

Hosting a White Lion Meeting

Increase the productivity of your meetings and engage your audience through full-featured web collaboration. With White Lion web conferencing, you can hold productive meetings with a small group or give powerful presentations to audiences of up to 125 people.

- **Automatically send email invitations to attendees and presenters**
- **Upload and select content (such as Microsoft PowerPoint presentations and other files) you plan to use in the meeting**
- **Create a post-conference evaluation form you can send to attendees**

1. Log in to your company’s White Lion Meet Site.
2. Under “My Meeting Accounts” select Manage my web meeting rooms.
3. Click on the “Create New” link at the top of the pop up window.
4. Specify the following attributes for your room: conference title, room name (part of the resulting meeting room URL), access (public or private), attendee join options (restrictions for joining), a PO or cost allocation number, and the audio account to be linked to the meeting room. You may also set general web conference options, and specify whether you want to access some or all of your uploaded content from the room during meetings.
5. Send invitations to attendees to notify them of the date, time and meeting URL to join your meeting. Under “My Meeting Accounts,” select Manage my web meeting rooms, then click on the link for the room to which you wish to invite attendees.
6. Select the link “Invite Attendees” to create and send your invitations.
7. Launch your meeting by entering your meeting room URL into a browser and choosing to join as the presenter on the “Attend a Meeting” page. Or, log in to your White Lion Meet site, and click the Start link next to “Web and Audio Meetings” under the Meet section. Once in your meeting, follow the Getting Started tips for sharing content, inviting additional attendees and showing your webcam, a specific application or your desktop.



“Innovative Phone & Web Communications”

Tomorrow’s Technology Today

- **Conference Anytime/Anywhere**
- **No Reservation Needed**
- **Live Internet Presentations**
- **Upload/Present Instantly**
- **Moderator Controlled**

White Lion Truly is:

- ✓ **More Powerful** ✓ **Less Expensive**
- ✓ **Easier to Use** ✓ **More Flexible**



www.uswhitelion.com
sales@uswhitelion.com

Sales - 888-261-7929
24hr Help Desk - 800-452-0513

Moderator

To Begin a Call

1. Dial the toll-free number found on your White Lion card
2. Enter your conference ID number and press #
3. Press * "to be recognized" as the moderator
4. Enter your PIN and press #

***The conference is now active.
You will hear tones when a participant enters or exits.***

To disconnect, you **MUST** hang up.



Participant

To Join a Call

1. Dial the toll-free number found on your White Lion card.
2. Enter the appropriate ID number and press #
3. When the moderator arrives, the conference will begin.
4. To disconnect, simply hang up.

Moderator Phone Prompts

- * **1** Help Menu
- * **0** Operator Assistance
- * **4** Increase Volume
- * **6** Mute/Unmute Your Line
- * **7** Decrease Volume
- * **2 2** Record Your Meeting
- * **3 1** Turn Security Code On/Off
- * **9 1** Hear Participant Count
- * **9 2** Hear Roll Call Of Participants
- * **9 3** Disconnect All Lines
- * **9 4** Lock/Unlock Your Call
- * **9 5** Dial Out To Add A Participant
- * **9 6** Mute All Participants
- * **9 7** Unmute All Participants
- * **3 2** Record Your Meeting Introduction

Participant Phone Prompts

- * **0** Operator Assistance
- * **6** Mute Or Unmute Your Line

