## Quick Guide to Creating a Telephone Conference

Log in to your account at www.traitel.com.au

Select "**Voice Services**" then "**Create Conference**".

Simply enter the numbers you want to call in the fields provided - in international number format (without the "+" e.g. 61291234567) and select either of the two options if required:

**Order:**  This selects the order in which the contacts are called. If you wish to call the contacts one by one, enter 1, 2, 3, 4... next to the numbers. If you want all the contacts to be called at once, enter 1 next to the numbers.

**Required Presence:** This sets whether the contact MUST be present in the conference. If any contacts marked as "required presence" cannot be reached, the teleconference will be abandoned by the system.

Example fields:

|   | Order | Phone number: | Alternative number: |   |
|---|-------|---------------|---------------------|---|
| 1 | 1 |   |   | □ *Require presence* |
| 2 | 2 |   |   | □ *Require presence* |
| 3 | 3 |   |   | □ *Require presence* |

Then simply click on the "**Start**" button.

You will see the progress on the screen. Once the conference has finished you can see the cost by selecting "**Reporting**" then "**Call Log**" in your account.