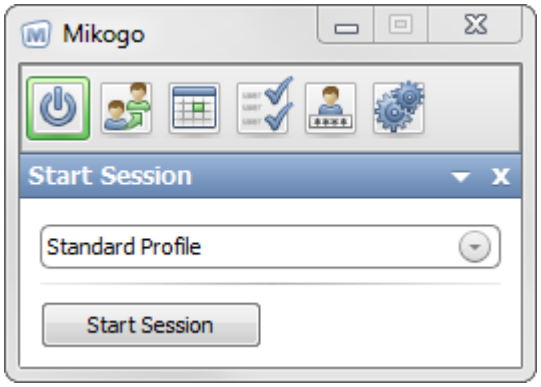
Mikogo Version 4.7 (Beta) – Voice Conferencing

This document contains information on the following:

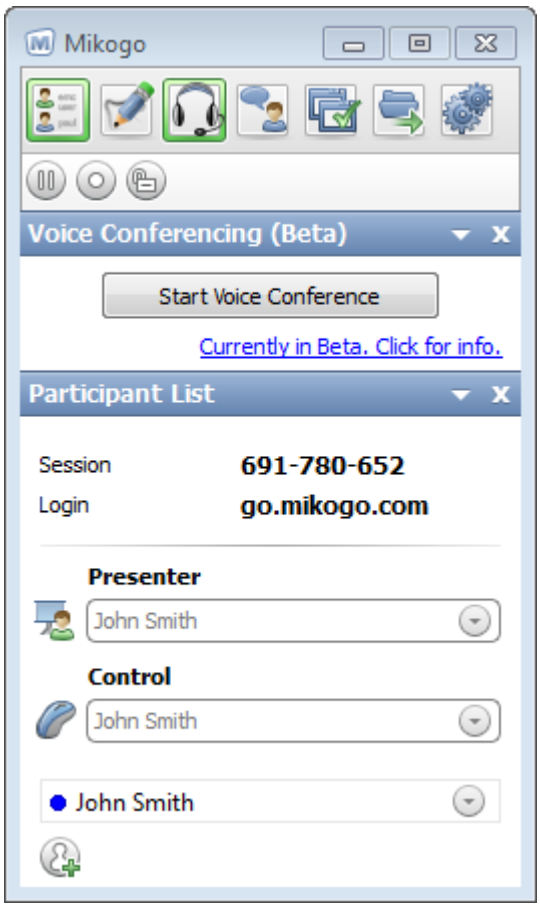
- How to Start a Voice Conference
- How to Join a Voice Conference
- Voice Conference Symbols and Settings
- Special Rights for the Presenter

How to Start a Voice Conference

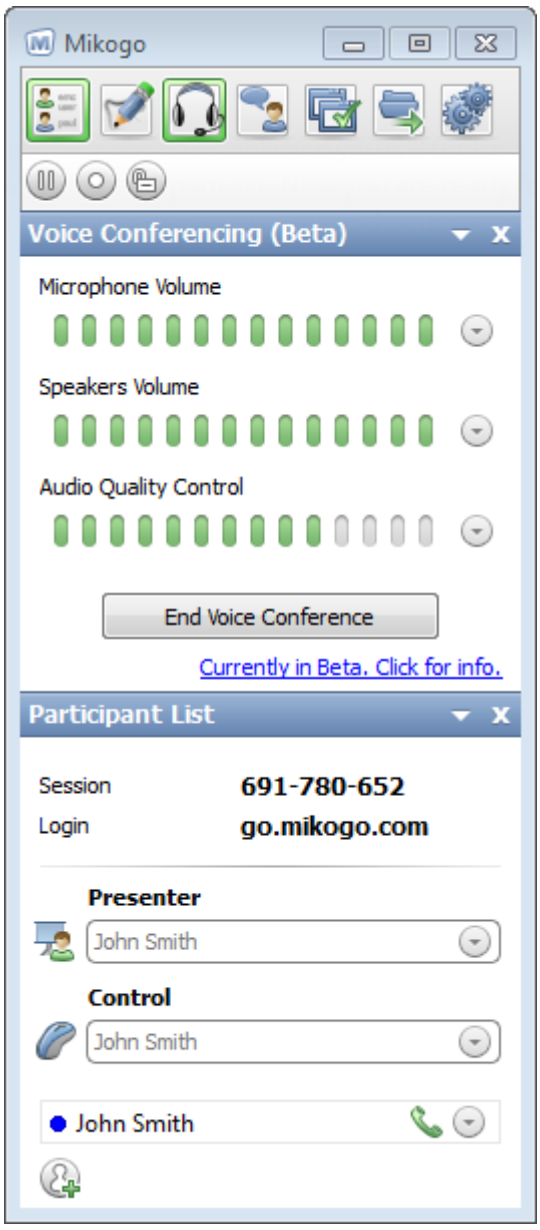
1. Open the software, click on the start symbol and then on the **Start Session** button.



2. Please click on the symbol showing the headset to open the Voice Conferencing drawer. Then click on the **Start Voice Conference** button to add voice capabilities to your online meeting.



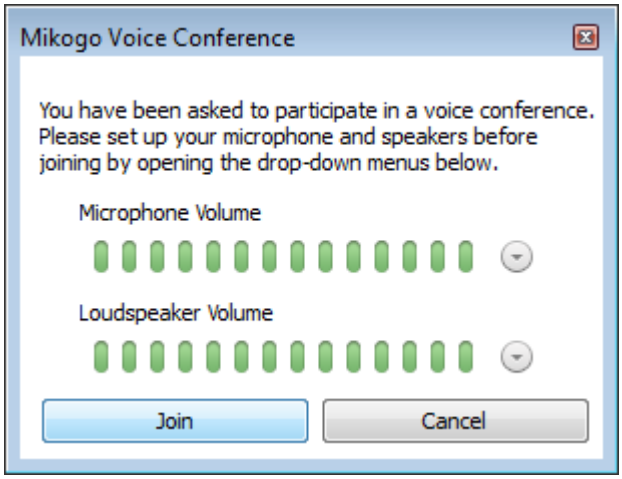
3. As soon as the voice conference has started you will notice a green phone handset symbol next to your name in the participant list. Now you are ready for your participants to join your Mikogo session so they can view your screen and hear you in the voice conference.


Mikogo
Voice Conferencing (Beta)
Microphone Volume
Speakers Volume
Audio Quality Control
End Voice Conference
Currently in Beta. Click for info.
Participant List
Session
691-780-652
Login
go.mikogo.com
Presenter
John Smith
Control
John Smith
John Smith

How to Join a Voice Conference

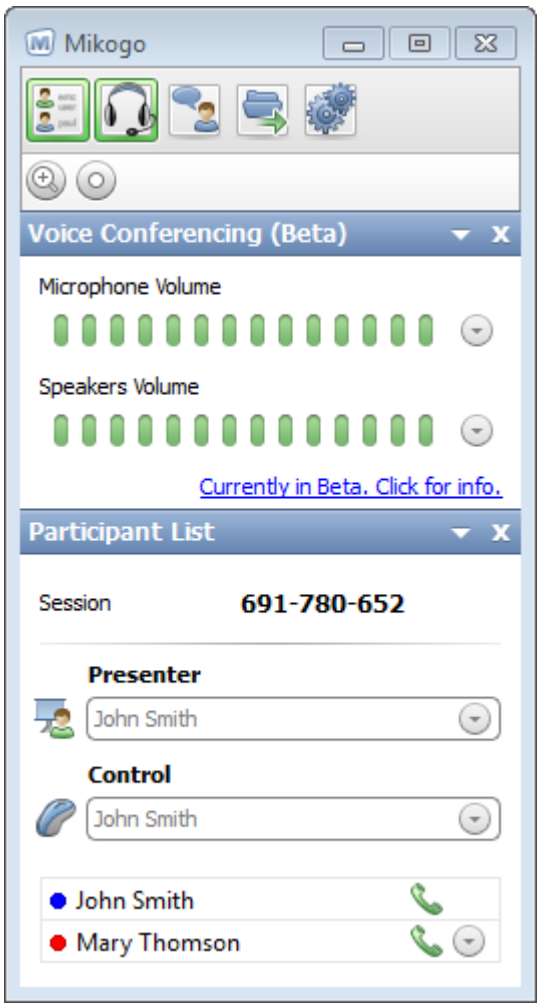
1. Ask your participants to go to http://go.mikogo.com and enter the **session ID** as well as **their name** and click on **Join Session**.
   In order to join a voice conference, the selected connection method must be "**Connection Program**". Alternatively, participants can join the desktop sharing session using the HTML Viewer, but they won't be able to join the voice conference.

2. Upon joining your desktop sharing session, your participant will be presented with a "Mikogo Voice Conference" Window. By clicking on the drop-down buttons, your participants will be able to select which computer microphone and speakers they wish to use.



   By clicking the button "Join", your participants will be connected to your voice conference and you will be able to speak to each other through the Mikogo software.

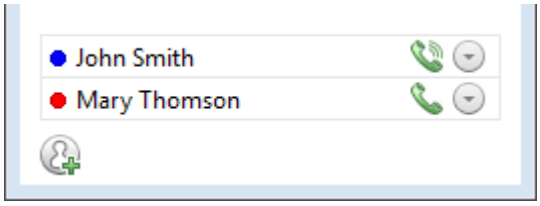
3. After having successfully joined your voice conference, the participant's panel will look like this:



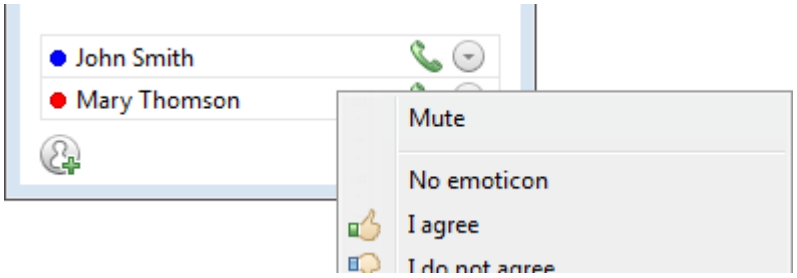
As you can see, the organizer and all participants who are connected to the voice conference will get a green handset symbol next to their names in the participant list. This indicates that they are in voice conference and can speak to and be heard by others in the voice conference.

Voice Conference Symbols and Settings

1. When the organizer or a participant says something into the microphone, the phone symbol next to their name will change into a green speaking handset symbol .

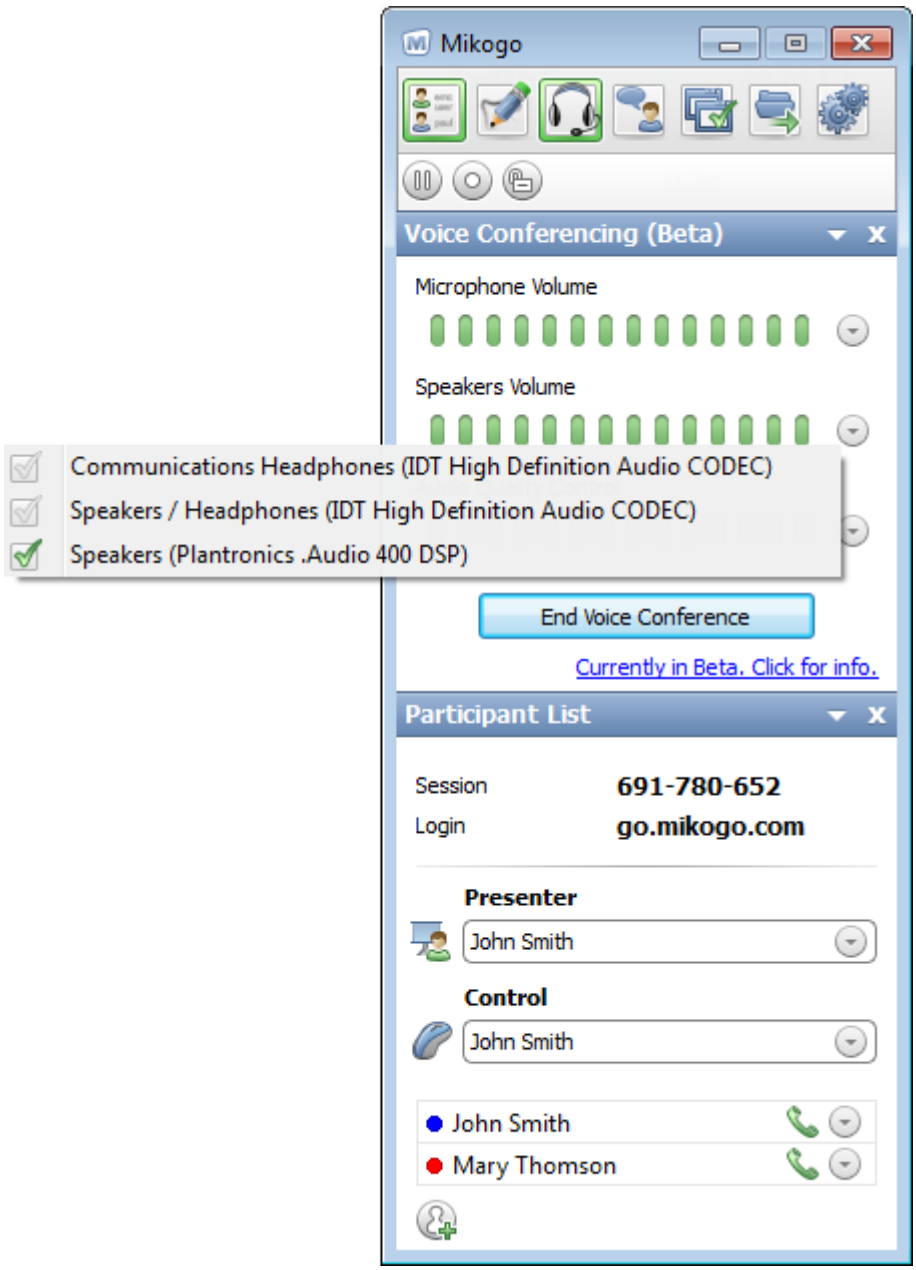


2. Participants are able to mute and unmute their microphones by opening the drop-down menu next to their name in the participant list and selecting “Mute”.



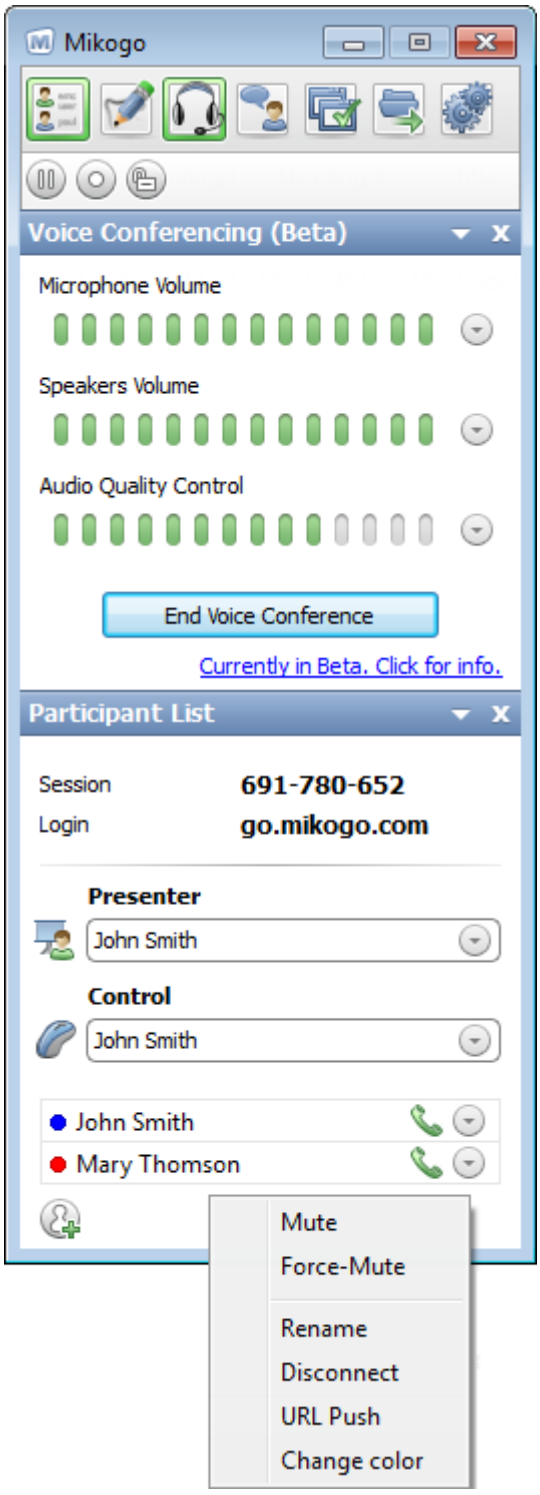
When muted the participant’s handset will then appear red.

3. If a participant has different microphone or speaker options connected to their computer, they can switch between the different microphones/speakers by opening the drop-down menus within the Voice Conferencing drawer.

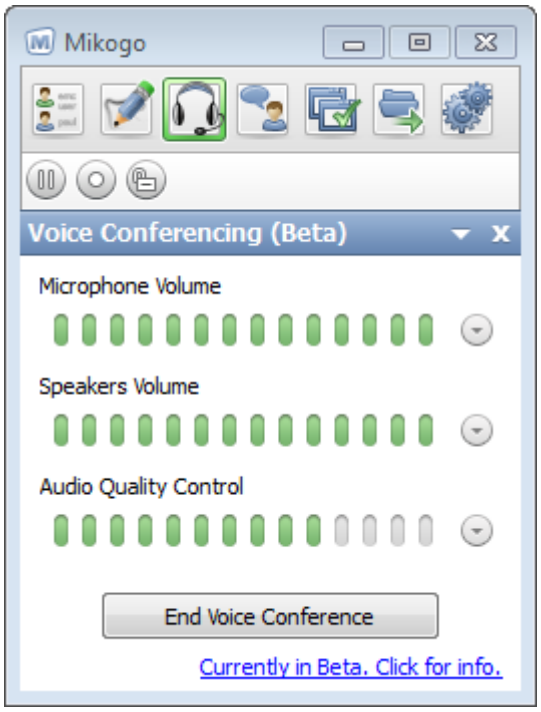

Mikogo
Voice Conferencing (Beta)
Microphone Volume
Speakers Volume
Communications Headphones (IDT High Definition Audio CODEC)
Speakers / Headphones (IDT High Definition Audio CODEC)
Speakers (Plantronics .Audio 400 DSP)
End Voice Conference
Currently in Beta. Click for info.
Participant List
Session
691-780-652
Login
go.mikogo.com
Presenter
John Smith
Control
John Smith
John Smith
Mary Thomson

Special Rights for the Presenter

1. The presenter is able to mute and unmute participants by selecting the appropriate option (Mute/Unmute) from the drop-down menu next to the participant's name. If necessary the presenter is also able to permanently mute (Force-Mute) participants during the voice conference.



Mute:

Force-Mute:

2. Furthermore the presenter controls the voice conference for everyone. When the presenter clicks on “End Voice Conference” the voice part of your online meeting will instantly end for everyone – but the screen sharing session will remain active.