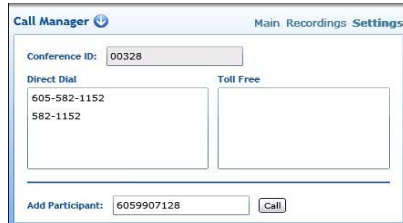


Features currently under development.

ADD A PARTICIPANT USING THE WEB PORTAL

From the *Settings* tab you can add a participant to a conference already in progress. Enter their 10-digit phone number and click the *Call* button. The service will call the number and add them directly to the conference without requiring a Conference ID #.



RECORD FEATURES

Previously recorded conferences can be accessed from this screen.



CONFERENCE SERVICE USER GUIDE

VALLEY TELECOMMUNICATIONS
BUSINESS SOLUTIONS



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www.valleytel.net

CALL VALLEY FOR ALL OF YOUR BUSINESS SOLUTIONS NEEDS!

SET UP YOUR CONFERENCE CALL

1. Plan your conference call and provide your attendees with the date and time of the conference call.
2. Provide your attendees with the following **Dial-In Phone Number** for the Conference:

437-2599 (Local) or 1-605-437-2599

3. Tell the conference call attendees that after dialing the conference dial-in number, there will be a prompt asking for them to enter the **5-Digit Conference Identification Number** below:

4. If attendees call in before the Administrator of the call, they will be notified that the Conference Administrator has not yet arrive and will be asked to remain on the line until the Administrator arrives.

ADMINISTRATOR CONFERENCE CALL ACCESS

1. Call the same **Dial-In number** that you have given your attendees. (Item 2 above)
2. When prompted, enter the **5-Digit Conference Identification Number**. (Item 3 above)
3. You will be prompted to enter your **Administration Identification Number**:

4. You will hear an announcement letting attendees know that you have joined the call. You will also hear an announcement advising of how many attendees are in the conference.

MANAGE CONFERENCING WITH THE WEB PORTAL

The *Phone Portal* available at www.valleytel.net allows you to manage your conference call.

1. Click My Settings tab and choose Conferencing.
2. Open the General Settings by clicking the Blue Arrow button in the top left hand corner of the General Tab.

- The **General Tab** shows the **Conference ID #** and the **Administrator Access Code**, which you can change to any 5 digit number.
- 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, located in the bottom right hand corner of the Phone Portal, to activate changes.



ATTENDEE ADMINISTRATION FEATURES

On the **Home Tab**, the **Call Manager** screen provides the telephone numbers of the conference attendees.

- From the **Main Screen** you can use the **Speaker** button to Mute specific attendees.
- You can adjust Attendee volumes by moving the **Slider** right to increase or left to decrease volume.
- 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 in-progress recording.

