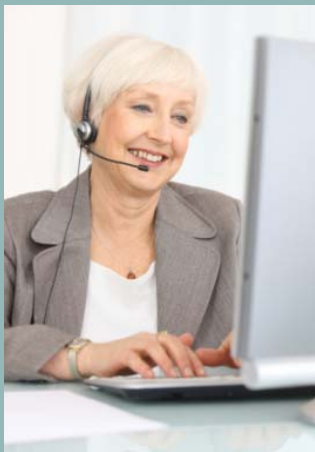


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NEWS BULLETIN

CONDUCTOR WEB: SEE AND MANAGE YOUR TELECONFERENCE



CONVENIENCE FEATURES:

- > See and manage your call using the Conductor Web interface.
- > Dial out and join others to your call.
- > Adjust entrance and exit settings for your calls.
- > Call recording free of charge with instant delivery by email.
- > Call reports delivered instantly by email.
- > Complimentary access to iPresent, Chorus Call's own web-meeting app.

This great new interface provides a way to manage your call online as it's underway. Use Conductor Web to:

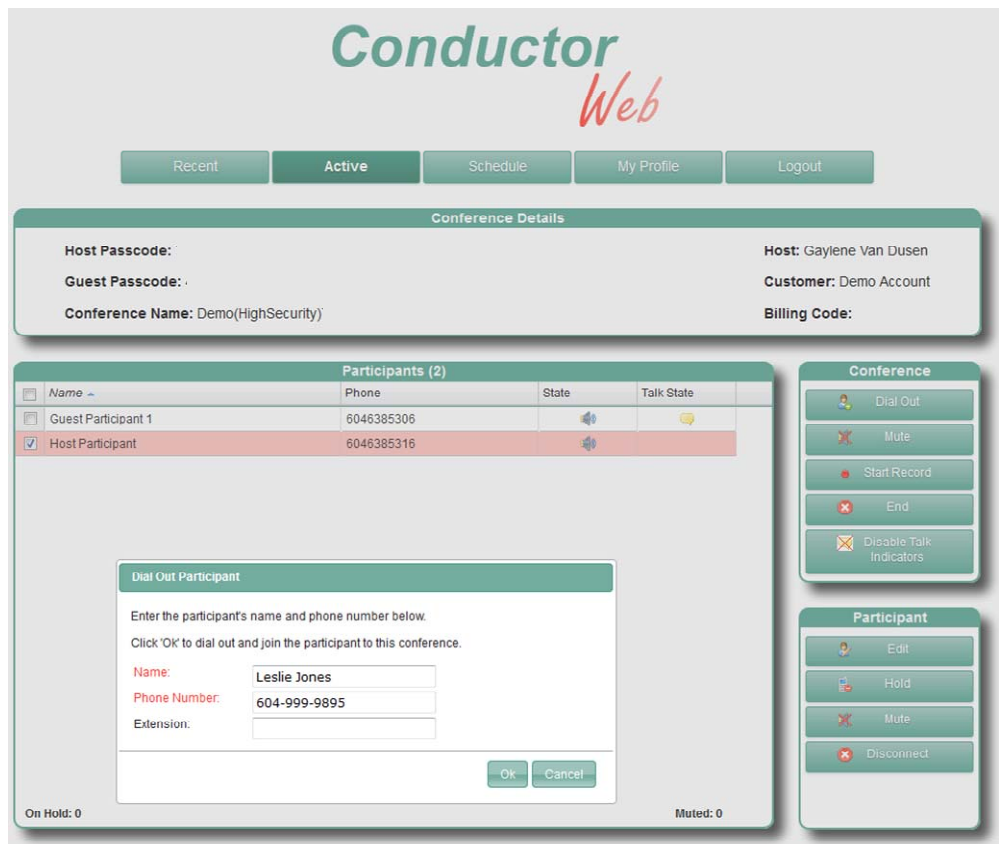
- See each line connected to your call;
- Use the teleconference bridge to dial and join additional participants;
- Mute a participant's line if there is unwanted background noise;
- Start and stop recording your call;
- Disconnect a participant's line if their participation is no longer required.

The interface also provides easy access to a log of past calls made on the account, access to modify settings for entrance and departure of callers from your teleconference, and more!

To use this feature, save the following link and use your teleconference host code and guest code to log on:

<http://ca.conductorweb.com/ConferenceServer/login.html>

Or email Canada@choruscall.com and ask us to send you the link.



Conductor Web

Recent Active Schedule My Profile Logout

Conference Details

Host Passcode: Host: Gaylene Van Dusen
 Guest Passcode: Customer: Demo Account
 Conference Name: Demo(HighSecurity) Billing Code:

Participants (2)			
Name	Phone	State	Talk State
<input type="checkbox"/> Guest Participant 1	6046385306		
<input checked="" type="checkbox"/> Host Participant	6046385316		

Dial Out Participant

Enter the participant's name and phone number below.
 Click 'OK' to dial out and join the participant to this conference.

Name:
 Phone Number:
 Extension:

Ok Cancel

On Hold: 0 Muted: 0

Conference

- Dial Out
- Mute
- Start Record
- End
- Disable Talk Indicators

Participant

- Edit
- Hold
- Mute
- Disconnect

Using this interface, you see who has joined the call, dial out to connect a guest who is travelling, mute someone's line if it's too noisy, disconnect all lines at the end of the call, and so much more!

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NEWS BULLETIN – PG. 2



LANGUAGE CHOICE

Chorus Call can now tailor your account to reflect your language preference.

Accounts can be set up with the greeting and prompts in English only, French only, Spanish only or in both English and French.

If you would like Chorus Call to adjust the language setting on your account, please contact your account representative or email: Canada@choruscall.com.

CONFERENCE REPORTS RECEIVE A REPORT ON YOUR CALL INSTANTLY

Would it be helpful to receive a report in your inbox promptly following the end of each conference call? The report lists all the lines that were connected to your call, shows the phone number each caller dialed from, as well as the time they joined and disconnected.

To activate this feature **FREE OF CHARGE**, you can log onto **Conductor Web** (see page 1) and click on the tab labelled “My Profile”. There you will find a dropdown list of options for emailing **Conference Summary Reports**.

Towards the top of that tab you should see where your name, phone and email address appears. Please verify that these details are noted accurately, otherwise you may not receive the reports.

Alternatively, we would be happy to help. Contact your account representative or email: Canada@choruscall.com.

iPRESENT WEB MEETING APP.

Chorus Call’s **iPresent** is a web meeting application that integrates seamlessly with your conference call account allowing you to can make a presentation, work through a spreadsheet, visit a website, or share anything from your desktop with your teleconference participants.

Your iPresent account is ready for you to use. To help you get started, please see additional details provided on page 3 of this News Bulletin.

If you still have questions after you’ve watched the videos and tried logging in, we are happy to help. Please contact your account representative or email: Canada@choruscall.com.

CALL RECORDING WITH FILES DELIVERY BY EMAIL AUTOMATICALLY

Recording your call is a great way to capture the detailed discussion in your meeting. As the call host, you can start recording the call by simply pressing Press *9, then follow the prompts. Please note that an announcement will be made into your call that the call is now being recorded. Press *9 again if you wish to stop recording.

Host-initiated call recording is offered **FREE OF CHARGE** and the recordings are delivered directly to your email address. To activate this feature, you can log onto **Conductor Web** (see page 1) and click on the tab labelled “My Profile”. There you will find a dropdown list of options.

Towards the top of that tab you should see where your name, phone and email address appears. Please check that these details are noted accurately, otherwise you may not receive the recording file.

Alternatively, we would be happy to help. Contact your account representative or email: Canada@choruscall.com.

Additional notes: If you prefer to start the recorder prior to any guests joining, please let us know. A small adjustment must be made on your account to facilitate this option. Your recording will only be available for 30 days. There is no way to retrieve it after this deadline.

HOLD MUSIC

If you don’t want music played into your call while you are waiting for your guests to join, please let us know. This setting can be adjusted on your account. Note that this applies to the host’s line only. Anyone else who dials in before the host joins the call will hear music until the host code is entered.

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iPRESENT IN DEPTH



**IMPORTANT NOTE:
 ONLY PRESENTERS
 NEED TO DOWNLOAD
 iPRESENT SOFTWARE**

As the host of an iPresent meeting, you will need to download the software. Various versions are available, depending on the computer you use:

If you use Windows and have Administrative rights to install software on your computer, download the following:

[iPresent \(Windows\)](#)

If you use Windows, but do not have Administrative rights to install software on your computer, the following "light" version will give you the ability to host your meeting:

[iPresent \(No Installation/Windows\)](#)

If you use an Apple computer, download the following:

[iPresent \(MAC 10.6 & 10.7\)](#)

Your guests can simply join the meeting using the following link. No download is required:

[iPresent View Only/No Download/Browser Based](#)

iPad users can find the iPresent app free at the App Store.

ORIENTATION VIDEOS A QUICK WAY TO LEARN YOUR WAY AROUND

iPresent is easy to use and it shouldn't take long to become familiar with the features. If you are the kind of learner who prefers an orientation session, the following videos will be helpful:

- [Full iPresent Tutorial](#) 16:28 minutes
- [Setting Up Audio & Webcam](#) 3:16 minutes
- [Using Chat](#) 0:51 minutes
- [Polling and Q&A](#) 1:39 minutes
- [Recording Your Meeting](#) 0:45 minutes
- [Sending Invitations](#) 0:49 minutes
- [Sharing Applications & Using the Whiteboard](#) 1:34 minutes

Once you have viewed these tutorials, if any questions remain, please feel free to contact your account representative or email: Canada@choruscall.com.

INVITING GUESTS TO YOUR iPRESENT MEETING

There's no need to worry whether your meeting guests will be allowed to join your meeting when you use iPresent. If they have access to the Internet, they can join without the need to download any software. Simply send the following within your meeting invitation:

Please join me for a conference call & web meeting.

Dial toll free from Canada and the USA: **1-800-319-7310**

International callers dial: **+1-604-638-5353**

When prompted, enter the guests enter **(YOUR GUEST CODE)** followed by the # sign.

International toll free and local access is available for many countries. To find the latest list visit: <http://services.choruscall.com/links/itfsua.html>

To join the iPresent meeting* go to: <http://cs3-ipresent.choruscall.com/FlexPresenter/>

Sign in by entering your own name and the passcode **(INSERT YOUR GUEST CODE)**

*Guests using an iPad should download the iPresent app free from the App Store.

