



# Audio Conferencing

A perfect solution for regular meetings with people across a variety of locations at a low price.

Our easy to use, global, secure, pay as you go service is always available and can be accessed from virtually anywhere. Our service requires no pre-booking. We give you a dial-in number with a PIN and you can set up a conference call from anywhere at any time. The service is simple and secure and is used by hundreds of businesses every day.

## Features

- ✓ A conferencing account for each user
- ✓ A personalised company welcome greeting on conference entry
- ✓ A range of international toll and toll free access numbers for all users
- ✓ Personalised welcome packs including company branded wallet cards
- ✓ Integrated Microsoft Outlook & Lotus
- ✓ Notes conference scheduling
- ✓ Mobile applications for iPhone and BlackBerry users
- ✓ After call email itemising participants, number dialled and duration

## Benefits

- ✓ Gives you control over the way your company communicates with its staff, customers, suppliers and stakeholders
- ✓ Save time and make decisions quickly
- ✓ Reduce your environmental and travel costs
- ✓ Online account management
- ✓ Real time billing, account statements and payment online
- ✓ Add a cost code/matter number which appears on your bill enabling you to assign and recharge these costs to specified clients
- ✓ Optional after-call email summary on all calls

## Get together quickly

- When you need to get your team together immediately to deal with a rapidly changing situation/crisis management irrespective of location
- Share new business initiatives and ideas with your colleagues and customers to get instant feedback and buy in
- Run company-wide briefings to ensure decisions are cascaded throughout the organisation in one session



## Costs

We charge just 4p per person per minute to standard UK numbers and 5p per person per minute to 0800 numbers. It is pay as you go, with no monthly fees or set up fees included.



## How it works

- 1 Invite participants via email or calendar invitation. And include your dial in numbers and PIN numbers.
- 2 Hosts and participants dial into the service at the allotted time.
- 3 They enter the PIN number and the conference begins.

## You can also control the call from your keypad

- Record the conference
- Lock the conference
- Mute participants
- Count participants and perform roll call

## Easy to set up recording

For full digital recording of your calls, just press #7 during the call and go online for downloading, replay and online streaming.

To get connected call **01482 337733** or visit [heybusiness.kcom.com/AudioConferencing](http://heybusiness.kcom.com/AudioConferencing)

