

iLinc 11 | Joining an iLinc Session with Integrated Audio

When you join a session where the audio has been integrated with the web, you will be presented with a dialog box which contains the dial-in number and Moderator Code that you will use. Note that non-Leaders including Assistants and Participants will be presented with a slightly different version of this box that contains additional information regarding how to identify themselves in the Attendee list.

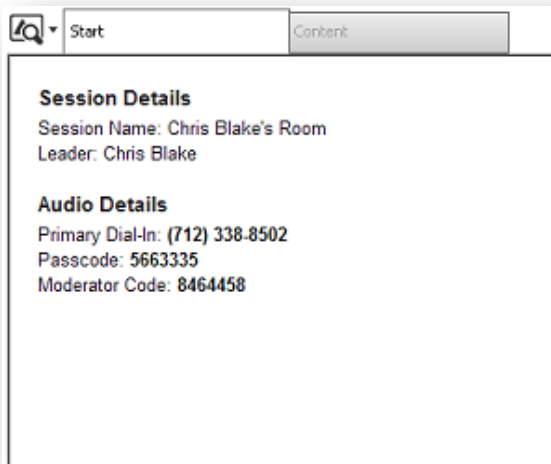


Figure 1: Audio Dialog Box for Leader

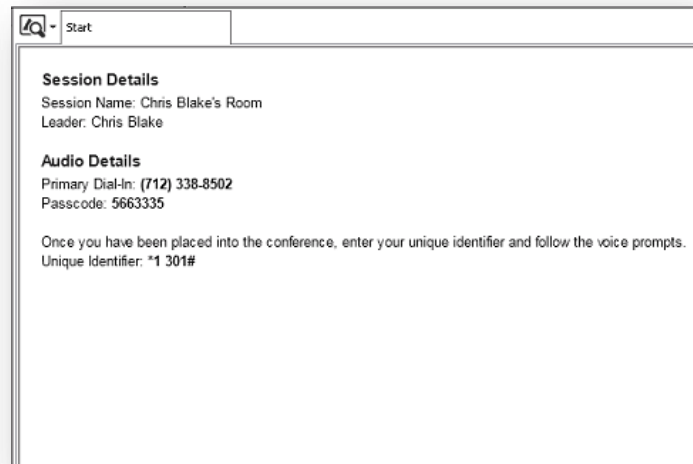


Figure 2: Audio Dialog Box for non-Leaders

If You Join the Web, then the Audio

1. Join the session via one of the three ways (invitation e-mail link, home page of Communications Center, or Public Sessions page).
2. iLinc will then install on your computer and join you into the right session.
3. When joined, you are presented with a dialog box with the way you can join audio.
4. To join the audio portion, on your phone you will dial the phone number, enter the Passcode and then, once you have been placed into the conference, you will need to dial *1 and enter the unique identifier on your phone's keypad (followed by the pound (#) sign).
5. Click **OK**.

If You Join the Audio, then the Web

1. From your e-mail invitation, dial the phone number (if provided).
2. When prompted by the conference bridge, enter the passcode.
3. You will be placed on hold until the leader joins or entered into conference if leader is already on the phone.
4. Click the link to join the web portion of the session.
5. When joined, you are presented with a dialog box with the way you can join audio.
6. Once you are placed into the teleconference, you will need to dial *1 and enter the unique identifier on your phone's keypad (followed by the pound (#) sign) as indicated in Figure 2 above.
7. Click **OK**.

Managing Your Audio while in the Session



Once you have entered into session and successfully established the connection between your audio and web portion, you will now have the ability to manage your audio status throughout the course of the session. The My Controls panel, located at the top of the application below the menu, will update to enable the microphone button. This button provides you the ability to know your current status as well as to mute or unmute yourself during the session.



Figure 3: My Controls Panel

Audio Status Indicators

At any time during the session, you may check My Controls for your audio status. The possible status options are:

-  You are unmuted and can speak to others on the call.
-  You are muted and will need to click the button to become unmuted before you can speak. If the leader has muted your line, you will not be able to unmute yourself. Raise your hand to be recognized by the leader.