

# SELF MANAGED CONFERENCE CALLS



Our easy to use, global, secure, self-managed service is always available and can be easily accessed from virtually anywhere

It is fully automated and requires no pre-booking.

We give you a dial-in number with a PIN and you can set up a conference call from anywhere at any time. The service is simple and secure and is used by hundreds of businesses every day.

You can dial in via local access numbers from virtually anywhere in the world and you can schedule meetings directly from your Outlook via our Outlook Link Tool.

A perfect solution for regular meetings or getting people together instantly to cascade vital information irrespective of anyone's location throughout the world.

## Features

- A personal conferencing account for each nominated user
- A personalised company welcome greeting on conference entry
- A range of international toll and toll free access numbers for all users
- You can add a cost code/matter number which appears on your bill enabling you to assign and recharge these costs to specified clients
- Personalised welcome packs including company branded aide memoire wallet cards
- Integrated Microsoft Outlook & Lotus Notes conference scheduling capability
- Instant online access via customer area to view latest calls, costs and account balance in real time
- Live call control using Host Conference Control and in-call key pad prompts
- Mobile applications for iPhone and BlackBerry users
- After call email itemising participants, number dialled and duration

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## Benefits

- Gives you control over the way your company effectively communicates with its staff, customers, suppliers and stakeholders
- Keeps your company ahead of the competition with ability to make decisions and implement them instantly company-wide across the globe
- Save time and reduce the environmental and monetary costs of travelling to meetings, as well as the wear and tear on your own people

## Applications

- Hold regular team meetings to review project progress with your own teams, suppliers, distributors and any other interested parties
- When you need to get your team together immediately to deal with a rapidly changing situation/crisis management irrespective of location
- Share new business initiatives and ideas with your colleagues and customers to get instant feedback and buy in
- Run company-wide briefings to ensure decisions are cascaded throughout the organisation in one session

# HOW IT WORKS

- 1 Inform participants the date and time of the meeting. You can add your meeting details to any email or calendar invitation pre-populated with your dial in numbers and PIN numbers. A Microsoft Outlook plug-in is available.
- 2 Hosts and participants dial into the service at the allotted time.
- 3 They enter the PIN number and the conference begins.

### While the call's in progress, you can monitor activity online with host conference control

- View participants
- Lock the conference
- Record the conference
- Request an operator
- Dial out to additional participants
- Private message anyone on the call via chat
- Launch a screen sharing session to all participants

### You can also control the call from your keypad

- Record the conference
- Lock the conference
- Mute participants
- Count participants and perform roll call

### Easy to set up recording

For full digital recording of your calls, just press #7 during the call and go online for downloading, replay and online streaming.

### Openness and transparency

- Full account visibility via the customer area
- Unique "drill down" online account management and administration
- Real time billing, account statements and payment online
- Full account sort & filtering of billing information
- Free account sign up
- We monitor the market closely to ensure we are always competitive on pricing
- Add a cost code/matter number which appears on your bill enabling you to assign and recharge these costs to specified clients
- Supports full hierarchical multilevel account structures
- Optional after-call email summary on all calls

### Your meetings are absolutely secure

Host and participant PIN numbers are unique to each customer preventing anyone else accessing a customer's virtual meeting room. Resilient high performance platforms with full redundancy and support ensure total reliability.

## Contact us

We would love to hear from you.

 call **adi Digital: 0121 451 2255**

or

 email: **sales@adidigital.co.uk**

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