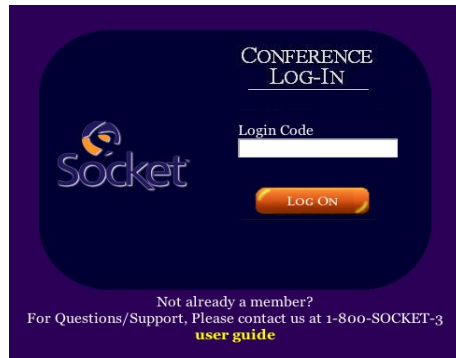


Using Socket's Conferencing Service

You have complete control of the conference call with Socket's web based Call Control Center.

Logging into the Conference Call Control Center

1. Navigate your web browser to the URL www.socketconference.com.
2. Enter your Login Code and press Log On.



Using the Conference Call Control Center

1. History – view usage and billing details of every conference call you have conducted.
2. Current call – view your current conference call.
3. Directory – add and edit the name and number of anyone that will be a part of your conference.
4. Recordings – listen to previous conference calls you have recorded or view notes you have taken.
5. Options – adjust the settings of your conference call account.
6. User Guide – view general instructions on the Control Center or customized instructions for a participant.
7. Logoff – log out of the Control Center.
8. Record – click to start recording the call. Once recording has begun, it cannot be stopped until the end of the call.
9. Lock – click to prevent any other participants from entering the conference.
10. Notes – open a note pad to make notes associated with your current call. Click Save to store.
11. Mute – mute the individual participant during call.
12. Drop – remove the participant from the conference.

Joining the Call

1. Call **866-902-1508** or a local access number.
2. Enter your conference number followed by the pound key.
4. If asked, record your name as prompted.

Keypad Controls During Call

Upon entry of the conference, you can also control the call settings with the keypad of your telephone.

To open the control menu, press the * button. You can then press:

1 to mute/unmute yourself

When muted, you can still hear the conference, but nobody can hear you.

2 to lock/unlock

A locked conference no longer allows new participants to join.

3 to eject last user

The last person to enter the conference is ejected.

4 to decrease conference volume you hear

5 ...

6 to increase the conference volume you hear

7 to decrease your volume to others

8 to exit menu

9 to increase your volume to others

PLEASE NOTE: You may need to press * between each button command for it to function properly.