

GENESYS CONFERENCING



5 easy steps to set up your new Genesys Meeting Center web account

There are 5 easy steps to help you prepare for the Getting Started training session. If at any point you have difficulties, don't worry. We will assist you during training. You're also welcome to call customer support at 1-866-Genesys (available 24X7).

Step 1. From www.Genesys.com (or the web login link in your welcome e-mail, as your company may have a custom login page) click the Moderator Login button. Be sure to set this in your favorites for easy access later.

Step 2. Enter your Genesys Meeting Number and Pin code.

The screenshot shows a web form titled "Create and Manage Meetings". It has two input fields: "Meeting Number" with the value "1234567" and "PIN" with four asterisks. Below the fields are two buttons: "Log In" and "Cancel". A mouse cursor is pointing at the "Log In" button.

Step 3. The first time you log in, you will be prompted to go to Preferences under the Setup menu to set your time zone. Make sure the default contact information is accurate. Select your time zone and enter your phone number. Click Save. You will only need to complete this step once and can always edit later.

The screenshot shows a web form titled "Personal Account Information" with three tabs: "Personal Account Information", "Audio Preferences", and "Meeting Security". The "Personal Account Information" tab is active. The form contains the following fields and options:

- Meeting Number : 7137980
- *First Name : Colleen
- *Last Name : Wells
- *Email Address : colleen.wells@genesys.com
- Display Name : Colleen Wells
- *Select your primary phone number using the radio buttons:
 - Country/Region: United States (1)
 - Business Phone: 1 303-777-2222
 - Mobile Phone: 1
 - Home Phone: 1
- *Select your meeting time zone: (GMT -07:00) Mountain Time (US and Canada)

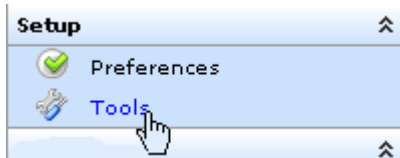
* Items marked with asterisk(*) must be filled in.

Buttons: Save, Cancel

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Step 4. Go to Tools under the Setup menu.



Step 5. Go to the **Browser-Based Version** of Genesys Meeting Center and click **Download All Meeting Center Tools**.

Browser-based Version

Below are several optional tools that can be used with the previously released, browser-based version of the Meeting Center.

[Download All Tools](#)

You may choose to download all Meeting Center V3.9 Tools at one time.

[Download All Meeting Center Tools](#)
[Uninstall All Tools Now](#)

*Note – you will need Administrative rights to install. If you are unable to complete the install, please speak with your IT Administrator or call 1-866-Genesys.

Important: PLEASE DO NOT download the NEW Meeting Center Application, as you may be in a locked-down environment and/or have a pre-planned launch date set up via your IT department. The training session will cover the browser-based version.

You are now ready for the Getting Started training session! Please refer to your training confirmation for instructions to login and dial in at your confirmed date and time. In the meantime, feel free to check out your Conference Manager. We are looking forward to showing you how to use these features!