

# Conferencing

## Meetings On the Fly

Business requires collaboration. From last minute team meetings to regular, same-time, same-place sessions, virtual conference rooms enable work to get done quickly and efficiently.

Conferencing offers an easy-to-use, on-demand audio conferencing service to enhance your business productivity. Included at no extra charge with your Hosted PBX service,\* Conferencing provides a complete solution with no reservations required and no time limits imposed. Just dial the number of your virtual conference and enter your identification code. It's that simple.

## Easy to Manage Features

Once in your virtual conference room, use easy-to-follow audio prompts and a host of features to take complete control of your conference. Use our Moderator Web Interface for even greater functionality and control of features including:

**Dial in or dial out** – Schedule a meeting where participants dial in at a specific time or add participants on the fly by simply dialing out during the conference. It is easy for people to join.

**Roll call conference participants and lock** – You may take a roll call of all conference participants and then lock your conference room when everyone is present. This enhances security and prevents interruptions.

**Real-time participant list updates** – See who is on the call at any time.

**Recording a conference** – Simply start recording through your phone prompt or web interface. At the end of the conference call, your recording will be available in .WAV format for download through your moderator web interface. Easily archive or distribute the audio file via email. Use these audio records for review, transcription or record keeping, but be sure to check local laws about call recording.

**Muting** - Mute all participants for an important announcement or mute selectively as the topic requires. You also can make the call easier for everyone by muting participants on connections that have a lot of background noise.

## Why FairPoint?

### Superior network

FairPoint is proud to bring you the largest network in Northern New England, with over 17,000 fiber route miles and coverage of over 95% of businesses in Maine, New Hampshire and Vermont.

### Local support

Sales support staff and experienced sales engineers in your area can design the right solution for your business.

### Portfolio of services

Our broad portfolio of IP-based services enable customers to enhance functionality while improving efficiency.

### Expertise

We have over 20 years of experience supporting businesses like yours, in your local market.

### Competitive pricing

We can show you how our services can add value to your business and make it more efficient.

\* Available to Hosted PBX Business Advantage Plus and Business Advantage Premium seats only. Maximum 12 attendees.



# Conferencing

## How It Works

**Moderator audio bridge controls** – are easy. Just dial the toll free conference access telephone number and follow the voice prompts to enter your moderator code.

**Moderator web interface** – offers even more control over the bridge. You can log in from any web browser using your participant and moderator codes.

**Use existing equipment** – Your Conferencing application is available via a telephone line or through the web portal over any Internet connection. No additional equipment is needed.

## Your Hosted PBX Service

When you use Conferencing, you'll also be leveraging FairPoint's Hosted PBX service\*. Our Hosted PBX service delivers the power of a PBX over a FairPoint Ethernet connection utilizing FairPoint's managed devices on your premises. All your Hosted PBX needs at your business locations are IP phones, which are included with each seat purchased. Features offered on all service levels include:

- Standard IP phone with each seat purchased
- Unlimited local calling
- Station-to-station intercom calling
- Caller ID, including name and number
- Voicemail
- Call forwarding
- Call transfer
- Call park / retrieve
- Speed dialing
- Return call / busy redial
- Call manager / find me follow me
- SimRing to ring up to 5 phone numbers simultaneously, including cell phones
- Call hold, including music on hold
- Web portal for do-it-yourself changes and feature activation and management
- Attractively priced distance calling plans

\* Available to Hosted PBX Business Advantage Plus and Business Advantage Premium seats only. Maximum 12 attendees.

## Take Control

Through either your phone or our easy-to-use web portal, you have complete control over your Conferencing system.

Utilizing the Conferencing web interface during live calls, moderators can:

- See each participant's telephone number. If the participants name and number are in the directory, the name will display as well.
- Mute any participant
- Drop any participant
- Raise or lower the volume of a participant's connection
- See the count of participants and time elapsed
- Record a conference with one click
- Lock/unlock a conference with one click

