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Thank You, Welcome!

** Welcome to LiveOffice Free Conferencing **

Dear Stuart Levine,

Your LiveOffice Teleconferencing account is now created and will be active and available to use in just 5 minutes. You can then use this account to host a conference call whenever the need arises so save this information. This account information below has also been sent to the email address provided during signup.

Your Teleconferencing Information:

To start a teleconference, please perform the following steps:

Dial-In to the Conference # (712) 432-3000

Enter your Bridge # 525473

Enter your Moderator PIN 4522

Organize your call:

Provide your attendees with the date, time, dial-in numbers and your conference bridge number.

LiveOffice Free Conference Calling provides a robust, free conference call service. You can create a conference call account almost instantly, setup takes just seconds. On-demand conference calling for conference calls with a 250 call capacity. LiveOffice respects your privacy: your information provided will not be sold or redistributed. Copyright ©2006 LiveOffice Corp., Conferencing Division.

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Free Conferencing Features

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Conference Calling Features

LiveOffice Free Conferencing makes it simple, convenient and affordable to conduct your conference calls at no cost to you for participation. With a 250 participant capacity and on-demand conferencing, why would you go with anyone else? We offer an extensive array of features for customers using our free conferencing service, all of which are made available during your call including free conference recordings in MP3 format. This list of host features let you control your conference calls to suit your needs - all at the best price, free!

Free Conference Call Features:

1
***Mute & Unmute Teleconference Participants:**

The conference host can select (1) then (*) from the telephone to **mute all your conference call participants** excluding the host and restrict the ability for them to speak during the call.

2
***Lock & Unlock the Conference:**

Control participant access to your conference call and **lock your conference call** for added security by selecting (2) then (*) any time during the teleconference.

3
***Continue the Conference Call:**

For times when the host must depart early, the teleconference can continue after they leave by selecting (3) then (*) on the telephone to enable **Conference Call Continuation** which keeps everyone conferencing concluded.

4
***Conference Attendee Self-Mute:**

All conference participants can elect to **self-mute their lines** by pushing (4) then (*) on the phone. If self-muted, callers can regain talking rights by repeating the (4) then (*) selection. Note: Participants can not unmute their lines when **Mute Entire Conference** is enabled.

5
***Free Conference Call Recording Off/On:**

Use **free conference recording services** with (5) then (*) from the telephone. To conclude your recording, either select (5) then (*) or simply end the call by hanging up. The MP3 file is posted to your password protected archive for a minimum 30 day period.

6
***Require Name Introductions:**

Conference **participants can be requested for first and last name** using Name Announce by selecting (6) then (*). Each participant is then requested for their name prior to joining.



Replay Conference Participant Names:

Review the identities of your conference participants using Name Announce with (7) then (*) anytime during the teleconference to **listen to the recorded participant names** joined on the call.



Teleconference Attendee Count:

At any time, the conference host can select (8) then (*) to **identify exactly how many callers are on the conference call** at that given time.



New Entry Audio Tone Off/On:

By default, the conferencing system will announce new teleconference participants with an audio tone to notify the group another caller has joined. You can disable this feature with (9) then (*) and **new callers will be brought in silently**.

Furthermore, our system is built from the ground up with enterprise backbone and conferencing hardware switch to provide you with superior audio quality, reliability and security. LiveOffice Free Conferencing strives to bring you the best conferencing service so your session goes smoothly every time.

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