

# Meeting View User Guide

## Overview

Meeting View is a web-based interface providing direct visibility into your audio conference, increasing control of the event. Meeting View allows you and other pre-designated leaders and speakers to:

- View/Edit names and user defined fields of all participants on the call
- Gauge meeting attendance
- Prioritize, promote and manage the question and answer queue
- Chat to operator or other speakers
- Sort participant list
- View availability of other participants on-line
- Mute/un-mute/disconnect participants

*Note: It is recommended that no more than 5 people (including the lead coordinator or Meeting Manager) log in as leaders.*

## System Requirements

- Windows 7+, OSX
- IE 10+, Edge 12+, Chrome 16+, Firefox 11+, Safari 7+
- SOCKS protocol support

## Getting Started with Meeting View

### Login Screen:

The screenshot shows the Verizon Conferencing Meeting View Leader Login interface. At the top left is the Verizon logo with a checkmark and the word 'Conferencing'. At the top right is the text 'Meeting View'. The main content area is titled 'Leader Login' and contains the following text: 'Connect to Meeting View®, a Verizon application that provides conference leaders with visibility into a pre-scheduled audio conference.' Below this is a 'Sign In' section with two input fields: 'Username' and 'Conference ID'. A red 'Sign-On' button is positioned below the input fields. At the bottom of the screen, there is a footer with the text: 'Verizon | Privacy Policy | General System Requirements | Copyright ©2019 Verizon The information contained on these screens is confidential.' and 'To contact a representative e-mail us To update your contact details click here'.

Enter your name in the *User Name* field. This is the name which will appear on the Meeting View leader window. The *Conference Number* is the confirmation number for the conference call, which is given to the customer at the time of the reservation and can also be found on the confirmation email.

## Main Screen:

The screenshot shows the Verizon Conferencing Meeting View interface. Key elements are highlighted with callouts:

- Conference ID:** A callout points to the conference ID field in the top header.
- Choose a tab based on which function you would like to view at the bottom of screen:** A callout points to the navigation tabs (Participants, Question & Answers, Polling).
- Chat function Icon:** A callout points to the chat icon in the top right corner.

The interface includes a top header with the Verizon logo, "Meeting View", and "User Guide Logout". Below this is a red banner with conference details: "Conference: 8589456 [ Active ]", "Dial In: 800-857-5056 / 312-477-7437", "Passcode: 3805935", and "Participants: 2 (3 disconnected)". A notification states "Jeremy has stopped the Q & A session". The main content area features navigation tabs for "Participants", "Question & Answers", and "Polling". Below the tabs are controls for "Mute All", "Unmute All", "Drop", "Edit", and a checkbox for "Show Disconnected Participants". A search bar is also present. The main display is a table of participants:

Name	Phone	Field1	Field2	Field3	Field4	Status
&Link Dig Arc (record)	12033692998,0000000000	Digital Archive Recording				DISCONNECTED
&Link Dig Arc (play)	12033692999,0000000000	Digital Archive Playback				DISCONNECTED
&Link Downloadable File	12033692997,0000000000	Downloadable File				DISCONNECTED
^^Jeremy [redacted]	7192 [redacted]					MUTE
Steve [redacted]	7033 [redacted]					MUTE

At the bottom, it shows "Showing 1 to 5 of 5 entries" and navigation buttons for "Previous", "1", and "Next".

## Web Leaders

- **Message to be sent:** The leader can send a chat message to another leader who is logged into the Meeting View session. The leader simply clicks on the *Chat* button on the top right of the screen.
- **Messages:** When a new message appears for the leader, the *Chat* button  on the top right of the screen will display in Red. 

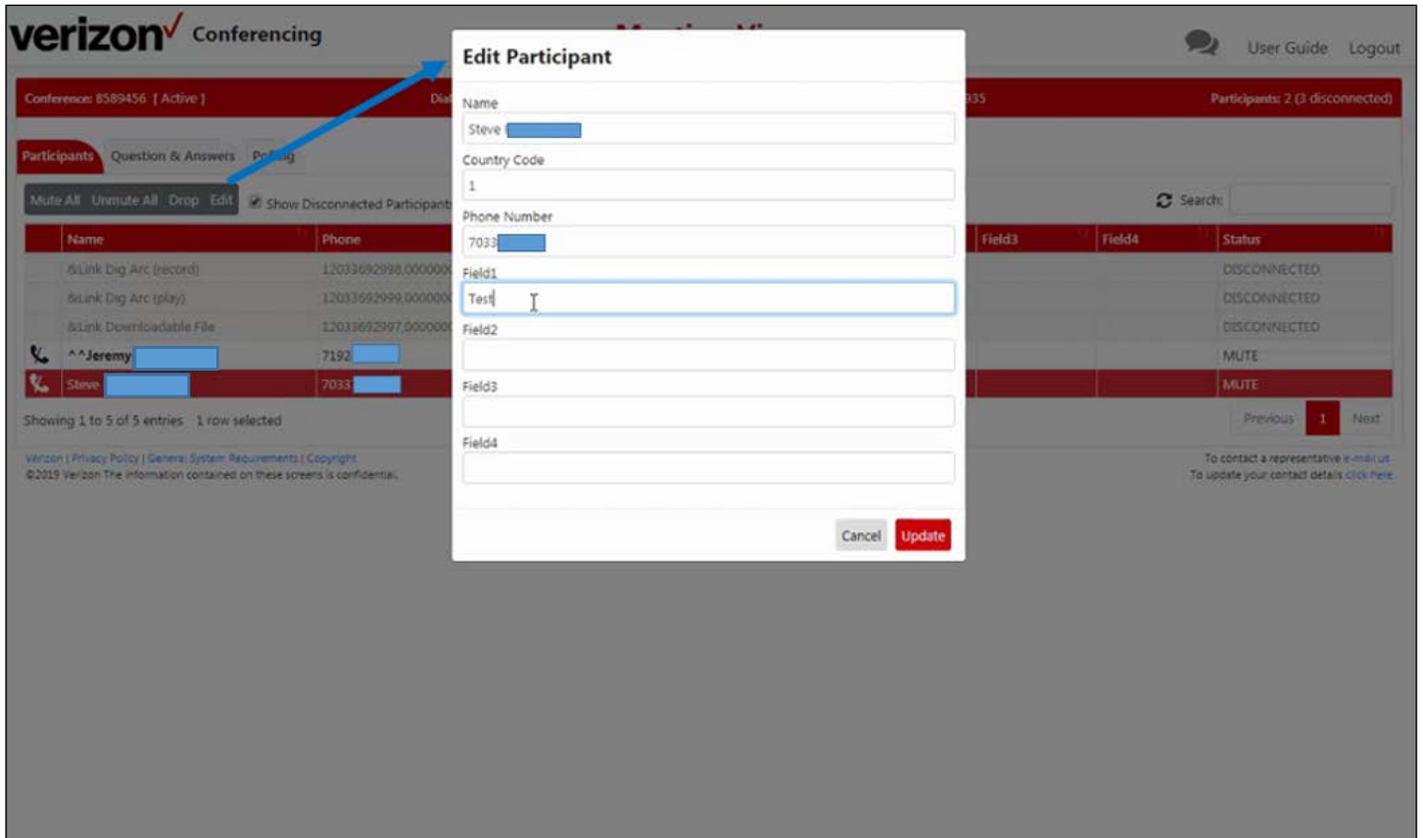
## Control Tabs

- **Participants:** This function displays the *Conference Participants* and their current state.
- **Q & A:** In this function, the participants, that have queued up to ask a question, will appear in the Question Queue that appears on the bottom half of the screen.
- **Polling:** The *Polling* information appears on the bottom half of the screen while in this function.

## Control Tabs:

### Conference Participants

- At the time of the call, the Conference Coordinator can collect necessary information for each participant. If collected, the following information will appear on the Meeting View screen. The columns can be sorted in ascending or descending order by clicking on the triangle in the name or company column.
  - Name
  - Phone
  - Editable User Defined Fields, i.e. Company, City, State, etc....



- To the left of each participant name is a symbol. The symbols are defined below:

**Speaker:** The participant is in talk mode when this symbol  appears next to their name.

**Speaker with Phone Line Strike:** The participant is muted when this symbol  appears next to their name.

**Speaker on HOLD:** The participant is on HOLD 

There is no symbol for a participant that has disconnected.

Symbol Field						Status Field
&Link Downloadable File	12033692997,00000000000	Downloadable File				DISCONNECTED
Jeremy	719					TALK
Steve	703	Test				MUTE
Jeremy	719	One	Two	Three		HOLD

- The current state of the line is displayed in the *Status* field on the right. This could be one of the following:  
Mute  
Talk  
Disconnected
- The leader can mute or unmute participants by highlighting the participant's name and clicking on the *Mute* or *UnMute* button on the left-hand side of the screen.
- The leader can search participants easily by first and last name using the *Search By Name* field.
- The leader can see actions taken by leaders below the conference confirmation number-expand the folder for more actions.

## Q & A Screen:

**verizon** Conferencing Meeting View

Conference: 1234567 [ Active ] Dial In: 800-857-5056 Passcode: Participants: 1500

Welcome to Meeting View

Participants: **Question & Answers** | Polling

Current Questioner

Name	Phone	Field1	Field2	Field3	Field4	Status
No data available in table						

Search:

Name	Phone	Field1	Field2	Field3	Field4	Status
No data available in table						

Showing 0 to 0 of 0 entries

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Click to Start Q&A

## Confirmation screen to Start Q &A

The screenshot displays the Verizon Conferencing interface. At the top left, the Verizon logo and 'Conferencing' text are visible. The top right corner includes 'User Guide' and 'Logout' links. A red banner at the top indicates 'Conference: 8589456 [ Active ]' and 'Participants 2 (3 disconnected)'. Below this, a message states 'Admin User has logged in to Meeting View.' The main navigation area includes 'Participants', 'Question & Answers', and 'Polling'. A 'Current Questioner' section is present, with a 'Start QA' button on the right. Two tables are shown, both with the message 'No data available in table'. The first table has columns: Name, Phone, Field1, Field2, Field3, Field4, and Status. The second table has the same columns. At the bottom, there is a search bar and a footer with legal notices and contact information.

In the Q & A function, the *Question Queue* appears at the bottom of the screen. The Q & A function can be managed while in the Q & A session.

**verizon** Conferencing Meeting View User Guide Logout

Conference: 8589456 [ Active ] Dial In: 800-857-5056 / 312-470-7437 Passcode: 3805935 Participants: 2 (3 disconnected)

Jeremy has started the Q & A session.

Participants **Question & Answers** Polling

Current Questioner Stop QA

Name	Phone	Field1	Field2	Field3	Field4	Status
No data available in table						

Move Up Move Down Remove Promote Search:

Name	Phone	Field1	Field2	Field3	Field4	Status
^^Jeremy	719					MUTE
Steve	703					MUTE

Showing 1 to 2 of 2 entries

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Tab to Manage Q&A Participants

**verizon** Conferencing Meeting View User Guide Logout

Conference: 8589456 [ Active ] Dial In: 800-857-5056 / 312-470-7437 Passcode: 3805935 Participants: 2 (3 disconnected)

Jeremy has promoted Steve Karlik to be the current questioner.

Participants **Question & Answers** Polling

Current Questioner Stop QA

Name	Phone	Field1	Field2	Field3	Field4	Status
Steve	703					TALK

Move Up Move Down Remove Promote Search:

Name	Phone	Field1	Field2	Field3	Field4	Status
^^Jeremy	719					MUTE

Showing 1 to 1 of 1 entries

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Once Promoted in the Queue, Status is changed to Talk

## Question Queue

- **Current Questioner:** In the *Current Questioner* section, the name of the participant who is asking the question displays in this field. Once the participant appears in this field, their line is unmuted. The leader can stop Q & A by clicking on the *Stop QA* button. The leader may also remove the current questioner and place them back into conference in a muted mode by selecting the *Remove* button.
- **In Queue:** The number of participants in the queue is indicated above the list of the participant's names. The participant's name and company name, if this information was collected, are provided for the leader so that the Q & A function can be managed.

**Remove:** Participants can be removed from the queue without asking their question by highlighting the participant's name and clicking on the *Remove* button.

**Promote:** A participant can be promoted as the *Current Questioner* by highlighting the participant's name and clicking on the *Promote* button.

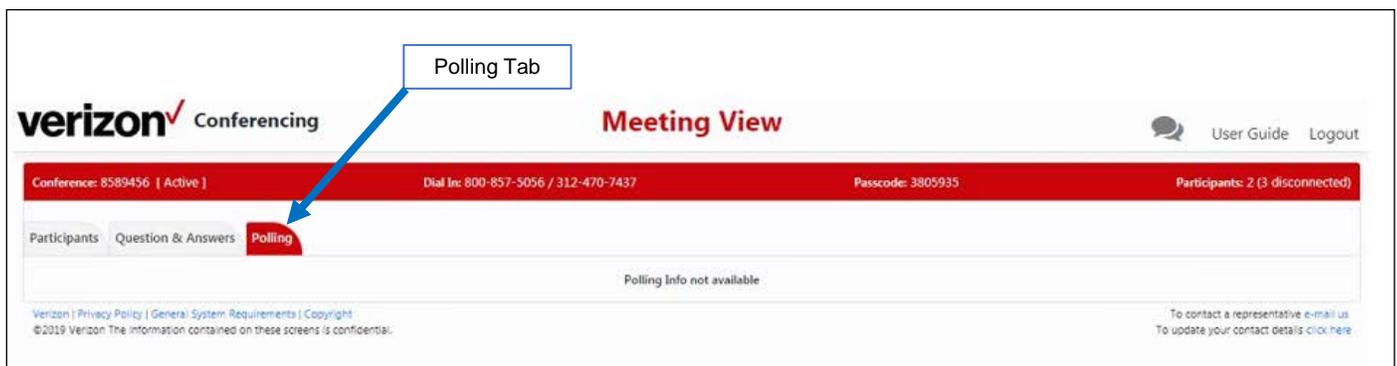
**Up:** A participant can be rearranged in the question queue by highlighting the participant's name. To move the participant up in the queue click on the *Up* button on the right-hand side of the screen.

**Down:** A participant can be rearranged in the question queue by highlighting the participant's name. To move the participant down in the queue click on the *Down* button on the right-hand side of the screen.

## Polling Tab:

In the *Polling* function, the polling results appear at the bottom of the screen. The question will be displayed as well as the current results. The results will change real-time as the participants cast their vote.

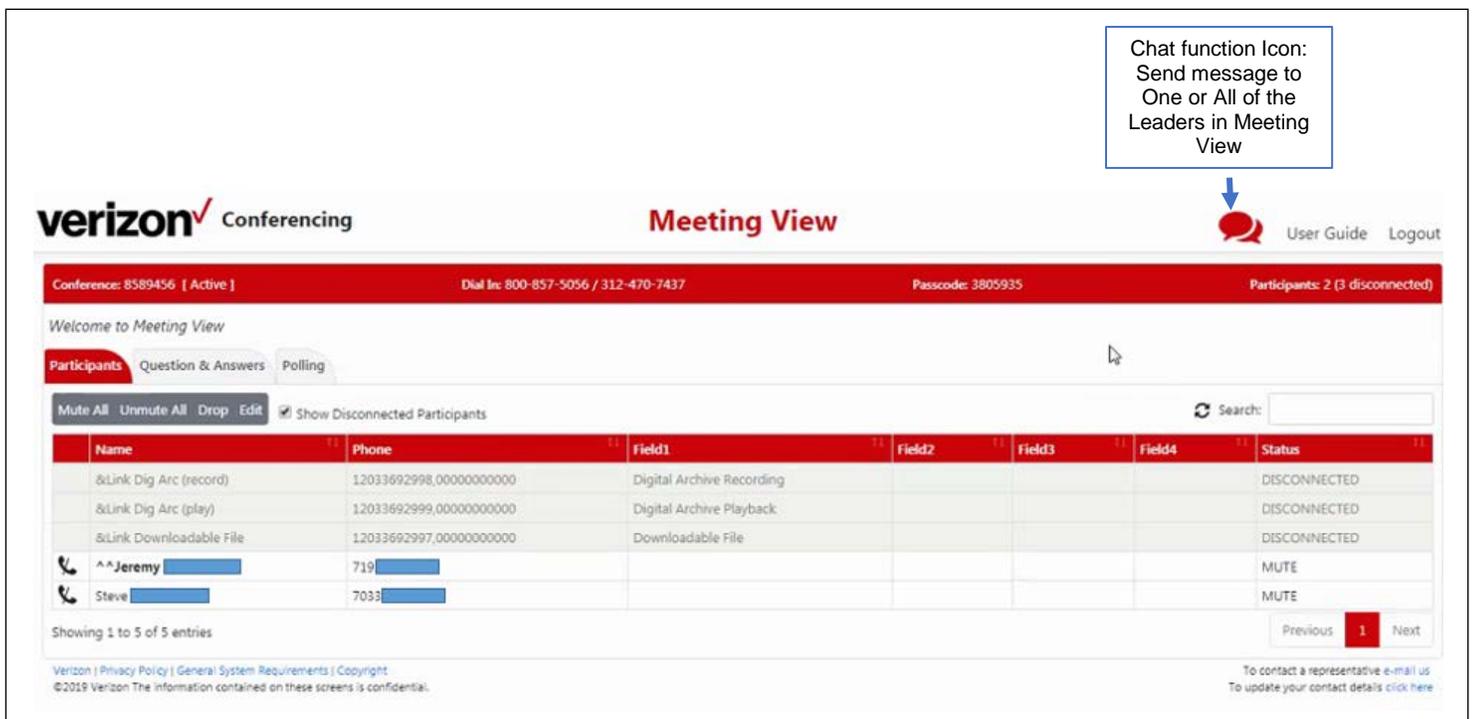
*Note: Polling feature must be requested at the time of reservation. Questions should be sent to the Event Specialist in advance of the call.*



## Chat Function:

### Web Leaders

- **Message to be sent:** The leader can send a chat message to another leader who is logged into the Meeting View session. The leader simply clicks on the *Chat* button on the top right of the screen.
- **Messages:** When a new message appears for the leader, the *Chat* button  on the top right of the screen will display in Red. 
- **Messages to multiple leaders:** Use the control feature and highlight the leaders you want to chat to. If sending to all the leaders no control is needed.
- **Stop sending to multiple leaders:** Click on the names again to un-highlight.



Chat function Icon: Send message to One or All of the Leaders in Meeting View

verizon Conferencing Meeting View User Guide Logout

Conference: 8589456 [ Active ] Dial In: 800-857-5056 / 312-470-7437 Passcode: 3805935 Participants: 2 (3 disconnected)

Welcome to Meeting View

Participants Question & Answers Polling

Mute All Unmute All Drop Edit  Show Disconnected Participants Search:

Name	Phone	Field1	Field2	Field3	Field4	Status
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^^Jeremy	719					MUTE
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Showing 1 to 5 of 5 entries Previous 1 Next

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## Chat Conversation Screen:

