



Benefits of Integrated Voice & Data Conferencing

The Spectel Web Portal with Data Conferencing provides a natural collaborative meeting experience among people dispersed across the street or around the world.

Features and Benefits

- Broadcast presentation slides
- Emphasize slide content through whiteboard tools and pointers
- Chat in private or to the whole group via instant messaging
- Access and browse various Web sites
- Conduct interactive Q&A sessions
- Manage the voice conference

Boston

North American Headquarters
200 Minuteman Road
Andover, MA 01810
USA
Tel: +1.978.552.6200
Toll Free: +1.800.685.8454

Dublin

International Headquarters
21 Stillorgan Industrial Pk
Co. Dublin, Ireland
Tel: +353.1.207.5600
U.S. Toll Free: +1.877.535.9290

email: info@spectel.com

www: www.spectel.com



Getting Started Voice and Data Conferencing Quick Start User Guide



Business. Conferencing. Solutions.



Business. Conferencing. Solutions.

Schedule a Voice and Data Conference

1. Go to www.spectel.com
2. Click the “**Click here to conference now**” button
3. At the **Spectel Web Portal** page, enter:
 - a. Your account number (*open an account via your system administrator*)
 - b. Your first and last name (*include a space in-between e.g. John Doe*)
 - c. Your company name
 - d. Click “**Send**”
4. Click “**Reservation**” on the main menu
5. Click “**Reservation**” again on the sub-menu to display the **Conference Schedule** screen
6. To schedule both a voice and data conference,
 - a. Click the “**Misc. Options**” tab
 - b. Check the “**Data**” box to activate the data conference feature.
 - c. Click “**Continue.**”
7. Now enter the conference details:
 - a. **Conference Name** - so you can identify it later
 - b. **Conference duration** - in minutes
 - c. **Conference size** - number of participants including yourself
 - d. **Conference Date** - MM/DD/YYYY
 - e. **Conference Time** - HH/MM (24 hour) *Hint: schedule your conference to begin 10 minutes before the desired start to allow early participants entry to the conference.*
 - f. Click “**Send**”
8. Click “**Recheck**” to confirm conference details.
9. Click “**Back**” to return to **Successful Booking** screen, then click “**Confirm.**”
10. Print **Successful Booking** screen for reference.
11. Inform participants of the **Conference DDI/DNIS** (*telephone dial-in number*), **Conference Reference Number** and **Conferee PIN**. A single **Conferee PIN** is used for both the voice and data portions of the conference. You will need the **Moderator PIN** to upload a presentation and start the conference as the moderator.

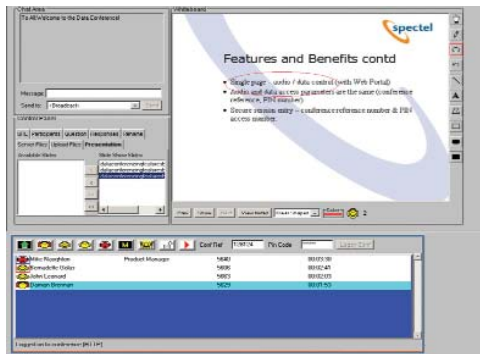
Conference Now

To conduct a conference to start within the next 2-3 minutes, simply click “**Now**” instead of entering date/time. There is no need to click “**Send**,” instead click “**OK**” when the pop-up screen prompts you.

Upload a presentation to show

1. Go to the **Data Conference** site by following Steps 1-6 under “**Start a Conference.**”
2. Enter the **Moderator PIN**. This allows you to serve as host and presenter.

You may enter the Data Conference site up to one week prior to the actual conference to upload a presentation.
3. Click “**Upload Files**” from the control panel to locate a file on your server.
4. Click “**Browse,**” then select the file you want to show and click “**Open.**” The file is now displayed.
5. Click “**Add**”
6. Click “**Upload**”
7. Click “**Presentation**” from the control panel
8. Once you validate that the slides appearing in the left control panel screen are correct, click “**>>**” to place them in the slide show files.
9. Click on the first slide, then click “**Show**” in the whiteboard. You are now ready to present.
10. To advance to the next slide, click “**Next.**”



For the complete set of features available with the Spectel Web Portal Application, please refer to the Spectel Web Portal User Guide

Minimum Requirements: Microsoft Internet Explorer 5.0 or 5.5; or Netscape 4.74 or 4.76; or Microsoft Windows NT 4.0 or 2000; java-enabled browser, cookies-enabled browser, java script support, frame support.

Start a Conference

It's easy for others to join your voice and data conference or for you to enter the data conference to prepare your presentation for viewing.

Prepare and View the Data Conference Presentation:

1. Go to www.spectel.com
2. Click the “**Click here to conference now**” button to reach the **Spectel Web Portal**.

NOTE: Don't enter any account data here. Click “**Data Conference**” in the main menu.
3. Now enter the **Conference Reference Number, PIN code, and your name**.

NOTE: As the leader, you will enter the **Moderator PIN**. The participants enter the **Conferee PIN**.
4. To activate conference management capabilities, check the “**Audio Console**” box (*available to Moderator only*).
5. Click “**Logon**” then select “**Yes**” on the pop-up **Security** screen to activate.
6. You are now in conference.

Activate the Voice Portion of the Conference:

1. Dial the telephone dial-in number provided (**Conference DDI/DNIS**).
2. Enter the PIN (the same PIN used to enter the data portion of the conference).

Now, sit back and enjoy the conference. Feel free to use the private and public text chat to send and receive instant messages from others.