

Conference Call for Hosts

Variant „Dial-Out Conference“¹

1. Booking

www.teleconf.de Your Portal for Conference Calls and Web Conferences

- » Select **New Conference** from the menu on the left.
- » Click **Dial-Out Conference**.

- » Finalize your booking on the next page via **book conference call**.

Your booking has been accepted. If you hold the conference call at a specific date, you can send an e-mail invitation to the participants.

2. Conducting

- » Make sure you join the conference on time.

The conference starts at the appointed time. The system calls you and all participants.

- » Organize your conference using the Conference Control Panel. Go to conference overview and click the button **control**, located behind the running conference.

- 🌐 The button **control** only appears behind currently running conferences.

The Conference Control Panel is displayed.

¹ The system calls all participants and the moderator, and connects them to the conference. As conference initiator you have to pay for the total conference costs. There is no charge to the participants.

Conference Call for Hosts

Variant „Dial-In/Anytime Conference“²

1. Booking

www.teleconf.de Your Portal for Conference Calls and Web Conferences

- » Select **New Conference** from the menu on the left.
- » Click **Dial-In-/Anytime Conference**.

- » Finalize your booking on the next page via **book conference call**.

Your booking has been accepted. If you hold the conference call at a specific date, you can send an e-mail invitation to the participants.

2. Conducting

- » Notify the conference participants of the Dial-In phone number and the access code.

- » Dial-In to the conference at the appointed time (Dial-In Conference) or at any time (Anytime Conference).
- » Organize your conference using the Conference Control Panel. Go to conference overview and click the button **control**, located behind the running conference.

- The button **control** only appears behind currently running conferences.

The Conference Control Panel is displayed.

² All participants and you as the moderator dial-in to the conference. Participants dial in at a specific time. They must pay the dial-in costs. These fees will be charged to their telephone invoice. The cost of the conference will be charged to the conference initiator's account. To find out more about the dial-in costs via the service phone number, please contact our customer support department at customer-care@lindenbaum.eu.