

MICROSOFT® SKYPE FOR BUSINESS ONLINE

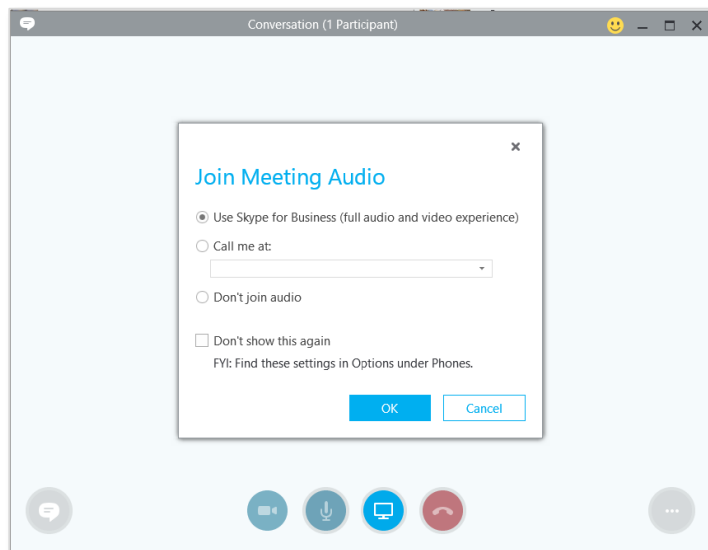
Hosting Call Options

When leading a Skype for Business Online conference, you have three options for joining the audio portion of your call. Two correctly start the InterCall Reservationless-Plus® audio call and synchronise the platforms, while the other option does not.

These three options and the outcome of each will be reviewed in more detail in this document.

Meeting Audio Options

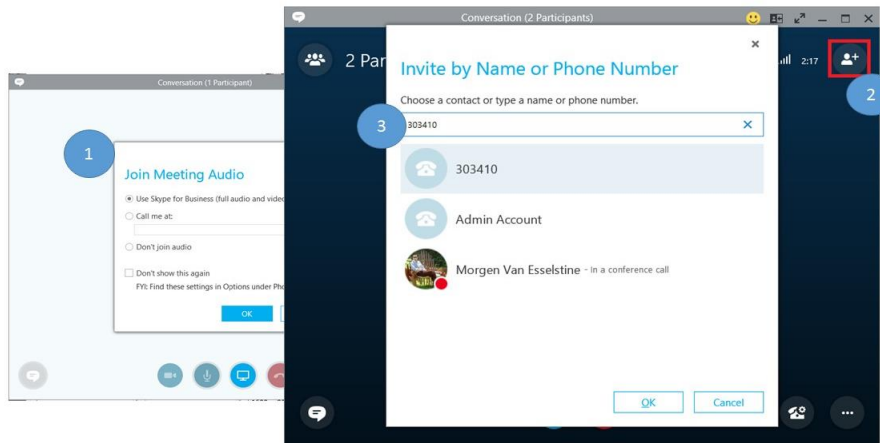
1. To enable a VoIP connection, select **Use Skype for Business (full audio and video experience)**. This is the system default.
2. Select **Don't join audio** to dial-in manually.
3. Select **Call me at** and enter the number (including country code) to be dialled into the call, or select a number from the drop down menu. As the first participant you can press "11" on your telephone keypad to start your call using your PIN during music on hold.



Joining via VoIP

When the host joins via VoIP, the Skype for Business user interface alerts the bridge that the leader is present and the audio conference is initiated without the use of the leader PIN. Any subsequent attendee is entered into the conference.

1. Select **Use Skype for Business (full audio and video experience)** to join the audio.
2. In the participant drop down menu, you can select to **Invite More People**.
3. Enter the telephone number (including country code), or select a name of the contact you want to join.
Participants who dial-in, join via VoIP, or request the system call them back will all be joined into the main conference.

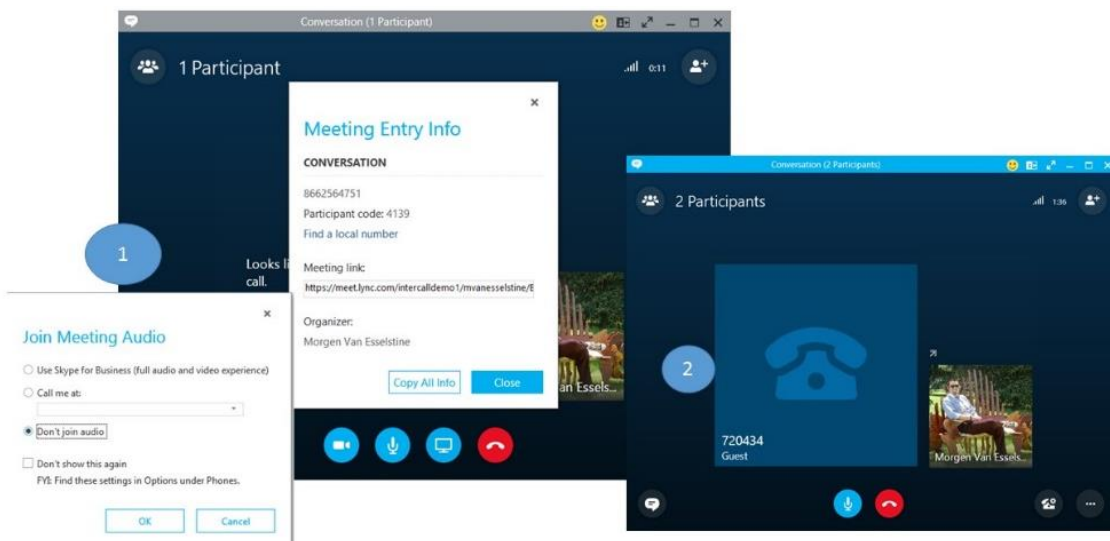


Join Via Manual Dial-In

By manually dialling into the audio conference call as the leader, you initiate the PSTN conference with your leader PIN and enable the integration with the Skype for Business user interface. This enables other participants to call into the bridge, to join via VoIP or to have the system call out to them, with all lines integrated. To appropriately end the meeting with participants who have joined via PSTN connection, select **End Meeting** from the options menu.

1. Select **Don't join audio**.
2. Dial-in to the Reservationless-Plus bridge as the leader.

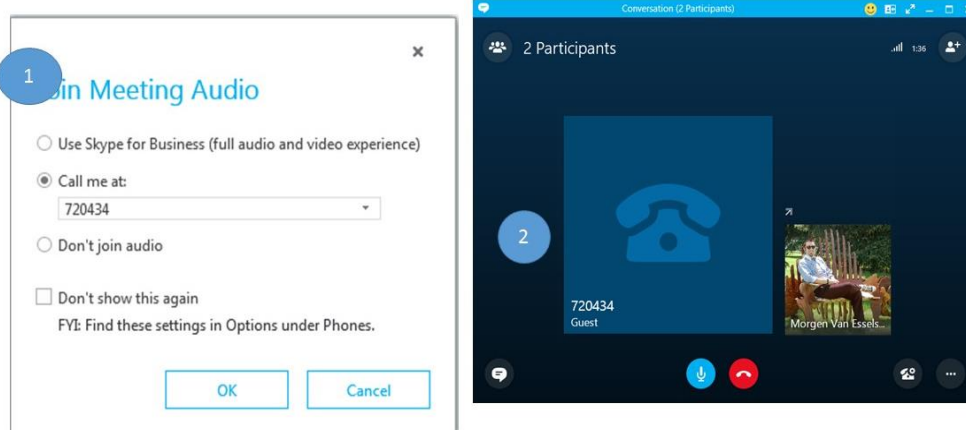
NOTE: The Skype for Business user interface picks up the additional phone numbers and participants, showing them in the meeting. The first line shows the leader, while the second line was dialled out by the host from the user interface.



Join via Call Back from Skype for Business

You may choose to have the system dial out to you by entering or selecting a chosen number. As long as one participant has joined via VoIP, the connection between the online meeting and Reservationless-Plus audio will be established and the call will begin successfully. If all participants select to join via Reservationless-Plus (either by call back or manually dialing in) then everyone will remain on music on-hold. As the leader, you may select to dial in manually and enter your pin or to enable **QuickStart***. However, with international/domestic dial-out enabled, this becomes a high security risk**.

1. Select **Call me at** upon joining the Skype for Business meeting and either select a pre-populated phone number or type in a new number.
2. Wait for the system to call out to you and place you on hold on the audio conference bridge. If you are placed in music on-hold **dial 11** on your key pad and you will be prompted for your PIN to start your meeting.
3. Join participants:
 - o Enter a number for the system to call.
 - o Dial-in manually.
 - o Use the VoIP option.



**QuickStart enables the audio conference to be initiated without the leader PIN being entered by the leader, essentially initiating a conference with no leader.*

***If you wish to accept the risk and enable QuickStart, a waiver must be signed. The waiver can be obtained via your Account Manager.*