

# PGI Audio Conferencing for Lync Online

## User Guide

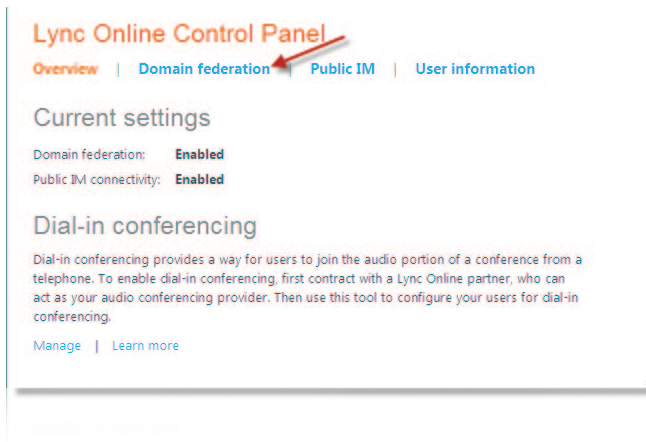


## Configuring PGI Audio Conferencing

As an administrator for Microsoft Lync Online, you can configure dial-in conferencing so that your users can join the audio portion of a Lync Online meeting from their phone.

When you sign up for conferencing service, PGI will set up an account for you and give you a set of phone numbers and passcodes that you will need to assign to your users. After a user has been assigned the appropriate phone numbers and passcodes, he or she will then be able to use dial-in conferencing to join the audio portion of a conference.

FIGURE 1

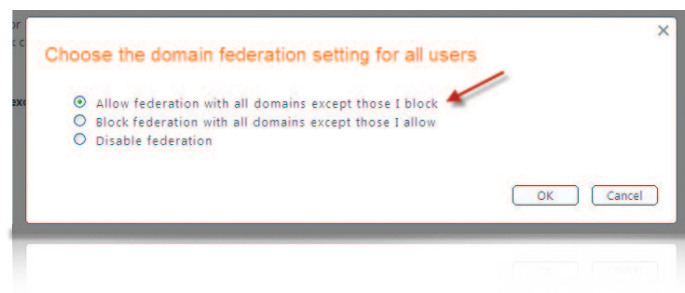


## Getting Started with Dial-in Conferencing

1. Log on to the Microsoft Online Portal.
2. On the header, click Admin.
3. Under Lync Online, click Manage.
4. Select Domain Federation.
5. Domain federation status must be set to “Enable for all domains except those intentionally blocked”. *(see figure 1)*

Click “Edit” to choose the domain federation setting for all users. *(see figure 2)*

FIGURE 2



## Dial-in Conferencing Configuration

To enable a new user for dial-in conferencing or to change the dial-in conferencing settings for an existing user:

1. On the Overview page of the Lync Online Control Panel, under Dial-in conferencing, click Manage. (see figure 3)

FIGURE 3

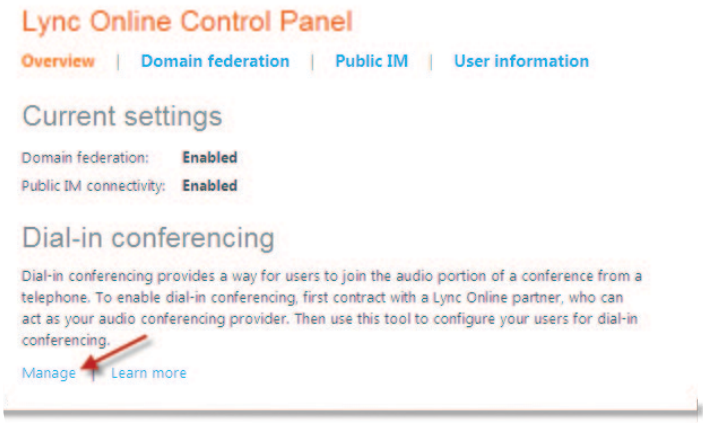
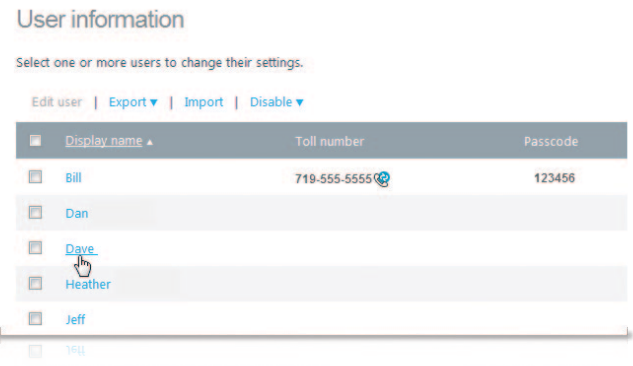


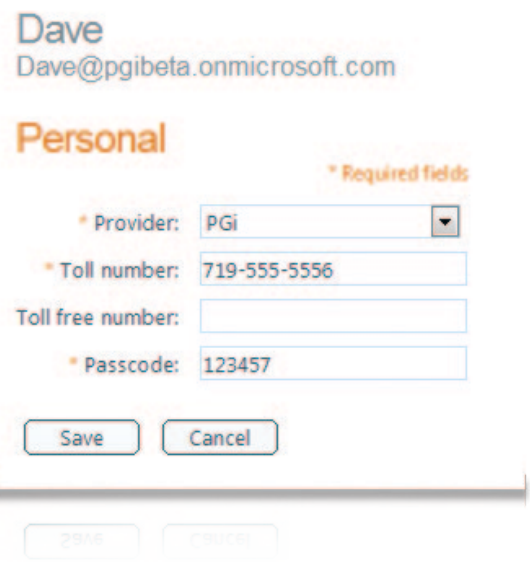
FIGURE 4



2. To configure dial-in conferencing settings for a user, either click the user's display name or select the check box beside the display name, and then click Edit user. (see figure 4)

3. The dial-in conferencing settings for the selected user will appear on the Edit dial-in conference settings for Microsoft Lync Online page. To enable a user for dial-in conferencing, supply values for the following fields: (see figure 5)

FIGURE 5



**FIGURE 6**



**Dave**  
Dave@pgibeta.onmicrosoft.com

**Personal**

\* Required fields

\* Provider: PGi

\* Toll number: 719-555-5556

Toll free number:

\* Passcode: 123457

Save Cancel

- > Provider: Select PGi from the dropdown list.
- > Toll number: Required. Enter the toll phone number including the area code. A minimum of three digits is required and a maximum of 15 digits is allowed.
- > Toll-free number: Optional. Enter the toll-free number. Up to five toll-free numbers may be entered separated by commas.
- > Passcode: Required. Enter the passcode that was supplied by PGi. Passcodes can only contain numbers; no letters or other characters are allowed. Passcodes must be at least 6 digits long, but no longer than 16 digits.

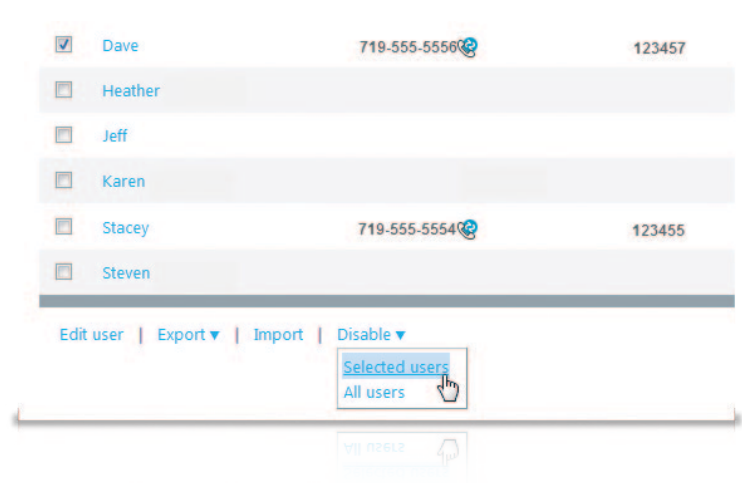
4. When you have verified that all required fields contain data and all entered values are valid, click Save. *(see figure 6)*

To return to the Dial-in conferencing page without saving the changes, click Cancel.

## Disabling a User for Dial-in Conferencing

1. On the Overview page of the Lync Online Control Panel, under Dial-in conferencing, click Manage. The display names of all of your users will appear on the Dial-in conferencing page.
2. Do one of the following:
  - > To remove the dial-in conferencing settings for one or more users, select the check box next to the display name. (You can select multiple check boxes.) Click Disable, and then click Selected users.
  - > To disable all users for dial-in conferencing, click Disable, and then click All users. *(see figure 7)*

**FIGURE 7**

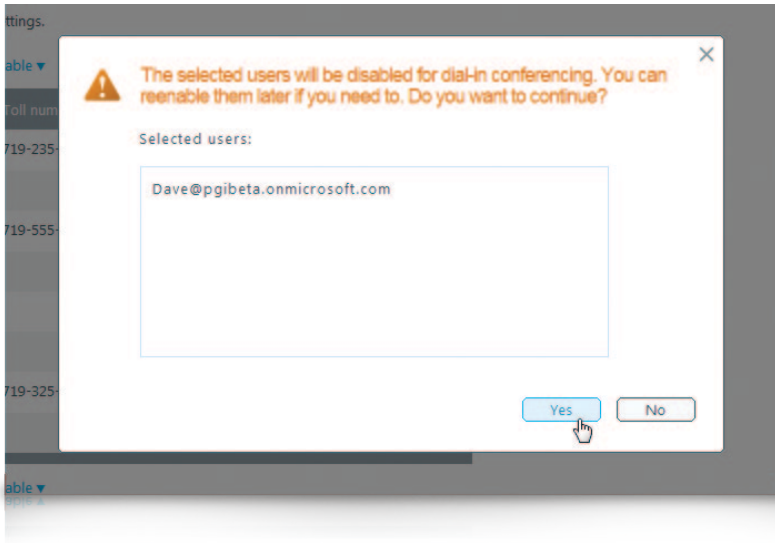


<input checked="" type="checkbox"/>	Dave	719-555-5556	123457
<input type="checkbox"/>	Heather		
<input type="checkbox"/>	Jeff		
<input type="checkbox"/>	Karen		
<input type="checkbox"/>	Stacey	719-555-5554	123455
<input type="checkbox"/>	Steven		

Edit user | Export | Import | Disable

Selected users  
All users

FIGURE 8



3. In the dialog box, click Yes to remove the dial-in conferencing settings for the users. If you do not want to remove the dial-in conferencing settings after all, click No. *(see figure 8)*

You can remove the dial-in conferencing settings for multiple users by first selecting the check boxes next to each user name, and then clicking Disable and Selected users. If you click Yes in the dialog box, dial-in conferencing settings for all the selected users will be removed.

To remove the dial-in conferencing settings for all of your users, click Disable and then click All users. If you click Yes in the dialog box, dial-in conferencing settings for all of your users will be removed.

## Learn More

Contact us today or visit our website to view customer videos or product demonstrations and get the details on all of our solutions.

## About us

The world collaborates with PGi. Our advanced meeting, conferencing and collaboration solutions energize people and organizations to connect more meaningfully and work together more productively. PGi is headquartered in Atlanta, Georgia with operations in 24 countries worldwide. You can learn more at [www.pgi.com](http://www.pgi.com).

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