



Create "Meet Me" Conference

Touch Tone Mode:

From the Touch Tone Main Menu, press **6** for the **Conference Room**.

1. Press **1** for **Meet Me Conference**, from the Conference Submenu.
2. Press **9** to set a **Listen Only PIN**. Press **6** to bypass this option.
3. Press **9** to set an **Active PIN**. Press **6** to bypass this option.

Note: Active PIN required, if Listen Only option is selected

4. Press **9** to be notified when new callers join. Press **6** to bypass this option.
5. Press **9** to select **Moderator Pay billing**. Press **6** to select **Self Pay billing**.

Note: Self-Pay billing option is available for participants who are GoSolo Subscribers

6. Press **5** to join the conference.

Speech Mode:

From the Main Menu, say **Conference Room**.

1. Say **Meet Me Conference**, from the Conference Submenu.
Conference Room has Touch Tone prompts.
2. Press **9** to set a **Listen Only PIN**. Press **6** to bypass this option.
3. Press **9** to set an **Active PIN**. Press **6** to bypass this option.

Note: Active PIN required, if Listen Only option is selected

4. Press **9** to be notified when new callers join. Press **6** to bypass this option.
5. Press **9** to select **Moderator Pay billing**. Press **6** to select **Self Pay billing**.

Note: Self-Pay billing option is available for participants who are GoSolo Subscribers

6. Press **5** to join the conference.

Audio Conferencing Information

When you want to create a conference right away, just tell GoSolo you want to create an Express conference. Your conference room is opened immediately and GoSolo creates your conference with: Moderator Pay Billing, No PIN codes, and Active Participants only.

Moderator-pay conferences are billed to you, at a flat per minute/per line rate. Self-Pay billing is ideal for conferences where your attendees are other GoSolo subscribers. All participants are independently billed on their own GoSolo account. You're only responsible for your personal usage.

If you choose to include Listen Only participants, GoSolo prompts you to set a special PIN for these attendees. Create a new PIN each time you set up a conference for ultimate security or reuse the same PIN for repeat attendees. If no PIN is required, simply bypass this option when creating your conference call.

Create Express Conference

Touch Tone Mode:

From the Touch Tone Main Menu, press **6** for the **Conference Room**.

1. Press **2** for **Express Conference**, from the Conference Administration menus.
2. You will be automatically placed into your Conference.
3. Wait for others to join.

Speech Mode:

From the Main Menu, say **Conference Room**.

1. Say **Express Conference**, from the Conference Administration menus.
2. You will be automatically placed into your Conference.

Tip* Press **1 1** to mute yourself from the conference press **1 1** again to unmute and rejoin the conversation



Join Moderator Pay Conference

1. Dial the Conference Holder's (Moderator) GoSolo 8xx number.
2. Press **3** when you hear the person's greeting to join the conference call.
3. Key in your assigned PIN code, if prompted.
4. Join the active conference, or wait for others to join.

Join Self Pay Conference

Speech Mode:

From the Main Menu, say Conference Room.

1. Say Join Conference, from the Conference Submenus.
2. Say the GoSolo Number of the person who is holding the conference (Moderator).
3. Key in your assigned PIN code, if prompted. GoSolo adds you to the conference in progress.
4. Join the active conference, or wait for others to join.

Note: Self-Pay billing option is available for participants who are GoSolo Subscribers

Touch Tone Mode:

From the Touch Tone Main Menu, press **6** for the Conference Room.

1. Press **4** for Join Conference, from the Conference Submenus.
2. Key in the GoSolo Number of the person who is holding the conference (Moderator)
3. Key in your assigned PIN code, if prompted. GoSolo adds you to the conference in progress.
4. Join the active conference, or wait for others to join.

Email Invitations

Send your participants an email invitation from your GoSolo Website. A simple form creates an agenda, and sends appropriate messages and instructions to each type of participant you specify. Conference set up is completed by phone, but this handy tool will make your conference calls appear more professional.

Conference Administration Menus

Your conference room is equipped with a set of Administrative Options, you will be prompted with these options when you create a "Meet Me" conference call.

1. Press **1** to Close the Conference and Prevent others from joining, then:

Press **9** to **Close** the Conference or Press **6** to leave it **Open**.

2. Press **2** to set a new Active-Participant PIN code, if desired, then:

Enter the new **4-digit Participant PIN**.

GoSolo prompts you to re-enter the **PIN**.

Re-enter the new **4-digit PIN** code.

3. Press **3** to set a new Listen-Only PIN code, if desired, then:

Enter the new **4-digit Listen-Only PIN**.

GoSolo prompts you to re-enter the **PIN**.

Re-enter the new **4-digit PIN** code.

4. Press **4** to set a new Administration PIN code, if desired, then:

Enter the new **4-digit Listen-Only PIN**.

GoSolo prompts you to re-enter the **PIN**.

Re-enter the new **4-digit PIN** code.

5. Press **5** to Join the Conference.

6. Press **# #** to Exit the Conference and Return to GoSolo Main Menu.