

# Meet Me Conference Bridge

The Crystal Clear telecom Meet Me Conference Bridge is a private audio meeting room where colleagues and customers can dial-in for a secure discussion. Every user on the Crystal Clear telecom platform has their own unique Participant and Moderator ID to control who can enter the bridge. There is nothing to set-up and no limits to the number of participants or length of the call. This makes MeetMe Conference a great collaboration tool for customers of any size

## KEY FEATURES

**Moderator and Participant Conference ID** – To join the conference, Participants dial into the bridge from any phone and enter the Participant ID. The conference does not begin until the Moderator has joined and until that time Participants will hear music and not be able to talk to each other.

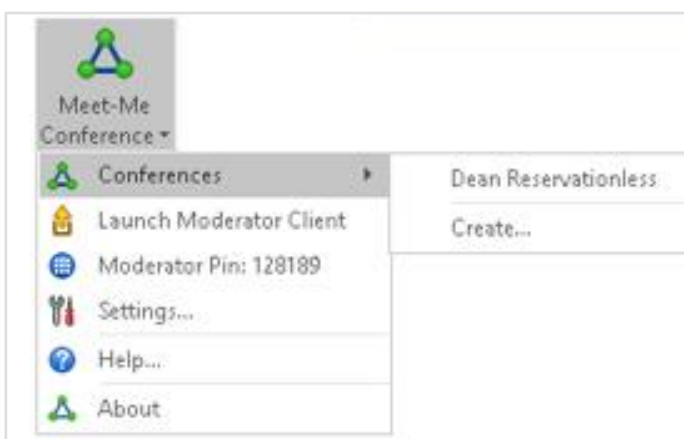
**Name Request** – When they join the bridge, each Participant can be asked to say their name, which will then be broadcast to all users when the conference starts. This provides security for the Moderator and avoids those “Who just joined?” comments we all used to get in the past.

**Outlook Plugin & Moderator Web App** – Easily invite colleagues and customers to a conference by automatically adding the dial-in number and Participant ID to an invite. Use the Plugin to launch a web-based Moderator app that will list all Participants that have joined the bridge and allow the Moderator to mute, hold or disconnect them.

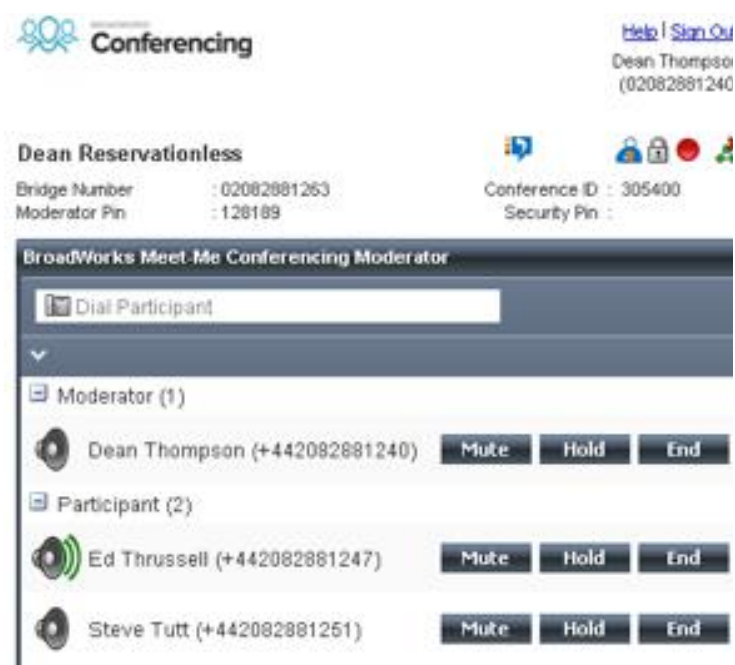
**Lecture Mode** – To avoid background noise, especially important for larger conferences, the moderator can put the conference into Lecture Mode. In this state, only the Moderator can speak. Lecture Mode can be activated via an on-call menu or through the Moderator web app.

**Call Recording** – Any conference that is recorded can be accessed almost immediately within the Uboss portal. The conference can be downloaded as a wav file and emailed to all Participants.

**Dial-In Through Unity** – Users with the optional Unity desktop app can right-click the Conference button and join the bridge as



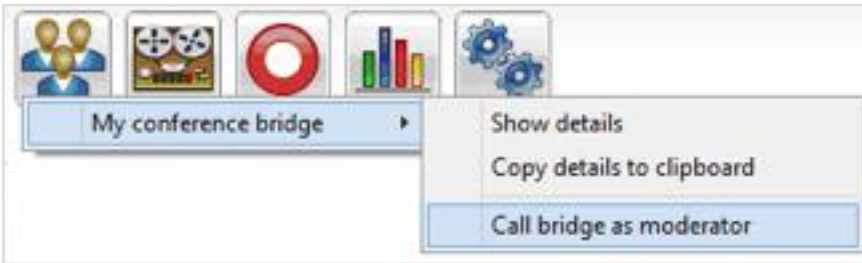
Outlook



Moderator Client Web

## DIAL-IN THROUGH UNITY

Unity Pro users can right-click the conference icon to see the Moderator and participant ID's or dial into the bridge as the Moderator.



## CONFERENCE BRIDGE USAGE REPORT

Uboss offers advanced reporting on the use of Conference Bridge by all users in the business. A user with Admin rights can generate a report showing how many Conferences were launched by each Moderator over a selected period. The report can be drilled down by clicking on a particular Moderator to list each Conference. Clicking on a particular Conference will display the

**CONFERENCE BRIDGE**

Call Date from: 17-Jan-2017 To: 31-Jan-2017      Call Time from: All times To: All times  
 Business Site: Select      Department: Select  
 Moderator Name: Select

SEARCH      Export as: CSV      EXPORT

Showing 1 to 9 of 9 entries

MODERATOR NAME	CONFERENCES FOR PERIOD	TOTAL DURATION	TOTAL COST(£)
Charlotte Quartly	8	15:06:37	27.22
Chris Tull	8	08:30:20	11.75
Dean Thompson	3	13:38:42	24.58
Ed Thruswell	2	00:04:44	0.17
Iain Smott	5	04:32:34	8.20
Kyria Swales	1	00:00:13	0.02
Lee Houston	1	01:27:24	2.62
Lewis Marcantonio	4	13:18:12	23.96
Steve Tull	2	05:58:44	10.18
<b>TOTAL</b>		<b>60:17:30</b>	<b>108.70</b>

Showing 1 to 9 of 9 entries

**CONFERENCES FOR PERIOD**

Moderator Name: Steve Tull      Export as: CSV      EXPORT

Showing 1 to 3 of 3 entries

BRIDGE NAME	CONFERENCE NAME	MODERATOR PIN	DATE	TIME START	PARTICIPANTS	DURATION-INBOUND	DURATION-OUTBOUND	COST(£)
Conference Bridge	Steve Reservationless	724308	27-Jan-2017	08:59:45	8	01:42:38	-	3.08
Conference Bridge	Steve Reservationless	724308	20-Jan-2017	09:00:02	8	00:04:00	-	0.14
Conference Bridge	Steve Reservationless	724308	20-Jan-2017	09:01:49	8	01:52:08	-	6.96
<b>TOTAL</b>					<b>12</b>	<b>05:58:44</b>	<b>-</b>	<b>10.18</b>

Showing 1 to 3 of 3 entries

**PARTICIPANTS**

Export as: CSV      EXPORT

Showing 1 to 4 of 4 entries

CALLING PARTY	CALLED NUMBER	USER NAME	DATE	TIME-START	TIME-FINISH	DURATION	DIRECTION	COST(£)
+442082881231	+442082881263	Charlotte Quartly	20-Jan-2017	09:01:49	10:00:06	00:58:17	Inbound	1.75
+442082881267	+442082881263	Iain Smott	20-Jan-2017	09:01:50	10:00:04	00:58:14	Inbound	1.75
+442082881266	+442082881263	Lee Houston	20-Jan-2017	09:02:00	10:00:04	00:58:04	Inbound	1.74
+442082881251	+442082881263	Steve Tull	20-Jan-2017	09:02:32	10:00:01	00:57:31	Inbound	1.73
<b>TOTAL</b>								<b>6.97</b>

Showing 1 to 4 of 4 entries