



MindBridge Agenda – User Guide

MindBridge Agenda is a reservation-based conferencing solution which is highly scalable and can be customised to best suit your conferencing needs

MindBridge Agenda provides for a pre-reserved conference, where an operator reserves the conference room and provides the details in advance. The customer dials out the users at the time of the conference making it cost efficient

Getting started –

To initiate a conference, simply follow the steps below:

Step 1

- To order a conference logon to Reliance MindBridge website www.reliancemindbridge.com
- Fill up the 'Book my conference' form
- Request form will ask the following information:
 - Company Name
 - EA (Enterprise Administrator) Name
 - Date & Time of call
 - Numbers of users invited
 - Countries name from where users are going to login (Drop down available countries list)
 - Special features available such as recording, Q & A, polling, etc

Step 2

You will receive confirmation email from Reliance MindBridge Team with dial-in numbers & passcode details

KEY HOST COMMANDS

- *6 Self mute / Unmute (if configured)
- *7 Conference lock / unlock (if configured)
- *0*1 Host dial-out

KEY GUEST COMMANDS

- *0 For operator assistance 24x7
- *6 Self mute/Unmute (if configured)
- *7 Conference lock / unlock (if configured)

ADDITIONAL COMMANDS

- *2 Record conference (if configured)
- 26868# Head count (if configured)
- 72# Roll call
- 61# Mute all participants
- 62# Un-mute all participants
- *9 Disconnect all participants

Step 3

- Invite the people you wish to communicate with and share the following information with them:
 - Date and time of the conference
 - Dial-in number for the call
 - Guest code

Step 4

Special Features

- Q & A session
 - A MindBridge operator will be present in the conference call to provide assistance to the user
 - If you want to conduct Q & A session, you can ask the operator to run a Q & A session
 - All participants will be switched to 'mono' mode
 - The participants who want to enter in Q & A sessions can do it by pressing *1 & ask questions to the host

- Voting
 - A MindBridge operator will be present in the conference call to provide assistance to the user
 - The customer can provide the topic details -
 - Prior to the conference on email
 - During the conference by taking the MindBridge operator on a sub-conference
 - At the time of voting operator will assist the participants by announcing the digits with their digit tags
 - Participants will vote by pressing * and the digit