



Audio Conference

I'm ready to make my first call. How do I use the service?

Using our service is easy! Follow these simple steps:

1. Dial the Access Number
2. If music/security feature is ON, the leader is required to enter his or her leader code. Turning off the music feature automatically allows the conference to begin.
3. Participants enter the Participant passcode followed by the # sign.

IMPORTANT: If your card is lost or stolen, please notify VoxNet immediately at 302-709-8245 or 866-901-2462.

Explanation of Leader Star Commands

- *0 - Request an operator
 - *1 - Dial out to a participant (L)
 - *2 - Return with a new participant
 - *3 - Return without a new participant
 - *2 - Conference record on/off (L)
 - File no. will be given
 - 1 - Begin recording
 - 2 - To enter your own file number
 - * - Cancel
 - *3 - Conference playback on/off
 - _____ # - Enter file no.
 - 1 - To begin playback
 - 2 - To re-enter file number
 - 0# - To start playback
 - * - To cancel
 - *4 - Increase / decrease volume (L)
 - *5 - Conference lecture mode on/off (L)
 - *6 - Mute line on/off - not available for leader line(s)
 - *7 - Lock conference on/off (L)
 - *8 - Participant count or roll call
 - *9 - Stops Roster playback
 - *92- Automatic blast dial (L)
 - *94- Replay a conference recording file number (L)
 - *98- Turn leader hang-up off during the conference (L)
 - ## - End the conference (L)
- (L) - Leader only commands**



Web Conference

Web conferencing is available at an additional charge. Contact your Account Executive for details.

Instructions for Leader

1. Visit http://www.conferenceservers.com/brands/TCG/VoxNet/Voxnet_host_login.htm
2. Enter Participant Passcode, Leader Passcode, and your name
3. Click "Start"
4. To begin a conference click the "Start" button in the upper left hand corner of the toolbar.
5. Click "Publish" button to upload a presentation (PowerPoint, Excel, or Word Document)

OR

Share a desktop application by pressing the "Sharing" button then clicking on the "Share" button.

Instructions for Participants

1. Visit http://www.conferenceservers.com/brands/TCG/VoxNet/Voxnet_guest_login.htm
2. Enter Participant Passcode, and name. Company name and email are optional.
3. Click "Start"



Glossary of Features

Number of Lines - The number of people that can be on a call at one time. *Autoextend allows up to 99 people.

Music/Security - When turned on, participants dialing in will hear music playing and will not be able to communicate until the leader dials in. When turned off, participants will be able to communicate without a leader being in the call.

Name Record - After participants enter their passcode they are prompted to say their name followed by the #. The recorded name is then played into the conference and stored for playback during the conference.

Entrance/Exit Tones - Participants in the conference will hear a single ding when someone enters the conference and a double ding when someone leaves.

Leader Hangup - When the leader hangs up the phone, everyone gets disconnected.

Leader Billing Code - A leader generated number that appears on the invoice for client tracking purposes.

Attendance Report with FREE recording link - After a call has been completed, an email report will be sent to the address on file with information about the call. If the leader starts a recording then there will be a link in the email to that recording. Click on the link and the recording will stream. The recording will be available to stream for 30 days from the date of recording. To download the file, save it on your computer through Windows Media Player®. If you do not have this feature turned on and would like to take advantage of it, please contact your Sales Representative.

Thank you for the opportunity to assist you with your conferencing needs.

Best Regards,

Your VoxNet Support Team

866-901-2462

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