



PRIMUS Anytime Conferencing

To conduct a teleconference, the moderator simply provides the participants with the dial-in number and Participant Passcode found on the face of their wallet guide as well as the chosen time for the meeting. There are no restrictions on the time, day, size or duration of your Teleconference.

Entering the conference:

1. Dial either of the Teleconferencing Dial-in Numbers on wallet card (TF or Local).
2. When prompted, enter the 7 digit Participant Code followed by the # (pound) key.
3. You will be prompted to enter * if you are the Moderator. If you are the Moderator, enter your 7 digit Moderator Code followed by the # (pound) key. Participants do not need this step to be connected to the teleconference.
4. You are now connected to the teleconference.

Important notes:

1. All codes are already set up and the moderator is free to use them any time as they are in effect 24/7. You never have to reserve another teleconference.
2. For your security, never provide your Moderator Code to anyone.

Customizing the teleconference

PRIMUS Anytime Conferencing provides the moderator with several options to customize an automated conference.

Entry/Exit Tones: Distinct Tones let you know when participants enter or exit the Call. The default is to have the tones activated. The customer can deactivate this feature.

Name Prompt: Incoming participants are prompted to record their name prior to entering the Call. By pressing *8, the Moderator can listen to an Automated roll call, hearing the participants recorded names.

Name Announce: As a complement to Name Prompt, the moderator can also have the Participants names played into the Call as they enter or exit. This feature adds to security but can be intrusive on larger calls.

Participant Wait: Set-up choices allow Participants to communicate before the Moderator has joined the call or be placed on hold with music until the Moderator joins the Call. Once the Moderator enters their Pass-Code, all Participants that were on hold will be able to communicate.

Call Record: Should the Moderator wish to record the conference they can do this by pressing *4 anytime after entering the conference. After the conference, the moderator will receive an email providing information on how to access the recording. If a CD is required it can be ordered at this time.

Replay Service: If the conference is recorded, a recording of the conference call is available immediately after the call and can be accessed by using a touch-tone phone. The moderator will receive an email containing a dial-in number and passcode to access the recording.

Custom teleconference features can be changed by the Moderator utilizing Customer On-Line Care at <http://www.primustel.ca/conferenceservices>. This is an optional feature and must be requested.