

Netviewer Meet: Telephone conference

A telephone conference can take place at the same time as any Netviewer Meet session. The session participants can dial in to this telephone conference. During the session the "Telephone conference" tray contains information for dialing in and information on the related charges.

Note:

- You must have a telephone with tone dialing to dial in to a telephone conference.
- Some dial-in numbers (Austria, Ireland, Italy, Poland, Spain) do not support mobile phones.*

Dialing in as the conference leader

Being the moderator, you can dial in to the telephone conference as the conference leader. This will give you expanded rights. Enter into your telephone the dial-in numbers of the country in which you are located.* Follow the prompt's instructions.

The PIN that you must enter in order to dial in to the telephone conference is the same as the session number. When entering the PIN, add two asterisks in front of the session number (e.g. **123456789) and confirm the following query with 1.

Dialing in as participant

Enter into your telephone the dial-in numbers of the country in which you are located. Follow the prompt's instructions. The PIN that you must enter in order to dial in to the telephone conference is the same as the session number.

If you are the first to enter the telephone conference, you will hear music. When at least two participants are dialed in, you can talk to each other.

Functions during the telephone conference

During the telephone conference, you have access to the following options through your telephone:

##	Mute everyone (function reserved for conference leader) By pressing the keys "##", a moderator who has dialed in as the conference leader can mute all of the other session participants. All of the session participants will then hear only the moderator.
##	Deactivate the mute function Press the keys again "##" to deactivate the mute function.
#6	Muting yourself A session participant can mute or unmute his or her own microphone by pressing the keys "#6". You will be able to hear the other session participants, but they will not be able to hear you.
#1	Number of participants You can call up the number of session participants by pressing the keys "#1".
#2	Roll Call You can replay the names of all session participants (recorded when they dialed into the telephone conference) by pressing the keys "#2". All participants will hear the number of participants and the Roll Call.
#3	Block You can block or unblock the telephone conference by pressing the keys "#3". Blocking prevents additional persons from dialing in to the telephone conference.
Hang up	Ending the telephone conference Simply hang up when you would like to leave the telephone conference. The telephone conference ends when the last participant hangs up.

▼ Telephone conference

1.

2. Dial **087 5500371** 94 ct/min

3. Enter session number: **453892213**

1.

2. Dial **1 712 4322824** 5 ct/min

3. Enter session number: **453892213**

1.

2. Dial **0844 5819158** 5 p/min

3. Enter session number: **453892213**

* If your country is not included on the list or if the number cannot be reached with a mobile phone, you can dial in to the conference using the number for the United States. International dialing charges will apply. The amount of these charges will depend on your telecommunications providers' rates.