

Netviewer one2meet: Telephone conference

A teleconference can take place at the same time as any Netviewer one2meet session. The session participants can dial in to this teleconference. 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 teleconference.

Dialing in to the teleconference

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 teleconference is the same as the session number.

If you are the first to enter the teleconference, you will hear music. Each participant entering the teleconference will be announced. When at least two participants are dialled in, you can talk to each other.

Dialing in as the conference leader

As the moderator, you can dial in to the teleconference as the conference leader. This will give you expanded rights. When entering the PIN, add two asterisks in front of the session number and confirm the following query with 1.

Telephone conference

In order to attend the telephone conference, please follow these instructions:

1. Choose your country:

- USA: 1-641-715-3737 (5 ct/min)
- UK: 0870-2233368 (7 p/min)
- Ireland: 0818-270038 (8 ct/min)
- Germany: 01805-007644 (14 ct/min)
- Austria: 0820-40001578 (12 ct/min)
- Switzerland: 0848-560198 (12 Rp./min)
- Italy: 848-390174 (15 ct/min)
- Spain: 902-886058 (7 ct/min)
- France: 0826-100278 (15 ct/min)
- Belgium: 070-359998 (18 ct/min)
- Netherlands: 0870-001906 (15 ct/min)
- Sweden: 0939-2066800 (1,7 SEK/min)
- Skype: +99-037690028 (8 ct/min)

2. Follow the instructions.

3. Your PIN is: 337907

Note: Some dial-in numbers do not support mobile phones.

Functions during the teleconference

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

6	<p>Muting yourself</p> <p>A session participant can mute or unmute his or her own microphone by pressing the "6" key. You will be able to hear the other session participants, but they will not be able to hear you.</p>
#1	<p>Number of participants</p> <p>You can call up the number of session participants by pressing the #1 keys.</p>
#2	<p>Roll Call</p> <p>You can replay the names of all session participants (recorded when they dialed into the teleconference) by pressing the #2 keys. All participants will hear the number of participants and the Roll Call.</p>
3	<p>Block</p> <p>You can block or unblock the teleconference by pressing the 3 key. Blocking prevents additional persons from dialing in to the teleconference.</p>
Hang up	<p>Ending the teleconference</p> <p>Simply hang up when you would like to leave the teleconference. When a session participant hangs up, his or her name will be announced. The teleconference ends when the final participant hangs up.</p>
0#	<p>Mute everyone (function reserved for conference leader)</p> <p>By pressing the keys "0#", 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. Press the keys "#1" to deactivate the mute function.</p>