

Conference Call Setup and Usage

1. How it Works

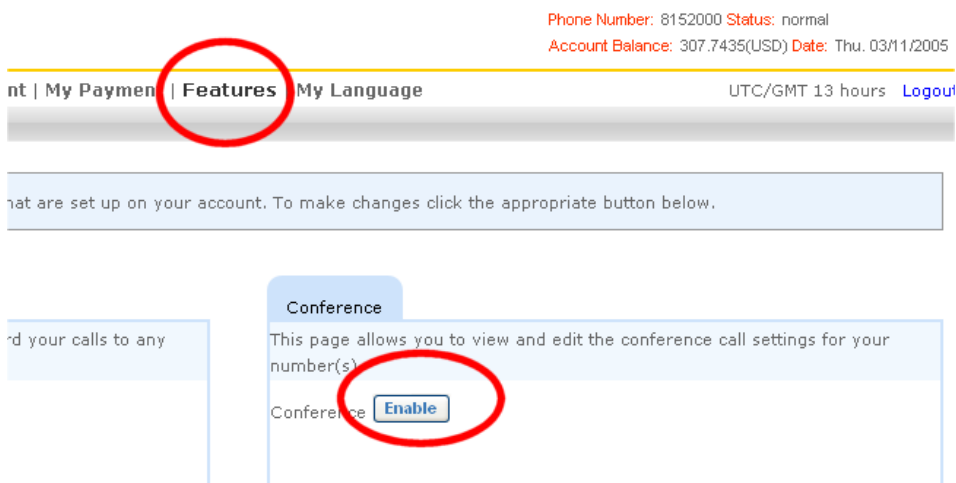
Once the Conference Call Feature has been Set-Up on your Netphone you can initiate a conference with up to 10 different parties simultaneously. You will act as the “Host” and join “participants” into the call that you initiate.

2. Setting yourself up for Conference Calling

You need to follow the following procedure to enable conferencing. You only need to perform this set-up once – after you are set-up you can initiate conferences at any time without further configuration.

A. Login to the “My Account” interface

B. Goto the Features Menu and Click Enable to Enable Conference Call Feature



C. Enter 10 as the maximum number of people you will likely be conferencing with at one time.

The screenshot shows the conference setup form. It includes the following fields and buttons:

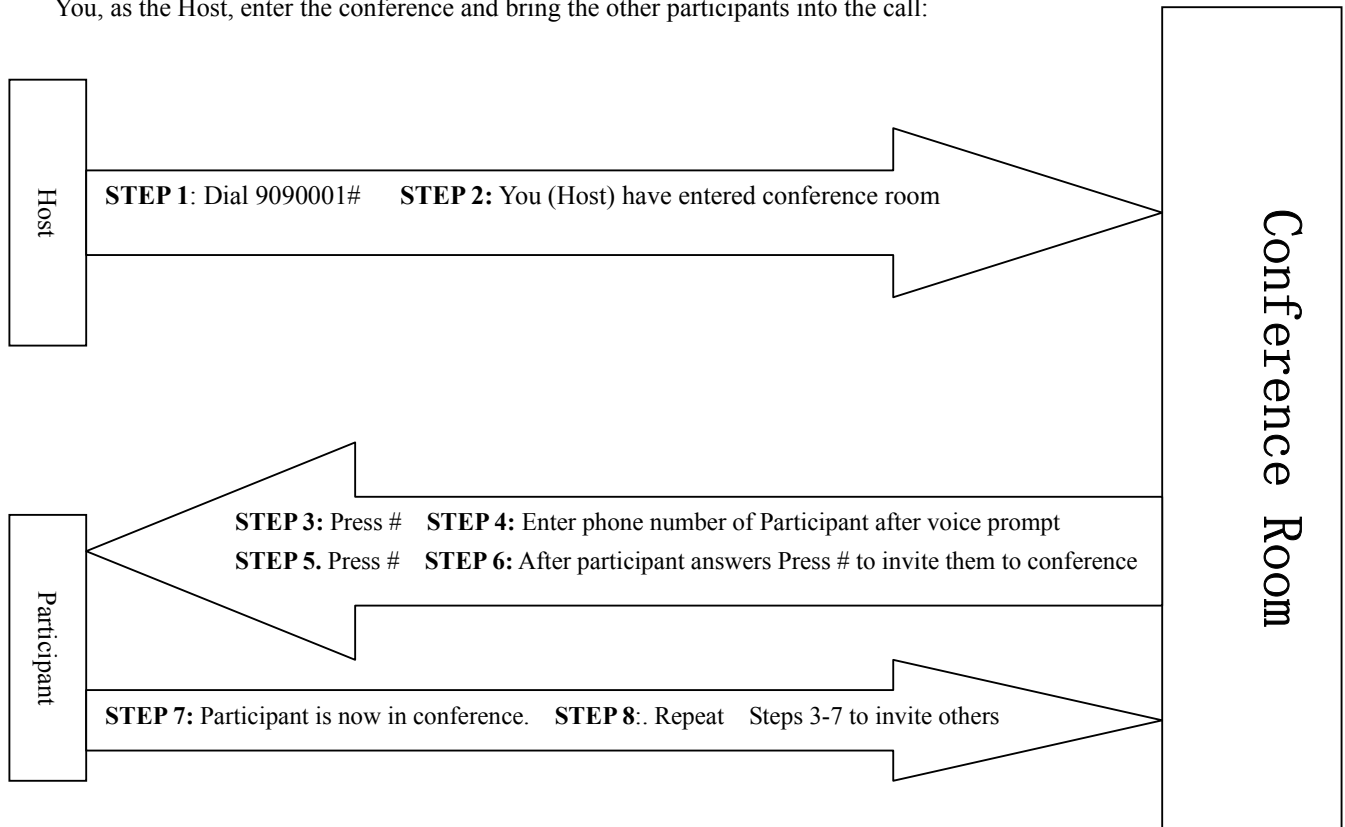
- Please choose your conference type: Random Select (dropdown menu)
- Set number of people involved in conference: 10 (text input field, circled in red)
- Password for the host: 4321 (text input field)
- Password for participant: 1234 (text input field)
- Submit (button, circled in red)
- Reset (button)

D. In some circumstances the Host and Participant will require a password to be involved in the conference. The default values are 1234 and 4321 – you can optionally change them to something else you will remember.

E. Click Submit and your conference feature will be installed.

How To Initiate A Conference Call and Invite Others

You, as the Host, enter the conference and bring the other participants into the call:



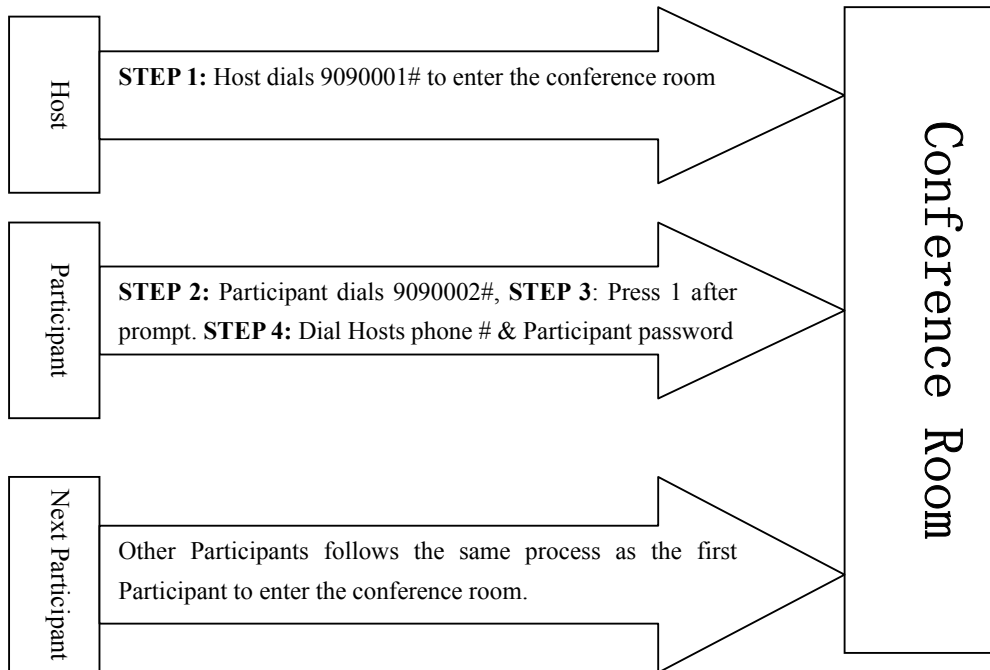
Steps in Detail:

- A. Dial access number, 9090001 followed by # from your Netphone.
- B. You will hear a beep tone confirming that you have entered the conference room. Now press # to invite a Participant to the conference room. After hearing the voice prompt 'Please enter the destination phone number followed by the pound key', dial the phone number of the person you want to bring into the conference and then press #. After the Participant answers, press # to add this participant to the conference. Alternatively if you dialed the wrong number or the Participant does not answer just press the "*" key and you will be returned to the conference without the Participant.
- C. To invite another participant, press #, wait for prompt, dial next participant's phone no. followed by #, wait for answer and then press # to join them into conference. Repeat this process to invite more participants into the conference. Remember you can use * if you want to return to the conference without the Participant.

Note: You can conference other Netphone users by simply dialing their 7 digit Netphone number followed by #. For Participants without Netphones just dial the international dialing prefix followed by their regular telephone number and then press #.

How To Have Participants Enter the Conference Room Themselves

Any Participant that has a Netphone can dial, 9090002 (per minute charge applies) to enter an active conference themselves. However the conference needs to have already been initiated by the Host before the Participant can join.



Steps in Detail:

- A. The Host must setup the Participant Password on the “My Account” web site. The Host must then tell the Participants the conference ID (7 digit phone number of Host) and the Participant password.
- B. Host initiates the Conference by dialing, 9090001#.
- C. Participant dials 9090002#. Participant will hear the prompt “To join a conference, press 1. To listen to a conference recording, press 2. To access your messages, press 3. To leave a voice mail, press the star key.’. Participant should then press 1 and will hear the prompt “Please enter conference ID”. Participant should then enter the conference ID (Host’s Phone #) followed by #. Finally Participant will hear the prompt “Please enter the conference password followed by the # key” and should then enter the Participant password followed by # to enter the conference.
- D. Other participants can follow the same process as in C. to join the conference.

Note: Participants who only have a regular phone and are located in USA, Hong Kong or Taiwan can enter the conference from their regular phone by dialing the local access number (contact us for details) and once connected can dial 9090002# as above. Otherwise regular phone users can only be brought into the conference by the Host.

Conference Call Charges

For the Host

1. Charging begins when the Host creates a conference by dialing 9090001. Charge duration is from the successful connection of 9090001 by the Host until the termination of the conference by the host. Charge rate is \$0.10 per minute in addition to the per minute costs of connecting each Participant.
2. Calling fee to the Host when inviting participants: The charge to connect each participant is simply the regular per minute rate for calling that particular Participant. There is no charge to the Participant if they are invited by the Host. Charge duration is from when the Host connects to the Participant until that Participant withdraws from the conference.

For the Participants

1. If the Participant is invited (called) by Host then there is no charge to the Participant.
2. If the Participant enters the conference themselves by dialing 9090002 the charge rate is \$0.10 per minute. Charge duration is from when Participant first connects to 9090002 until participant withdraws from Conference Room.