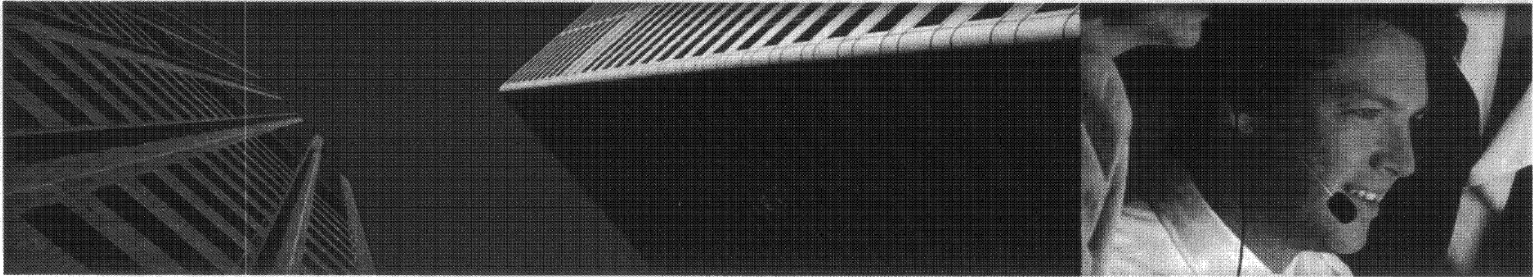


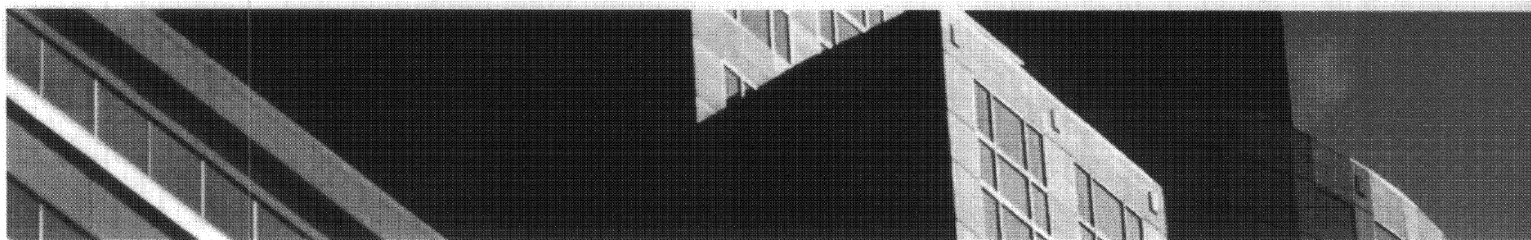
## Welcome to Budget Conferencing



Welcome

***Budget***  
CONFERRING

# Index



- FastConference Audio Conferencing.....2
- Conference Access Information.....2
- How To Use The Service.....3
- FastConference Services.....3
- Conference Control Features .....4
  - \*0 Operator Assistance 24/7.....4
  - \*1 Dial Out to a Participant.....4
  - \*2 Recording.....4
  - \*3 Playback a Recording.....4
  - \*4 Increase/Decrease Volume.....5
  - \*5 Lecture Mode On/Off.....5
  - \*6 Mute Line On/Off.....5
  - \*7 Lock Conference On/Off.....6
  - \*8 Participant Count/Roll Call.....6
- FastWeb Conferencing.....7
  - Introduction.....7
  - Features.....7
  - FastWeb Free.....7
  - FastWeb Lite.....7
  - FastWeb Pro.....7
  - Fast FreeWeb Pro 24 Hour Demo.....7
  - Leader (Host) Instructions.....8
  - Participant Instructions.....8
  - User Guide.....8
- Important Contact Information.....9

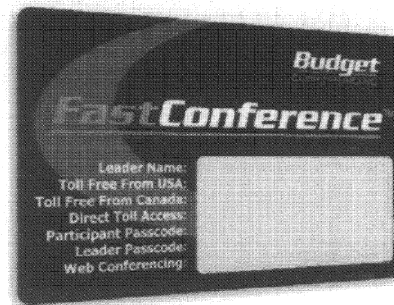
index

Budget Conferencing Inc.  
 Corporate Headquarters  
 Street Address: 60 State Street, Suite 700  
 Boston, MA 02109, USA

Direct Dial: (866) 983-0700  
 Web site: [www.BudgetConferencing.com](http://www.BudgetConferencing.com)

Dear Douglas Yeaman

Thank you for selecting Budget Conferencing. **This account is active NOW and has been set for 20 lines.** Additional lines may be requested at no charge by contacting our Customer Service Department ([csr@budgetconferencing.com](mailto:csr@budgetconferencing.com)) or dialing 1-866-983-0700 -Prompt 3.



You will be receiving your FastConference Wallet Card within two weeks. Your personalized Wallet Card will contain all the information required in order to initiate a conference call 24/7 from anywhere in the world.

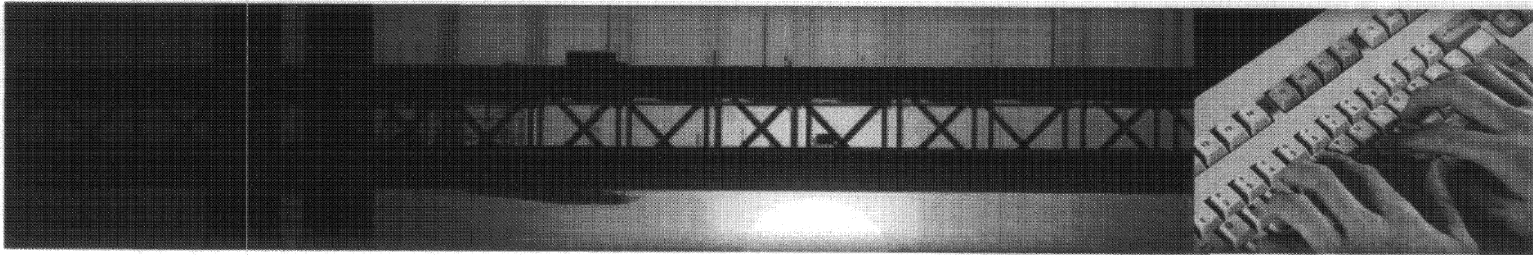
Your **Conference Access Information** is as follows:

*(All rates are billed per minute per participant)*

Subscriber Name	Douglas Yeaman
Access Toll Free From USA	866-212-0875 (0.120/min)
Access Toll Free From Canada	866-212-7554 (0.150/min)
Direct Toll Access (USA, Canada, Global)	978-964-0049 (0.045/min)
Leader Passcode * keep this private *	<b>3027752#</b>
Participant Passcode	<b>1361378#</b>
Number of lines	<b>20</b>

Your Account

## How To Use The Service



1. Invite your participants to the call and provide them the Toll Free or Direct Toll Access number, and the Participant Passcode assigned to your account.
2. All callers dial in using one of the Access dial in numbers provided with your account information. Your account will be billed based on the dial in number(s) used to join your conference.
3. Participants use the same Participant Passcode (These codes are permanent and will not change unless requested). Leader(s) use the Leader Passcode
4. Our conferencing service is available to you 24/7 and does not require any form of scheduling or operator intervention.
5. You DO NOT need to call us to schedule your conference call.
6. The Leader Passcode is the key that unlocks the call. Unless the leader is present, participants will not be able to speak amongst themselves. This feature can be disabled upon request (NOT RECOMMENDED).
7. The Leader Passcode is confidential and therefore should be kept in a secure location.
8. Note: More than one Leader can be present on a call by simply dialing into the conference using the Leader Passcode. It is recommended only one Leader use the Leader Commands (below) during a conference to eliminate confusion.

### The FastConference Service Provides:

- Access to make conference calls 24 hours a day, 7 days a week.
- **Built in Security:** A music/security feature which restricts communication until the Leader Passcode is entered. Music plays throughout the conference until the Leader enters the call.
- **Entry/Exit Tones:** Notifies conference attendees that someone has entered or exited the conference. (Feature can be disabled upon request)
- **Name Record/Play:** Prompts each conference attendee to state his/her name upon entering the conference. (Feature can be disabled upon request)
- Recorded names are played to announce each attendee as they enter the conference.

FastConference

## Conference Control Features

### \* 0 Operator Assistance 24/7

By pressing \*0, an **Operator** will come on line to assist you in the event you are experiencing difficulties, or to request an **Operator Assisted Dial Out** to a **Participant**.

### \* 1 Dial Out To A Participant (Leader feature only)

(Note: Preauthorization is required for this feature)

By pressing \*1, the **Leader** is temporarily removed from the conference and can dial out to invite another participant to the call. Once connected, press \*2 to join the **Participant** to your conference or \*3 to return to your conference **WITHOUT** your **Participant** (Please contact your **account representative** to activate this feature)

### \* 2 Recording (Leader feature only)

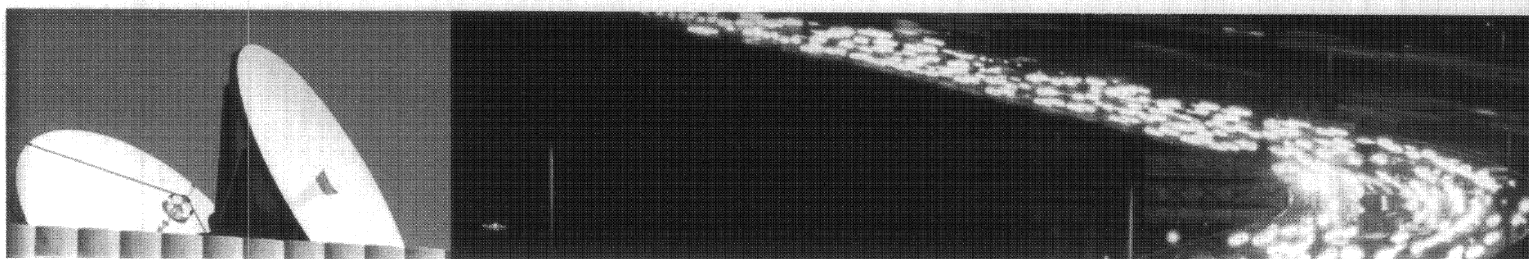
1. The **Leader** may press \*2 on their telephone keypad at any time after they connect to the conference bridge with their **Leader Passcode**.
2. The **Leader** will be prompted to enter a file number (this file number is self-selected, using your telephone keypad, followed by the # key).
3. The system will confirm the file number entered, then instruct the **Leader** to press 1 to begin recording.
4. When 1 is pressed, a confirmation message will be heard and your recording will begin.
5. The recording ends when the **Leader** hangs up, or presses \*2 again.

### \* 3 Playback a Recording (Leader feature only)

(Note: only available after completion of conference call)

1. The **Leader** may replay a previously recorded conference by connecting to the **Conference Bridge** using the same **Toll Free** or **Direct Toll Access** number provided with their account information, and entering the **Leader Passcode** used to record the conference.
2. Press \*3 to enter the **Recording Playback** menu.
3. The system will prompt you for the file number of the recording you wish to playback.
4. Use your telephone keypad to enter the file number of your previously recorded conference. The system will confirm the file number entered.
5. The system will prompt you to enter the number of minutes you wish to skip from the beginning of the recording, followed by the # key. (If you do not wish to skip any minutes then press 0 followed by the # key). A confirmation message will be heard and your playback will begin.

## Conference Control Features cont'd...



6. The Leader may end the **Recording Playback** by pressing \*3 again on their telephone keypad, or by disconnecting from the **Conference Bridge**. You may playback your recording as often as you wish.

**CD ROM or Web Download of your Recording:** You may request a copy of your recorded conference (CD ROM, or Web Download) by contacting our **Customer Service Department** at **1 866-983-0700** or by sending an email request to [customerservice@budgetconferencing.com](mailto:customerservice@budgetconferencing.com).

When requesting a copy of your recording please provide the following information:

- Your Participant Passcode
- The file number your conference was recorded under
- Date and Time of the recording
- Format requested (CD Audio, .mp3, or .wav)
- Your Shipping Address

The cost for a CD ROM is \$20.00 plus shipping and handling or \$10.00 for web download. After **30 days** all recordings are automatically deleted from the **Conference Bridge**.

### \* 4 Increase/Decrease Volume (Leader feature only)

The **Leader** may press \*4 on their telephone keypad to increase the volume of the **Conference Bridge**. Pressing \*4 again will decrease the volume. A confirmation message will be heard.

### \* 5 Lecture Mode On/Off (Leader feature only)

The **Leader** may press \*5 on their telephone keypad to mute all conference attendees connected with the **Participant Passcode**. Pressing \*5 again will un-mute all **Participant** lines. A confirmation message will be heard.

### \* 6 Mute Line On/Off (Leader and Participant feature)

Any conference attendee may mute their individual line by pressing \*6 on their telephone keypad. Pressing \*6 again will un-mute their line. A confirmation message will be heard.

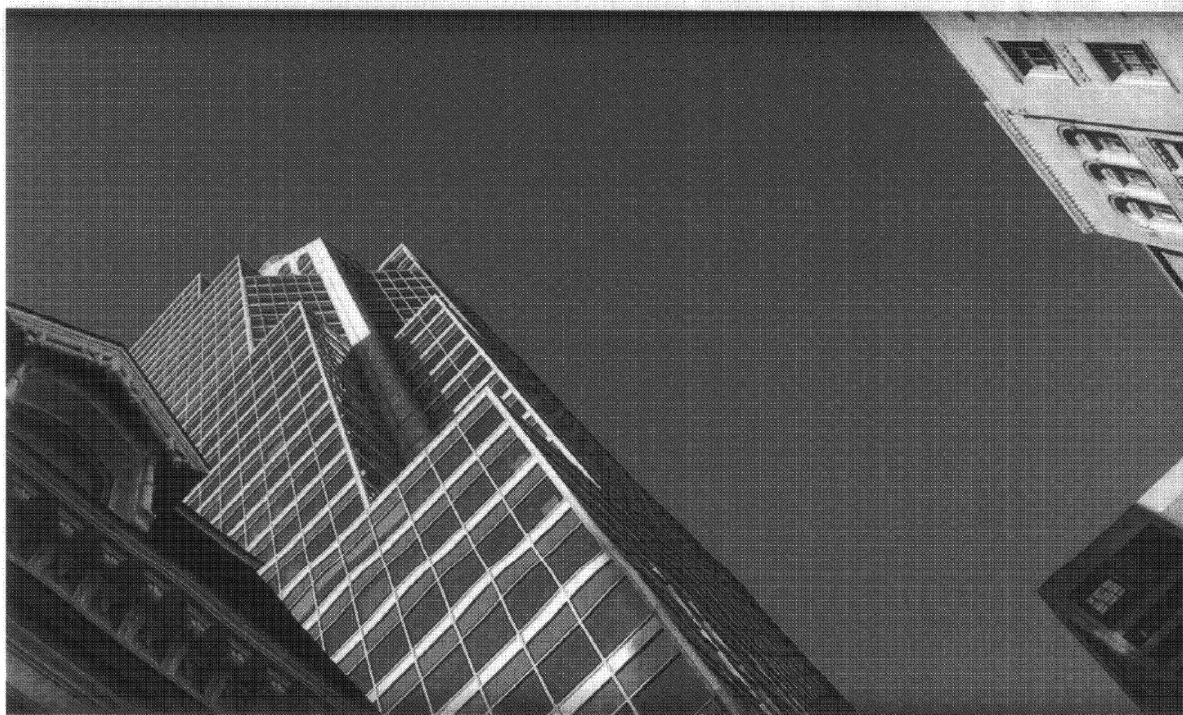
## Conference Control Features cont'd...

### \* 7 Lock Conference On/Off(Leader feature only)

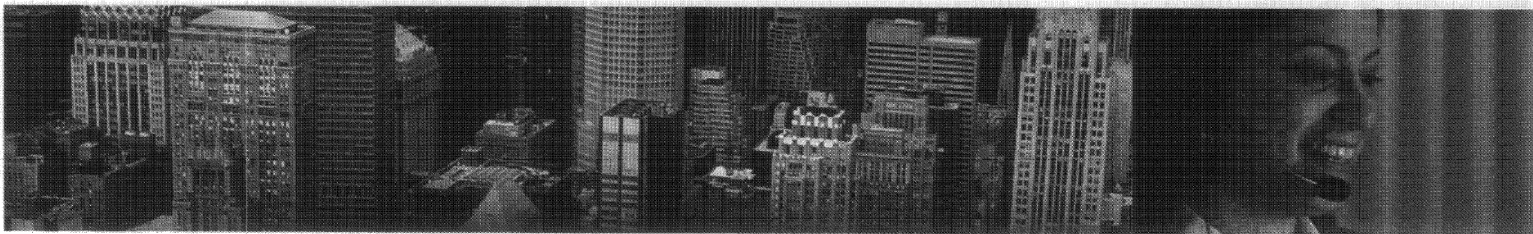
The Leader may prevent entry of additional conference attendees by pressing \*7 on their telephone keypad. Pressing \*7 again will un-lock the conference. A confirmation message will be heard.

### \* 8 Participant Count/Roll Call (Leader and Participant feature)

Any conference attendee may initiate a Participant Count/Roll Call at any time during a conference call by pressing \*8 on their telephone keypad. The requester will be temporarily removed from the conference. The requester will hear a message "There are currently 'X' number of participants in your conference". All of the conference attendees names currently present in the conference will be played back to the requester. (Please Note: If a conference attendee does NOT record their name when entering the conference, then no name will be heard for that attendee). Once completed, the system will automatically join the requester back into the conference.



# FastWeb Conferencing



## Easy to use Web Conferencing

FastWeb Conferencing is an easy to use, java based Web Conferencing solution that allows you to present PowerPoint slides, demonstrate software, provide technical support, or conduct web tours over the internet.

Three versions of FastWeb Conferencing have been automatically activated with your audio conferencing account setup at no charge. At the time of your conference simply choose the version that best meets your needs. There is no advanced setup or notification required.

FastWeb Free* (No Charge)	FastWeb Lite (\$0.090/min/participant)	FastWeb Pro (\$0.150/min/participant)
<p>FastWeb Free is an entry level web conferencing service which allows you to publish and present PowerPoint documents on the Web.</p> <ul style="list-style-type: none"> <li>• PowerPoint Publishing</li> <li>• Pointer</li> <li>• Attendee Roster</li> <li>• Secure Presentations (128 Bit SSL)</li> <li>• Recording (*Additional charges will apply)</li> </ul> <p>* Volume restrictions may apply</p>	<p>FastWeb Lite includes all of the features of FastWeb Free, and the following additional features:</p> <ul style="list-style-type: none"> <li>• Word &amp; Excel Publishing</li> <li>• Document Marker</li> <li>• File Transfer</li> <li>• Polling</li> <li>• Outlook Scheduling</li> <li>• Hand-Raising</li> <li>• Multiple Presenters</li> <li>• Chat</li> <li>• E-Mail Conference Summary</li> </ul>	<p>FastWeb Pro includes all of the features of FastWeb, and the following additional features:</p> <ul style="list-style-type: none"> <li>• Application Viewing</li> <li>• Application Sharing</li> <li>• Remote Control</li> </ul> <p><b>Free FastWeb Pro 24 Hour Demo.</b> See Below</p>

\*Free with "Audio Conferencing" usage equal to, or greater than "FastWeb Free" minutes. In the event that your "Audio Conferencing" minutes are less than your "FastWeb Free" minutes during a single billing period, then your account will be billed the difference at your Reservationless Audio Conferencing Toll Access rate. This will appear as a FastWeb Free Overage charge on your monthly statement.

## Free FastWeb Pro 24 Hour Demo

For your convenience, we have activated a Free 24 hour demo version of FastWeb Pro Conferencing. Your demo Passcodes will support 2 Participants plus 1 Leader and will automatically be disabled 24 hours after you start your first session.

Please use the following temporary passcodes to evaluate your free 24 hour FastWeb Pro demo:

Demo Leader Code

Demo Participant Code

For a detailed feature list and for a "copy and paste" version of the Leader / Participant Instructions please [Click Here](#), or visit us at <http://www.budgetconferencing.com/web-conferencing.php>

FastWeb



# FastWeb Login Instructions

## Leader (Host) Instructions

Click [Here](#) to download the FastWeb Pro Install Kit. This installation is mandatory in order to consider application sharing. The install program is 2MB in size and will take approximately 5 minutes to download using a 56Kbps connection. This procedure is only required for first time users.

1. Go to <http://www.budgetconferencing.com/fastweb/join.php>
2. **\*Important** Click onto the System Compatibility Check Link. FastWeb will check your browser version and inform you if you are required to install Java Virtual Machine, Enable Session Cookies, Pop-Up Browser windows are enabled, and if AppShare Controls are installed. Links to downloads will be presented as required during the compatibility check.
3. Click the "Host a WEB Conference (Leader)" radial button.
4. Enter your "Leader" and "Participant Passcodes", "Name", "Company", and "E-mail address".
5. Click the "Host" button
6. A new page will be displayed. Select the FastWeb version that best meets the needs for your session. Press the **Start Button**.
7. A "Conference Connection Status" screen will appear
8. Press "Start" on the FastWeb toolbar (top left)
9. Your session is now live

## Participant Instructions

*(Please send these instructions when inviting participants to your FastWeb web conference)*

1. Go to <http://www.budgetconferencing.com/fastweb/join.php>
2. **\*Important** Click onto the System Compatibility Check Link. FastWeb will check your browser version and inform you if you are required to install Java Virtual Machine, Enable Session Cookies, Pop-Up Browser windows are enabled, and if AppShare Controls are installed. Links to downloads will be presented as required during the compatibility check.
3. Click the "Join a WEB Conference (Participant)" radial button.
4. Enter your "Participant Passcode", "Name", "Company", and "E-mail address"
5. Click the "Join" button
6. A new page will be displayed. Press the **Start Button**.
7. A "Conference Connection Status" screen will appear
8. Your session is now live (if an error message appears please contact the host to confirm that the session has been "Started")

## User Guide

Please see the Fast Web User Guide at <http://www.budgetconferencing.com/fastweb/help/> for supplemental instructions and troubleshooting information.

## IMPORTANT CONTACT INFORMATION

Contact Us	Phone Number	Email Address
Sales	866-983-0700 Prompt - 1	sales@budgetconferencing.com
Technical Support	866-983-0700 Prompt - 2	support@budgetconferencing.com
Customer Service	866-983-0700 Prompt - 3	csr@budgetconferencing.com
Accounting	866-983-0700 Prompt - 4	accounting@budgetconferencing.com
Schedule an Event Call	866-297-6524	reservations@budgetconferencing.com

**24 hour Emergency Technical Support 888-814-6064**

**support@budgetconferencing.com**

Contact



© Budget Conferencing Inc. All Rights Reserved.