

CON-FLAB

USER GUIDE

CONTENTS

- 2** Conference Setup
- 4** Getting Attendees
- 6** Administrator Function
- 7** Participator Function
- 8** Listen-Only Function

CONFERENCE SETUP

Setting up your conference couldn't be simpler. All you need to do is follow this basic three step process (see top image on the right):

Step One : Enter your name into the box provided

Step Two : Enter your email address into the box provided

Step Three : Click on the "Create your free conference" green button.

Your new conference will be setup and ready to use straight away. Details for your conference, such as the number to call and the pin number to enter will be displayed immediately. For your convenience these details will also be e-mailed to you.

The bottom right image shows your conference details after you press "Create your free conference button". Those details include:

UK LANDLINE NUMBER

The number you need to call to access your conference

INTERNATIONAL & MOBILE NUMBER

Access conference outside the UK or via mobile

PARTICIPANT PIN

Pin to participate in the conference

LISTEN-ONLY PIN

Pin to monitor the conference

ADMINISTRATOR PIN


Pin to access conference as administrator

You will also be provided with the date your conference will expire. Should you require a conference after this date then you can create a new one at any time. If you choose to do this you will be issued with a new set of pin numbers.

To conveniently print your conference details click on the printer icon at the bottom of the box and then print the page that pops up in a new window.

CONFERENCE SETUP




Make your next meeting a **conference call**

 **Create Your Conference**

Landline
0843 289 0000
5.8p/min from a landline
(+ VAT and your phone company's access charge)

Mobile
0333 335 0335
Call for free using your existing minutes on
your mobile phone contract

Use the details below to access your conference

<p>Email your participants a conference invitation</p>  <p>Click below to create an email template that you can share with your participants that includes your conference number, PIN and conference details.</p>	<p>Dial in from your phone</p>  <p>From a landline: 0843 289 0000 5.8p/min from a landline (+ VAT and your phone company's access charge)</p> <p>From a mobile: 0333 335 0335 Call for free from a UK Mobile Uses your inclusive minutes</p> <p>From outside of the UK: +44 203 189 1600 Low-cost international number Dial-in from anywhere</p>	<p>Enter this PIN</p>  <p>650983</p> <p>Distribute this PIN to all of the people that you would like to join your conference.</p>
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Schedule your conference call
Please fill out the following details to send to your conference participants

GETTING ATTENDEES

A conference is a convenient and efficient way of communicating with a group of people who are unable to meet in person. However, a conference will only work if those people actually join in!

Make sure that all the people who you wish to attend your conference call are fully aware of the conference and are supplied with the following information:

- The date and time of the conference
- The number to call to access the conference
- The pin number to use to participate in this conference

You can automatically generate an email with all of the necessary details included to save yourself some time. Either click on the “Invite your colleagues” button at the bottom of the popup box that appears after you set up your conference, or you can click on the “Generate sample invitation” button on your email containing your conference details.

It is important that you send the correct type of pin to each of your colleagues. We recommend that for most conferences the participant pin would be the ideal pin number to distribute to other conference members.

The different type of pins are:

ADMIN PIN

Pin to access conference as administrator

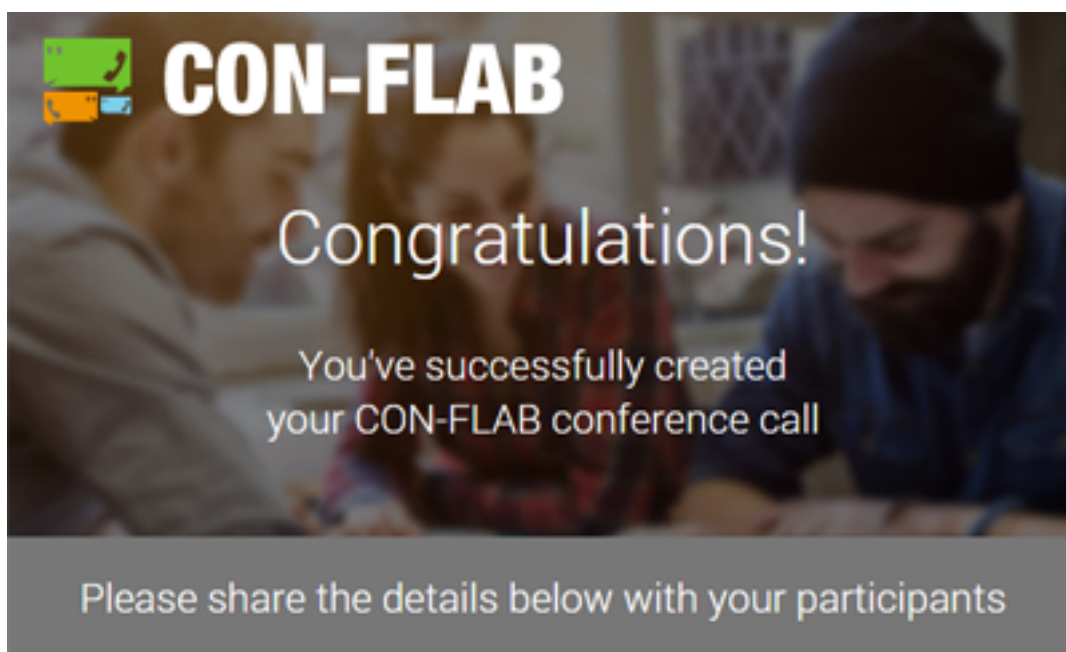
PARTICIPANT PIN

Pin to participate in the conference

LISTEN-ONLY PIN

Pin to monitor the conference

GETTING ATTENDEES



Distribute the phone numbers and PIN along with the date and time of your conference call to all of your participants.

Dial in

From a landline: **0843 289 0000**

From a mobile: **0333 335 0335**

From outside of the UK: **0044 203 189 1600**

Conference PIN: **650983**

[Generate Sample Email](#)



ADMINISTRATOR FUNCTION

To enter your conference as an administrator you will need to enter the administrator pin when asked to do so.

Being the administrator allows you to access the special administrator menu during the conference by pressing the * key on your phone's keypad. These options allow the administrator a higher level of control over the conference and are not all available to other conference members.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
2	Lock/Unlock conference	Locking the conference will prevent any more participants from joining
3	Eject last user	This will eject the last user that joined the conference
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)

PARTICIPATOR FUNCTION

The participant pin is used by the majority of conference members as it allows the user to hear what is said and to also speak in a conference. However, they do not have the extended control over the conference that is available to administrators through the administrator menu.

For a person to enter the conference as a participant they must enter the participant pin when asked to do so. This pin will be provided to the conference creator and it is their responsibility to ensure that each participant receive it correctly so that they can access the conference.

When taking part in the conference as a participant you have access to a participant menu by pressing the * key on your phone's keypad.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)

LISTEN-ONLY FUNCTION

The listen-only pin is provided to people who will only have the ability to listen to what is said in the conference but not contribute themselves. This pin is ideal for presentations, speeches or to monitor a conference call.

For a person to enter the conference as a listen-only conference member, they must enter the listen-only pin when asked to do so. This pin will be provided to the conference creator and it is their responsibility to ensure that each listen-only conference member receive it correctly so that they can access the conference.

When taking part in the conference with the listen-only pin you have access to a listen-only menu by pressing the * key on your phone's keypad.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)