

# MeetingCentre™ Audio Controls Release Notes

Users with an InterCall® Reservationless-Plus audio account are able to control their audio conference from within the MeetingCentre™ interface. This document includes a summary of the audio controls features including known issues and limitations within MeetingCentre. We are working to correct these issues but please take note of the items listed below.

## Key Features of the Audio Controls

- Schedule and send invitations to your web conferences that include your Reservationless-Plus Dial-In information without manually typing it in each time.
- Start instant meetings with your Reservationless-Plus audio information included.
- Select **call-in** or **call-back** options for attendees.
- See participants' connection status - both on the phone and on the web - using the participant list phone indicator.
- Mute and unmute audio participants' lines - participants can also perform this function for their own lines.

## MeetingCentre Audio Controls Known Issues and Limitations

### Scheduling a Meeting/Starting an Instant Meeting

- When selecting to use the Reservationless-Plus audio account information, the dial-in telephone number is missing a plus sign (+) in front of the country code. For example, the number appears as 44-845-000 0000. This formatting is repeated throughout the application and on all email invites.

### Participant Invitations from within the Meeting

- If the host invites a participant via email from within the meeting, the audio conference dial-in number will not appear on the email invite if the **Attendees receive a call-back** button is selected.

### Expelling a Participant

- If the host expels a participant from the conference, the service will remove the expelled participant's name from the participant list without confirmation that the person has been disconnected from audio conference. Please verify that your participant has disconnected from the audio portion before continuing your conference.

### Info Tab Display

- The dial-in information that appears in the Info tab displays the toll-free number as 'Toll-free in US/Canada'. The same information appears in the dialog box if the host has selected **Attendees call in**.

### Participant List Display

- When using the **Attendees Call-In** option, participants will not see a phone indicator by their name. Instead, they will see **Call-In User** to indicate they are in the audio conference and they will see their name to indicate they are in the web conference portion. There is not a mechanism to tie the **Call-In User** to the name of the person connected to the web conference.
- When renaming the **Call-In User** in the participant list, it will only display for the individual that changed it.

### Microsoft Outlook integration

- Reservationless-Plus audio is not available when using the Outlook Plug-in.