

On-Demand Conference Calling



✓ No monthly fee

✓ No inbound toll charges*

✓ Available to all Jamadots
internet & phone customers

Convenient & Affordable

On-Demand Conference Calling is an easy-to-use voice and web interface service that is designed to enhance business productivity.

Conference Calling provides businesses with a low-cost, complete solution capable of hosting up to 500 attendees with no reservations required and no time limits imposed.

Simply dial the number of your virtual conference and enter your identification code. *It's that simple!*

WHAT'S INCLUDED?

One Moderator Account

4-hours record time (=240 minutes of storage, but additional storage is available)

Access to Online Moderator Dashboard

On-the-fly Conferencing

No scheduling required.

*Additional moderator account set-up fee is \$5.00 per moderator. Additional recording storage time may be purchased in 4-hour blocks. Each additional 4-hour block is \$4.95 per month. Toll charges for conference participants will be billed by their respective toll carriers/providers.

MODERATOR CODE:

PARTICIPANT CODE:

INITIATE OR JOIN A CALL AS MODERATOR OR PARTICIPANT

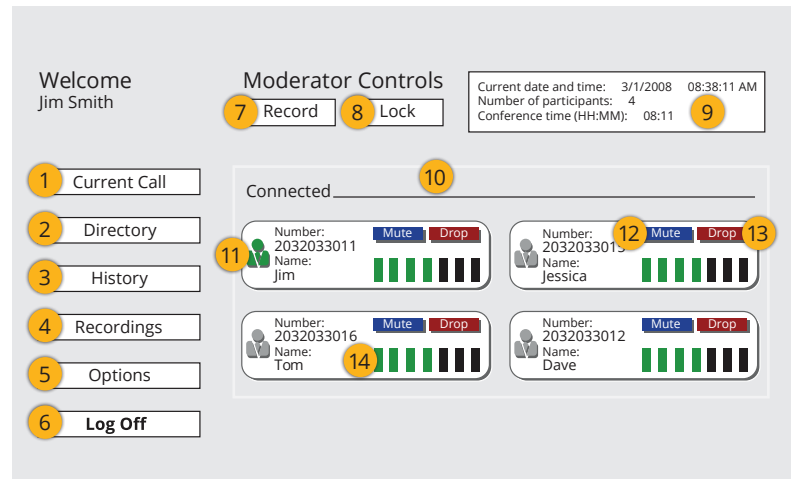
- Dial XXX-9859 (your local exchange number + 9859).
- When prompted, enter your assigned Moderator or Participant Code and press #.
- Speak your name, when prompted. Press #. *That's it!* You have initiated or joined a call.

ACCESS THE OPTIONAL ONLINE MODERATOR WEB INTERFACE PANEL

- Open your web browser
- Type <https://conf.jamadots.net> into your browser address bar. Press enter.
- You will be prompted to enter your Participant Code and Moderator Code

Once you have logged in, the moderator control will automatically default to the current conference call.

If you are the first to enter the call, you will need to press Current Call, once another participant joins the call.



HOW TO USE THE DASHBOARD

1. **Current Call:** Returns you to the Current Call Screen.
2. **Directory:** Provides access to your directory of contacts.
3. **History:** Displays the history of the prior call activity.
4. **Recordings:** Allows access to all recorded sessions.
5. **Options:** Allows moderator to access options for set-up and control of various functions with the Online Moderator Dashboard.
6. **Log Off:** The moderator can Log Off the call by clicking on this button.
7. **Record:** Starts or Stops recording the call.
8. **Lock:** Prevents new participants from joining the call.
9. **Call Details:** Displays date, time, number of participants, and call duration.
10. **Status Indicator:** Displays all participants connected to the call with their name and phone number.
11. **Speaker Icon:** Flashes green to indicate which caller is speaking. Moderator can also press to play the name the caller recorded.
12. **Mute:** Mutes the caller. Press again to unmute.
13. **Drop:** Drops the caller from the conference call.
14. **Volume Bar:** Click to increase or decrease caller volume. Green bars indicate current volume level of participant.



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