



ADD WEB FEATURES TO AUDIO CONFERENCE

Web functions are conducted from an intuitive interface that includes menus, E-help, and commands.

QUICK START – Instructions for Moderator

1. Go to <http://www.theconferencedepot.com>
2. Click on 'Start a Meeting'
3. Enter your conference ID and PIN and click 'Enter'
4. Click on 'Presentation Manager' to upload your PowerPoint presentation (*Tip: We recommend the 'large' slide size.*)
5. Click on 'Conference Now' to begin your conference
6. Select 'Yes' to be automatically connected and enter your phone number, then click on 'Start Conference'; or 'No' to dial in manually, then click on 'Start Conference' (*Tip: Your account information will be provided onscreen with instructions on how to dial in.*)

QUICK START – Instructions for Participants

1. Go to <http://www.theconferencedepot.com>
2. Click on 'Join a Meeting'
3. Enter your name, e-mail address, and conference ID
4. Click on 'Enter'
5. Using your phone, dial the 'On Demand' number
6. Enter conference room number followed by the '#' sign.



COMMON WEB FUNCTIONS

Before the Event:

Upload presentation – *Presentation Manager* takes you through process. Compatible with Microsoft PowerPoint.

During the Event:

Dial-out to participants – Invite someone to participate.

View participant list – Display who is on the phone and on the web.

Request participant count – Receive the number of participants present.

Lock/un-lock conference – Keep out unwanted participants.

Mute/un-mute a line – Mute and un-mute participants (moderator only) and mute self (moderator and participants).

Webcast presentation – Broadcast live or recorded conference to audience size of 1 to 2,500; webcasting takes you through process.

Submit questions – Engage in live Q&A.

Take conference notes online – Moderator takes notes and views them in conference summary.

Continue conference – Allows conference to continue after moderator disconnects.

Archive conference – Record web portion of conference for playback via web.

Search E-help – View an online Quick Reference Guide for assistance.

Request operator assistance – Get help any time.

After the Event:

Track usage – Monitor phone usage, receive emailed summary, or view a usage report online.

View summary report – View online report of participants, slide flips, login times, and attendance duration.

View archive usage – View names and emails of archived presentation observers.

View presentation – View recorded archived presentation on the web. Supports up to 2,500 participants.

Help Desk available 24x7: 1-877-928-9400
International: 303-928-3133

The Conference Depot: 1-888-273-1331
120 Birmingham Dr., Suite 220
Cardiff by the Sea, CA 92007

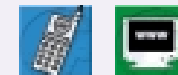
We thank you for choosing **On-Demand Plus** for servicing your audio conferencing.



On-Demand Plus Conferencing



Web and Audio



User's Guide



AUDIO CONFERENCING WITH WEB FEATURES

On-Demand Plus is a versatile, full featured audio conferencing service that requires no reservations and is completely automated. It's perfect for both scheduled and unscheduled meetings and can accommodate up to 125 participants.

FULLY AUTOMATED

Conduct your own audio conference using the instructions to the right. If needed, our operator is always standing by to offer assistance.

CONVENIENT

Conduct conferencing anytime from anywhere using simple commands that anyone can easily learn in just one session.



EASY RECORD & PLAYBACK

The conference can be recorded and stored for archival purposes. Those unable to attend, or desiring a review, can easily playback the conference at any time.

REAL-TIME REPORTING

No reason to wait weeks for an invoice. A report will be e-mailed to you immediately following the conference, listing participant phone numbers and usage.

SECURE

We understand the importance of keeping your company's business 'private'. Security features include:

- Lock and un-lock the conference
- Name announced or tone on participant entry
- Mute and un-mute lines
- Request participant count
- Request private or public operator assistance
- Secure and redundant network architecture



QUICK START – Instructions for Moderator

1. Using your phone, dial the 'On-Demand Plus' number
2. Enter your conference room number and press '#'
3. Confirm that you are the moderator by pressing '*'
4. Enter your PIN and press '#'

(International users: first dial your international dial-out plus country code)

QUICK START – Instructions for Participants

1. Using your phone, dial the 'On-Demand Plus' number
2. Enter the conference room number and press '#'

COMMON PHONE FUNCTIONS

Use your phone keypad for the following commands

- **Show main menu of phone commands
- *0Request private operator assistance
- 00Request public operator assistance
- *2Start/stop phone recording
- *4Lock conference
- *5Un-lock conference
- *6Mute your line
- *7Un-mute your line
- *8Continue /discontinue conference
- *9Repeat all recorded participant names
- *#Participant Count
- ##Mute all lines except moderator's
- 99Un-mute all lines

**9 is only active if "Roll Call" was set up as a default.*

ADD PARTICIPANTS

Domestic and International:

- *1Dial a new participant
- *1- Join a participant into the conference
- *3- Cancel a dial-out

(International users: first dial your international dial-out plus country code)

PLAYBACK RECORDED CONFERENCE

After successfully recording your conference call, a recording ticket will be emailed to you automatically with instructions on how to replay your conference over the phone.

1. Dial the access number provided to you in your recording ticket
2. Press '1' to indicate you would like to listen to your recording
3. Enter conference room number as your conference ID, then press '#'
4. Enter the playback ID provided to you in your recording ticket, then press '#'

Recorded Playback Commands (Phone Keypad)

- 1Skip backward
- 2Pause/un-pause
- 3Skip forward
- 4Go to beginning of recording
- 5Skip backward to beginning of previous segment
- 6Skip forward to beginning of next segment
- 7Increase volume by 25%
- 8Decrease volume by 25%
- #Stop and return to main menu
- **Return to main menu

INITIAL SET-UP

New accounts should contact us to setup optional defaults.

Pin activation – No admission until moderator joins

Quick start – Conference begins when first participant dials in, with or without a moderator

Participant Entry – Select tone, participant name announce, or silence.

Roll Call – Participant states name before entering conference.

Billing Codes – Provide the codes to appear on invoices for tracking usage by individuals, departments, or companies (1-20 digits).

Security Passcodes – Select to assign a unique passcode for individual conferences.

Continue Conference – Conference will continue after moderator has exited the conference.