

Preferred Advantage® Conference Calling from McLeodUSA®!

Anytime Conferencing, a conference calling service available day or night, without advanced reservations or restrictions on time or length of calls.

YOUR MCLEODUSA® ANYTIME CONFERENCING ACCOUNT INFORMATION

AUDIO ACCESS NUMBER:

1 888 904 9570 (Toll-free North America)

1 720 587 1460 (International)

MEETING NUMBER: _____ (unique number for each PSO/MGR)

Moderator's PIN: _____ (unique for each PSO/MGR account)

WEB ACCESS: <http://mclld.conferencing.com>

TECHNICAL SUPPORT - available 24/7

During a conference: Moderators can dial *10* for the Help Desk.

Support Line: 1(800)530-6253

Technical support - Press 1

Customer Care - Press 4

User Guide and on-line tutorial can be found at <http://mclld.conferencing.com>.

The User Guide will help show you how to conduct your Anytime Conferencing calls on the phone and with the web.

PHONE ACCESS

1. Dial your audio access number: 1-888 904 9570

2. Press the * key, enter your meeting number: _____ followed by the * key.

3. Press the * key, enter your PIN: _____ followed by the * key.

NOTE: The PIN is only required by you, the moderator, and should be kept confidential from participants.

WEB ACCESS - disable pop-up blocker

The first time you log in to the Anytime Meeting Center:

Under Set Up section:

Select Preferences-set up personal account information & time zone

Select Tools - download all meeting center tools,

This is required information to use the Meeting Center.

To schedule a meeting in advance:

1. Go to <http://mclld.conferencing.com> to access the Meeting Center

2. Select Moderator Login (located on the upper right side of your screen, under Access Anytime Conferencing.) This will take you to the McLeodUSA Anytime Meeting Center.

3. Enter your Meeting Number: _____ and your PIN ____ (the * key is not required online)

4. Click the Schedule a Meeting button in the upper right and follow the steps through the scheduling wizard.

5. Click Finish and your participants will receive an email invitation that includes the information they need to access your web meeting.

NOTE: Additional details on settings can be found under Assistance/Help in the Conference Manager Menu.

To start an instant meeting, through the Meeting Center:

1. Go to <http://mclld.conferencing.com>

2. Select Moderator Login

3. Enter your Meeting Number and PIN and then click LOG IN.

4. In the Conference Manager Menu, click START next to Ad Hoc Meeting. (The first time you use this feature you may be prompted to install the application.)

5. Provide the participants with the URL/link, meeting number and audio number (if applicable) for the instant meeting.

NOTE: Once the interface has loaded, participants will be prompted to dial into the audio portion of your meeting and joined to the web meeting. Upon joining participants are sent to the waiting room until you (the moderator) start the audio portion of the call or open the web door.