

Using MyMeetingRoom for "Ad-hoc" Conferencing and Collaboration

MyMeetingRoom is a personal iMeeting powered by Interwise Connect. MyMeetingRoom enables users to quickly access a permanent iMeeting from the desktop for instant online collaboration and/or from their phone for an instant voice conference.

With MyMeetingRoom, users can:

- Escalate an IM session or email 'trail' to an iMeeting with a single link
- Enter an instant voice conference with a simple, reusable Room ID
- Join another person's MyMeetingRoom with his/her Room ID

And, as with all iMeetings, when in a MeetingRoom, users can:

- Share documents, applications, and websites
- Use the Whiteboard and its annotation tools
- Engage in an integrated voice conference via the computer or the phone
- Send public and private notes among Participants
- Initiate online polls
- Optionally record your meeting for later use

Accessing MyMeetingRoom from the Desktop

1. From the desktop, double-click the Interwise My Interwise icon to open the MyMeetingRoom control panel (shown below).
2. From the control panel, you can **enter your MeetingRoom**, enter **someone else's MeetingRoom** with his/her Room ID, or any of the other functions described below. If you enter someone else's MeetingRoom, you will be asked for your name and email address for identification.



My Interwise

Note: When you enter someone else's MeetingRoom, you may be put into a 'waiting room' if the MeetingRoom owner is not yet present. When the MeetingRoom owner joins, you will enter the room automatically (phone and/or computer).

The screenshot shows the 'My Interwise' control panel. It has a title bar with the Interwise logo and window controls. The main content area is titled 'Choose an Interwise Communications Center:'. Below this is a dropdown menu showing 'http://icc.interwise.com' and an 'Add' button. The 'My Meeting Room' section contains a 'My Meeting Room ID is:' field with the value '52211' circled in red. To the right of this field are three buttons: 'Enter My Room', 'Invite Others', and 'Copy'. Below the ID field is a 'My Meeting URL is:' field containing 'http://icc.interwise.com/meet/EventID=52211' and a 'Copy' button. The 'Join Event or Meeting' section has an 'Event or Meeting Room ID:' input field and an 'Enter' button. The 'Communications Center' section has a 'My Communications Center URL is:' field with 'http://icc.interwise.com' and a 'Go' button. Annotations with arrows point to various elements: 'Click here to enter your MeetingRoom (iMeeting)' points to the 'Enter My Room' button; 'Send an email with a link to your MeetingRoom' points to the 'Invite Others' button; 'Copy the link to your MeetingRoom to send via IM or email (this can be bookmarked!)' points to the 'Copy' button under the URL; 'Enter someone else's MeetingRoom with his/her MeetingRoom ID' points to the 'Enter' button; and 'Login to the ICC' points to the 'Go' button. A separate annotation 'Your MeetingRoom ID (for others to use to join on phone or computer)' points to the circled '52211'.

Reservationless Voice Conferencing with MyMeetingRoom

MyMeetingRoom is accessible via the computer for instant online collaboration and from the phone for reservationless voice conferencing. Users are assigned a MeetingRoom ID (often his/her phone extension) that identifies the “always on” voice conference with that user as host.

To enter a MeetingRoom with your phone:

1. Dial the appropriate local or toll-free number to access the Interwise Connect voice conferencing system.
2. When prompted, enter your Telephone User Name and password.
3. If you would like to enter your own room (to host the voice conference), follow the prompts. You will be connected to the conference immediately.
4. If you would like to enter someone else’s room with his/her MeetingRoom ID, follow the prompts to enter a valid MeetingRoom ID. You will be connected to the conference immediately.

Note: When you enter someone else’s MeetingRoom, you may be put into a ‘waiting room’ if the MeetingRoom owner (conference host) is not yet present. When the MeetingRoom owner joins the voice conference, you will enter the conference automatically.

In the conference, you can use the phone keypad to:

- Raise and lower your hand (on the computer interface) (*1)
- Step out and step back into the conference (phone will be automatically muted; computer interface will show you as unavailable) (*4)
- Mute the phone microphone and unmute it (*6)
- Access system help (*9)

Interwise recommends that users carry this wallet card with key information for voice conferences: dial-in number, personal user ID, MeetingRoom ID to tell other conference Participants, and phone-pad commands.

