

## 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 ✓
- Meet Anytime from Anywhere ✓
- Add Additional Employees to Meeting ✓
- Manage Your Meeting Online ✓

### 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

*\*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

 **Marne Elk Horn  
COMMUNICATIONS**  
Powered by **Fiber**—Driven by **Community**  
712-764-6161      888-764-6141  
[www.metc.net](http://www.metc.net)



## Conference Calling Instructions



**Marne Elk Horn  
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712-764-6161 - Elk Horn

712-784-2211 - Walnut & Avoca

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 dial in to the conference: 712-764-1500 or 888-764-1510 (per minute rate applies)
3. Provide your attendees the 5-digit Conference Identification Number: \_\_\_\_\_  
Tell attendees they will be asked for this number.

## Administrator Conference Call Access

1. 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: \_\_\_\_\_
2. You will hear an announcement letting you know you have joined the call and hear how many attendees are in the conference.
3. 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**

General

Conference ID: 22222

Administrator Access Code: 21573

Terminate When Admin Leaves: No

Quiet Mode: No

Save

2. Click the *My Settings* tab and choose Conferencing.
3. 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.
5. 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

Recording

Recording Enabled: Yes

Total Recording Allowed (min): 00:40:00

Max Duration Per Recording (min): 00:10:00

Recordings Expire (days): 10

Recorded: 4/2/2009 2:13:31 PM 00:00:44

Expires: 4/12/2009 2:13:31 PM

Click the **Red Download Arrow**, to convert the highlighted conference recording to an MP3 Audio file that can be saved on your computer.

Click the **Red X** button to permanently delete the highlighted conference recording from the Web Portal.

## 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.
- 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.
- The *Access Numbers* Tab shows you the *Direct Dial* and *Toll Free* numbers assigned to your account by the service provider.

Call Manager

Main Recordings Settings

scott meyer 605-999-xxxx

howard fuller 605-999-xxxx

Click on the white bubble to have a private conversation with that attendee.

Record

00:00:00/00:10:00

Access Numbers

Direct Dial 605-582-xxxx

Toll Free 582-xxxx

## 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.

Call Manager

Main Recordings Settings

Conference ID: xxxxxx

Direct Dial 605-582-xxxx

Toll Free 582-xxxx

Area code must be included when adding local or long distance participants

Add Participant: 605990 xxxx Call

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