

Conferencing Solutions – Optional Features

Feature	Description
Conference Entry/Exit Announcement	<p>The manner in which participants are entered into the conference call.</p> <p>Tone: An entry and exit tone is heard as participants join or exit the conference call.</p> <p>Silence: Participants enter and exit the conference call silently.</p> <p>Name: Participants are announced by name as they enter the call. Allows participants and moderator to listen to a private automated roll call of all the attendees.</p>
Quick Start	<p>Enables the conference to begin without the moderator joining the call.</p> <p>ON: Allows the conference call to start without the moderator.</p> <p>OFF: Participants wait on hold with music until the moderator joins the call. The participants will be on hold for a maximum of 10 minutes before being disconnected by the system (also known as Music on Hold).</p>
Auto Continuation	<p>Allows the conference to continue after the moderator disconnects.</p> <p>ON: Allows the conference to continue after the moderator disconnects. This feature can be toggled “ON” or “OFF” on a conference-to-conference basis (*8). Upon completion of each conference, Auto Continuation goes back to the default setting.</p> <p>OFF: All lines will be disconnected when the moderator exits the call.</p>
Conference Summary Report	<p>This feature allows the moderator to receive a detailed report indicating the length of time each participant took part in the call.</p> <p>ON: Upon completion of the call the moderator receives the Conference Summary Report by email.</p> <p>OFF: Does not provide a Conference Summary Report.</p>
Billing Code	<p>This feature is used if the moderator wishes to be prompted to enter a billing code each time he holds a conference call. This feature is ideal if more than one group or department team will be using the same subscription.</p>
Security Code	<p>This is a moderator-defined code, determined on a per-event basis. This code must be between 4 and 9 digits. The system will prompt the moderator to enter a code on each call. The moderator may by-pass this option by pressing (*). The moderator must provide this code to the participants so that they may access the secure call.</p>
Conference Recording	<p>The ability to record a conference call.</p> <p>ON: The moderator may decide to record a conference call (*2).</p> <p>OFF: It is not possible to record a conference call.</p>
Mute on Entry	<p>Allows the moderator to control whether participants are muted or not at the start of the conference. To un-mute participants the moderator presses ##.</p> <p>ON: The participants are muted when joining the conference.</p> <p>OFF: The participants are not muted when joining the conference.</p>