How to Schedule an Audio Conference using Sonexis?

Logging into ConferenceManager

Press control and click the link below to login to Sonexis


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.

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.
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.

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