

Symetria Conference Call Services

Since over six years Symetria successfully operates conference services on its own multipoint data, video and telephone conference infrastructure.

Conference Calls

Are you looking for minor or even no reservation effort and how about having the same dial-in number for all your conference calls? Our “meeting rooms” are the ideal solution.

Your Advantages

- Saving of costs and travelling time: more time for the essential
- No reservation necessary
- 24/7 service
- Fix company dial-in number with password entry for participants and chairperson (4 to 12-digit, can be defined individually)
- Web remote access (web monitoring of conference)
- Monthly invoicing
- Free set up of meeting room
- Several DTMF-functions (e.g. muting of all participants through chairperson)



Your Costs

Conference Service	CHF/min	EUR/min
Conference call per participant per minute	0.30	0.20
Set up of meeting room with a fix dial-in number	free	free

General conditions

- From 100 conference hours per month a discount of 10% will be granted.
- In case of dial-out connections – Symetria invoices additionally the connection costs to the participant (Swisscom list price plus 5% administration effort).
- All prices are in CHF or EUR excl. 7.6% VAT for Swiss customers
- Monthly invoicing with detailed conference report



Conference Control Over Internet

The conference control over the internet is aimed at the chairperson. He or she is able to easily activate different conference function. Depending on the requirements, not necessary icons may be hid.

- Overview of all connected participants
- Muting and unmuting of participants
- Start and control Question & answer session
- Run a vote
- Blocking the conference for undesirable participants
- Dial participants

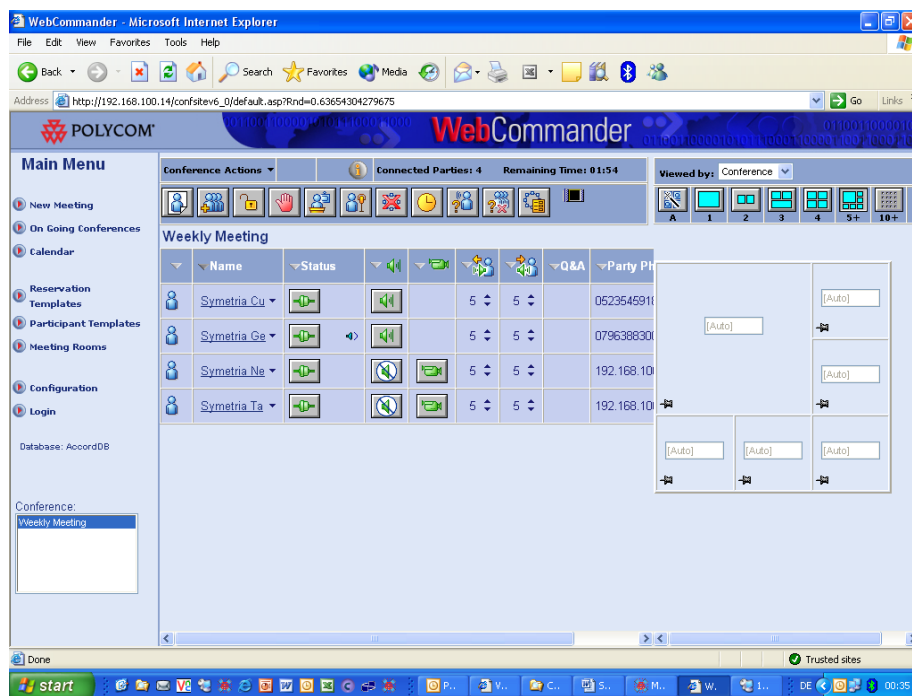


Illustration: Conference control for chairperson (all functions/icons activated)

Options: Symetria operator, conference reservations



Your DTMF Functions

Each participant as well as the chairperson has the possibility to use the following DTMF-functions via entering the respective code on the keyboard. We differentiate between the basic and advanced functions, depending on the conference size.

Basis Functions (small conferences)

Function	Keyboard Code	Authorization
Mute one's line	*6	Everybody
Unmute one's line	#6	Everybody
Mute all lines (except own)	*5	Chairperson*
Unmute all lines	#5	Chairperson
Mute all dial in participants	*86	Chairperson
Unmute all dial in participants	#86	Chairperson

Advanced Functions (large conferences)

Function	Keyboard Code	Authorization
SilenceIT Menu (participant automatically gets muted when having loud background noise, e.g. at airport, train station)	9	Everybody
Delete mute and return to conference	1	Everybody
Increase volume (own voice)	*9	Everybody
Decrease volume (own voice)	#9	Everybody
Increase volume (speaking person)	*76	Everybody
Decrease volume (speaking person)	#76	Everybody
Ask a question	*22	Everybody
Delete an asked questions	#22	Everybody
Allow next questions	*23	Chairperson
Close current question	#23	Chairperson
Delete all questions	*24	Chairperson
Change conference password	*77	Chairperson
Start vote	*81	Chairperson
Stop vote	#81	Chairperson
Set up new vote	*82	Chairperson
Delete vote	#82	Chairperson
End conference	*87	Chairperson

* The chairperson authenticates him- or herself with a PIN code. More than one participant can assume the chairperson function.



Order Form For Setting Up Meeting Room

- Please call me, I still have questions.
- Please set up a meeting room according to the information below.

Company: _____

Contact: _____

Street: _____

ZIP/City: _____

Telephone: _____

E-mail: _____



Cost centre/Reference for invoicing: _____

- with IVR Message Service (welcome/goodbye sound and speech, can be personalized)
- activating of „SilenceIT“ function (participant automatically gets muted when having loud background noise, e.g. at airport, train station)

Password participant (4 – 12-digit): _____

Password chairperson (4 – 12-digit): _____

- Please contact me to discuss options.
- We are interested in operating our own in-house telephone conferencing infrastructure and would like to buy the equipment. Please contact us.

Please fax this form to the following number or send it by e-mail to:

+41 52 354 59 10 / info@symetria.com