# **Welcome to Conference Calling!**

Use this feature to connect with people from across town, across the state or across the country. Conference Calling provides secure, clear, quality conferencing available 24x7 from any phone. Plus, manage your meetings online for ultimate flexibility.

Benefits	
Increased Productivity	✓
Save Travel Time & Expense	✓
Save Potential Overnight Expense	1
Meet Anytime from Anywhere	1
Add Additional Employees to Meeting	1
Manage Your Meeting Online	1

# **Pricing Information**

## **One Time Conference Use Charge**

\$10 per conference

### **Toll Related Charges**

- 5¢/minute per caller using direct dial inbound
- 20¢/minute per caller using 800 toll free number
- 10¢/minute for each out bound call made from the conference bridge

<sup>\*</sup>Bridge toll and toll-free numbers are assigned by Marne Elk Horn. Aggregate bill sent to conference originator.



Pull
everyone
together
with a
single call







www.metc.net

712-764-6161 - Elk Horn 712-784-2211 - Walnut

**Internet • Television • Phone** 

# **Conference Calling Instructions**

## **Access the Conference by Phone**

Direct Dial Access: 712-764-1500
Toll Free Access: 888-764-1510 (per minute rate applies)
Conference ID #
Conference Call Date
Conference Call Start Time

#### **Setup Your Conference Call**

- 1. Invite from 2-16 people to your meeting. Send them a notice with the date and time of the conference via email, mail or telephone.
- 2. Provide your attendees the phone number to dialin to the conference: 712-764-1500 or 888-764-1510 (per minute rate applies)
- Provide your attendees the 5-digit Conference Identification Number: \_\_\_\_\_
   Tell attendees they will be asked for this number.

#### **Administrator Conference Call Access**

- Call the same number your attendees will call and when prompted, enter the Conference ID number you supplied to your attendees. You will then be prompted to enter your Administrator Code:
- You will hear an announcement letting you know you have joined the call and hear how many attendees are in the conference.
- If Attendees call in before the Administrator, they
  will be notified that the Conference Administrator
  has not yet arrived and will be asked to remain on
  the line until the Administrator arrives.
- 4. Use this same access procedure if you are using the Web Portal to administer your conference.

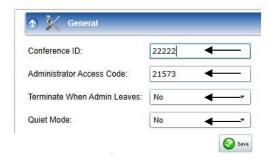


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## **Manage Conferencing with the Web Portal**

To use the Web Portal feature, contact our office for a username & password.

1. Log into the Web Portal: managemyphone.metc.net



- 2. Click the *My* Settings tab and choose Conferencing.
- Open the General Settings and click on the Blue Arrow button. The General tab shows the Conference ID #, that you can change to any 5 digit number and the Administrator Access code which you can change to any number, up to 16 digits.
- 4. If you want to allow conference calls to continue after you (the Administrator) leave the call, select *No* in the 'Terminate when Admin Leaves' field.
- The Quiet Mode, if set to Yes, will mute entrance and exit beeps. The 'Mute Attendees' field, when set to Yes, will mute all attendees during the conference. Click the Save button to activate changes.

## **Recording Features**

Google Chrome or Firefox browsers required for downloading recordings



#### **Attendee Administration Features**

The Call Manager screen shows the phone numbers of

conference attendees.

 From the Main screen you can use the Speaker button to mute specific attendees.



Toll Free

You can adjust
 Attendee volumes
 by moving the

Slider right to increase or left to decrease volume.

**Direct Dial** 

582- xxx

605-582- xxxx

- Click the Red X to remove an Attendee from the conference.
- Click the Record button to start recording a conference at any time. You can stop recording with the Stop button that appears during an inprogress recording.
- The Access Numbers Tab shows you the Direct Dial and Toll Free numbers assigned to your account by the service provider.

## **Add a Participant Using the Web Portal**

1. From the Settings tab of the Call Manager you can add a participant to a conference already in progress.



- 2. Enter their 10-digit phone number and click the *Call* button.
- 3. The service will call the number and add them directly to the conference without requiring a Conference ID Number.

For assistance call 712-764-6161 or 888-764-6141