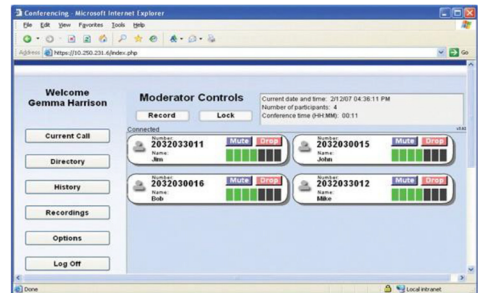




www.coeosolutions.com

Audio Conferencing



Easily manage your Conferencing online

Meetings on-the-fly with Audio Conferencing

On-demand audio conferencing is an easy-to-use service to enhance your business productivity. It's a low cost and complete solution capable of hosting hundreds of 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!

Take Charge of Your Conferences with Easy-to-Use Features

Once in your virtual conference room, use easy-to-follow audio prompts and a host of features to take complete control of your conference. Use our Moderator Web Interface for even greater functionality and control of features including:

- **Quick set up** - For single-click access to conference control, use the CommPortal Conference widget on a website. Or set up and manage the call from your desktop or smartphone. You can set up a conference from anywhere.
- **Dial In or Dial Out** — Schedule a meeting where participants dial in at a specific time or add

participants on-the-fly by simply dialing out during the conference. It's easy for people to join.

- **Roll Call Conference Participants and Lock** —You may take a roll call of all conference participants and then lock your conference room when everyone is present. This enhances security and prevents interruptions.
- **Real-time participant list updates** – See who is on the call at any time.
- **Recording a Conference** —Simply start recording through your phone prompt or web interface. At the end of the conference call, your recording will be available in .WAV format for download through your moderator web interface. Easily archive or distribute the audio file via email. Use these audio records for review, transcription or record keeping but be sure to check local laws about call recording.
- **Muting** — Mute all participants for an important announcement or mute selectively as the topic requires. You can make the call easier for everyone by muting participants on connections that have a lot of line noise or background noise too.