

How to Schedule an Audio Conference using Sonexis?

Logging into ConferenceManager

Press control and click the link below to login to Sonexis

<https://conference.gc.cuny.edu>.

Logging in as a Host

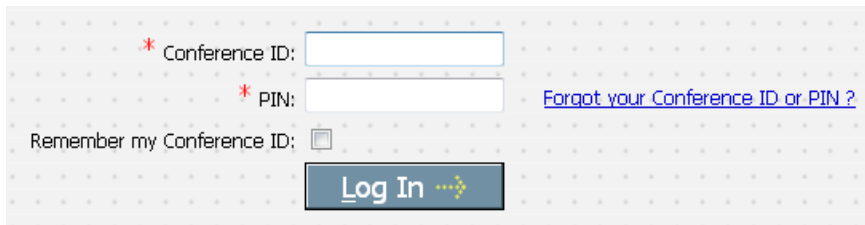
You can log into ConferenceManager as a host if you already have a host account. If you do not have an account, contact IT Services.

To login:

Step 1. From the Login page, click **Host Log In**.



The Host Log In page appears.

A screenshot of the Host Log In page. It features a light gray background with a pattern of small dots. There are two input fields: "Conference ID:" and "PIN:". Both fields have a red asterisk to their left. To the right of the "PIN:" field is a blue link that says "Forgot your Conference ID or PIN?". Below these fields is a checkbox labeled "Remember my Conference ID:". At the bottom center is a dark blue button with the text "Log In" and a yellow arrow pointing to the right.

If you have an account but have forgotten the login information, click **Forgot your conference ID or PIN?** to receive your reset PIN by email.

Step 2. Enter your **Conference ID** and **PIN**.

Step 3. Click **Log In**.

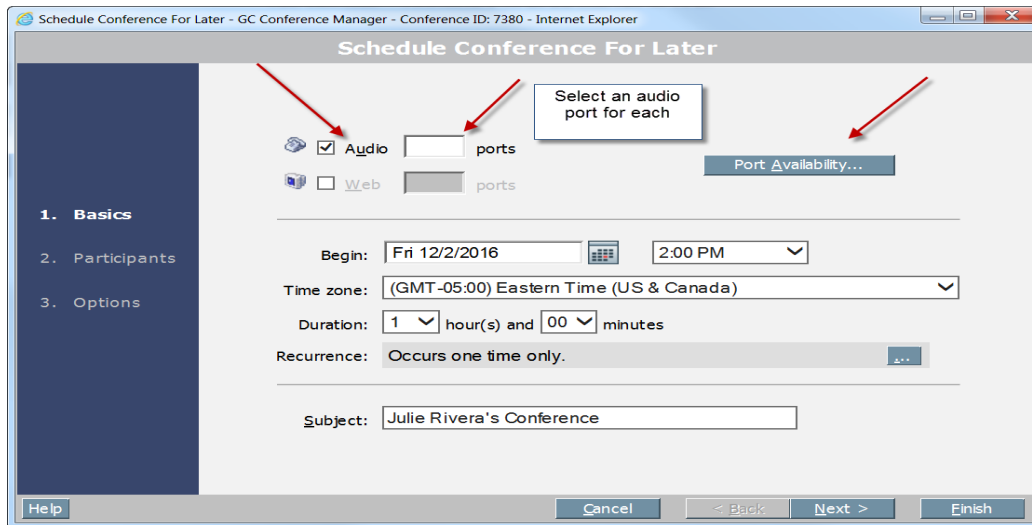
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Scheduling Conferences with ConferenceManager

Step 1. From the My Conferences page, click **Conference Now** or **Conference Later**.



A new window will appear.



This window has three tabs, **Basics**, **Participants**, and **Options**. Click **next / back** or click on the page names to move from page to page while entering conference information.

Selecting an audio port for each participant is mandatory. For example, if you are going to conference three other parties, you will need to put 4 in the audio ports cell. The system will reserve the ports for you. We have a total of 48 audio ports. If you want to see if there are ports available, click on the **Port Availability** button.

Once you specify the number and type of audio ports to reserve, set the time, duration, and enter the subject of the conference. Click **Finish** to schedule the conference.

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Step 2. Click **Next** to view the Participants page.

Screenshot of the "Schedule Conference For Later" web interface. The page title is "Schedule Conference For Later - GC Conference Manager - Conference ID: 7380 - Internet Explorer". The interface includes a sidebar with "1. Basics", "2. Participants", and "3. Options". The main content area has a "from:" dropdown with "Outlook" and "Address Book" options. Below this is a table with columns "Full Name", "Type", and "Address". A callout box points to the "Full Name" column with the text "Click here to add participant". Another callout box points to the "Create PINs for participants" checkbox with the text "Enter a check mark and the system will create a pin for each participant". At the bottom, there are buttons for "Help", "Cancel", "< Back", "Next >", and "Finish". The text "Total participants: 0" is visible at the bottom right.

Step 3. To add a participant under the Full Name column, **click here to add participant**.

Step 4. Enter the full name and email address of the participant.

Step 5. Press **Enter**.

- To delete a participant, click the X before the name.
- Select "Create PINs for participants" if you want a security Pin for each participant.

Step 6. Click **Next** to view the Options page; or, if you do not need to set any options, click **Finish**.

The Options Screen provides a place to enter a description of the conference plus a conference password. The password and the account code is optional.

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Screenshot of the "Schedule Conference For Later" web form in Internet Explorer. The browser title is "Schedule Conference For Later - GC Conference Manager - Conference ID: 7380 - Internet Explorer". The form has a sidebar on the left with three options: "1. Basics", "2. Participants", and "3. Options" (which is selected). The main content area contains the following fields and controls:

- Description:** A text area with a vertical scrollbar.
- Conference password:** A text input field. A tooltip points to this field with the text "The Conference password is optional."
- Account code:** A text input field containing the text "Leave this field blank".
- Preferences:** A dropdown menu showing "Use custom settings" with a three-dot menu icon.

At the bottom of the form, there are four buttons: "Help", "Cancel", "< Back", and "Next >", followed by a "Finish" button.

When all is completed, click the **Finish** button.