Zultys *MXmeeting*™ Conference Welcomes You!

Congratulations! You can now host up to 150 people per call without a reservation at anytime 24/7 simply by dialing the following...

Dial-in Number: 218-339-2408
Host Access Code: _____* (star sign activates host features below)
Guest Access Code: _____# (pound sign is for guests)

MXmeeting™ Conference Calling is Easy!

Easy As 1, 2, 3...

1. Notify everyone of the date and time of the meeting (anytime you desire 24/7).
2. Provide them with the above dial-in number and access code.
3. All parties simply call the dial-in number and then follow the prompt for when to enter the access code followed by the # key (the host enters the same access code followed by the * key).

That's it! You're all instantly on the teleconference together—up to 150 people on the same call!

Recording & Playback Too!

Recording & Playback Instructions:

As the host, you begin recording the call by pressing *9 and the system will prompt you to enter a recording number—make up any number that you like (be sure to remember it) to remember this recording. You are then returned to the conference and the recording has begun. To stop recording, just press *9 again. More detailed instructions are below under Host Feature Keys.

Anyone can listen to the recording by calling the following dial-in number and entering the guest access code (above) and the recording number that you designated.

Playback Dial-in Number: 218-339-2478

YOU ARE IN TOTAL CONTROL WITH THE BELOW FEATURES FOR YOUR CONFERENCE CALL

Guest Feature Keys (for everyone who enters the access code followed by # key)

***3**	Exit the conference call
***4**	Conference instructions (plays menu of touchtone commands)
***6**	Mute/Unmute – press once to mute, press again to unmute

Host Feature Keys (activated by entering * after the access code)

***2**	Count – tells the host how many people are on the call	
***3**	Exit the conference call	
***4**	Conference instructions (plays menu of touchtone commands)	
***5**	Mutes all callers	♦ Press *5 once mutes the entire audience except the host, however guests can un-mute themselves individually by pressing *6 to be heard. Pressing *6 allows guest speakers to talk too. ♦ Press *5 a second time mutes the audience without the ability to un-mute themselves. ♦ Press *5 a third time un-mutes everyone and puts it back into open conversation mode.
***6**	Mute/Unmute – press once to mute, press again to unmute	
***7**	Stops new callers from entering in the middle of a call – press again to allow callers to enter the conversation.	
***8**	Entry/Exit Chime Control	♦ Press *8 once—entry and exit chimes are turned OFF. ♦ Press *8 a second time for entry chime OFF / exit chime ON. ♦ Press *8 a third time for entry chime ON / exit chime OFF. ♦ Press *8 a fourth time for entry and exit chimes to be turned back ON.
***9**	Recording a Call ♦ Press *9 to indicate that you'd like to record the call. The system will play music for the participants. ♦ The system will ask you to enter a "recording number" that you will use to reference this specific recording. Enter that recording number and press #. ♦ The system will then announce "This conference is being recorded" to everyone on the teleconference. You will be returned to the teleconference to continue your call. ♦ At the end of your call, press *9 to turn off recording.	