitation

Choose language for default invitation
English ▼

Preview Invitation

Email Reminders

- Send Email Reminder <None> before Meeting begins
- Send Second Email Reminder <None> before Meeting begins
- Include calendar link attachment with invitation

Meeting Registration

- Registration
- Ask Participants to Accept or Decline Invitation

< Back Next > Finish Cancel

[Terms of Use](#) [Privacy Policy](#)

Intouch Advance Meeting Invitation

Meeting To Discuss Intouch Advance Meeting Centre use within Enterprise business model

Intouch Advance

When: January 12, 2007 6:00 PM Dublin, Edinburgh, Lisbon, London (GMT)

Web: To join the web as a Participant, [click here](#).

To join the web as a Presenter, [click here](#).

Voice: To join the audio portion of this meeting:

Dial the toll free number or the number closest to your location.

+44 (0)2070397895

Note: Please disable all pop-up blockers.

[Test your browser](#) before the meeting to ensure that it is properly configured.

If you need assistance, Intouch Advance Technical Support telephone numbers can be found [here](#).

Double-click on the attachment to add the Meeting to your calendar

Starting a Meeting



intouch advance
Distinct Advantage

Conference Manager
Account: 02070397895

Ad hoc Meeting ^

Video
 None
 Streaming Audio

Conferencing ^

Meetings
 Archives
 Address Book

Resources v

Reports v

Setup ^

Preferences
 Tools

Assistance ^

Email Customer Service
 Help

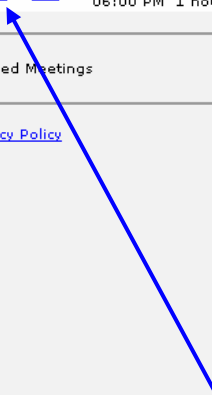
Meetings [Conferencing | Meetings](#)

Need Help? [Find More Information](#)

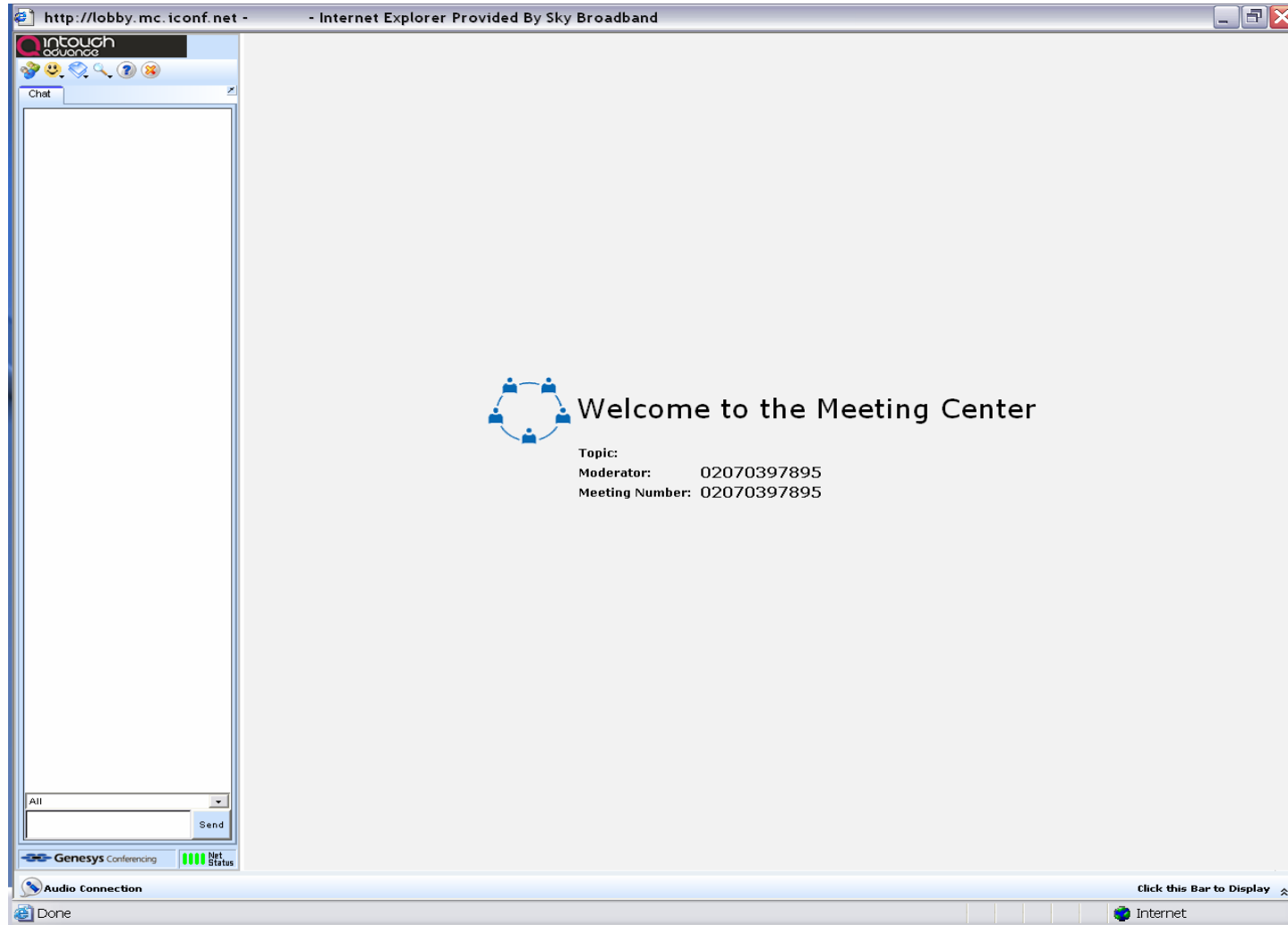
<input type="checkbox"/>	Start Time	Meeting	Web Room Password	Presenter Password	Invitations
Start or Manage Current Scheduled Meetings					
<input type="checkbox"/>	Start Edit Fri, Jan. 12, 2007 06:00 PM 1 hour(s) 0 minutes	Intouch Advance		66toad	view

Checked Meetings

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Participant Window

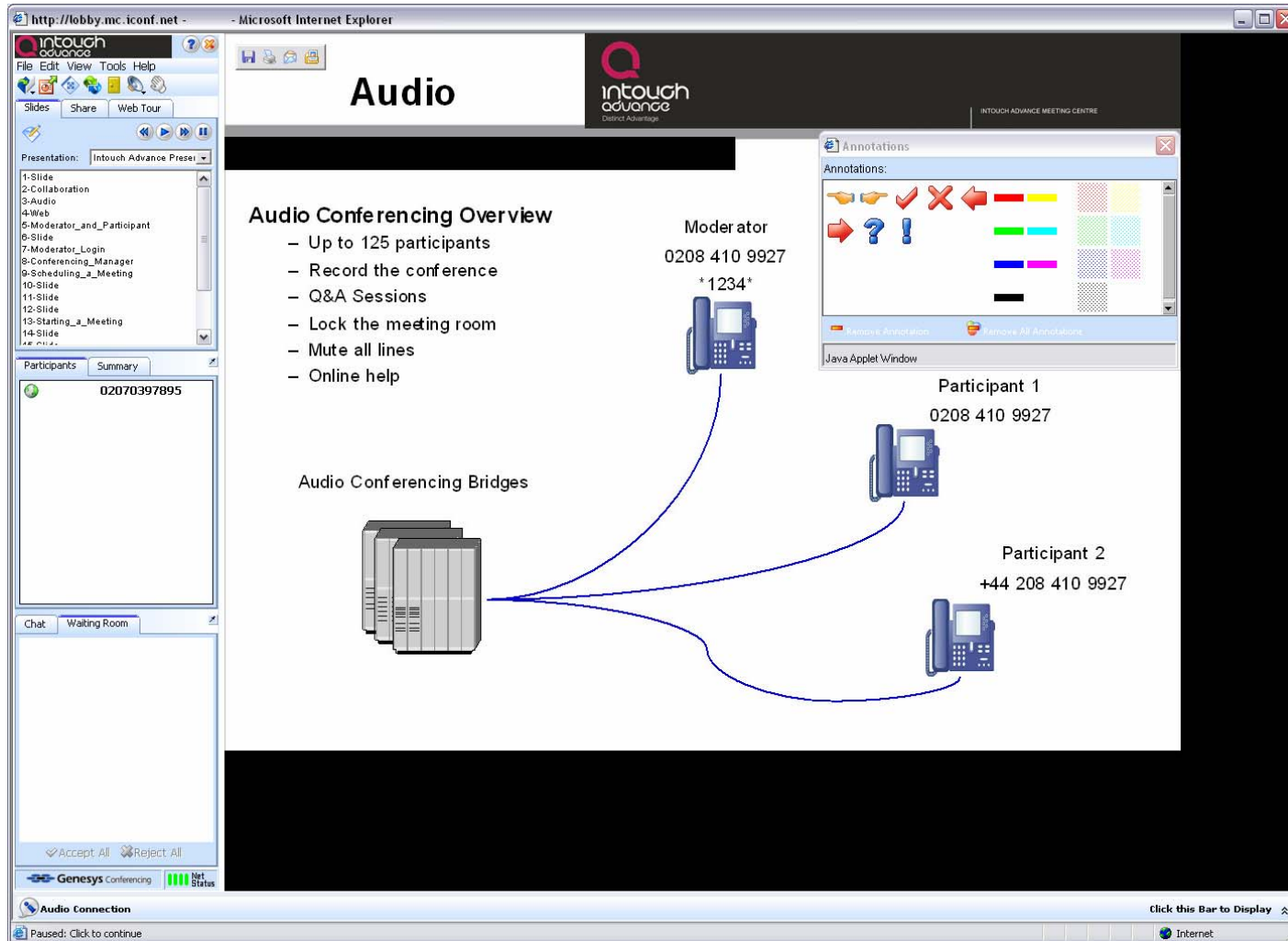


The screenshot shows an Internet Explorer browser window with the address bar displaying "http://lobby.mc.iconf.net - Internet Explorer Provided By Sky Broadband". The page content includes the Intouch Advance logo in the top left corner, a chat window on the left side, and a central area with the text "Welcome to the Meeting Center". Below this text, the following information is displayed:

- Topic:
- Moderator: 02070397895
- Meeting Number: 02070397895

At the bottom of the browser window, there is a status bar with "Done" on the left and "Internet" on the right. A "Genesys Conferencing" status bar is also visible, showing "Net Status" with three green bars. A "Click this Bar to Display" link is present in the bottom right corner of the browser window.

Slides



The screenshot shows a web browser window titled "http://lobby.mc.icconf.net - Microsoft Internet Explorer". The main content area is titled "Audio" and features the Intouch Advance logo. Below the title, there is a section titled "Audio Conferencing Overview" with a list of features:

- Up to 125 participants
- Record the conference
- Q&A Sessions
- Lock the meeting room
- Mute all lines
- Online help

To the right of the overview is a diagram titled "Audio Conferencing Bridges". It shows three server racks on the left connected by blue lines to three telephone icons on the right. The phones are labeled as follows:

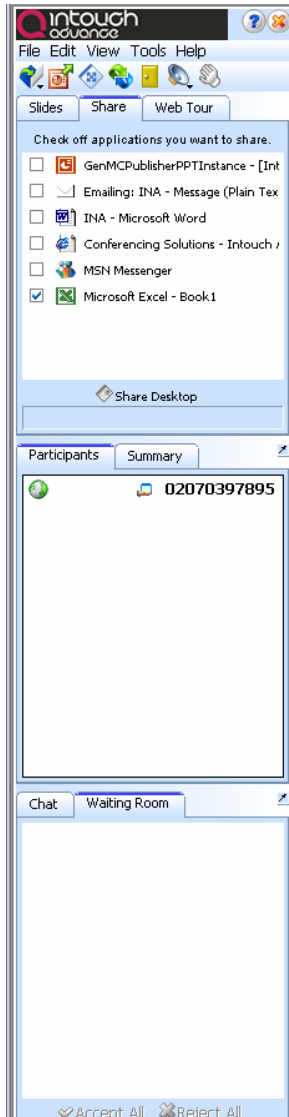
- Moderator: 0208 410 9927, with a small phone icon and the number ⁺1234* below it.
- Participant 1: 0208 410 9927, with a small phone icon below it.
- Participant 2: +44 208 410 9927, with a small phone icon below it.

On the left side of the browser window, there is a sidebar with several panels:

- Slides:** Includes "Share" and "Web Tour" buttons. Below is a "Presentation:" dropdown menu and a list of slides from 1 to 14.
- Participants:** A "Summary" tab is selected, showing a single participant with ID "02070397895".
- Chat:** A "Waiting Room" tab is selected, showing a chat area.

At the bottom of the browser window, there is a "Genesys Conferencing" status bar and an "Audio Connection" section with "Accept All" and "Reject All" buttons. The bottom right corner of the browser window has a "Click this Bar to Display" button and an "Internet" icon.

Application Sharing



Application Sharing Is Active

File Edit View Insert Format Tools Data Window Help

K14 =

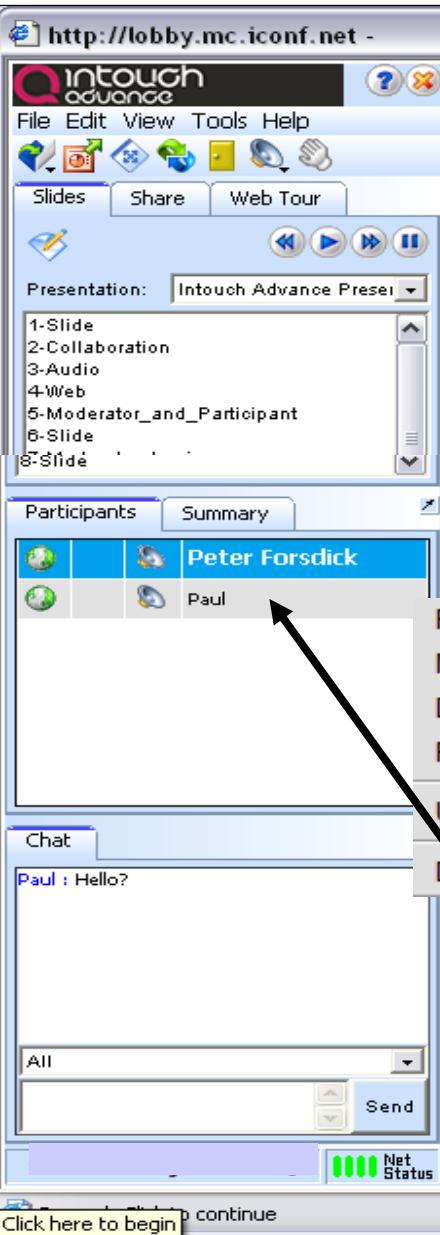
Arial 10 B I U

Sharing

- Stop Sharing
- Share Desktop
- Give Control to
- Display Alerts
- Show Viewer Tooltips

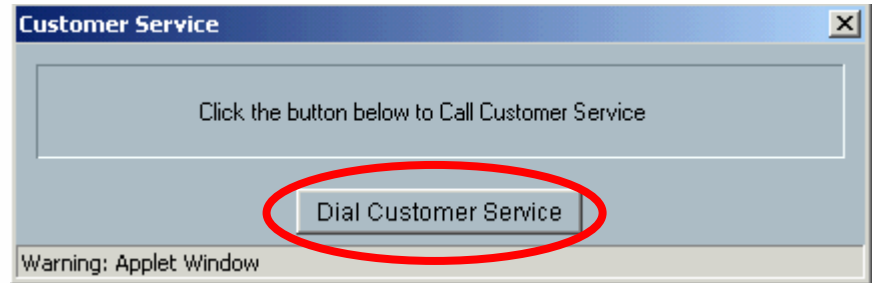
	A	B	C	D	E	F	G	H	I	J	K
1				Call Duration (mins)	60						
2	Option 1.										
3	Free Phone Dial In										
4	Participant Dial in Location	Number Of Participants.	Dial in Cost	Conference Service Charge	Minutes	Total Cost					
5	Singapore	0	\$0.00	\$0.25	60	\$ -					
6	Hong Kong	0	\$0.69	\$0.25	60	\$ -					
7	UK	0	\$0.59	\$0.25	60	\$ -					
8	USA	0	\$0.39	\$0.25	60	\$ -					
9					Total	\$ -					
10											
11	Option 2.										
12	Phone Dial In										
13	Participant Dial in Location	Number Of Participants.	Dial in Cost	Conference Service Charge	Minutes	Total Cost					
14	Singapore	0	\$0.00	\$0.25	60	\$ -					
15	Hong Kong	0	\$0.00	\$0.25	60	\$ -					
16	UK	0	\$0.00	\$0.25	60	\$ -					
17	USA	0	\$0.00	\$0.25	60	\$ -					
18					Total	\$ -					
19											
20	Notes										
21	Prices are in Singapore Dollars										
22	Please fill in the yellow sections										
23											
24											
25											
26											
27											
28											
29											

Web Conferencing Functionality



The screenshot shows the Intouch Advance web conferencing interface. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Tools', and 'Help'. Below the menu is a toolbar with icons for Slides, Share, and Web Tour. The main area is divided into several sections: a 'Presentation' section with a dropdown menu set to 'Intouch Advance Presen...', a list of slides (1-Slide, 2-Collaboration, 3-Audio, 4-Web, 5-Moderator_and_Participant, 6-Slide, 8-Slide), a 'Participants' section with a 'Summary' tab, and a 'Chat' section. The 'Participants' section shows a list of participants: Peter Forsdick and Paul. The 'Chat' section shows a message from Paul: 'Hello?'. At the bottom, there's a 'Send' button and a 'Net Status' indicator.

Moderator
Attendees...
Customer Service



The 'Customer Service' dialog box is shown. It has a title bar with 'Customer Service' and a close button. The main content area contains the text 'Click the button below to Call Customer Service'. Below this text is a button labeled 'Dial Customer Service', which is circled in red. At the bottom of the dialog, there is a warning message: 'Warning: Applet Window'.

Promote To Presenter
Move To Break-Out Room
Disconnect from Audio
Rename...
Unsynchronize Web and Audio
Dismiss participant.

“Right hand mouse click”

Helpdesk 24/7

Upload a Presentation

2. Upload presentations

Need Help?
[Find More Information](#)

[Upload a Presentation](#)

Presentations [Resources](#) | [Presentations](#)

No Presentations Found

i You do not have any presentations uploaded in your account.


Before you can use a presentation within a Meeting, you must first upload the presentation file in your account.

To upload a presentation, click the *Upload a Presentation* button above.

If you require more information or assistance, click the *Help* link in the main menu.

[Terms of Use](#) [Privacy Policy](#)

1. Resources Presentations



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Conference Manager

Account: 02070397895

Ad hoc Meeting [Start](#) ^

- Video
- None
- Streaming Audio

Conferencing ^

- Meetings
- Archives
- Address Book

Resources ^

- Presentations
- Polls
- Surveys
- Quizzes
- Files
- Web Tours
- Images

Reports v

Setup ^

- Preferences
- Tools

Assistance ^

- Email Customer Service
- Help

[Logout](#)