Integrated VoIP (Voice over Internet Protocol) is an audio feature that sends the audio from your WebEx meeting over the Internet, instead of through the telephone.

The following is needed in order to conduct a meeting using VoIP:

- Speakers or headphones attached to the computer
- Computer microphone
- Duplex sound card

VoIP Supports:

- Up to 500 active microphones
- Allows up to 3 people to speak at the same time

### Scheduling and VoIP

VoIP MUST be selected when scheduling a meeting.

**To schedule a meeting with VoIP only:**

1. From the Advanced Scheduler, select **Audio Conference** from the right navigation bar.
2. Select **Use VoIP Only** as the audio conference type.
3. Continue scheduling the meeting as normal.

### Speaker/Microphone Audio Test

Before participating in an Integrated VoIP conference, you should use the Speaker/Microphone Audio Test to ensure that your speakers and microphone are functioning properly and are set to their optimal volume levels.

**To test the audio:**

1. Start a WebEx meeting.
2. From the menu bar, select **Audio > Speaker/Microphone Audio Test**.
3. The Speaker/Microphone Audio Test window appears.

4. Follow the instructions in the window to check the audio configuration.
Starting a VoIP Conference

The host or presenter can start an Integrated VoIP conference at any time during the WebEx meeting.

**To start an integrated VoIP conference:**

1. Start the WebEx meeting.
3. The VoIP conference starts and attendees are prompted to join.
4. If necessary, adjust your speaker and microphone settings in the Volume panel; or close the Volume panel to remove it from view.

When the host or presenter starts an Integrated VoIP conference, all attendees and participants will be prompted to join the conference by a dialog box that appears when they enter the meeting.

**To join the VoIP conference:**

1. Click OK in the prompt.
2. A message appears asking the participant to join the conference. Click Yes.
3. If necessary, clear the Mute check box for the microphone in the Volume panel. Adjust the volume levels, or close the panel to remove it from view.

Managing a VoIP Conference

Attendees control the volume for their own speakers or headset, as well as their microphone, and can adjust or mute as necessary.

**To adjust the volume:**

1. From the Audio menu, select Integrated Voice Conference > Volume.
2. The Volume panel opens.
3. Use the slider bars to adjust the volume for the speakers or microphone.
4. If necessary, select the Mute check box to mute your speaker, headset, or microphone.

**To end the Voice Conference**

1. From the Audio menu, select Integrated Voice Conference > End Conference.
2. Attendees are notified that the host has ended the VoIP conference.