



Information Hotline

0871 7000 170
+44 (0)1452 546742
conferencing@intercalleeurope.com

Reservations

0870 043 4167
+44 (0)1452 553456
resv@intercalleeurope.com
www.intercalleeurope.com

Automated Conferencing

Welcome to Automated Conferencing – you now have the ability to conduct a phone meeting 24 hours a day, 7 days a week. Simply dial a telephone access phone number and enter a numeric passcode. You and your participants will then be placed directly into a conference.

How to schedule your Automated conference

ONLINE SCHEDULING

- + Go to www-emea.intercallonline.com and login with your user name and password.
- + Click 'Schedule My Meeting' and select Automated from the list of audio services.
- + Complete the details on the 'Meeting Information' page. Either click 'Submit' to save your conference or add additional features to your call via the other tabs available to you.
- + You will receive an email confirmation of your booking listing the date and time of the call, the dial-in numbers and passcode. Distribute this information to your participants.
- + You can review or make changes to your booking at any time before the call begins by selecting 'Manage My Scheduled Meetings'.

RESERVATIONS

- + Contact our Reservations department by dialling 0871 043 4167 or +44 (0)1452 553456. Provide the Leader's name, the company name, the date and time of the conference, the number of participants and any other relevant details.
- + The reservationist will provide you with the dial-in phone numbers and necessary passcode. These details will also be sent by email to you.
- + Distribute this information to your participant.



How to attend an Automated Conference

- + At the specified time, dial the access telephone number.
- + When prompted, enter the Passcode followed by the hash (#) key.
- + You will then be placed directly into the phone meeting

RECORDING YOUR AUTOMATED CALL

Record your Automated conference call and receive a copy of the recording after your meeting.

- 1 Start your Automated conference call.
- 2 Press *2 to begin recording your conference.
- 3 Input a unique conference recording identification number between 4-8 digits (not the date or sequential number). Please make a note of this number.
- 4 When you have finished your conference call, press *2 to stop recording.
- 5 Contact Reservations to request a copy of your recording. Recordings are available on CD or WAV file format.
- 6 Provide Reservations with the following information:
 - a. your account details (name, company name etc)
 - b. date and time of your recorded call
 - c. the unique conference recording ID number for your call
 - d. the format you require and number of copies (if CD)
 - e. information on where the recording should be sent - email or postal address.

A copy of the recording will be prepared and sent through to you.

Please contact your Account Manager for conference recording costs.

TELEPHONE KEYPAD COMMANDS

- *0 Operator Request
- *2 Conference Record
- *4 Add volume to your call
- *5 Mute/Unmute all participant lines
- *6 Mute/Unmute your own line
- *7 Conference Lock