



USER GUIDE

# Telstra Phone Conferencing Online



## Telstra Phone Conferencing **Online**

### GETTING STARTED

- 1 Visit [conferencing.telstra.com/solutions](http://conferencing.telstra.com/solutions) and select Phone/Self Hosted Online then click on the 'Register Now' button.
- 2 Enter your telstra.com log-in and password for security.
- 3 Select the 'Phone List' tab and store the details of your frequent participants. This list can be referred to when preparing for your conferences or identifying your guests in a call-in conference.

### CONDUCTING a Telstra Phone ONLINE Conference

- 1 Visit [www.telstra.com.au/conferlink](http://www.telstra.com.au/conferlink) and select 'Start Conferlink Online'.
- 2 Enter telstra.com log-in and password for security.
- 3 Select the 'Phone' tab and you will be taken to the 'Conference Control' screen.
- 4 You are now ready to conduct a Call-in or Call-out conference by following the instructions opposite. Conference controls as listed on the left hand side of the screen are available for your use throughout your call, as well as question queuing and voting sessions.

For more detailed information please refer to the online help section of your Telstra Conferencing Online Self Hosted service.

### How to **CALL-IN** to a Conference

- 1 When calling in to your conference, enter your account number and PIN followed by the hash (#) key. Press \*1 to initiate your conference.
- 2 Your guests will be listed on the screen as 'Unidentified Guests'.
- 3 Select the 'Unidentified Guest' and you will be taken to the 'Identify Guest' page.
- 4 Select 'Announce Name' and the name of the guest will be announced as recorded when joining the conference.
- 5 **Type in the guest's name and select 'Accept' when done. You will be returned to the 'Conference Control' page, from there you can repeat this process to identify all of your guests.**

### How to **CALL YOUR GUESTS** for a Conference

- 1 You will need to build your guest list first. Select 'Add Guests'. You will be taken to a new window, from there you can build your guest list.
- 2 Guests can be added by selecting names from your phone list and adding them to your guest list, or by adding new participants directly into the guest list manually.
- 3 Once your guest list is completed select 'Done' to return to the 'Conference Control' page.
- 4 To initiate your conference you must connect your line prior to connecting your guests. Once you are joined to the conference you can contact each of your guests, one at a time, by selecting the call button next to their names.
- 5 Selecting 'Join to Conference' will put your guests into your conference. As you join each of your guests into the conference they will be asked to state their name and company.
- 6 When you have called each of your guests, select 'Start Conference' to commence.