

## How to use Voicemeeting

### 1) Setting up your Conference

Setting up your own conference is easy. First make up your 6 digit conference key. You can choose any key at discretion. Then inform all participants about the conference key, the exact time and date of your planned Voicemeeting. When conference-time arrives all participants call the Voicemeeting dial-in number and then enter the 6 digit conference key. The participants will be automatically added to the virtual meeting room. After the last caller hangs up the conference is automatically closed.

### 2) Conference Master / Bridge Control

The first person, who dials-in, is conference master and in bridge control. This person can manage the conference by pressing the buttons on the telephone. The bridge controls are:

- 1** start the recording of the conference
- 2** pause the recording
- 3** stop and save the recording
- 4** lock the conference room
- 5** unlock the room again
- 6** get to know how many parties are joining the conference
- 7** mute the parties
- 8** unmute the parties again

#### Hints:

Please make sure that you, as the conference bridge operator, always enter your virtual meeting room first. If you as, the bridge operator, find yourself alone for too long, you may have entered the wrong conference key number. Please check that you have entered the correct key and that the conference time and date are correct.

For the best audio experience and to avoid annoying echo effects please make sure, that no speakerphones are used during the entire voicemeeting.



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The participants can mute and unmute themselves, by pressing button 7 or 8 on their touchtone phones. If the master has muted the parties, the participants aren't able to unmute again.

## 3) Playback of the recorded conference

To listen to a recorded conference you have to dial-in again, press 6 on your telephone and enter the 6 digit conference key. Then the recording starts.

During the recording you have several options:

- 2** to start and pause the recording
- 1** to jump back 5 seconds
- 3** to jump ahead 5 seconds
- 6** to delete the recording

## 4) Charges

Calls made to VOICEMEETING classic numbers from BT and Cable landlines are charged to the UK caller at the national fixed rate of 5p per minute (incl. VAT) at all times. Calls from payphones and mobiles may cost more. Ask your service provider for advice on additional charges.

There are no charges other than those charged to each caller.

Charges from mobiles will depend on your calling plan. Please ask your service provider for information on additional costs.