



Free Conference Calls User Guide

ellesys Free Conference Calls service enables you to start or join a conference by dialling our 0844 number and entering your User Number.

The basics

- If you start a conference you are assumed as being the chairperson for this conference.
- The chairperson must start the conference before the other participants can join in.
- A conference participant attempting to join the conference before the chairperson will be informed that the conference has not yet started and will be asked to call back later.
- The chairperson can initiate the recording of a conference & carry out a role call (see over).

Preparing for your conference call

- Decide on the date and time for your meeting and inform all participants.
- Send the participants details of:
 - The 0844 Access Number**
 - Your unique Company Code and User Number**

Starting your Audio Conference

- Dial the 0844 access number.
- At the prompt, enter your Company Code, #, User Number followed by # then enter your Password followed by * - e.g. 1588#1002#5621*.
- The first time you use this service you will be asked to change your initial 4 digit Temp Password and record your name (voice signature) – Change your Temp Password to your own 4 digit number.
- At the prompt speak your name then press the * key.
- At the prompt enter the number of people taking part in the conference followed by * e.g. 4*.

Press 1 to continue or any other key to hear the number again.

Joining a Conference

- The following instructions need to be given to your conference participants to enable them to join a conference.
- Dial the 0844 Access Number
- Enter the Conference Now Comp;any Code, #, User Number followed by star (*) eg. 1588#1002*

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In Call Conference Functions

The chairperson can carry out the following functions during a conference:*

■ Recording the Conference

This is done by pressing the star (*) key on your telephone keypad and pressing it again to stop recording. The chairperson will hear the phrases "recording started" and "recording stopped". All recorded elements of the call will be appended on one message file.

■ Conference Role Call

This is done by pressing 1 on the telephone keypad. After doing this, the chairperson will hear "Current participants are...", followed by the Voice Signatures of all the current people in the conference. The conference participants will not hear this role call.

If the conference is being recorded, the recording will stop recording when the role call is being made. Once the role call is complete, the conference recording will be restarted automatically.

*If the conference chairperson hangs up then rejoins the conference, they will lose the ability to carry out these functions.

Retrieving a Conference Recording

- Dial the 0844 access number
- Enter **Conference Recording ID**. (this number is given to the chairperson when starting a conference. This code will take the format of: the Company Code, hash (#), the Conference Recording Code, star (*)
- Enter the date of the recording in the format DDMMYY.
The conference recording will be played. Whilst listening, keys 7, 8, 9, 0 & star (*) can be used to do the following:
 - 7 will rewind the message by 8 seconds*
 - 8 will allow you to pause the message. Once paused you will need to press 8 again to resume play*
 - 9 will fast forward your message by 8 seconds*
 - 0 will take you back to the beginning of the message*
 - Star * will take you to the end of the message*
- When the conference recording has ended, press 1 to hear the recording again, or press any other key to listen to other conference recordings.

Your First Tasks - Setting up the Account

- If you are accessing the system for the first time to set up a conference and are not already an ellesys customer, you will need to do the following:
- After dialling the Conference Access Number you will be asked for your Conference Company Code, User Number and temporary password.
- At the prompt type Company Code, #, User Number, #, Temporary Password followed by * star. You will be asked to enter a new password. Enter the new password and confirm by entering the new password again.
- You will then be asked to record your name (Voice Signature). Record your name terminated by star (*) Press 1 if you are happy with your recording, or any other key to re-record.