

NATCO'S ONLINE **VISUAL VOICE MAIL PORTAL**

Conferencing

***Want To See How It Works?
Check out the voice mail portal demo video
online at www.natconet.com/vmportal***

Set Up Your Conference Call

- Invite people to your meeting. Send them a notice with the date and time of the conference.
- Provide your attendees the phone number to dial-in to the conference (Assigned Phone # here: _____).
- Provide your attendees the 5-digit Conference Identification Number (Assigned Conference ID# here: _____).
- Tell attendees there will be a prompt asking for this number.

Administrator Conference Call Access

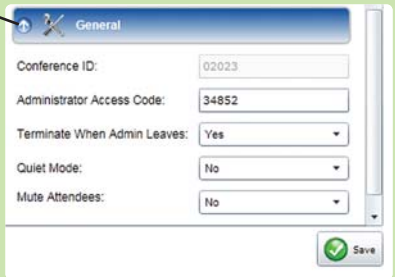
- Call the same number your attendees will call and when prompted, enter the Conference ID# you supplied to your attendees. You will be prompted to enter your Administrative Access Code (Assigned Administrative Access Code # here: _____).
- You will hear an announcement letting attendees know you have joined the call and hear how many attendees are in the conference.
- If attendees call in before the administrator, they will be notified that the Conference Administrator has not yet arrived and will be asked to remain on the line until the administrator arrives.

(continued inside)

Manage Conferencing with the online Voice Mail Portal

Once you have logged into the online Voice Mail Portal, click the “My Settings” tab and choose Conferencing. Open the General Settings by clicking the “Blue Arrow” button.

The General tab shows the Conference ID# and the Administrator Access Code (which you can change to any 5-digit number).



Conference ID:	02023
Administrator Access Code:	34852
Terminate When Admin Leaves:	Yes
Quiet Mode:	No
Mute Attendees:	No

Save

If you want to allow conference calls to

continue after you (the Administrator) leave the call, select “No” in the “Terminate When Admin. Leaves” field. The Quiet Mode, if set to “Yes”, will mute entrance and exit beeps. The “Mute Attendees” field, when set to “Yes”, will mute all attendees during the conference. Click the “Save” button to activate changes.

To record your conference, click the “Home” tab at the top left of the page which brings up the Call Manager box in the lower left corner of the screen. In the Call Manager box click the Record button to start recording a conference at any time. You can stop recording with the “Stop” button that appears during an in-progress recording.

Recording Features - Previously recorded conferences can be accessed from this screen. Recordings are listed on the right by date. Highlight the recording you want to play. Push the play button in the box below messages. Recordings will be available for 30 days. You can download and save the recording as a MP3 file to your computer by clicking the red arrow to the right of the “Play” controls.



Recording Enabled:	Yes
Total Recording Allowed (min):	13:20:00
Max Duration Per Recording (min):	02:00:00
Recordings Expire (days):	5

Recorded: 3/16/2011 10:13:57 AM 00:00:33
Expires: 3/21/2011 10:13:57 AM

00:00 00:00:00

Attendee Administration Features

The Call Manager screen shows the phone numbers of conference attendees.

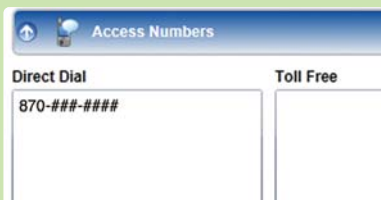
From the Home screen you can use the “Speaker” button in the call manager box, to mute specific attendees.

You can adjust Attendee volumes by moving the “Slider” right to increase or left to decrease volume.

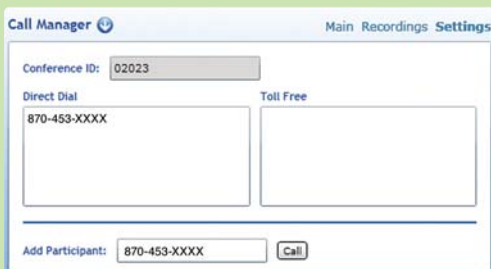
Click the “Red X” to remove an Attendee from the conference.



The Access Numbers Tab shows you the Conference Phone numbers assigned to your account by NATCO.



Add A Participant Using The online Voice Mail Portal - From the “Home” tab you can add a participant to a conference already in progress. In the Call Manager box, click “Settings” in the upper right hand corner. A box will open where you can enter a 10-digit phone number and click the “Call” button. The service will call the number and add them directly to the conference without requiring Conference ID #. To return to the previous screen, click on “Main”.



Rates - Rate information is available in your online profile. Please call NATCO for additional details.

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