

Introductory User Guide





Welcome

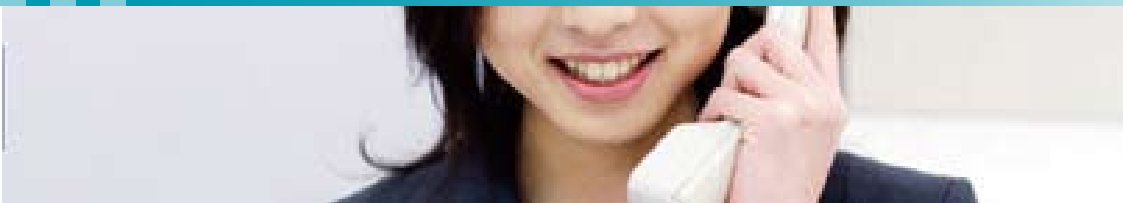
to KDDI Audio Conferencing

Service your personal meeting room

Simply pick up the phone and you'll soon be sharing your thoughts and ideas with colleagues from across the globe.

This guide provides an overview of the service and a practical introduction to help you make your first call. If you have any problems, there is always an Operator to talk to.





What you can achieve with **KDDI Audio Conferencing Service**

KDDI Audio Conferencing Service is your personal meeting room. It enables up to 40 participants from any location across the globe to share a phoneconference and meet instantly.

There's no need for special equipment. There's no need to book in advance. At the time of your meeting, simply call the number, enter your chairperson passcode and follow the instructions. Participants follow the same steps but enter the participant passcode. All you need to do in advance is agree the date and time of your call.

Once your meeting is underway, you use your telephone keypad to control the meeting. Everyone can call for assistance, control their own volume or mute their phone. In addition, the Chairperson can check who's dialled in, lock the call for security, and even dial out and invite other people to join. And that's just the start.



to **Join** a meeting

At the time of the conference:

1. Dial the KDDI Audio Conferencing telephone number.
2. Enter the Chairperson or Participant passcode followed by #.
3. If prompted – record your name.
4. Wait for the conference to start.

to **Control** a meeting

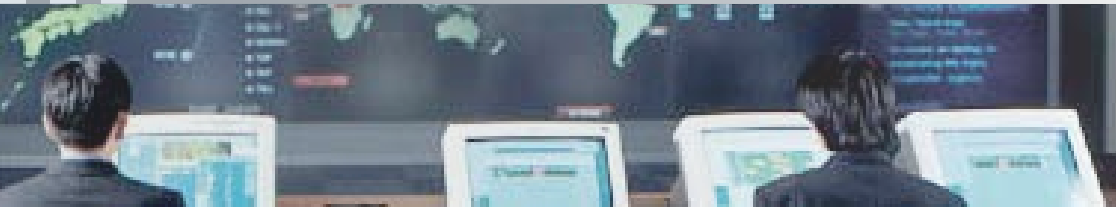
The meeting is easily controlled using the telephone keypad.

Everyone has basic control over their own line while you, as the Chairperson, have an extended set of features.

- * 0 **Signals the Co-ordinator for assistance** – available for help and advice.
- * 4 **Equalises your volume automatically** – adjusts the volume of your line.
- * 6 **Mutes / Un-mutes your phone line** – useful for noisy connections e.g. mobiles.
- # 0 **Conference help menu** – Listen to the list of available touch-tone conference controls to help you during your conference call.

Note: When arranging your conference you will need to give participants the following information:

- **Agreed meeting date and time**
- **The KDDI Audio Conferencing Service telephone number**
- **The Participant passcode**



What you need

Where groups of people intend to use one phone, we recommend that a speaker phone is used to ensure high sound quality is maintained.

Security Tip: Remember that the security to your virtual meeting room is the Chairperson's passcode. This is the key to your room and against which you will be billed.

Further help

To find out more about
KDDI Audio Conferencing
please contact the helpdesk
0120 330 239
E-mail kddi.conferencing@bt.com

Tips:

- Mute your line when not speaking(*6) – especially if you are in a noisy environment or on a mobile. For broadcast messages, the chairperson can use Presentation Mode (*5) to mute all participant lines.
- Ensure there is not an excessive number of participants utilising one speaker phone – it can alter clarity.
- Keep electronic equipment such as mobile phones and palm pilots away from your telephone – they can induce a hum, even when not in use.
- Try to avoid using a standard speakerphone – it can create clipping.
- Anyone experiencing difficulties, press (*0) for assistance and an operator will assist you.