

Cisco WebEx Meeting Center

Quick Start Guide

Follow the steps below to get started with Cisco WebEx®

Add your Lingo Audio Conferencing Account to your Profile

1. Log in to your WebEx URL with your user name and password (e.g. <https://company.webex.com>). If you do not have a user name or password, please contact your site administrator or Customer Support. For customers using the pay per use service, your Audio Conferencing account information is automatically populated for you. For per minute use customers, go to <http://meetingvisuals.webex.com>.
2. Once you have logged into your account, click **My WebEx**. On the left-hand side navigation, select **Preferences**.
3. On the Preferences screen, select **Set up** next to the Audio option. You can store up to three different Audio Conferencing accounts. Accounts must be added one at a time.
4. Scroll down to the Teleconference section, click **Add Account**, and enter:
 - Your toll-free Audio Conferencing telephone number into the toll-free call-in number field
 - Your toll Audio Conferencing telephone number into the toll call-in number field if applicable
 - Your Leader PIN
 - Your Conference Code into the Conference Code field
 - In the Recording dial-out number drop down menu, select the number that you would like to utilize for Network Based Recording. The default dial-out number recommended is Call-in toll-free number
5. Click **OK**.
6. If you have more than one account stored, select the default number by selecting **Set as Default**, on the Preferences screen.

Configure your Time Zone

1. Log in to your WebEx URL with your user name and password (e.g. <https://company.webex.com>).
2. Once you have logged into your account, click **Meeting Center**.
3. Select **Host a Meeting** from the left-hand side navigation menu and then select **Schedule a Meeting**.

4. Click the **time zone link** under the time entry fields.
5. Select your time zone and **click OK**.

Install the Meeting Manager

The Meeting Manager will automatically install when you start or join a meeting for the first time. Follow the instructions below to download the Meeting Manager in advance:

1. Go to your Cisco WebEx Meeting Center website (e.g. <http://company.webex.com>). If you are a pay per minute user, go to <http://meetingvisuals.webex.com>.
2. On the left-hand side navigation, expand the Set Up menu and select **Meeting Center**.
3. Click **Set Up** and the Meeting Manager will start to install.
4. Once set up is complete, click **OK**.

Schedule a Meeting

1. Log in to your WebEx Meeting Center host account.
2. Expand the **Host a Meeting** menu and select **Schedule a Meeting**.
3. The Schedule a Meeting form will appear on your screen.
4. Enter the Meeting topic, Password (if required), Date, Time, Duration, Attendees, and select Reservationless-Plus.
5. Once the scheduling form is completed, click **Schedule Meeting**.
6. A confirmation screen will appear. Click **OK** if you are satisfied with your submission or click **Edit** to go back and edit the meeting details.
7. Once you click **OK**, the meeting invitation will be sent to your attendee(s).
8. For advanced meeting options, select **Advanced Scheduler**.

Screenshot of the "Schedule a Meeting" form. The form includes the following fields and options:

- Meeting topic: [Text input field]
- Password: [Text input field]
- Confirm password: [Text input field]
- Date: 04/20/2015
- Time: 1:35 pm (with AM/PM radio buttons)
- Duration: 1 hr 0 min
- Attendees: [Text input field with placeholder: "<Separate email addresses with a comma or semicolon>"]
- Audio options: Reservationless-Plus (with a link to "Change audio option")
- Buttons: "Schedule Meeting" (green), "Cancel" (grey)

Start a Meeting

1. As the host of the meeting, you will receive a host email message with a URL to join the meeting. Click **Join WebEx meeting** in the host email message.
2. If you do not have your host email, then log in to your WebEx Meeting Center host account.
3. Expand the Host a Meeting menu and select **My Meetings**.

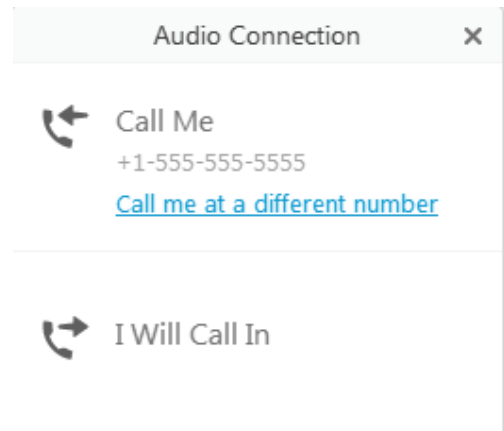
4. Locate the meeting in the calendar and select **Start** next to it.
5. The meeting will launch.

Join as an Attendee

1. If you are the attendee of a meeting, you will receive an email invitation. Click the link in the invitation.
2. For the audio conference, you will have the option to either receive a call-back or dial-in.

Note: If the attendee dials into the conference, then the attendee must also identify themselves by dialing the Identity Code/Attendee ID (e.g. #1 254#) or by entering their name.

3. Once you have joined, your name will appear in the Participant List.



Customer Support

For further assistance, please contact Customer Support.

Phone: 855-678-1901

Email: customersupport@lingo.com