
About OmniTouch 8660 My Teamwork for Microsoft® Office Communicator 2005

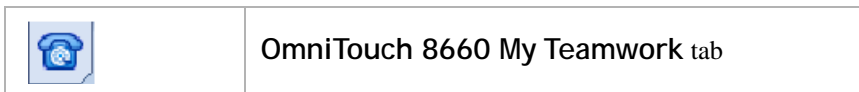
OmniTouch 8660 My Teamwork for Microsoft® Office Communicator 2005 is a conference calling solution that allows Office Communicator users to:

- Schedule and join conference calls.
- Use advanced conference call features.
- Record your conference calls and share the recordings.

Sign in to OmniTouch 8660 My Teamwork

To sign in to OmniTouch 8660 My Teamwork:

- 1 First, sign in to Office Communicator.
- 2 At the bottom of the screen, click:



- 3 If you are prompted to do so, enter the user ID and password that your system administrator gave you, and then click **Sign In**.
Result: You see a list of your conferences and recordings.

END OF STEPS.....

Scheduling and joining conference calls

Schedule a conference call

- 1 Select the **OmniTouch 8660 My Teamwork** tab and sign in.
- 2 At the bottom of the screen, select **Schedule a My Teamwork Conference**.
- 3 Enter a name for the conference, and the times when you want the conference to begin and end.
- 4 If you want your conference to be a video conference, select **Include video for Microsoft Office Communicator**.
- 5 Click **Next>**.
- 6 After your conference has been scheduled, you may:
 - invite others to the conference using email or Microsoft Outlook calendar invitations. Click any of the buttons under **Invitations** at the bottom of the screen.
 - select conference options on the **Conference Features** tab.

END OF STEPS.....

Join a conference call

You see only the conference calls that you set up on your **OmniTouch 8660 My Teamwork** tab. You do not see conferences that were scheduled by other people.

If you scheduled the conference:

- 1 Click the **OmniTouch 8660 My Teamwork** tab.
- 2 Next to the conference name, click **Join**.
- 3 Select the number where you want to be called.
- 4 Your phone rings. When you answer, you are connected to the conference.

END OF STEPS.....

If another person scheduled the conference:

If another person set up the conference, you do not see the conference on your **Scheduled Conference** tab. To join the conference, follow the instructions included in the conference invitation that was emailed to you.

Manage a conference call using your touch tone phone

While you are in a conference call, three touch tone options are available:

##1	Mute or unmute your line.
##2	Place a call to add another person to the conference. (Call leaders only).
##3	Listen to a list of names, or, if names are not available, the number of callers in the call.

If you do not want to remember all of these options, remember only to press the pound key twice (**##**). Voice prompts guides you through the rest. At any time during the call:

- To hear a list of options, press the pound key twice (**##**).
- To return to the conference call, press the star key twice (******).

Recordings

Record a conference call

- 1 Select the **OmniTouch 8660 My Teamwork** tab.
- 2 After you have joined the conference, click *Refresh* in the upper right corner.
- 3 Under the **In Progress...** section, right-click the conference call that you want to record and select **Start Recording**.
- 4 To end the recording, right-click the conference and select **Stop Recording**.

END OF STEPS.....

Listen to a recorded conference call

- 1 Select the **OmniTouch 8660 My Teamwork** tab.
- 2 Click **Play** next to the name of the recording that you want to listen to.
- 3 For more playback options, right-click the recording and select **See Details...**
- 4 To save the recording on your computer, click **Save**.
- 5 You can listen to the recording over the phone by dialing the phone number and entering the access code shown at the bottom of the screen.

END OF STEPS.....

Share recordings with others

To send an email message containing a link to the recording:

- 1 Select the **OmniTouch 8660 My Teamwork** tab.
- 2 Right-click the recording that you want to share, then select **Email Playback Instructions**.
- 3 An email message opens that contains a link to the recording.

END OF STEPS.....

Fast forward and rewind using touchtone commands

If you are listening to a recording over the phone, you may use the following touchtone commands to control the recording:

Key	Function
1	Back up to the beginning
4	Back up 1 minute
7	Back up 10 seconds
3	Forward to end
6	Forward 1 minute
9	Forward 10 seconds
2	Pause/Resume