

# HIDEF CONFERENCING

## Musings From The Tech Guy

### **We don't need no stinkin' security**

Well, maybe not but consider a situation where you hold regular, daily conferences for your employees. Every employee knows the telephone number and the conference room number. Given that most companies have some level of turnover, how do you prevent ex-employees from listening in on your conferences?

### **Captain Security Code to the rescue**

HiDef Conferencing has a feature that is designed to let you solve this problem. The Security Code is an extra measure that can be turned on by signing on to your account at [www.hidefconferencing.com](http://www.hidefconferencing.com) and then going to ACCOUNT INFO and PREFERENCES. As soon as you press the radio button to enable security code your conference room is not available to anyone without the code. Note that in addition to the security code button, the radio button "If participants call in before you, what would you like them to do?" is automatically set to "Wait on hold" because if users are allowed into conference without the moderator then they can get into the conference before the moderator sets up the security code.

Once the Security Code feature is activated, it works like this:

1. Callers enter your conference in the normal way but are always placed into the lobby (the waiting area where the lovely muzak is played) and the callers are kept on hold until the moderator arrives.
2. When the moderator calls in he/she is asked to enter a security code on the telephone or Skype dial-pad. This is any 1 to 10 digit number that the moderator chooses.
3. Once the moderator has set the security code, via the telephone or dial-pad, the moderator is placed into the conference.
4. Now that the moderator has arrived and has chosen a security code, each individual caller is taken out of the lobby but before they are placed into the conference they are asked for the security code. If they get the security code right they are placed into the conference without further ado. If they get the security code wrong three times they are disconnected.
5. Each new caller coming in after the conference has started is asked for the security code in the same way.

That's it, pretty easy really. Every conference can have a separate audience because only those with the right security code can get in to your conference room.

### Notes:

- The moderator chooses a separate security code for each conference.
- This code must be provided to each person you wish to attend or they will not be able to get in. The easiest way to do this is to send out invitations from the HiDef Conferencing web site. Include in the NOTES section what the security code is to be for this session.
- All callers are on hold until the moderator enters a security code.
- The callers must match the code entered by the moderator.

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It sounds complex but it's easy to get the hang of. Try a test conference before you do it for real and make sure that each and every attendee you want to have access to the conference knows the security code you are going to use.

Cheers,  
The Tech Guy

These musings from the Technical Corner are geared to users of the new HiDef Conferencing service (the orange one). Users of the older +Plus or Premium HighSpeed Conferencing service (the blue web pages) or of the ConFreeCall service or of another Vapps' service may find this helpful but the exact web page navigation, command sequences or capabilities may be different.

As always, if you have questions, comments or ideas for a new musing do let me know. I will not have time to answer all of your questions but I will answer as many as I can. I can be reached by email at: [TechGuy@hidefconferencing.com](mailto:TechGuy@hidefconferencing.com)

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