



# joinmy meeting

conferencing solutions by Avega

Thank you for choosing **Join My Meeting** Conferencing by Avega.

Your Audio and Web Conferencing service is **now active and ready for use**.

You will find your conferencing service **easy** to use, **customizable** and **user friendly**.

Here is what makes Join My Meeting Conferencing so easy to use:

**Customize** your user settings on line  
Go to [www.JoinMyMeeting.ca/admin](http://www.JoinMyMeeting.ca/admin)

**Customer Care - Profile**

**User Profile**

**User Information**

Moderator Name: Susan Corcoran  
 Moderator Phone: 905 282 7888  
 Moderator Email: scorcoran@avega.ca  
 Moderator Assistant Name: \_\_\_\_\_  
 Moderator Assistant Phone: \_\_\_\_\_  
 Moderator Assistant Email: \_\_\_\_\_  
 Department: No Departments

**Conference Operating Profile**

Dial-In Numbers: 1-888-315-8388, 1-888-386-7224  
 Moderator Code: 1 1 1 Change  
 Participant Code: 2 2 3 Change  
 Entry/Exit Tones: Name  
 Name Prompt: Yes  
 Moderator Wait: Yes  
 Reference #: No  
 Record Call: Option  
 Status: Active

Submit

**Better End User Experience**  
with Touch Tone Controls

- \* 0 Operator Assistance
- \* 1 Dial-out to participant
  - \* 1 Join participant to the conference
  - \* 2 Join participant to the conference and dial another participant
  - \* 3 Return to the conference without a participant
  - \* 4 Disconnect the line and continue dialing
- \* 4 To initiate recording of the call
  - 1 Start
  - \* 2 Cancel
- \* 5 Mute all participants' line, #5 again to un-mute
- \* 6 Mute own line, #6 again to un-mute line
- \* 7 Security Feature: Lock the call from any further participants (or an operator) to enter. #7 again to unlock
- \* 8 Automated Roll Call: Listen to a recording of the participants' names (recorded when they entered the call)
- \* 9 Participant Count: Hear the number of participants currently on the call
- # # Disconnect all lines after Moderator hangs up

**Simplified Billing** we send your call details via email within minutes of the call completion



Moderators Name				
Participant #	Start (ET)	End (ET)	Origin	Total Mins
1	2010-10-21 10:05:59.000	2010-10-21 10:34:54.000	6502155566	28.92
2	2010-10-21 10:07:14.000	2010-10-21 10:34:17.000	4165250000	27.05
3	2010-10-21 10:09:34.000	2010-10-21 10:35:54.000	7524446611	26.33
<b>Total Duration (Mins):</b>				<b>82.30</b>

Questions? Want to **know more?**  
We are here to help!

Contact us at **1.888.323.5646** or  
**support@JoinMyMeeting.ca**