



## MyConference Audio Overview

### iVision's MyConference

MyConference is an iVision hosted service providing total audio, video and public room hire conferencing solutions. iVision has the experience required to make your conferencing service whether it is audio, video or both, easy to use. Also leveraging our experience of over 20 years in the conferencing industry, we can ensure all your conferences are reliable and effective.

### Easy Audio Conferencing with MyConference

Bringing people together for meetings has never been so easy because MyConference Audio gives you instant conferencing with expert and reliable service.

A conference call is considered to be the quickest method of getting your team together to make decisions and to share ideas and through iVision's MyConference Audio service, customers have a reservation-less 'call-in' service which enables you to make a conference call anywhere, anytime, 24 hours a day, 7 days a week, and 365 days a year.

### How to Audio Conference with MyConference

1. The first step is registering. Sign up is easy and you can do it online - [www.िवision.com.au/audio-conferencing.phtml](http://www.िवision.com.au/audio-conferencing.phtml).

Once your registration is complete, we will send you all the details you need to immediately make a conference call. These details consist of the relevant PINs for you or the host and your guests.

2. To start your MyConference Audio call, simply use the National toll-free number 1800 MYCONF (1800 692 663) and you will be asked to enter either your Host PIN or the Guest PIN which you have distributed to all your participants prior to the conference.

Your Host PIN will actually start the conference, so until the Host PIN is entered, participants who have dialed in before the host will be put into a hold queue until the host arrives or enters the conference.

3. Once you and your guests call the toll-free number, at the agreed time, and enter your respective PINs, the conference call will start. It is that easy!

Your MyConference Audio service is yours to use whenever you choose. It is always available at any time you need and always without a reservation.

## MyConference Audio Features

### Call Recording

Record your conference and listen to it as many times as you wish or forward to those who cannot make it to the conference.

Once activated, you can choose to start and end recording at any point by simply pressing the \*9 key pad option on your phone.

The conference recording can then be downloaded as a WAV file from your web Self Service Account to be listened to online or emailed to participants. It will be stored for 30 days, for you to download as many times as you like.

### Conference Call Management

As an iVision MyConference Audio customer you will be provided with a Login ID and Password to access your MyConference Audio Self Service Account through the website ([www.ivision.com.au/audio-conferencing.phtml](http://www.ivision.com.au/audio-conferencing.phtml)).

This is a secure area which allows you to better manage your conference call account.

This is where you can:

- Edit existing Conference details, for example, edit Conference name details for easier identification.
- Create a new Conference
- Activate additional services, such as, Conference Recording
- Download Conference Recordings
- Edit you personal and billing details
- Change your Login ID and Password
- View and Pay your invoices online

## MyConference Audio Offers the Best Rates

At a flat standard rate of 14 cents per minute excl GST (from anywhere in Australia), the MyConference Audio rate is up to 70 per cent less than similar services offered by some of our competitors.

If you're looking at how to save on your communications budget, **MyConference Audio** can assist. There are no ongoing contracts, fee extras or hidden charges - you only pay for what you use at any one time.