

Meet-Me Audio Conferencing Access Guide



Dialling Instructions

Dial the toll-free **Access Number*** for the country you are in. Follow the prompts.

- Enter your **7-digit Access Code + #**
- Press ***** to identify yourself as the Chairperson
- Enter your **Chairperson Pass Code + #**
- Press **1** to enter the conference
- Press ***** to start the conference

Participant Instructions:

- Dial the toll-free **Access Number**
- Enter the **7-digit Access Code + #**

**Access restrictions may apply from certain locations such as, hotel rooms, payphones and mobile networks.*

Support

Web: www.allstream.com/conf

For **Service Support**, call the **Conferecing Center** at:

1 888 598-MEET (6338)

Toll Access: 1 514 843-3873
In-conference: Dial 00 or *0
Service Support available 24x7

For **Billing/Ordering Support**, call **Customer Care** at:

1 888 288-2273

Email: businesscare@allstream.com
Billing/Ordering Support available 08:00-19:30 EST, Mon-Fri.

Changing Account Options

To change:

- Chairperson Pass Code
- Roll Call Name Record
- Entry/Exit Announcement
- Quick Start Option

Follow the **Dialling Instructions**. After entering your Chairperson Pass Code + #, Press **2** to enter the account options menu.

To change the language of the voice prompts heard after entering the Access Code, call the **Conferecing Center**. The options are: Bilingual (default), English or French.

Web Meeting

Access via: www.allstream.com/webmeeting

Toll-free Access Numbers:	
Argentina 0-800-666-0506	Denmark 80-886-235
Australia 1-800-648-267	Dominican Republic 1-888-751-4580
Austria 0-800-292-447	Finland 0-800-112-428
Bahamas 1-800-389-0361	France 0-800-912-589
Belgium 0-800-156-29	Germany 0-800-181-5664
Brazil 0-800-891-6664	Greece 00-800-161-220-387-38
Canada 1-866-365-4409	Hong Kong 800-933-448
Chile 800-530-044	Hungary 06-800-154-57
China 400-620-1024 800-819-5019 (no mobile access)	Iceland 800-800-2
Colombia 1-800-919-8738	Indonesia 008-800-055-00 (no mobile access)
Costa Rica 0-800-015-0632	India 000-800-100-6682
Croatia 0-800-222-712	Ireland 1-800-397-438
Cyprus Republic 800-96-882	Israel 1-809-458-738
Czech Republic 800-700-272	Italy 800-785-181
	Japan 00-531-160-316
	Korea (South) 00-308-140-441
	Latvia 800-027-39
	Lithuania 8-800-30-500
	Luxembourg 800-239-59
	Malaysia 1-800-807-146
	Mexico 001-800-514-8738
	Monaco 800-93-437
	Netherlands 0-800-023-5217
	New Zealand 0-800-443-046 0-800-440-057
	Norway 800-12-623
	Panama 00-800-226-6240
	Poland 00-800-111-4572
	Portugal 800-819-919
	Russia 810-800-226-210-12
	Singapore 800-101-1465
	Slovakia 0-800-606-216
	South Africa 0-800-994-806
	Spain 900-967-045
	Sweden 0-200-285-629
	Switzerland 0-800-563-022
	Taiwan 008-011-265-81
	Thailand 001-800-156-203-8738
	Trinidad & Tobago 1-800-203-8738
	United Arab Emirates 800-017-7755
	United Kingdom 0-800-496-0582
	United States 1-866-365-4409
	Uruguay 00-040-190-444
	Venezuela 0-800-100-4190
	Toll Access Number: 1-303-248-9656

Chairperson Audio Controls

- ** Hear list of available commands
- *1 Dial-out to new participant
 - *1 Add called participant to conference
 - *2 Add called participant & dial-out to another participant
 - *3 Re-join the conference
 - *4 Disconnect called number & dial another participant
- *2 Start / Stop record function
- *4 Lock conference (no new participants allowed)
- *5 Unlock conference (new participants allowed)
- *6 Mute Chairperson's line
- *7 Un-mute Chairperson's line
- *8 Allow conference to continue after Chairperson disconnects
- *9 Roll call of participant names (if option activated)
- *# Provide count of number of participants (used ports)
- ## Mute all participant lines (except Chairperson's)
- 99 Un-mute all participant lines
- #1 Start Listen-Only Mode
- #2 Stop Listen-Only Mode
- *0 Request an Operator (on Chairperson's line only)
- 00 Request an Operator (Joins conference)
- # Return to conference

Participant Audio Controls

- ** Hear list of available commands
- *6 Mute own line
- *7 Un-mute own line (unless muted by chairperson)
- *9 Roll call of participant names (if option activated)
- *# Provide count of number of participants (used ports)
- 00 Request an Operator (Joins conference)