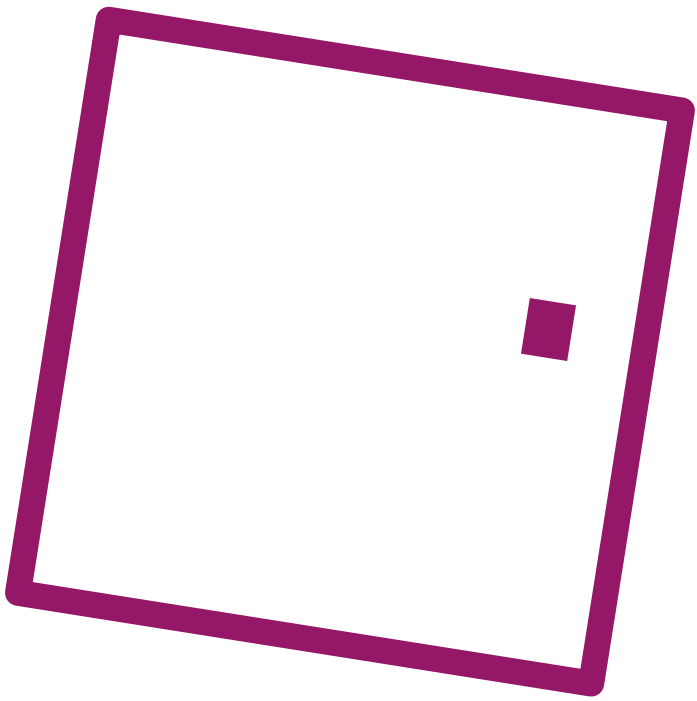


Smartic

User guide **Conference call**
Free plan



Solutions

General use of service "Premium Plan"

How to open the conference room

The host:

1. Dial the **conference call** number **902875099**
2. Dial your personal conference room number: ***no. room#**
3. To open the room, dial your PIN code: ***no. PIN#**
4. Wait for input from the other participants.

How the participants enter

1. Participants call the **902875099** conference call number.
2. Dial the number of the conference room: ***no. of room#**
3. If the host has already opened the room, participants enter directly into the meeting. If the room is closed, they remain on hold with music playing until the host opens it.
4. The maximum number of attendees is six for the Free plan conference call, including the host.

Ending the conference call

The host closes the conference room and ends all calls from users by dialling the code ***9#**

Help line

Dial ***5#** to request help and contact one of our agents.

If you make a mistake while dialling a code dial ***#** and re-enter required codes.

Tips

Meeting Preparation

Do not forget to inform participants of:

- The date and time of the meeting.
- The 902875099 conference call number and number/code of the conference room.
- The agenda and list of participants.
- The expected duration and documents necessary.
- Make the call in a quiet place, with low noise level.
- Be punctual when attending a conference call and identify yourselves in turn.

Specific recommendations for access telephones

- Verify that your phone or mobile is touchtone (in all probability it will be).
- If your phone is on an extension unit, make sure that this allows outgoing calls using * and #. If not, report this to your PBX technician.

Summary of codes (only host)

- *9#** End of the conference call
- *#** In case dialling error
- *5#** Help line