



Hosted Studio

# Call Conferencing

## The alternative to the boardroom

For the majority of businesses it is imperative to hold regular meetings, reviews and brainstorming sessions. It can however be costly, inefficient and time consuming to bring together all of the necessary individuals to physically attend such events; particularly in the case of organisations which operate internationally.

Call Conferencing allows for all relevant parties to engage with each other in real-time without physically being in the same location. Utilising our cutting edge conference call services - setting up an audio conference is quick, easy and highly cost effective.

## What is Call Conferencing?

Call Conferencing enables users to quickly schedule conference calls, invite the desired participants and host the call - all using our powerful yet simple online control panel. This self-managing, hosted tool requires no specialist infrastructure and is incredibly cost effective to use; making it ideal for large and small companies alike. In addition to the fundamental audio conferencing service there are a number of in-built features which contribute to the overall usefulness of Call Conferencing: For security purposes a PIN is generated which should be emailed to call participants along with the access number once the conference call has been booked, and all participants must enter this pin in order to access the call which ensures maximum security and privacy. Each participant is given the option to record their name prior to the conference call so that they can be automatically announced when joining or leaving the call. The entire call can be recorded utilising the Call Conferencing software and saved in WAV format so that it can be re-played as and when required. The online control panel offers a Watch Screen for viewing conference call activity which allows for all aspects of the call to be monitored and recorded from one location.

## How to use

1. The user selects a Freephone, Lo-call or AreaCall number to be associated with the service.
2. The call organiser schedules the conference call using the online control panel, after which invitations and PINs can then be easily sent to the participants
3. Each participant calls their allocated Conference Call Number (having) and enters the meeting PIN to join the call. Activity during the call can be monitored using the online control panel and additional participants invited during the call if required

## The Benefits

- Arrange conference calls as and when required from anywhere in the world- with ease using the remote access capabilities
- Record conference calls and generate reports with minimum fuss.
- Save on travel costs and lost time compared to holding conventional meetings
- Avoid the need to install costly infrastructure