



ConferenceNow



HELPFUL HINTS FOR USING ConferenceNow

- » If participants dial in before the Chairperson, they will be placed on music hold until the Chairperson joins the conference.
- » There are several types of Roll Call available with your ConferenceNow Subscription. To change your subscription please contact your Integra Telecom customer care group.
 - Standard Roll Call** – Chairperson can dial *# to count the number of participants. Chairperson will hear a confirmation tone when a participant enters or leaves the conference. Every subscription is defaulted to the Standard Roll Call.
 - Roll Call** – Records each participant's name and will play back the list at any time by dialing *9. This type of roll call will also include *# feature.
 - Roll Call with Announce Entry/Exit** – Records each participant's name and will play the participant's name when they enter or exit the call. This type of roll call will also include the *# feature and the *9 feature.
- » Participants are encouraged to all in early to avoid bottle-necking during attendee announcements.
- » The maximum number of participants that can join the conference (including the Chairperson) is based on your individual subscription. Anyone trying to join the conference once the maximum number of participants has been reached will not be able to join. Subscriptions are available in various increments up to 96. Please contact your Integra Telecom customer care group to increase your number of participants.

ConfNow.01.14.R3

Conference Calling Solution
Increase efficiency & productivity

WELCOME TO ConferenceNow

ConferenceNow is a reservationless, 24/7 audio conferencing tool. As a new subscriber, you have received the toll free conference number, personal 7-digit access code, and a unique 4-digit Chairperson passcode.

GETTING STARTED WITH ConferenceNow

To host a conference call any time, day or night, just follow these simple steps:

- » Notify your meeting participants of the time, date and other details of your meeting.
- » Give each participant the toll free conference number (800-430-1833) and your 7-digit access code. For added security on your conference calls, you may choose to add a unique security password for each meeting. Make sure to share this information with your participants **before** you start your conference call.
- » At the time of your conference call:
 1. Dial 800-430-1833
 2. Dial your 7-digit access code, (number printed on front of card) followed by the #
 3. Press *, enter your Chairperson passcode, then #
 4. Press 1, then *
- » Your conference is now ready to begin.

CHAIRPERSON TOUCH-TONE COMMANDS & FEATURES

As the chairperson you can control your entire meeting through touch-tone controls. These controls are available at anytime during the call.

- *4 Lock conference (prevent new participants)
- *5 Unlock conference (allow new participants)
- *6 Mute line
- *7 Unmute line
- *8 Allow conference to continue after you disconnect
- *9 Automated roll call of conference participants (if activated)
- *# Count the number of participants on the conference
- # # Mute all lines
 - 99 Unmute all lines
 - 00 Ask for operator
- *# List available commands

PARTICIPANT TOUCH-TONE COMMANDS & FEATURES

In addition, each participant in your meeting will have access to a limited set of controls.

- *6 Mute their line
- *7 Unmute their line (cannot override the Chairperson)
- *9 Automated roll call of conference participants (if activated)
- *# Count the number of participants on the conference
- 00 Ask for operator
- *# List available commands

4-digit PIN