



BizConf Audio Conference User Guide ^{BA GA}

上海会畅通讯股份有限公司
BizConf Telecom Co., Ltd.



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BizConf Audio Conference service becomes one of necessary daily conference communications of the enterprises because of its simple, quick and convenient manner. It does not need the appointment of personal conference account, thus breaking the limit that traditional telephone can be limited to two parties, and it can accommodate domestic and international telephone access of more than one hundred parties. In addition to supporting the fixed terminal, it has realized the intelligent conference of mobile terminal. In addition, local access with global coverage, and PSTN network with high security and high quality, have provided perfect platform and service guarantee for high-efficiency communication and operation of the enterprise.

Detailed operation guideline of audio conference is given below for your reference and use. Thank you for choosing BizConf Audio Conference products and services.

Useful tips for an efficient conference call

> Before the meeting:

- Distribute an agenda including the date, time and meeting number
- Do not disclose your moderator PIN to your participant
- Specify the time zone in meeting invitations to those in foreign countries

> During the meeting:

- The moderator shall begin the audio conference in advance
- Prompt the use of mute function and keep the meeting room quiet when the moderator and participants not in talking
- If you encounter any problem, dial *10* at any time to contact the Customer Service



Basic operation: traditional start of terminal equipment (including fixed-line telephone and various mobile phones)

Start/Access a Meeting

> Moderator:

- 1. Dial your access number***
- 2. At the prompt, enter: *Meeting Number****
- 3. At the next prompt, enter :*Moderator PIN****

> Participants:

- 1. Dial your access number***
- 2. At the prompt, enter: *Meeting Number****

Telephone keypad commands

- ⊙ *10* Connect Helpdesk during meeting
- ⊙ *6* Self-Mute/Un-Mute
- *Phone Number* Call participants. Please pay attention to the location and add the appropriate area code or country code
 - Disconnect the most recent participant , please use *2*
 - Redial last number , please use *3*
- *52* Mute /Un-mute all participants,participants can dial *6* to Self-mute/un-mute
- *51* Mute/Un-mute all participants



- ***4xxxx*** Moderator Create /Modify participant's security code
 - Enable/Disable security code during the meeting , please use **70**
 - Delete the participant's security code , please use **4**
- ***73*** Deactivate / Activate participants entry and exit announcement
 - Activate/Deactivate name capture , please use **74**
 - To reply participants number and names during meeting,please use **007**
- ***7*** Open/Close the meeting door
 - Allow participants into the meeting one by one from the waiting room,please use **1**
- ***17*** Start/Stop Recording
 - Please note the 6-digit replay code first,then press 0 to start recording
 - To change recording parameters press 1:moderator can adjust the recording

time (there will be an extra fee for going over the default time limit)

—To access the recording at a later time, have your 6-digit replay code ready for the BizConf Customer Support Center

● *18*

Start/Stop reply

● *9*

Disconnect all participants and to close the Audio Conference

● *Moderator use only*

◎ *Moderator and Participants can use*

Heartfelt thanks for choosing green conferencing!



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