## Mitel AWV Conferencing Guide

Last revised April 6, 2015

- 1. Go to https://mas.trcastaff.ca
- 2. Non-MiCollab Users (hardphone) Login ID: email address Password: extension number Click Login

MiCollab Users (softphone) Login ID: *lastnamefirstinitial (ie dongj)* Password: *MiCollab password* Click Login

MITEL MiCollab End User Portal
MiCollab Audio, Web and Video Conferencing Public Portal Help
Login ID: Password: Remember Me Preferred Language: English (United States) Login Important: Are you using a pop-up blocker?
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3. Click Audio, Web and Video Conferencing

MITEL MiCollab End User Portal						
User : jdong@trca.on.ca						
Settings Portal Password Passcode Search Directory	Home Published Conferences					
NuPoint Unified Messaging Mailbox 5357 Audio, Web and Video Conferencing						

4. Choose **One-time** or **Recurring** conference

Home	Set Up a Conference	My Conferences	Recordings	Settings	Reports
Published Conferences	Published Documents Published Recor	dings			
	h	nstant Conference	2		
	Set conference type: Your p	hone number:	Phone number of participant:		
	Audio and Web 🗸 🗸	5:57			
	Conference Size:				
	Start Conference				
	Set Up a Conference		Other Features		
(	One-time Conference		Recorded Conferences		
	Recurring Conference		Usage Reports		
$\setminus$	See My Conferences		Account Settings		
			Verify Client		

- 5. Set the Conference type
- 6. Fill in Conference Name
- 7. Select Start Date, Time and Duration
- 8. Set the **Conference size** (# of Participants)
- Published check this to allow your meeting to be viewed from the publically viewable Published Area webpage (Fig 1.)
- 10. **Billing Codes** info is optional but can be used for info purposes

	OK Clear Cancel
Conference Details	
Conference Type	Audio and Web 🗸
Conference Name	
Start Date	April 🧹 🧧 2016 🗸 🎟
Start Time	1 🗸 45 🗸 PM 🗸 Canada/Eastern 🗸 🎆
Duration	1 v hours, 00 v
Conference Size	2
Published	Show this conference in the Published Area
Billing Codes	
Department	
Project	

**One-time Conference** 

## Fig 1.

HITEL <sup>®</sup>		Audio, Web and Video Conferencing
Welcome	Published Area	
Conferences Documents Recordings		
Published Conferences		<u>^</u>
	Published Confe	rences
There are no published conferences.		*

- Select desired features
   Leader Required if checked, call will end once leader leaves
- 12. Password Protection only applicated to Web and Video conferences
- 13. Click OK to proceed

Call Features							
Leader Required	The leader must be in this conference for it to start.						
Join Muted	Participants enter this conference muted.						
Roll Call	Record and announce participants' names.						
Join, Leave Tone	<ul> <li>Play a beep tone when participants join and leave.</li> <li>Play to All Participants.</li> <li>Play to Leader Only.</li> </ul>						
Personal ID	Personal IDs are required to enter the conference.     Conference access requires approval.						
Duplicate Personal IDs 🛛 🖉 Allow duplicate personal IDs on audio connections.							
Password Protection (optional)							
Conference Password	(D)						
Confirm	P						
E-mail Password	Send the password in the invitation						
	OK Clear Cancel						

14. Verify conference details are correct

## Test Conference

hange Details 🖉 Delete Cor	nference 🗙 Join 🎬 See Available Conferences 🗉						
Conference Details	Documents Approval Participants						
Name and Time							
Conference Name	Test Conference						
Start Time	Dec 8, 2015 12:00 PM Canada/Eastern						
Duration	1 hour The conference will not stop automatically after the duration time. No new participants can join this conference.						
Conference Size	2						
Published Conference	This conference is not published.						
Call Features							
Leader Required	X The leader does not have to be in this conference for it to start.						
Conference Link	$\checkmark$ Use these links to join the conference:						
Leaders	https://mas.trcastaff.ca/call/0108083						
Participants	https://mas.trcastaff.ca/call/0118056						
Join Muted	🗙 No participants are muted.						
Roll Call	× Participants' names are not recorded and announced.						
Join and Leave Tone	$\checkmark$ Play a tone to everyone when participants join and leave.						
Personal ID	X This conference does not require a personal ID.						
Require Approval	X Access to this conference does not require approval.						
Duplicate Personal IDs	This conference allows duplicate personal IDs on audio connections.						
Billing Information							
Department							
Project							

15. Click E-mail (Calendar does not work)

## **Access Information**

Dial-in Numbe 416-667-6292 6292	rs
Access Codes	
Leader:	0108083
Participant:	0118056
Invite Participa	ants Using
Calendar	
E-mail	

Change Invitation Settings

- 16. This is the auto-generated email you can send to participants. The Leader access code (shown in the last step) is not in this email, it will need to be sent separately.
- 17. Staff in the office can dial 6292
- 18. External caller(s) dial **416-667-6292** or **1-855-667-6292** (toll-free)
- 19. In this example, Access Code 0115626 is the conference ID participants will need to enter

Send	Send	and File	Save as Draft	Delivery Options		0	Signature 🔻	Display	More 🕶
	-	<u>To</u> :							
		Cc:							
	12 N	Bcc:							
		Subject:	test						
-Gá Toj	o to http: oin only	s://mas.trc y the audio	astaff.ca/call/0 portion Dial:	1115626					
Loc	al: 416-	667-6292							
Toll	-Free: 1	1-855-667-6	5292						
- En	ter this	access co	de: 0115626	If desired, use the l	link oh o	vo to o	reate ar la	ok up vou	