

Kingsborough Sonexis Conferencing System User Guide

Important Numbers:

- KBCC conferencing login address is: <https://conferencing.kingsborough.edu>
- 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:



3. Click on Host Login:



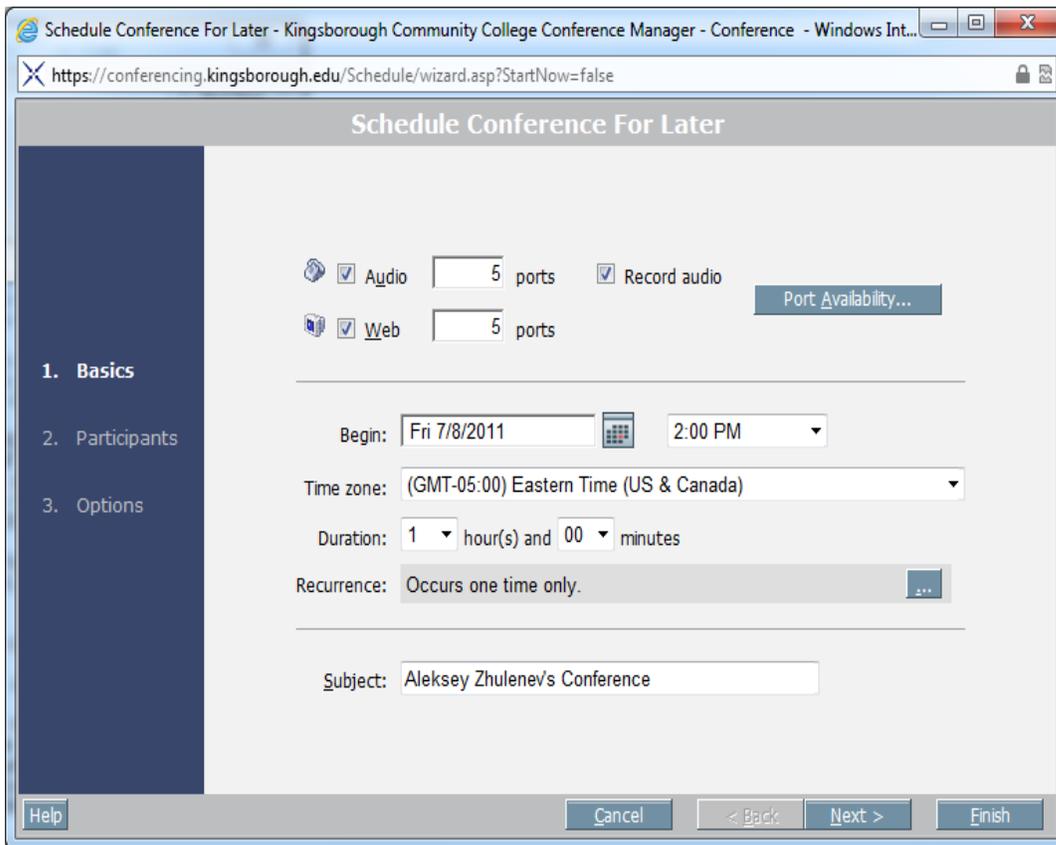
4. Input your login information

(Conference ID and PIN are sent to you by administrator)

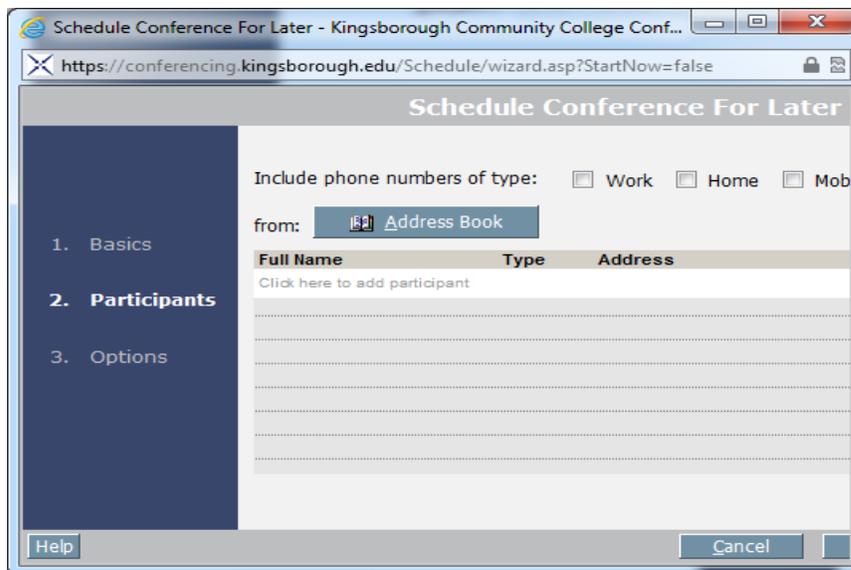
5. To set up a scheduled conference, click the

Conference Later button:

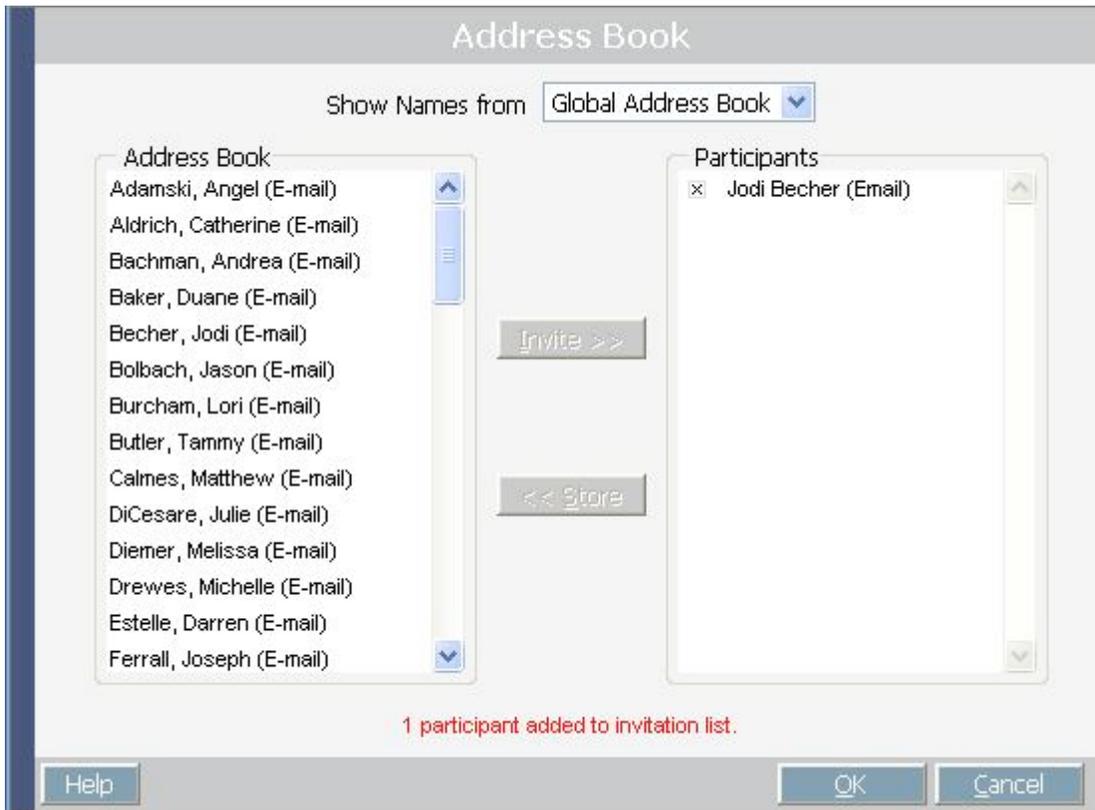
6. A new window will appear:
 - a. Add the amounts of audio and web ports you will need. For example, if you are going to conference with three other parties, you will need to put 5 in the audio ports cell and a 5 in the web ports cell. This will reserve the ports for you. If you want to check to see if there are ports available, click on the **Port Availability** 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.



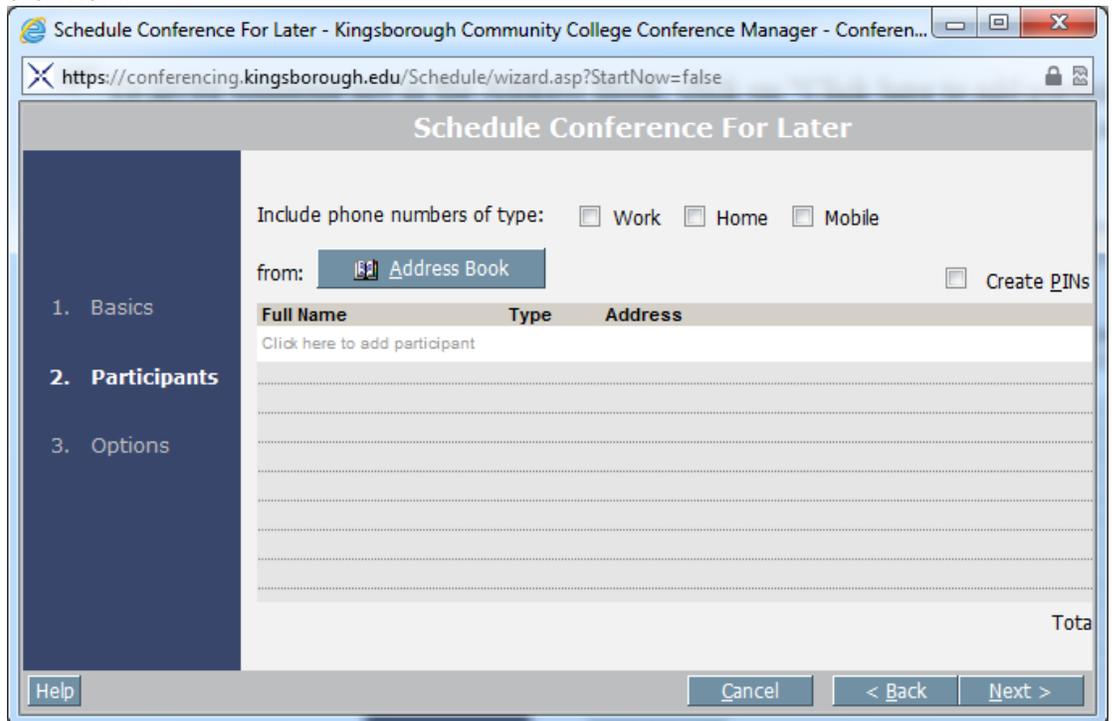
7. The next screen sets the participants for the conference
 - a. Click the **Address Book** to see a list of accounts



- 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.



- 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**.



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 Conference For Later

1. Basics

2. Participants

3. Options

Description:

Conference password:

Account code:

Preferences: Use default settings ...

Help
Cancel
< Back
Next >
Finish

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
 PIN: Not Required
 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 that you 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>

10. If you choose Conference Now 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).
 - 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 <https://conferencing.kingsborough.edu> and click on Host Log In
 - For regular participants go to <https://conferencing.kingsborough.edu> and click on Participant log in



Participant Log In



Host 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.



ConferenceManager Conference Info Invitee List Quick Invite View Conference Room End Conference Help

Dial In Number: 419-267-2590

CONFERENCE ID: 2512 There is [1] participant

mute all hold all disconnect all

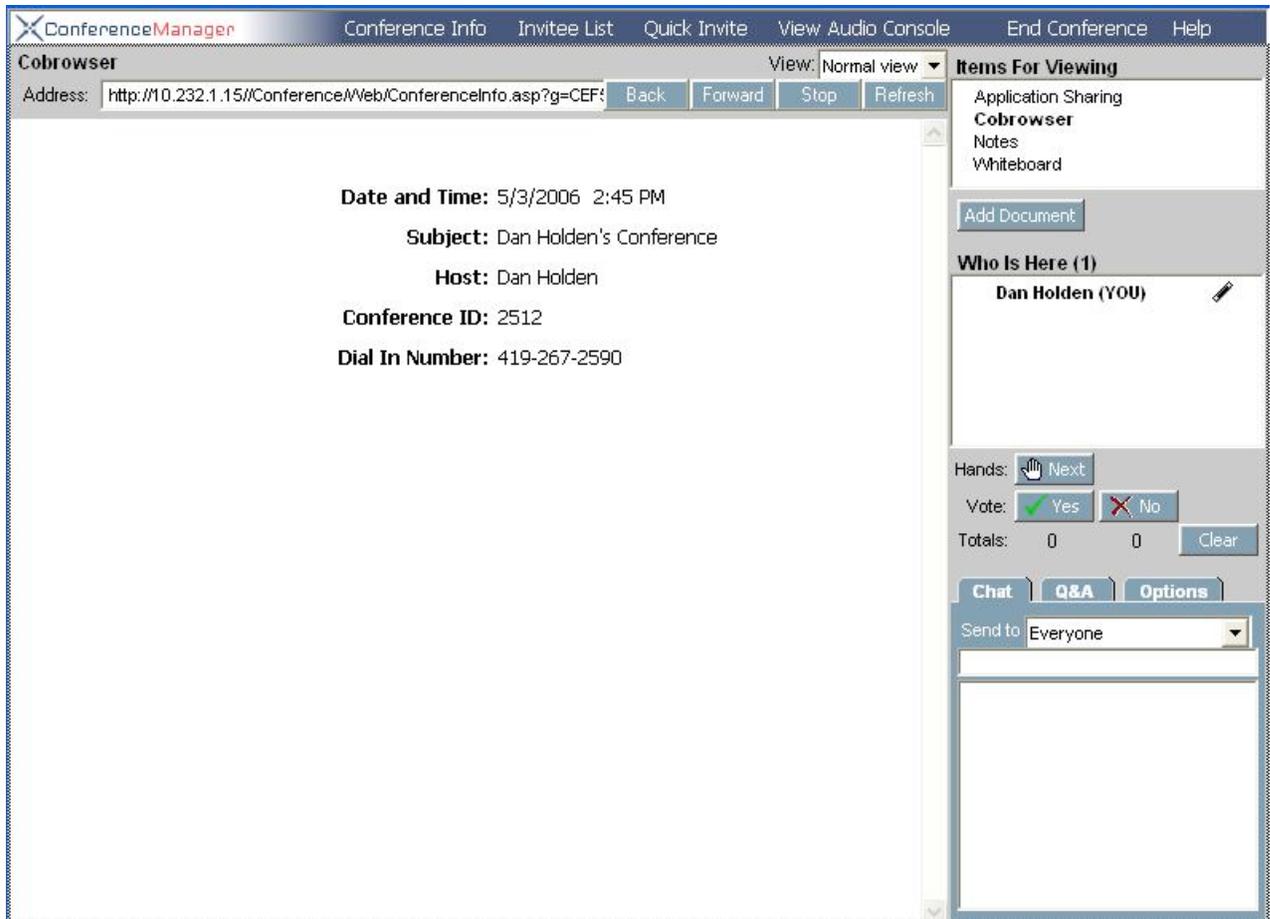
Dan Holden private mute hold disconnect

Recording

Start Stop Status OFF

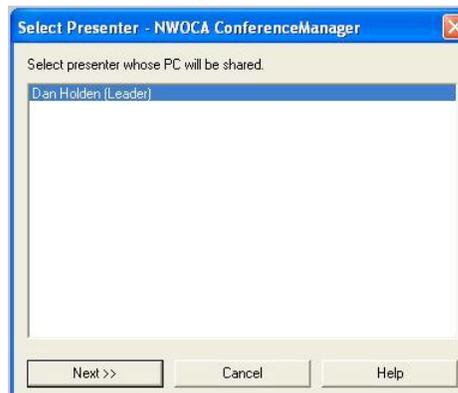
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- The web conferencing window is shown below. The participants who have logged onto the website will be shown in the "Who is Here" window. There is an area for online chat, questions and answers, and permissions. Notice that the window can be expanded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

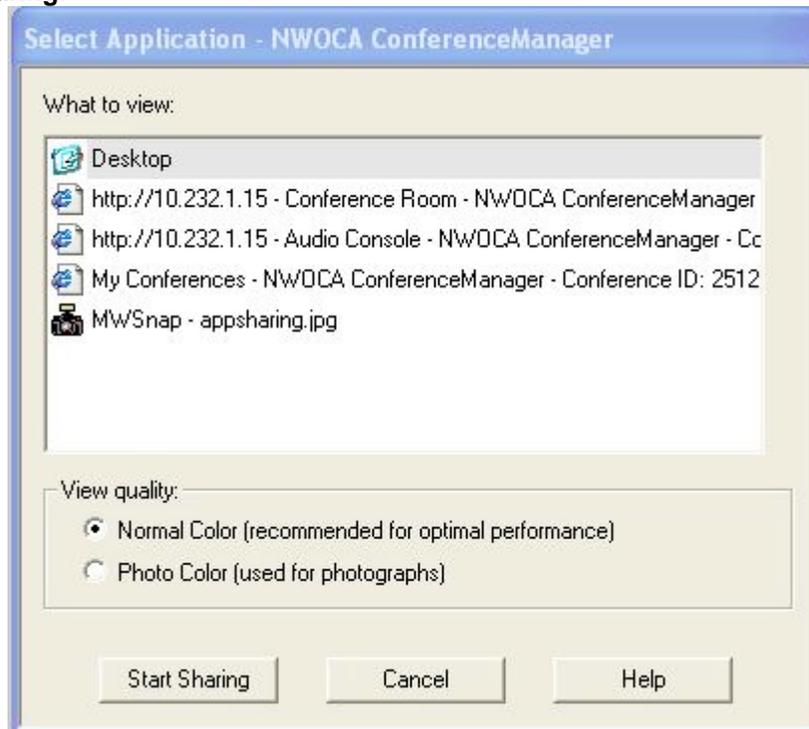


Application Sharing:

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.



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
 - Choose the **View Quality** (normal color is recommended)
 - Click **Start Sharing**.



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:

