



USER MANUAL

For

Unlimited Conferencing

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For Customer Support, call 1-800-834-6971 or send an email to:
support@unlimitedconferencing.com



How to Start a Conference Call

Unlimited Conferencing is a “reservation-less” service. That means that you do not have to pre-schedule your conference calls within the system. You can start a conference at any time from anywhere.

You need three things to hold a conference call:

1. **The dial-in access phone number.** This is a toll or toll-free number depending on the rate plan you signed up for.
2. **Your Moderator PIN.** This is your personal code number that allows you to start conferences. *You should never give this number out to anyone.*
3. **Your Participant PIN.** This is the code number that you will provide to participants who will be calling in to your conferences.

These items were included in the welcome email that was sent to you when you signed up for the service. If you did not keep the email or you cannot remember this information, contact customer support at 1-800-834-6971 or send an email to support@unlimitedconferencing.com.

Step 1 – Prepare for the Conference Call

Determine the day and time you are going to hold the conference call. Send a message to all the conference participants advising them of the day and time of the call and provide them with the following information:

- Dial-In Access Number
- Participant PIN

You can optionally use the online Meeting Manager to automatically send a message to all the conference participants advising them of the day and time of the call, the dial-in access number and the Participant PIN. To use the Meeting Manager, click on the link in My Account.

Step 2 – Start the Conference Call

When you’re ready to start the conference call, call the dial-in access number and when prompted enter your Moderator PIN, followed by #. As other participants dial-in to the conference and enter the Participant PIN that you provided them, they will be added to the conference.

As the Moderator, you’ll have the ability to control certain features of the conference. See the next section for a list of these features.

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System Features

Moderator Features

During a conference call the Moderator can access the following features by entering the appropriate code on your touchtone phone:

- *0 - Help Message – provides an explanation of the features available to you
- *1 - Dial out to add a participant to the conference (additional charges apply)
- *2 - Change conference entry and exit options (name announce, tone, or silence)
- *3 - Enables/disables continuation of conference after Moderator exits
- *5 - Mute/un-mute all participants except the Moderator
- *6 - Mutes/un-mutes your line
- *7 - Locks/unlocks conference so no additional participants can join
- *8 - Plays a list of participant's names
- # 8 - Count of participants
- *9 - Start/stop recording of conference (additional charges apply)

Participant Features

During a conference call, Participants can access the following features by entering the appropriate code on their touchtone phone:

- *0 - Help Message – provides an explanation of the features available to them
- *6 - Mutes/un-mutes their line
- *8 - Plays a list of participant's names

Explanation of Features

*0 - Help Message

At any time during a conference both Moderators and Participants can dial *0 on their phone to hear a list of features and options available to them.

*1 - Dial Out

The Moderator of the conference can have the system dial out to add a Participant to the conference. After entering *1, the system will ask for the phone number to dial. The person being called will be asked by the system if they want to join the conference. Depending on your rate plan, the per-minute charge for Participants who were added to the conference via dial out may be higher than your standard per minute rate. Consult your rate plan on the website for applicable dial-out rates.

NOTE: This feature is initially disabled for all customers. To activate this feature, contact customer support.

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***2 - Entry/Exit Announcement Options**

When Participants enter or exit a conference call, you can choose how they are announced from one of the following options:

Name Announce: With this option each Participant is asked to record their name before being allowed to enter the conference. When they enter the conference the system announces their name. When the Participant leaves the conference, the system also announces their departure.

Tone: With this option, when a Participant joins or leaves a conference, a tone is heard.

Silence: With this option, nothing is heard when a Participant enters or exits the conference.

***3 - Continuation of Conference**

The Moderator can choose to allow the conference call to continue after they leave the conference, or they can choose to automatically end the conference when they leave. Entering ***3** toggles continuation on and off.

***5 - Lecture Mode**

This feature allows the Moderator to mute all of the Participants at once. Participants will hear a message from the system that their line has been muted. To put the call in Lecture Mode, enter ***5**. To take the conference out of Lecture Mode, enter ***5** again. When the conference is in Lecture Mode, individual participants can un-mute their line by entering ***6**.

***6 - Self-Mute**

To mute your line so others on the call cannot hear you, enter ***6**. To un-mute your line, enter ***6** again.

***7 - Lock Conference**

This feature allows the Moderator to lock the conference so that no additional Participants can join the conference. To lock the conference, enter ***7**. To unlock the conference, enter ***7** again.

***8 - Participant List**

To hear a list of the names of Participants currently on the call, enter ***8**. This feature only applies if the Moderator has set the Entry/Exit Announcement to Name Announce.

8 - Participant Count

When you enter **# 8** the system will tell you how many Participants are currently on the call.

***9 - Recording**

This feature allows you to record the conference call for later playback. During the conference, you can enter ***9** at any time to begin the recording. All Participants will hear a message from the system that the call is being recorded. To stop the recording before the conference has ended, enter ***9** again. If you press ***9** to start recording again, a second recording will be created. An additional charge applies for recordings.

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Recording Playback

You can listen to the recording or allow others to playback the recording at any time after the conference. Additionally you can choose to have the recording sent to you on the media of your choice, or you can have the recording transcribed. See Appendix C for details on how to access and order copies of your recordings.

Optional Features

The following features can be enabled at no additional charge by contacting customer support.

Added Security via Conference Specific Password

This feature adds another level of security for a conference by giving the Moderator the option to define a security code when starting the conference. Participants will be required to enter this same security code before being allowed to join the conference. The security code is unique to each conference – whatever code the Moderator enters at the beginning of the conference is what is used for that conference. The Moderator should decide what the code will be before starting the conference so participants can be told in advance what code they will need to enter when joining the conference. Settings include:

- No Prompt — The conference security code feature isn't turned on.
- Optional Prompt — The moderator is given the option of setting up a conference security code before entering the conference, but is not required to.
- Mandatory Prompt — The moderator is required to set up a conference security code before entering the conference.

Quick Start

If turned on, this setting allows conferences to start as soon as the first participant dials in. Participants don't wait on hold for the moderator to arrive. If Quick Start is not turned on, participants wait on hold until the Moderator joins the conference.

Listen Only Mode

If turned on, sets all conferences to start in Listen Only mode, which means all lines are muted except the Moderator's. In Listen Only mode participants cannot unmute their line (*6 is disabled for them). **NOTE:** this feature is different than pressing *5 (Lecture Mode) during the conference, since when using *5 participants can unmute themselves, whereas with Listen Only they cannot.

Participant Identification Number

This feature allows each participant to be identified by a unique number on usage reports. If this feature is enabled, after entering the Participant PIN, all participants are prompted to enter a second PIN (personal ID number). The second PIN is stored in the call record for that call and can be seen in the Daily Email report and the detailed usage reports available through My Account.

NOTE: This feature does not provide any additional security – it simply records the second PIN entered by the participants and is only used for reporting purposes. To enable additional security by requiring participants to enter a security code that is unique to the conference, use the conference specific password feature described above.

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Billing/Accounting Code

If this feature is enabled, the Moderator is prompted to enter a 'conference account code.' The number entered is stored in the call record for the conference and can be seen in the Daily Email report and the usage reports available through My Account. This feature is useful for customers who want to be able to associate a call with a specific department, account, client, etc.

Account Options Menu

The feature gives the Moderator the ability to control certain account settings before starting the conference. If this feature is turned on, after entering the Moderator PIN, the Moderator will be asked to enter either 1 to start the conference or 2 to change the default account options. Some of these settings can be changed via the * commands during the conference, however changing them using the * commands affects only the current conference, whereas changing them here affects both the current and all future conferences. For example, if the Moderator wants to change how participants are announced when entering or leaving the conference so that it is always tone instead of the default, which is name announce, then they could change that setting here. The menu options are listed below.

- Roll call options – controls whether 'name record' is turned on (which requires participants to record their name before entering conferences) and what the default entry/exit announcement will be (name announce, tone or silence) when a participant joins or leaves the conference.
- Quick start – controls whether conferences can start before the Moderator joins or not.
- Auto continuation – controls whether conferences will be allowed to continue when the Moderator disconnects
- Listen Only – controls whether conferences start in Listen Only mode, in which case all lines except the Moderator's are muted and cannot be unmuted. **NOTE:** this option will not appear on the menu unless the Listen Only Entry setting is set to On – see below.

NOTE: The Moderator can also manage these options via the Conference Viewer (see next section) by clicking on the Account Options button. This is available even if Account Options Menu is not enabled.

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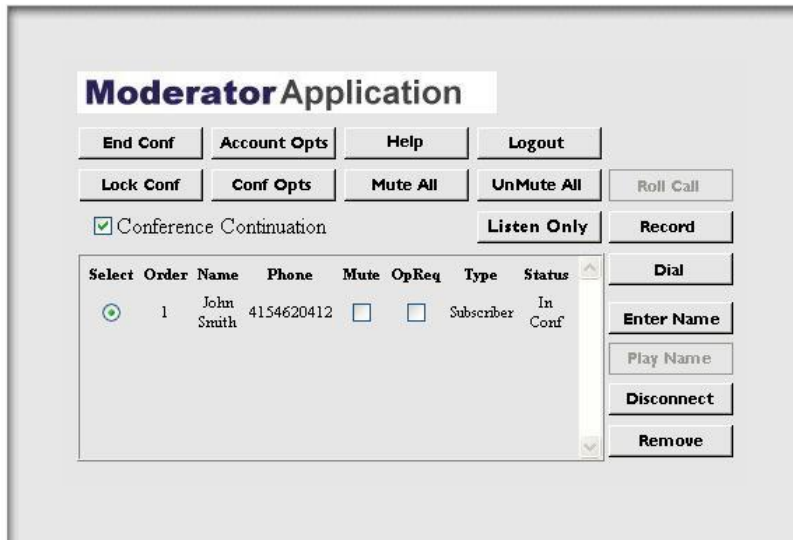


Conference Viewer

The Conference Viewer is a Web-based application that allows the Moderator to view and control the conference in real time. Once a conference is in progress, the Moderator Console allows you to:

- See all the participants who are on the call. You can enter a name for each participant.
- Dial out to add participants (if enabled)
- Mute or disconnect participants
- Lock the conference so no additional participants can join
- Start and stop recording of the conference
- Change account options, such as the default setting for entry/exit announcements, etc.

To access the Conference Viewer, click on the Conference Viewer link within My Account. Once logged in, you can learn more about all of the features of the Conference Viewer by clicking on the Help button.



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My Account

You can access the online My Account to view or make changes to your account. To login to the click on the My Account link on the home page. My Account allows you to:

- Get a copy of your invoices to back up the charges on your credit card
- Update your credit card information due to an address change, expired card or declined card
- Add, delete or change the PIN numbers on your conference account
- Get a detailed usage report that documents the charges associated with your monthly invoices
- See the callers and minutes incurred for calls you just made or for which you haven't yet been billed
- Update the contact information on your account (phone numbers, address, etc.)

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Appendix A: Frequently Asked Questions

Q: How do I change what participants hear when someone enters or exits the conference?

A: The Moderator can control what is heard when someone enters or exits the conference by entering *2 during the conference and selecting either name announce, tone or silence.

Q: How do I mute a noisy participant?

A: You can ask the participant to enter *6 on their phone, which will mute their line. Alternatively, the Moderator can enter *5, which will mute all participants except the Moderator.

Q: Can someone who is outside of the US call in to the conference?

A: Yes, callers from outside of the US can dial the toll access number you were provided. The participants will be charged by their phone service provider for the cost of making an international call.

Q: How do I change my PIN numbers?

A: You can change your PIN numbers via My Account. To login to click on the My Account button on the home page.

Q: I've forgotten my PIN numbers, how can I find out what they are?

A: Please contact customer support to obtain new PIN numbers.

Q: Can I get additional PIN numbers for my account?

A: Yes! You can add as many PINs sets as you need via My Account.

Q: How do I record a conference?

A: The Moderator can begin recording a conference at any time by pressing *9 on their phone. To stop the recording, enter *9 again.

Q: How do I playback a recorded conference?

A: Please see Appendix C for instructions on how to listen to or order copies of your recorded conferences.

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Appendix B: Troubleshooting

Problem: Background Noise, Music, or Static on the Line

Usually this is caused either by a participant's poor cell phone connection, a participant has placed the call on hold and everyone is hearing the music-on-hold from their phone system, or a participant is in a noisy location.

The easiest solution to this problem is to ask everyone on the call to mute their line by pressing ***6**. Then, the moderator can ask each person on the call, one by one, to take themselves off of mute by pressing ***6** again. When the noise shows up, you know where the noise is coming from and you can ask that person to press ***6** again and remain muted for the rest of the call.

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Appendix C: Instructions for Retrieving Recordings

Accessing Your Recordings

Once you've recorded a conference, you can retrieve the recording via the Recordings link in My Account. All of the recordings you have made will be shown, along with their associated ID and the date and time of the call that was recorded.

You can download your recordings in MP3 and WAV format – simply click on the appropriate button next to the recording you want to download. You can also order a copy of your recordings on a CD or have them transcribed.

To Listen to a Recording Over the Phone

You and others can listen to the recording of a conference over the phone. Note that a per-minute charge will be applied to your account anytime someone listens to your recordings. In order for someone to listen to a recording over the phone, they must have the participant PIN and recording ID number associated with your recording.

Click on the phone icon next to the recording you want to listen to. You'll be presented with the dial in number, the participant PIN and the recording ID number. You can make note of this information and send it to others so they can call in to listen to the recording.

While listening to a recording you have access to the following functions by entering the appropriate number in your telephone:

- 7 - Rewind 30 seconds
- 8 - Pause the recording
- 0 - Resume a paused recording
- 9 - Fast forward 30 seconds

Remember that the Moderator will be billed for each minute that anyone calls the replay phone number and listens to a recording.

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