



The **TELUS Conference on Demand Audio Console** is an intuitive and practical tool that will allow you to efficiently and effectively conduct your teleconferences online. With a full suite of selections allowing you to manage participants, recordings, security, and other options, it is a comprehensive solution that will make your meetings run seamlessly.

The Audio Console provides you with the ability to manage your conference via standard Web browser. Features such as hang-up, mute, record and lock-out are all available on a secure online interface that also allows you to view your meeting in progress while displaying the calling line ID of each participant. See Page 2 for functionality descriptions.

### → Getting Started

To use the Audio Console, navigate to your **TELUS Web Portal**. Log on to the system using your email and the password given to you by your TELUS Conference Representative.

TELUS Conference Representatives are always available by calling 1-877-944-MEET (6338), emailing [teleconferencing@telus.com](mailto:teleconferencing@telus.com), or visiting [telus.com/audioconference/support](http://telus.com/audioconference/support).

After logging in, click on the **'Console'** button corresponding to the appropriate meeting.

	620165	14-May 09:35 AM	PST	12	Complete	<a href="#">View</a>
	620171	14-May 09:50 AM	PST	10	Complete	<a href="#">View</a>
	620185	14-May 10:40 AM	PST	10	Complete	<a href="#">View</a>
	620245	14-May 04:10 PM	PST	10	In-Progress	<a href="#">Edit</a> <a href="#">Console</a>

If the meeting includes a simultaneous Web on Demand Conference, you will be prompted with a pop-up window. Select **'Launch Audio Console Only'**.

The Audio Console Applet will now load.



## → Connection Management



### Dial Out

Dials out to a potential participant not in attendance. This option must be enabled at time of account creation. Dial 1 + Area Code + Number.



### Dial List

Dials out to a potential participant not currently attending the conference who is listed in the address book.



### Lock Conference

Prevents other participants from entering the conference. Clicking the icon a second time will unlock the conference.



### Log Off

Logs you off of Audio Console.

## → Participant Management

Participant(s) must be selected before using the following functions



### Mute

Mutes the participant.



### Hold

Places the participant on hold with music.



### Return Participant

Returns the participant to the conference after they have been muted, placed on hold, or in a subconference.



### Disconnect

Disconnects the participant from the conference.



### Edit Details

Enables the changing of individual participant information including names and comments.



### Subconference

Places participant in a subconference. This option must be enabled at time of account creation.



### Intercept Two Participants

Dials out to initiate two-person private conversation if one participant is selected. Starts a two-person private conversation if two participants are selected (Ctrl + Select).

## → Recording Management



### Start / Pause / Stop Recording

Activates recording functionality. This option must be enabled during the booking process.

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