



BizConf Audio Conference User Guide ^{IRP}

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 conference code
- Do not disclose your leader PIN to your participant
- Specify the time zone in meeting invitations to those in foreign countries

> During the meeting:

- The leader shall begin the audio conference in advance
- Prompt the use of mute function and keep the meeting room quiet when the leader and participants not in talking
- If you encounter any problem, dial *0 or 00 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

> Leader:

1. Dial your access number
2. At the prompt, enter: Conference Code#
3. Press * , and enter Leader Pin#
4. Press 1 to start the meeting

> Participants:

1. Dial your access number
2. At the prompt, enter: Conference Code#

Telephone keypad commands

- ◎ 00 Operator assistance- Customer Service will individually contact the user
- ◎ *0 Operator assistance- Customer Service will entry the meeting
- ◎ *4 Private roll call
- ◎ *# Private participant count
- ◎ *6/#6 Mute/unmute your own line
- ◎ ** List available keypad commands
- *5/#5 Mute/unmute all lines except leader's
- *1 Dial-out to a participant(Once you have dialed out to your participants press *1 to join them into the conference or to disconnect the line press *3 or press * to cancel)

*Local: *1 Telephone Number# , Domestic Dial or International Dial: please add Area Code and Country Code where needed*



● *2

Begin/end conference record

— *How to initiate a recording:*

- *Press *2, to initiate recording of your conference*
- *Enter a unique 5 digit number of your choice and note it*
- *Press 1 to begin recording*
- *To end recording press *2*

— *How to retrieve a recording(Additional charges):*

Contact customer service and provide them with

- *Your unique conference file number and date of conference call*
- *Format you wish to receive your recording:*
 - Encore digital: recordings will be available for playback within 4 hours*
 - CD: dispatched within 24 hours by normal post*
 - MP3: delivered through FTP within 4 hours*

- *3 Change entry/exit method (record names, tones, silence)
- *7/#7 Lock/unlock conference (including operator)
- *8 Allow/disallow conference continuation

● *For leader use only* © *Both leader and participants can use*

Heartfelt thanks for choosing green conferencing!



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