


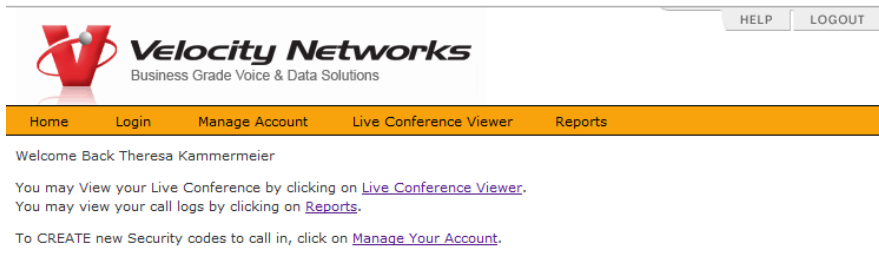
Conference Bridge Setup

1. Go to <http://conference.vel.net/>
2. Login to Manage Your Account



The screenshot shows the Velocity Networks website. At the top right, there are 'HELP' and 'LOGOUT' buttons. Below the logo is a navigation bar with 'Home' and 'Login' links. The main content area has a heading 'To View A Live Conference Or Its Logs' followed by 'Enter your Attendee Code and Moderator Code.' There are two input fields for 'Attendee Code' and 'Moderator Code' with a 'View' button below them. Below that is another heading 'To Manage Your Account, Including Conference Codes And Logs' followed by 'Enter your Username and Password.' There are input fields for 'User ID' (containing 'velconf') and 'Password' (masked with dots). Below these are links for 'Forgot User ID?' and 'Forgot Password?' both pointing to 'Click Here'. A 'Login' button is at the bottom.

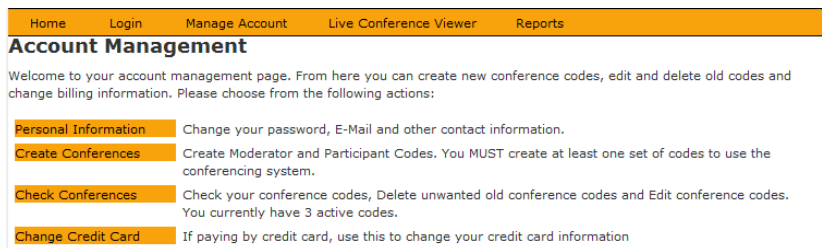
3. Click on [Manage Your Account](#)



The screenshot shows the Velocity Networks website account management page. At the top right, there are 'HELP' and 'LOGOUT' buttons. Below the logo is a navigation bar with 'Home', 'Login', 'Manage Account', 'Live Conference Viewer', and 'Reports' links. The main content area starts with 'Welcome Back Theresa Kammermeier'. Below that are three paragraphs of text: 'You may View your Live Conference by clicking on [Live Conference Viewer](#). You may view your call logs by clicking on [Reports](#). To CREATE new Security codes to call in, click on [Manage Your Account](#).'

4. If this is your first time logging in, you will need to change your password.

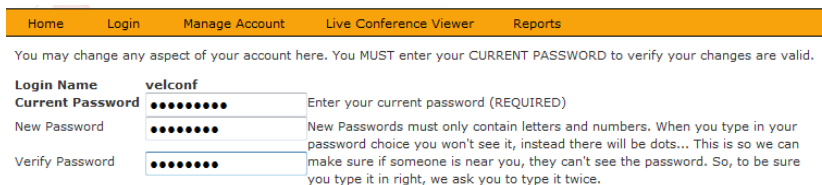
Select Personal Information



The screenshot shows the Velocity Networks website account management page. At the top right, there are 'HELP' and 'LOGOUT' buttons. Below the logo is a navigation bar with 'Home', 'Login', 'Manage Account', 'Live Conference Viewer', and 'Reports' links. The main content area has a heading 'Account Management'. Below that is a paragraph: 'Welcome to your account management page. From here you can create new conference codes, edit and delete old codes and change billing information. Please choose from the following actions:'. There are four action items listed in a table-like format:

Personal Information	Change your password, E-Mail and other contact information.
Create Conferences	Create Moderator and Participant Codes. You MUST create at least one set of codes to use the conferencing system.
Check Conferences	Check your conference codes, Delete unwanted old conference codes and Edit conference codes. You currently have 3 active codes.
Change Credit Card	If paying by credit card, use this to change your credit card information

5. Change your password and select **Update**



The screenshot shows the Velocity Networks website account management page. At the top right, there are 'HELP' and 'LOGOUT' buttons. Below the logo is a navigation bar with 'Home', 'Login', 'Manage Account', 'Live Conference Viewer', and 'Reports' links. The main content area has a heading 'Account Management'. Below that is a paragraph: 'You may change any aspect of your account here. You MUST enter your CURRENT PASSWORD to verify your changes are valid.' There is a form with the following fields:

Login Name	velconf	
Current Password	Enter your current password (REQUIRED)
New Password	New Passwords must only contain letters and numbers. When you type in your password choice you won't see it, instead there will be dots... This is so we can make sure if someone is near you, they can't see the password. So, to be sure you type it in right, we ask you to type it twice.
Verify Password	

6. Click on [Manage Account](#)

7. Select "Create a conference".

Home Login Manage Account Live Conference Viewer Reports

Account Management

Welcome to your account management page. From here you can create new conference codes, edit and delete old codes and change billing information. Please choose from the following actions:

- Personal Information** Change your password, E-Mail and other contact information.
- Create Conferences** Create Moderator and Participant Codes. You MUST create at least one set of codes to use the conferencing system.
- Check Conferences** Check your conference codes, Delete unwanted old conference codes and Edit conference codes. You currently have 1 active codes.
- Change Credit Card** If paying by credit card, use this to change your credit card information

8. Enter a Conference Name select your options

Home Login Manage Account Live Conference Viewer Reports

To create a new set of conference codes please do the following:

- Enter a **Conference Name**, to be used on reports. It may be UP TO 12 letters, numbers or spaces. This is used to label your reports.
- Enter A long **Description** for your own reference.
- Choose how you want the announcements to function.
- Press the "create" button

We will then generate the codes for you and tell you the call in number.
After you receive the codes, you may use them immediately.

Conference Name:

Optional Description:

The following settings ONLY apply to TOLL FREE conferences

When someone ENTERS the conference I want to hear:

- Nothing
- A tone only
- A voice announcing that someone has ENTERED the conference
- A tone and a voice announcement

When someone LEAVES the conference I want to hear:


- Nothing
- A tone only
- A voice announcing that someone has LEFT the conference
- A tone and a voice announcement

Should people record their name when they enter?
Note: To have their name announced, you also need to choose one of the voice announcement choices above.

- No
- Yes

9. Select Create, this will assign a TFN and DID for the conference

HELP LOGOUT



Business Grade Voice & Data Solutions

Home Login Manage Account Live Conference Viewer Reports

ID	Name	Phone Number	Moderator	Attendee
684114	Velocity	(888) 236-6557 (702) 443-9172	9024887	9539137

10. To create additional conferences or view existing conferences select Manage Account