



## Telephone Conferencing User Guide

'Welcome to the TamarTelecom conferencing service'.

### To create your conference room via the Website:

- Go to: [www.tamartelecommunications.co.uk/telecoms\\_call\\_conference.php](http://www.tamartelecommunications.co.uk/telecoms_call_conference.php)
- Click on: "Free Conference".

On dialling in on **0871 271 2905**, you will hear the following options:

- To enter an existing conference room – **Press 1**  
Enter your conference room number and PIN code.  
Please follow the instructions that you will hear.
- To set-up a new conference room – **Press 2**  
Please follow the instructions that you will hear to create a new conference room.
- To modify an existing conference room – **Press 3**

Please enter the number of the conference room you wish to modify.  
Please enter the four digit PIN number of the conference.

- To modify the PIN number – **Press 1**
- To modify the welcome message – **press 2**
- To return to the main menu – **Press 3**

### Conferencing Features

The NewVoiceMedia Tele-conferencing service offers a number of enhanced in-conference features that can be activated at any stage of the conference call.

- **Secrecy** – a caller can mute or unmute his/her voice.  
To turn mute on – **Press 0**  
To turn mute off – **Press 1**



- **Call Volume** – Increase or decrease the volume of the conference.  
To increase the volume – **Press 6**  
To decrease the volume – **Press 4**
- **Caller Announcements** – Enables or disables caller announcements on arrival/departure of callers.  
Announcements on – **Press 7**  
Announcements off – **Press 9**

## In-Conference \*Star Menu

The following In-conference features can be accessed through the \*star menu at any time during the conference call.

- **Instant Roll Call** – To hear a list of callers connected to the conference – **Press \*1**
- **Invitation to join a conference** – To invite another person to join the conference – **Press \*2.**

If you are calling from a fixed line you will be given a free 3 minute call to advise the invitee of the conference room number and PIN code. To disconnect this call – **Press 0**

If you are calling a mobile number this will generate an SMS message which will automatically be sent to the Invitee providing the conference room number and PIN code.

- **Call Recording** – Record the conference call for future reference – **Press \*3.** This will be e-mailed to the conference account holder on completion of the conference and can be played back using standard media players e.g Real Player, Quick Time.
- To hear these options again – **Press 5**

**We hope that you will enjoy using this service**