

# TELEMEETING

## ORDERED TELEMEETING

PROFESSIONAL TELECONFERENCE  
SOLUTIONS

## What is Ordered Telemeeting?

It is a kind of teleconference service, available in Focus Telecom Polska offer. Ordered Telemeeting makes it possible to initiate a teleconference individually via user friendly Admin Panel.

Access to Admin Panel and ordering a teleconference are available over 24/7 by WWW.

There are two kinds of the Ordered Telemeeting – **STANDARD** and **ON-LINE**.



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Participants can join the teleconference from **any place in the world**, using any kind of telephones with tone dialing.

**VoIP technology is not used in this service**, which guarantee the highest quality of sound. Utilizing of a stable, traditional telephone network eliminates all the possible problems concerning the audibility during the teleconference

### Ordered Telemeeting in practice

- Receiving a chosen number of Admin Panel access accounts – each person, who has a access account, can ordering a teleconference individually.
- Possibility to organize many teleconference in the same time **from 3 to 120 participants**. Teleconferences **to 240 participants** are ordered via Focus Telecom Polska.
- **Management of the teleconference** by telephone (menu available from \*) or via secure www panel.
- **Automatic calling to the participants** – at the definite time, teleconference system calls to all of the participants, whose numbers were specified in ordering process.
- **Personalization**, ex. own access number, individual welcome, e-mail invitations footers.
- **International access numbers**, that help to prevent the foreign guests from extra costs generated by dialing Poland country code.

- **Automatic authorization** of the participant by his phone number. The participant will be identified by his number and automatically directed to the right teleconference. Telephone number of participant is his access code (PIN code).
- As required – **one PIN code for all of participants, individual PIN codes or PIN code of the Chairman and PIN code of the Participant.**
- **Sending invitation to email address.**
- Optional – www panel with **possibility of documents presentation** during the teleconference.
- Function of **Presence list** confirms the presence of all teleconference participants.
- **Teleconferences recording** – records in mp3 format are ready to download after finishing a teleconference.
- **Detailed billing on-line** at any time, with possibility to description of every teleconference – it provides a simple and accurate cost accounting.
- **Detailed invoice**, with separate cost each of the teleconference and with additional description.

For further information please contact:

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## About Focus Telecom Polska

We operate in the ICT market since 2008. Our main range of activity is **design, implementation and management** of information systems supporting business operations of entrepreneurs. Dynamic development of our company has been recognized by **Deloitte Technology Fast 50 Central Europe 2011 and 2012**. We were ranked 4th and 2nd place of the fastest growing and technologically innovative companies in Central Europe.

We deliver innovative cloud computing services available as **SaaS solution**, provided remotely via Internet. Our Clients do not have to cover any costs connected with purchase of software, hardware or installation.

Our mission is to improve our Customers' operational effectiveness by delivering them innovative services in Software as a Service model. Delivering such innovating tools is possible because of scalability, flexibility, wide range of functionalities and high-qualified staff.

Key features of our services is that we provide our customers with **technical support**. Our engineers are responsible for maintenance and regular system upgrade. We guarantee **the highest security level** - our services are secured with **SSL certificates** and other encrypting tools.

**YOU CAN AFFORD INNOVATION**