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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:

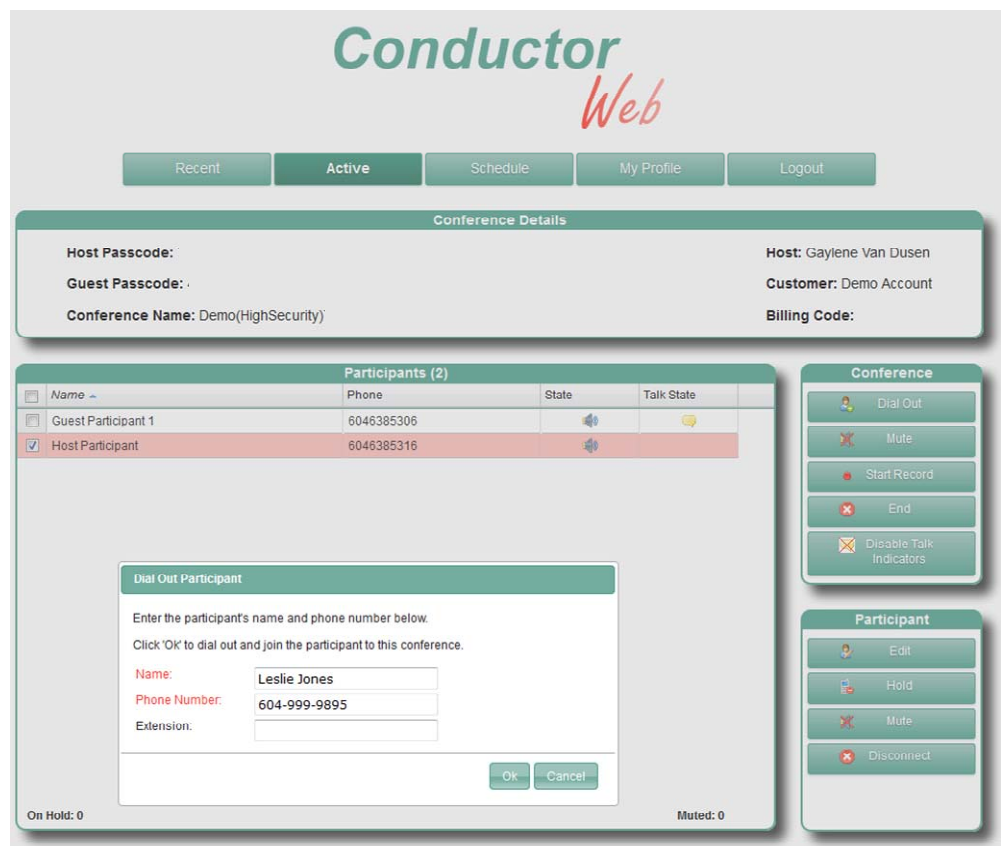
- See each line connected to your call;
- Use the teleconference bridge to dial and join additional participants;
- Mute a participant's line if there is unwanted background noise;
- Start and stop recording your call;
- Disconnect a participant's line if their participation is no longer required.

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:

Name	Phone	State	Talk State
Guest Participant 1	6046385306		
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: Leslie Jones
 Phone Number: 604-999-9895
 Extension:

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 drop-down 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 so you can make a presentation, work through a spreadsheet, visit a website, or share anything from your desktop with your teleconference participants.

iPresent is **FREE OF CHARGE** when used with your Chorus Call teleconference account. Click on the link below to view tutorial videos at the bottom the page: [View Videos](#)

To request your login details, email: Canada@choruscall.com. We will set you up with an iPresent account that's integrated with your conference call account.

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: Your recording will only be available for 30 days. There is no way to retrieve it after this deadline. 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.

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.