

CON-FLAB

USER GUIDE

CONTENTS

- 2** Conference Setup
- 4** Getting Attendees
- 6** Administrator Function
- 8** Participator Function
- 10** Listen-Only Function

CONFERENCE SETUP

Setting up your conference couldn't be simpler. All you need to do is follow this basic three step process (see top image on the right):

Step One : Enter your name into the box provided

Step Two : Enter your email address into the box provided

Step Three : Click on the "Create your free conference" green button.

Your new conference will be setup and ready to use straight away. Details for your conference, such as the number to call and the pin number to enter will be displayed immediately. For your convenience these details will also be e-mailed to you.

The bottom right image shows your conference details after you press "Create your free conference button". Those details include:

UK LANDLINE NUMBER

The number you need to call to access your conference

INTERNATIONAL & MOBILE NUMBER

Access conference outside the UK or via mobile

PARTICIPANT PIN

Pin to participate in the conference

LISTEN-ONLY PIN

Pin to monitor the conference

ADMINISTRATOR PIN

Pin to access conference as administrator

You will also be provided with the date your conference will expire. Should you require a conference after this date then you can create a new one at any time. If you choose to do this you will be issued with a new set of pin numbers.

To conveniently print your conference details click on the printer icon at the bottom of the box and then print the page that pops up in a new window.

Enter your name

Enter your email address

Create your free conference

Or create & join a conference via phone:
0843 289 0000

CON-FLAB Create a conference Join a conference About Us Help Us Settings

Congratulations on setting up your new conference

Your Conference Details

Your new 1500 min 1-1-1 (UK) 0843 289 0000 (UK) 0044 203 189 1600 (Mobile & International) conference has just been set up. An invitation including the date and time of the call, the conference phone number and one of the provided pin numbers depending on what level of involvement you wish them to have in this call.

Load printer friendly page

Generate sample invitation

 UK Landline 0843 289 0000 This is the number you need to dial when you want to access your conference from a UK landline. This is also the number you need to forward to all specific event attendees who will be joining your conference via a UK landline.	 Mobile & International 0044 203 189 1600 This is the number you need to dial when you want to access your conference from a mobile phone or from abroad. This is also the number you need to forward to all conference attendees who will be joining your conference via a mobile phone or internationally.	 Expiry Date 14 June 2013 This conference using these details will be available for use for 90 days so make sure to promote your conference before the expiry date above. Once your website event has expired simply come back to Con-Flab and we'll create a new one.
 Participant Pin 706966 This is the 6 digit participant pin number for your conference. Accessing a conference with this pin number will allow the user to hear what is being said in the conference and contribute to the conversation. That user will also be able to speak too if the user chooses.	 Listen Only Pin 282670 This is the 6 digit listener pin number for this conference. Accessing the conference with this pin number grants the user the ability to listen in a conference but they will not be able to participate further.	 Administration Pin 097596 This is the 6 digit admin pin number for your conference. Accessing the conference with this pin number will allow the user the same access as the participants plus as well as some further advanced controls including: - Ability to control conference volume - The ability to remove participants from the conference - The ability to download the recordings for the conference

02 Getting Attendees

A conference is a convenient and efficient way of communicating with a group of people who are unable to meet in person. However, a conference will only work if those people actually join in!

Make sure that all the people who you wish to attend your conference call are fully aware of the conference and are supplied with the following information:

- The date and time of the conference
- The number to call to access the conference
- The pin number to use to participate in this conference

You can automatically generate an email with all of the necessary details included to save yourself some time. Either click on the “Invite your colleagues” button at the bottom of the popup box that appears after you set up your conference, or you can click on the “Generate sample invitation” button on your email containing your conference details.

It is important that you send the correct type of pin to each of your colleagues. We recommend that for most conferences the participant pin would be the ideal pin number to distribute to other conference members.

The different type of pins are:

ADMIN PIN

Pin to access conference as administrator

PARTICIPANT PIN

Pin to participate in the conference

LISTEN-ONLY PIN

Pin to monitor the conference

Your Conference Details

CON-FLAB Available on the App Store

CONGRATULATIONS ON SETTING UP YOUR NEW CONFERENCE CALL

Your next step is to contact the people you wish to join you on your conference call and send them each an invitation including the date and time of the call, the below phone number and one of the provided pin numbers depending on what level of involvement you wish them to have.

CONFERENCE NUMBER **08432890000** } Landline Number
Distribute this number in conjunction with one of the pins below to access the conference. Calls to this number are charged at just 4.2p plus VAT from a BT landline (up to 40% cheaper than a standard national rate call), calls from other networks may cost more.

INTERNATIONAL or MOBILE NUMBER **0044 203 189 1600** } International/Mobile Number
Distribute this number to any participant who may wish to access the conference from outside of the UK or from a mobile phone where they would like to use their inclusive minutes.

CONFERENCE EXPIRY DATE **Jun 14 2013 9:14AM** } Expiry Date
This conference will be valid until Jun 14 2013 9:14AM.

PARTICIPATION PIN **706966** } Participation PIN
Use this pin number to access the conference as a participant. A participant can both hear and speak in the conference.

Listen-Only PIN

Admin Pin: 097596 } Administrator PIN
This pin number will give access to the conference as an administrator. An administrator has full control over the conference, see the [conference guide](#) for more details.

Listen only pin: 282670 } Listen-Only PIN
Use this pin number to access the conference in listen only mode. A great tool to use if you want to make an announcement or presentation to a large group of people.

[Click here](#) to download the full [con-flab.co.uk](#) conference call user guide.

If you have any questions about this service then please call us on 0843 289 2738 or email us at support@con-flab.co.uk.

[Download User Guide](#) | [Terms and Conditions](#)

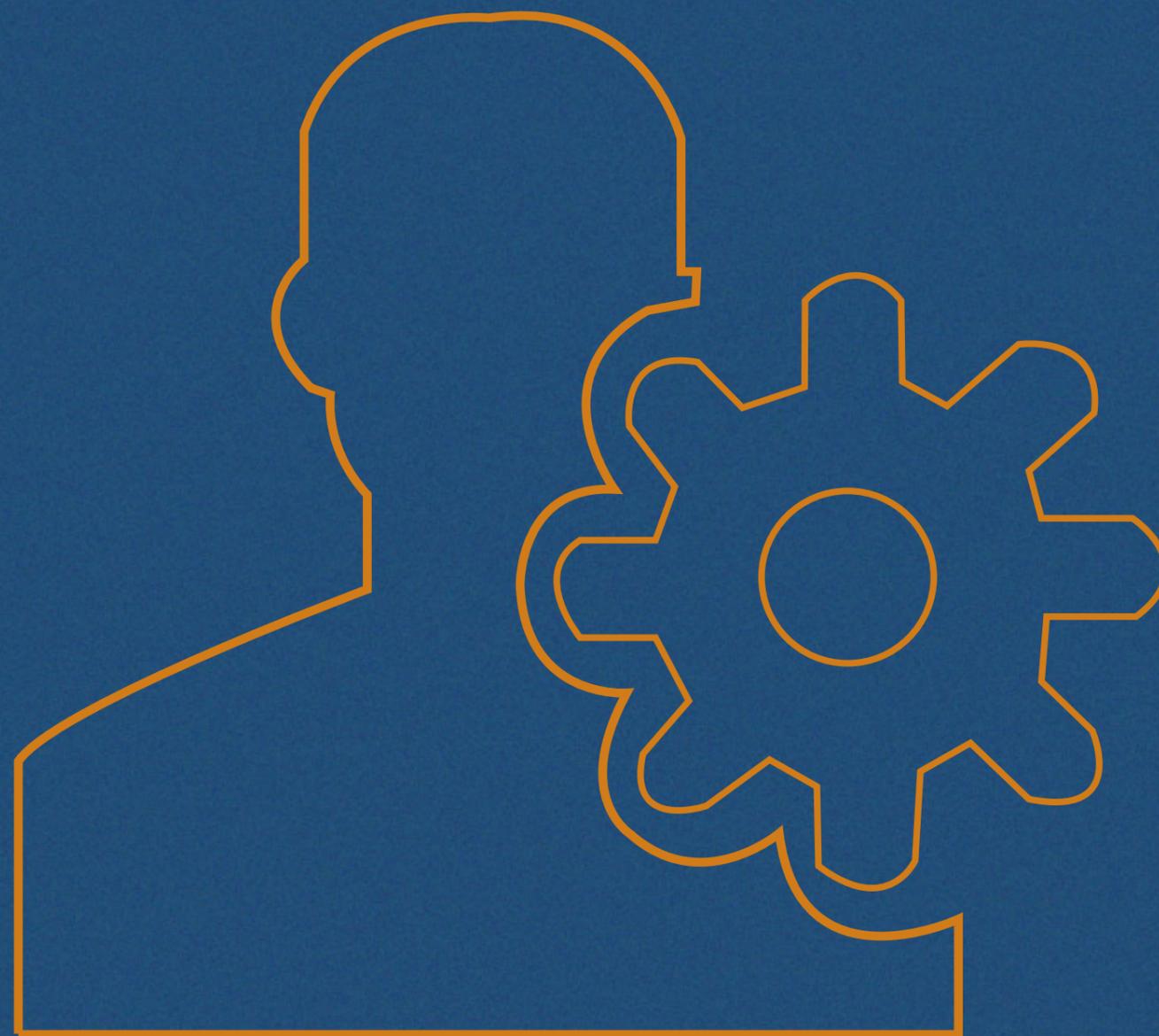
ADMINISTRATOR FUNCTION

To enter your conference as an administrator you will need to enter the administrator pin when asked to do so.

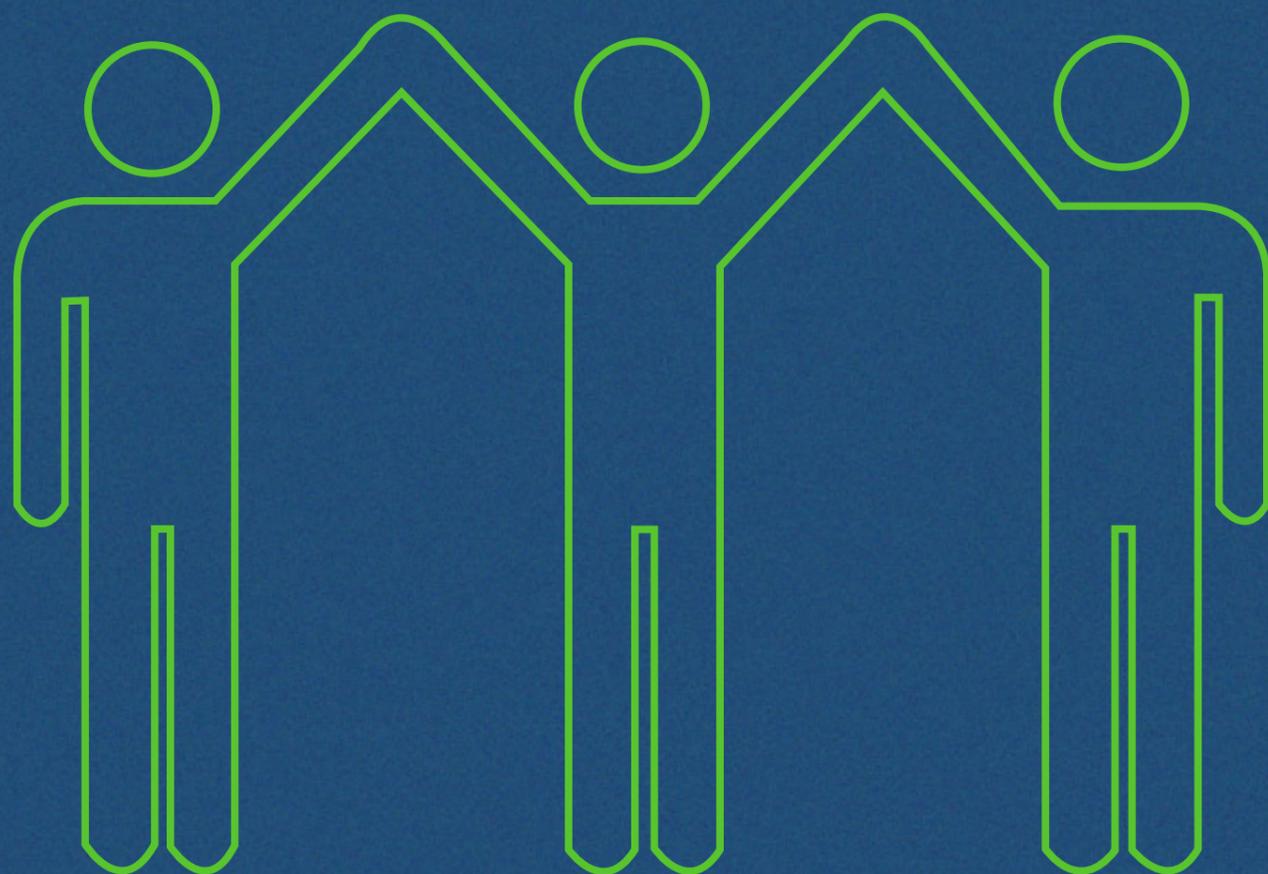
Being the administrator allows you to access the special administrator menu during the conference by pressing the * key on your phone's keypad. These options allow the administrator a higher level of control over the conference and are not all available to other conference members.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
2	Lock/Unlock conference	Locking the conference will prevent any more participants from joining
3	Eject last user	This will eject the last user that joined the conference
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)



PARTICIPATOR FUNCTION



The participant pin is used by the majority of conference members as it allows the user to hear what is said and to also speak in a conference. However, they do not have the extended control over the conference that is available to administrators through the administrator menu.

For a person to enter the conference as a participant they must enter the participant pin when asked to do so. This pin will be provided to the conference creator and it is their responsibility to ensure that each participant receive it correctly so that they can access the conference.

When taking part in the conference as a participant you have access to a participant menu by pressing the * key on your phone's keypad.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)

LISTEN-ONLY FUNCTION

The listen-only pin is provided to people who will only have the ability to listen to what is said in the conference but not contribute themselves. This pin is ideal for presentations, speeches or to monitor a conference call.

For a person to enter the conference as a listen-only conference member, they must enter the listen-only pin when asked to do so. This pin will be provided to the conference creator and it is their responsibility to ensure that each listen-only conference member receive it correctly so that they can access the conference.

When taking part in the conference with the listen-only pin you have access to a listen-only menu by pressing the * key on your phone's keypad.

This menu will give you the following options.

PHONE KEY	OPTION NAME	DESCRIPTION
1	Mute/Unmute yourself	Mute or unmute yourself so that other participants cannot hear you
4 or 6	Increase/Decrease conference volume	Increase/Decrease the volume of the conference in your handset
7 or 9	Increase/Decrease your volume	Increase/Decrease the volume of your voice as it is heard by others
8	Exit menu	Exit the administrator menu without making any changes (You will still be active within the conference)

