

BT MeetMe

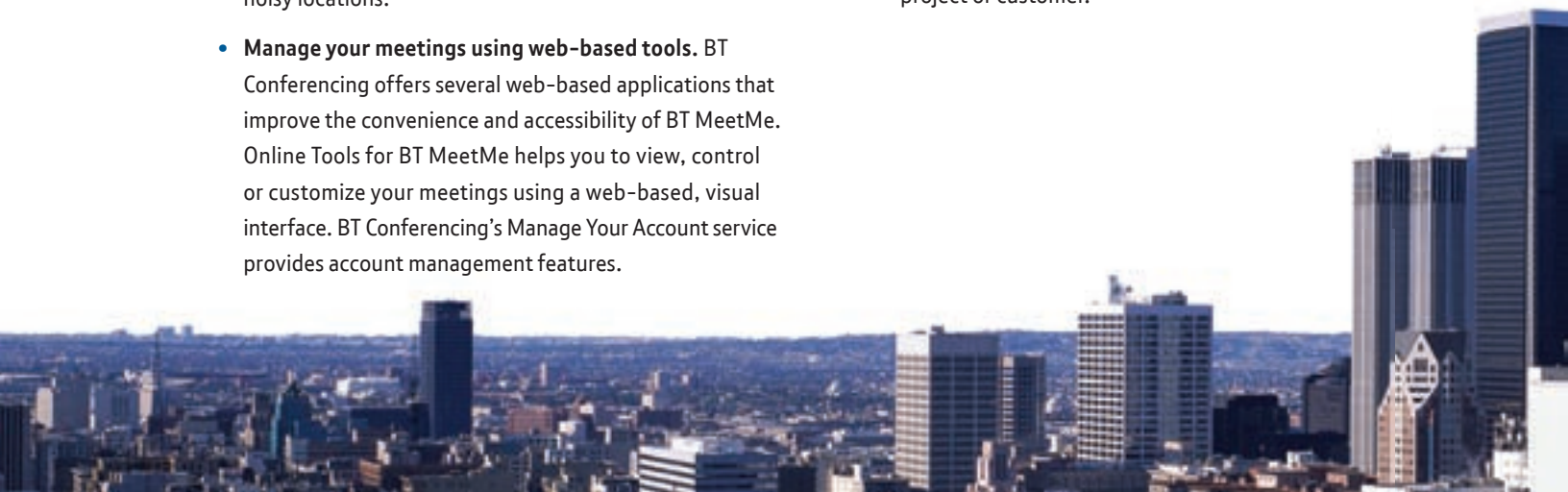
Your instant audio conferencing service

BT MeetMe is an easy-to-use audio conferencing service that allows you to meet spontaneously and instantly with participants from around the globe. There is no need to book your call in advance; simply use your office or mobile phone anytime and anywhere. BT MeetMe includes an extensive set of features and operator assistance is always available — 24 hours a day, 365 days a year.

Benefits of BT MeetMe

Whether you are part of a Fortune 500 company or a small entrepreneurial venture, BT MeetMe will help accelerate the way your business collaborates. This informal, on-demand service is available wherever and whenever you need it and can make your discussions more interactive, more immediate and more convenient. BT MeetMe is an essential business tool that includes all the features, reliability and security you need.

- **Set up your meetings rapidly.** With convenient access from any telephone, BT MeetMe immediately connects you with your participants in a virtual meeting room that is available 7 x 24 x 365. By simply providing your participants with a phone number and passcode, they can dial in to your meeting from where ever they may be. If you need to include additional participants once your meeting is underway, you can have BT MeetMe dial out and add them.
- **Control the contribution of your participants.** You have complete control over each participant's involvement including their ability to speak and or hear your audio meetings. In addition to the person-by-person controls available with Online Tools, you can mute/unmute all participant microphones with a single command. These control features are essential in dynamic meetings that involve many speakers or where speakers are calling from noisy locations.
- **Manage your meetings using web-based tools.** BT Conferencing offers several web-based applications that improve the convenience and accessibility of BT MeetMe. Online Tools for BT MeetMe helps you to view, control or customize your meetings using a web-based, visual interface. BT Conferencing's Manage Your Account service provides account management features.
- **Exceptional security for your sensitive meetings.** BT MeetMe includes a number of features that allow you to confidently know who is in your meeting including: announcing participants as they join, replaying participant names as part of a roll call, identifying the number of participants, and the ability to keep additional participants from joining.
- **Personalize your meetings.** You can customize a number of BT MeetMe features to reflect your preferred meeting style. Your choices include how participants are announced as they enter and exit your meeting, whether meetings can start without the chairperson, and if participants hear music while they wait for your conferences to begin.
- **Guard your account from unauthorized usage.** A number of BT MeetMe features help you manage unauthorized usage of your account. For example, by choosing to receive an email summarizing meetings as they occur, you will be alerted to unauthorized usage before your monthly statement arrives.
- **Allocate your meeting costs efficiently.** With View My Bill Online, BT Conferencing's versatile reporting tool, you can quickly allocate your BT MeetMe costs by department, or user. By choosing to identify a billing reference at the start of each call, you can even allocate your meeting costs by project or customer.



Global Access Numbers for BT MeetMe

BT MeetMe Global Access allows people from over 50 countries to join your BT MeetMe conferences by dialing in-country telephone numbers. Telephone numbers include both International Toll Free Numbers (ITFNs provide toll-free access) and Direct Dial International access numbers (DDI numbers provide local toll access). Together, ITFN and DDI access numbers eliminate the need for participants to remember international dialing prefixes and country codes while also reducing the cost of joining conference calls.

Your Personalized BT MeetMe Account

BT Conferencing provides a wide range of resources to help make collaborating with BT MeetMe an intuitive and seamless experience.

- When you first open an account, you will receive an email containing your account information and steps to get started.
- You will also receive a personalized welcome package containing helpful instructions and a handy wallet card.
- You have easy access to a web site loaded with hints and tips on how to get the most from your BT MeetMe account.

Useful touchtone commands for BT MeetMe

Chairperson	Chairperson & participant
#1 Participant roll call	*0 Operator assistance
#2 Participant count	#0 Conference help menu
*2 Stop audio playback	*6 Mute/unmute your own line
#3 Initiate dial-out facility	*4 Equalize volume of all lines
#4 Rejoin conference with new participant	
#5 Rejoin conference alone	BT Conferencing Help Desk
*5 Mute/unmute participant lines	1 866 766 8777
*7 Lock/unlock conference	+1 617 801 6700
#8 End conference	helpdesk@btci.com
	www.btconferencing.com

Why BT Conferencing

- Single source for all your collaboration needs. BT Conferencing provides an extensive range of best-in-class audio, web and video collaboration services – available globally as public, hosted or managed solutions.
- Unite BT MeetMe with Microsoft® Office Live Meeting or WebEx™. Enhance the collaboration in your meetings by adding an engaging visual element. View, discuss, and edit spreadsheets and documents with your participants in real-time.
- Complete solutions from BT Conferencing. BT MeetMe is complimented by a range of other BT Conferencing tools including enhanced reporting with View My Bill Online, convenient end user account management with Manage Your Account, and real-time conference management with BT MeetMe Online Tools.
- Best-in-class end-user support and education programs. Transitioning to BT MeetMe is simple and easy with BT Conferencing's proven approach to training and educating your users. These programs leverage best-in-industry adoption marketing and user experience practices to drive awareness and maximize the benefits of BT MeetMe.
- Free help desk support. Though you may not need assistance for most of your BT MeetMe conferences, when you do need help, a BT Conferencing operator is available to assist you at any time by simply pressing *0 or calling the helpdesk.

Reverse of your personalized BT MeetMe wallet card.

For more information please contact:

Telephone: 1 866 266 8777
Visit: www.btconferencing.com

Offices worldwide

BT Group plc is one of the world's leading telecommunications companies and the #1 source of conferencing services in the UK and Europe. BT Conferencing Inc. is the US subsidiary of BT Group, offering end-to-end conferencing solutions to meet all of your remote meeting needs. BT Conferencing provides a clear advantage to other services you may have used: quality of service, technological innovation, one-step global solutions and the cost-advantage of using a single source provider.

