SLT

QuickMeet

Don't Walk In, Just Call In

AUDIO CONFERENCING SERVICE

SLT QuickMeet for a whole new level of teleconferencing

SLT QuickMeet teleconferencing enables conferencing via telephone through any network. This service offers a customer many more benefits of having a quick meeting without actually meeting allowing up to 32 people to participate per single meeting.The service is activated when participants connect to the QuickMeet teleconference Voice Bridge.

Participants

Two types of participants make up a conference:

1. **Convener** - The participant who initiates and calls for the conference
2. **Delegate** - The participant who joins the conference at the request of the convener

Conference Types

The two basic types of teleconferencing facilities available with QuickMeet are:

On-demand

For a fixed group of people. The convener receives two PINs: one for himself and the other which is shared by the delegates.

Scheduled

This type of conference is conducted by contacting SLT IVR (Interactive Voice Response). The maximum time span within which a conference may be scheduled is 90 days from the date of scheduling. The PINs for convener and delegates change from one conference to another as the group of people who participate in this type of conference are not fixed.

Registration

With registration the convener receives the following:

1. Account Number (6 digit code) ✱✱✱✱✱✱

2. PIN Number (10 digit code) – ✱✱✱✱✱✱✱✱✱✱
   (Like a password for scheduling conference.)

3. PINs for convener and delegates for On-demand Conferencing

Access numbers to connect on QUICKMEET Voice Bridge

On-demand
↳ 011 2 022 012 - To activate the on-demand conference

Scheduled
↳ 011 2 022 010 - To schedule a conference and obtain PINs for the conference

↳ 011 2 022 011 - To activate the scheduled conference

Available packages

QuickMeet Rental Based Package

Package Type	No of Participants *(including the host)*	Connection Charge Rs. *(One time)*	Monthly Rental Rs.
Plus 5	Up to 5	500	500
Plus 10	Up to 10	500	900
Plus 20	Up to 20	1,000	1,500
20 Plus	More than 20	1,000	1, 500+(n-20) × 50 **Where n is the no of participants**

Value Added Services

Teleconference Call Recording Service (Optional)

(a) One Time Connection Charge - Rs. 250

(b) Monthly Rental for each 1GB Storage - Rs. 250

NOTES

(a) The above charges are exclusive of taxes

(b) Call Charges – As per the standard tariff

(c) Both On-demand and Scheduled Audio Conferencing facilities are provided

Charges applicable for migration between packages

Upgrade/Downgrade between packages

↓ Now \ After →	Plus 5	Plus 10	Plus 20	20 Plus
Plus 5	Not applicable	Rs.500/-	Rs.500/-	Rs.500/-
Plus 10	Rs.500/-	Not applicable	Rs.500/-	Rs.500/-
Plus 20	Rs.500/-	Rs.500/-	Not applicable	Rs.500/-
20 Plus	Rs.500/-	Rs.500/-	Rs.500/-	Not applicable

Steps in set up of a conference

1. Dial the call-up number
   (e.g.: 011 2 022 012 for On demand conferencing)
2. Select language from IVR
   a. Press `1` for English
   b. Press `2` for Sinhala
   c. Press `3` for Tamil
3. Enter Convener/Delegate PIN
4. Wait for all participants to enter the conference (waiting room)
5. Initiation of the conference by Convener
6. Participants joining/leaving will be notified to convener/delegates
7. Conduct the conference
8. Termination of the conference by convener by pressing `*` `7`

Codes available for convener during conference

At the initiation of the conference press the following:

→ Press `*` `*` to hear the conference menu
   or
→ Press any other key to join the conference

During the conference, press the following keys to activate/deactivate the mentioned features:

→ Press `*` `1` to enable/disable mute on your line

→ Press `*` `2` to enable/disable broadcast mode

→ Press `*` `3` to hear the teleconference participants name

→ Press `*` `4` to hear the number of teleconference participants

→ Press `*` `5` to lock/unlock the teleconference

→ Press `*` `6` to enable/disable silence entry

→ Press `*` `7` to end the teleconference

→ Press `*` `8` to hear the current teleconference setting

→ Press `*` `9` to record/stop record conference

Obtaining PINs for Scheduled Conference

1. Dial 011 2 022 010
2. Welcome message
3. Select language from IVR

   a. Press `1` for English

   b. Press `2` for Sinhala

   c. Press `3` for Tamil
4. Enter the six digit account no. `******`
5. Enter the ten digit PIN no. `**********`
6. Press 1 to schedule a conference
7. Enter the date (e.g.: 20th March should be entered as 2003, 1st March should be entered as 0103)
8. Enter the time (e.g.: 12 p.m. should be entered as 1200, 9 a.m. should be entered as 0900)
9. Press `*` for any changes or press any key to continue
10. Enter the duration in minutes (eg: 30 minutes should be entered as 30, 5 minutes as 05)
11. Enter the no. of delegates (eg: 5)
12. Press `*` for any changes or press any key to continue
13. The convener PIN will be issued
14. Press `*` to hear the convener PIN again or press any key to continue
15. The delegate PIN will be issued
16. Press `*` to hear the delegate PIN again or press any key to continue
17. Teleconference bridge no: 011 2 022 011
18. Press `*` to hear the teleconference bridge no. again or press any key to continue
19. Conference is scheduled

Reviewing a conference already scheduled

1. Dial 011 2 022 010
2. Welcome message
3. Select language from IVR

   a. Press **1** for English

   b. Press **2** for Sinhala

   c. Press **3** for Tamil

4. Enter the six digit account no. `******`
5. Enter the ten digit PIN no. `**********`
6. Press **2** to review scheduled conferences
7. The conference schedules will be heard
8. To cancel a conference press *****

Conference Recording Facility

- The convener can access his web account to listen and download recorded audio conferencing files, and to manage the storage space allocated.
- The link for access of web account is http://www.qma.sltidc.lk
- The web account user name is the QuickMeet Account Number and the default password is also the Account Number. The convener has to change the password on first log in.

Changing PINs in On-demand conferencing

The registered customer needs to make a written request to SLT via relevant Account Manager at SLT.