

# CONFERENCE CALL

## BOOK CONFERENCES QUICKLY AND EASY

Use your mobile switchboard, website or softphone to invite internal and external participants simply by pressing a few buttons. Our solution is easy and environmentally friendly.

### COST-EFFECTIVE SOLUTION

Internal participants call cost-free within the switchboard and external participants only pay for an ordinary local call. The service has a fixed monthly fee for up to 10 simultaneous participants who have unlimited use of the service.

### ONLY ONE NUMBER TO KEEP TRACK OF

Choose a number for your conference number from your number series, which you then retain as your own. You receive a single number for all your teleconferences, but you can have different conferences underway simultaneously and only need to keep track of one telephone number. This means that it is only the meeting code that is unique for each meeting. We also offer numbers and codes that are unique to an individual. One tip is to create a separate e-mail signature with your number and your codes.

### AUTOMATIC CONFIRMATIONS AND REMINDERS

When you book a teleconference, all participants receive an invitation via e-mail with information about time, telephone number and pin code. The meeting is booked directly in the recipient's calendar as an ordinary calendar item with all information. An SMS goes out to

all internal participants before the meeting starts. All information is also there, together with a clickable link which leads directly to the conference.

The screenshot shows a web-based interface for booking a conference call. At the top right is a 'Stäng' (Close) button. The main form includes the following fields and options:

- Namn:** Veckomöte (Name)
- Organiserat av:** Niki Rosenqvist (Organized by)
- Uppringningsnummer för möte:** +46812010097 (Dial-in number)
- Mötes-ID:** 79897# (Meeting ID)
- Starttid:** 12:45 (Start time), with a 'Nu' (Now) button and a 'Tidszon...' (Time zone) dropdown.
- Samtalslängd:** 1 timmar 00 minuter (Duration)
- Sluttid:** 13:45 (End time)
- Uppprepa:** Aldrig (Never) with a refresh icon.
- Ställ in påminnelse för kalenderinbjudan:** 15 min. före mötet (Calendar reminder)
- SMS-påminnelse:** 5 min. före mötet (SMS reminder)
- Deltagare:** A list of participants with profile pictures: Niki Rosenqvist, Tony Parmstig, and Christian Hed. Buttons for 'Lägg till deltagare' and 'Ta bort deltagare' are present.
- Inbjudningsanteckning:** A text area containing 'Nästa veckomöte hålls kl. 12.45 den 7/7...'. A 'Skicka inbjudan via e-post' button is at the bottom left, and a 'Ta bort' button is at the bottom right.