



# CHORUS CALL CANADA

24 Hour Help Desk: 1-800-319-3929 / 604-638-5300

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## HELPING YOU MANAGE

### CONDUCTOR WEB: SEE AND MANAGE YOUR TELECONFERENCE

This helpful interface provides a way to manage your call online as it's underway. Use Conductor Web to:

- See each line connected to your call;
- Use the teleconference bridge to dial and join additional participants;
- Mute a participant's line if there is unwanted background noise;
- Start and stop recording your call;
- Disconnect a participant's line if their participation is no longer required.

The interface also provides easy access to a log of past calls made on the account, access to modify settings for entrance and departure of callers from your teleconference, and more!

To use this feature, save the following link and use your teleconference host code and guest code to log on:

<http://ca.conductorweb.com/ConferenceServer/login.html>

or email [Canada@choruscall.com](mailto:Canada@choruscall.com) and ask us to send you the link.



#### CONVENIENCE FEATURES:

- > See and manage your call using the Conductor Web interface.
- > Dial out and join others to your call.
- > Adjust entrance and exit settings for your calls.
- > Call recording free of charge with instant delivery by email.
- > Call reports delivered instantly by email.
- > Complimentary access to Chorus Call's own web meeting application, iPresent.

**Conductor Web**

Recent Active Schedule My Profile Logout

**Conference Details**

Host Passcode: Host: Gaylene Van Dusen  
Guest Passcode: Customer: Demo Account  
Conference Name: Demo(HighSecurity) Billing Code:

Participants (2)			
Name	Phone	State	Talk State
Guest Participant 1	6046385306		
Host Participant	6046385316		

**Dial Out Participant**

Enter the participant's name and phone number below.  
Click 'OK' to dial out and join the participant to this conference.

Name: Leslie Jones  
Phone Number: 604-999-9895  
Extension:

On Hold: 0 Muted: 0

**Conference**

- Dial Out
- Mute
- Start Record
- End
- Disable Talk Indicators

**Participant**

- Edit
- Hold
- Mute
- Disconnect

Using this interface, you see who has joined the call, dial out to connect a guest who is travelling, mute someone's line if it's too noisy, disconnect all lines at the end of the call, and so much more!