

Join My Meeting On-Demand Conferencing

Join My Meeting is a reservation less audio conferencing platform. Clients are issued dial in numbers and pass codes and are able to host conference calls 24/7.

Customizable Features

The features listed below can be customized by the Moderator using his/her set of passcodes when logging on to www.JoinMyMeeting.com and choosing Customer Care from the menu.

Name Prompt – Incoming participants are prompted to record their name prior to entering the Call. By pressing *8, the Moderator can listen to an Automated roll call, hearing the Participants' recorded names as well as hear the total number of people on the call.

Entry/Exit Tones – Distinct tones let you know when participants enter or exit the Call. The default is to have the tones activated. You can also choose Name and Silence. If you choose Name, you will hear the recorded names of participants joining and leaving your call. You must have Name Prompt ON for this to work. If you conduct large Calls (30+ Participants), you might consider removing the Tones.

Moderator Wait – You have the choice of allowing your Participants to communicate before the Moderator has joined the call or wait with hold music until the Moderator has joined the call. Once you have entered your Moderator Passcode, all people on the call will instantaneously be able to communicate.

Call Record – You can choose to have your calls recorded for your archives, minutes of meetings, or to receive an instant replay number, CD or Cassette from Join My Meeting. To begin recording the Moderator will **press *4** at any time once joined to the teleconference.

Reference Number – The Moderator can associate a numerical accounting code to an individual teleconference by pressing *91 during the actual conference call.

JOIN MY MEETING Touch Tone Features

***0**

Operator Assistance – Everyone

Once in a teleconference anyone can receive Operator Assistance by pressing *0 on a touch-tone phone. Once your request has been answered, you will be placed into a private conversation with a teleconferencing operator. You would seek assistance should you have questions, concerns or if a sound quality issue arises.

***1**

Moderator Dial Out – Moderator Only

Once in the teleconference, the Moderator can dial out to connect additional Participants by pressing *1. You will be temporarily removed from the call and will hear prompts with instructions such as entering the Area Code and phone number of the person you wish to reach. You can dial to anywhere in the world.

➔ * 3 - Return Moderator without Participant

If your participant cannot join the call or you get voicemail, you can disconnect the line and return to the call alone by pressing *3.

➔ * 4 - Return Moderator with Participant

If you wish to connect the participant you dialed, this feature will connect yourself and the participant to the call.

***4**

Call Record – Moderator Only

- At any time during the teleconference, the moderator can press *4 to initiate recording.
You will be asked to enter a Conference File Number. Enter a number of your choosing (up to 8 digits). After you've entered the Conference File Number, press '1' to begin recording.
- If you change your mind before recording has begun, simply press * to cancel.
- At any time while you are recording the call, press *2 or *4 to cancel recording.
- Please remember your Conference File Number as you will need it to listen to your recorded call in Instant Replay. If you missed the number and need to hear it played back again, press *94. Alternatively, you can also press '2' to enter your own unique Recording File Number.

Join My Meeting will contact the moderator shortly after the teleconference ends to ask about the preferred delivery method for your recording. The Moderator will be able to choose from an Instant Replay number, CD or Cassette. To use the *4 command, the moderator must have the Call Security feature (*7) off.

***5**

Listen Only Mode – Moderator Only

If you wish to speak without any interruptions or background noise, press *5. This will mute all participants' lines and allow them to only hear your line. When you want to open up their lines so that they can speak and be heard, simply press *5 again.

***6**

Mute Individual Line – Everyone

If your individual phone does not have a Mute feature, you can mute your own line by pressing *6. Participants and Moderators all have this ability. If you have a large number of participants, it is a good idea to ask everyone to mute their individual lines when they are not speaking. This is especially true of cell phone users. When the individual wishes to speak, they simply press *6 again to open their line.

***7**

Security – Moderator

If you want to ensure privacy, you can lock the Call to any additional participants by pressing *7. Incoming participants will be denied access once this feature has been activated. Pressing *7 deactivates the feature.

***8**

Automated Roll Call – Everyone

To hear a playback of the number of participants and the recorded names of all participants, press *8. If initiated by the Moderator, everyone on the call, including the Moderator, will hear the playback. If initiated by a Participant, only the Participant will hear the playback.

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Automatic Line Disconnect – Moderator Only

When the Moderator presses ## and then hangs up, the system will warn everyone on the call that they will be automatically disconnected from the call, including the Moderator.

Applications for Join My Meeting

- Sales and Marketing Calls
- AGM's
- Planning Meetings
- Financial Reporting Calls
- Interviews
- Media Calls
- Human Resources Calls
- Global Meetings