













SmarterCalls Conference Call User Guide

Organising a conference call

Sign up at www.smartercalls.com. Ensure you have access to any kind of phone and then

1. Fix a day and time they should join the call
2. Enter your SmarterCalls conference number
3. Enter the PIN number you got when registering or shared with you by the organiser.
4. If you are the first person to arrive on the conference call, you will be placed on hold until the next person joins. When there are at least two people on the call you are ready to start talking!
5. When you have finished your conference call, simply hang up. When the last person hangs up, the conference call ends.

Instant Account Dial In Numbers by Country

	Country	Dial In Number	Cost per minute
	UK	08444 730073	4.3 British pence
	USA	213 289 3432	5 US cents
	Austria	0820 4011 5626	11.6 Euro cents
	Belgium	070 35 47 64	17.4 Euro cents
	France	0826 107 355	12 Euro cents
	Germany	01803 002 101	9 Euro cents
	Ireland	0818 275 646	8 Euro cents
	Italy	848 391 202	14.3 Euro cents
	Netherlands	0870 001 904	15 Euro cents
	Poland	0801 003 536	0.29 Polish zloty
	South Africa	087 550 0699	77 SA cents
	Sweden	0939 1190 109	1.70 Swedish Krona
	Other Countries	+44 8444 730073	International rates

SmarterCalls Team Rooms

SmarterCalls is your personal account area where you can share files, manage tasks and more.

To access SmarterCalls just visit <https://app.smartercalls.com/login/auth> and login with your registered email address and password.

If you do not have an account then you can create one at <http://www.smartercalls.com/conference-call/sign-up/?affiliateId=Instant> for an Instant Free Account

Alternatively, contact us at <http://www.smartercalls.com/conference-call/contact-us/> to get a tailor-made Premium Account.

In-Conference Controls

KEY CONTROL	TITLE	USE
#	SKIP INTRO	During the welcome message, pressing # will skip the PIN playback. Pressing # again will skip the name recording and place you on the call. Please note that if you skip name recording, when a roll call is played, the name will be played as "Participant N" N being your Participant number, e.g. "Participant 5".
#6	MUTE / UNMUTE	Mute and un-mute your handset. As a courtesy to other people on the conference call it can help to mute your call when you're in a noisy place. You'll be able to hear the conference call but people won't hear anything from your line.
#1	NUMBERS	Announce the number of callers dialled into the conference call.
#2	REGISTER	Replay all names recorded when people arrived on the conference call. All Participants will hear the number of people and the roll call.
#3	LOCK	Lock and unlock a conference call. Locking a conference call stops anyone else from joining it, giving Participants peace of mind if sensitive information is being discussed and preventing unnecessary interruptions.
#8	RECORD *	Record the conference. To start the recording, press #8. (You will be asked to confirm this by pressing 1). To stop and save the recording, press #8 again and confirm or just hang up the phone. We'll hold recordings for 60 days, or up to 6 months if published.
		*Only available with Premium Accounts