**WebEx Meetings**

Navigate to [https://ercot.webex.com](https://ercot.webex.com/mw0401lsp13/mywebex/default.do?siteurl=ercot&service=0%20)

* + Enter meeting number then “Join” the meeting.
  + Enter name, email address and password
  + “Join” the meeting (Do not use “…host, start your meeting”)
  + Go to toolbar, click “Participant Tab”
  + Scroll to Reclaim Host Role.
  + Type in host number given by WebEx for “Host Key” tab.
  + Click “OK”. You should now have full control of WebEx as Host
  + In the window entitled “Meeting Info” Note Attendee ID # (need to link to audio)
  + Go to the podium Desktop PC and navigate to [https://ercot.webex.com](https://ercot.webex.com/mw0401lsp13/mywebex/default.do?siteurl=ercot&service=0%20)
  + Log into the conference as “(*meeting name*) Desktop” and use your own email address, enter password and “Join” the meeting.
  + Go back to “host” PC; in the WebEx, view the “participants” window; right click on “(*meeting name*) Desktop” and click on “change role to” then “Presenter”

Presenter opens their presentation materials, then in WebEx click on “Quick Start” tab, click on then “Share Screen” which allows you to make edits to your documents and allows your participants to view the edits real time.  “

* + 1. **Start the WebEx audio**: Using the phone/audio system:
* Dial 9, then 1, then the WebEx number given in “Meeting Info” tab
* Enter the Meeting number then # when prompted
  + Enter the Attendee ID you noted earlier when you logged into WebEx, followed by #. This will associate your name with the room audio. (So that you don’t mute the room audio later when managing noisy callers)

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**\*** For technical issues with using WebEx, contact the ERCOT Help Desk by calling (512) 248-6800 (if using an ERCOT phone, dial ext. 6800) and choosing option 2 or via e-mail at [HelpDesk@ercot.com](mailto:HelpDesk@ercot.com). For all other questions, contact ERCOT Client Services at (512) 248-3900 or via e-mail at [ClientServices@ercot.com](mailto:ClientServices@ercot.com)

**End Meeting:** After the Chair has ended the meeting.

* + - * End the WebEx: On the WebEx Meeting Manager window click on “x”, then “End Meeting.”
* Wait for WebEx to announce the end of the meeting over the conference bridge
* Using the phone/audio system, “hang up” and turn off the projector.

**ERCOT Calls (Nortel Networks Integrated Conference Bridge)**

**Nortel Conference Bridge Participants Prefix 512-874 or 512-248**

**If in ERCOT facility, dial last four digits of number to access.**

**Chairperson Commands**  **Attendee Commands**

\*10 Mutes/unmutes all ports \*19 Mutes/unmutes self

\*19 Mutes/unmutes self \*99 Stop or start music while waiting

\*60 Counts conferees

\*90 Drops all ports except Chairperson’s

\*98 Extends the conference call duration

(15 minute increments)

\*\*Stops/starts help menu

\*99 Stops/starts music while waiting

**Global Meet by PGi Audio Only Calls**

**(Global Meet Participants Dial 9, then 1 and number given)**

**Host Information Participant Information**

Private roll call \*92 Mute / Un-mute \*6

Disconnect all \*93 Increase volume \*4

Lock / Unlock \*94 Decrease volume \*7

Dial-out to add participants \*95 Increase microphone \*5

Mute participants \*96 Decrease microphone \*8

Un-mute participants \*97 Help menu \*1

Turn off/on Entry & Exit Tone \*39 Reservationist \*0

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**\*If you have issues with the call during the Conference you can contact Global Meet by PGi support by pressing \*0 on the telephone keypad.**

**End Meeting:** After the Chair has ended the meeting.

* End Conference Bridge: Using the phone/audio system “hang up” the conference bridge
* End the Global Meet by PGi Audio Only: “hang up.”
* Turn off the projector.