

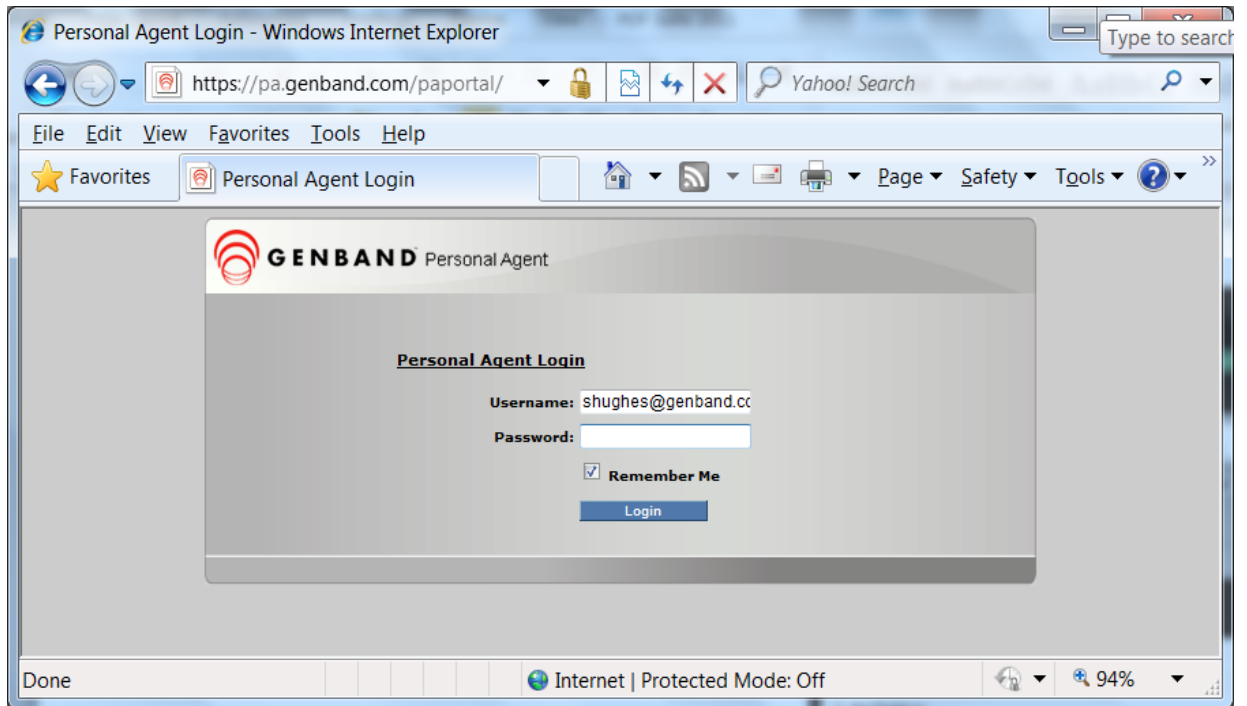
# RAZORLINE



## Meet-Me Conferencing Instructions

## Launching the Web Portal from a Web Browser

1. Open your computer's Browser (Mozilla Firefox or Internet Explorer)
2. Click or paste this URL into the address field:
3. <https://pa.razorline.net/pa>

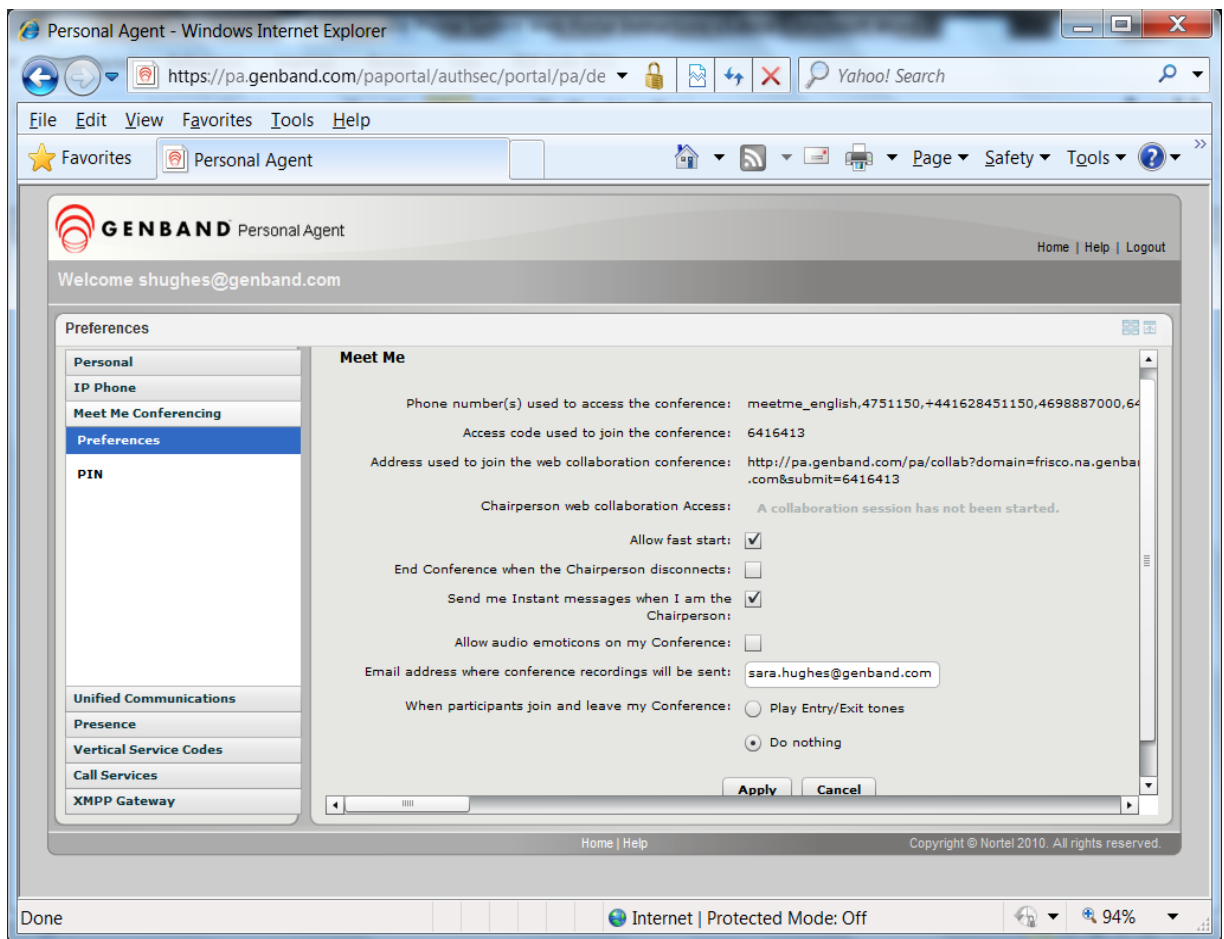


## Logging into the Web Portal

1. Enter your full phone number@CompanyName.net
  - a. Example: [5045551234@razorline.net](mailto:5045551234@razorline.net)
2. Enter your provided password (Ask RazorLine Support)
3. Click Login

# Configuring Meet-Me Conferencing Settings

1. Select MeetMe Conferencing => Preferences
  - a. Note the telephone numbers used to access or dial into the audio portion of the conference bridge.
  - b. Note the access code to join your reservationless conference bridge is the same number as your 10 digit phone number.
  - c. Note the URL to send to anyone inside or outside of the company to join the web conference to share documents, your screen, etc.



d. Configure the other options based upon your personal preference.

- **Allow Fast Start** – allows conference participants to join your bridge early and talk to each other.
- **End conference when the chairperson disconnects** - It is not recommended to enable this if you routinely start the conference call from your car or mobile phone. If your line drops so does the entire conference call and all participants would have to join the call again.
- **Send Me Instant Messages When I Am the Chairperson** – this feature will send you a reminder when someone joins your bridge to alert you of the conference.
- **Email address for conference recordings to be sent** – (if enabled) this should already be configured as your corporate email address.
- **Play Join/Entry tones** – personal preference setting.

2. Every employee can configure their own Meet-Me moderator chairperson PIN/passcode. This passcode is only for you the moderator to enter to launch the moderator functions of the bridge.

