

Controlling and recording conferences and making them available for playback

Controlling, recording and playback

Control the conference using the phone keypad

The meeting moderator sets up the conference and provides the participants with the access number and access code. They can control the conference using their phone keypads.

Meeting moderator functions

| | |
|----|--|
| 00 | Call operator |
| *2 | Switch all participants to mute / reactivate |
| *3 | Close conference / reactivate |
| *4 | Start recording / end |
| *5 | Set own line to mute / reactivate |
| *6 | Switch off on-hold music / switch back on |
| *7 | End conference |
| 88 | Hear number of participants |
| 89 | Hear names of participants |

Participant functions

| | |
|-----|------------------------------------|
| 00 | Call operator |
| *5 | Set own line to mute / reactivate |
| *14 | Ask question (Q&A conference) |
| *15 | Withdraw question (Q&A conference) |

Recording

If you activated automatic recording when you booked the conference, this will start automatically as soon as participants dial in to the conference. You can control the recording manually during the conference using the ***4** keys or start, pause and end it via the conferencing Web portal.

Playback

If you activated automatic recording when you booked the conference, you will receive the access data for playback in your conference confirmation via e-mail. If you started the recording manually, you will receive the access data after the conference. A recorded conference can be played back on the system for up to 10 days after it was held.

Copy on CD

If requested, the recording of your conference can be archived on CD and sent to you by mail.

Prices and billing

The costs for recording and playback will be itemised on your monthly bill from Swisscom.



Swisscom (Switzerland) Ltd., Corporate Business, P.O.Box, CH-3050 Berne,
tel. 0800 800 205, www.swisscom.ch/conferencing-services



Conferencing Services are at least 80% more climate friendly than a business trip with the train or car.