

How to View Call Summary and Reference Calls for Billing

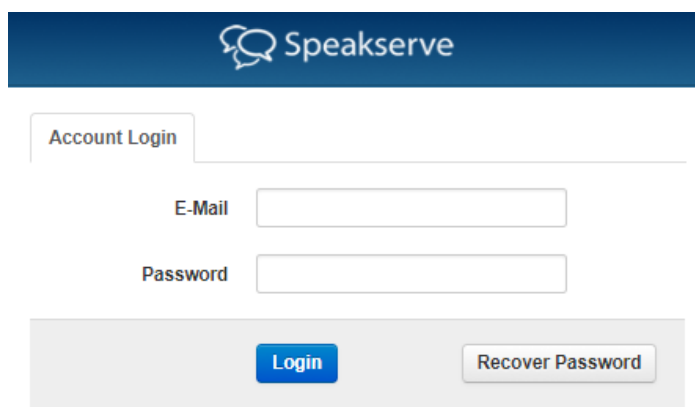
Access the portal via the login button on www.speakserve.com



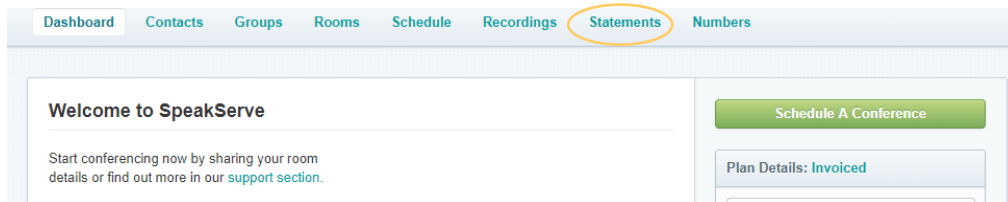
CONFERENCE CALLS

Easy to set up service with web-based portal for easy scheduling and management of your account.
A premium tele-conference solution designed for business.
Make a Conference Call anytime, anywhere using any device. Meet instantly or invite participants with detailed invitations from your call portal.

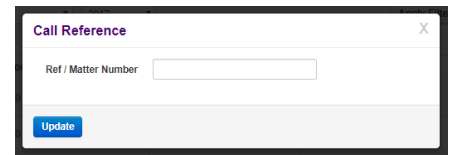
You will be taken to the following page, where you can login with your account details



1. The unique referencing feature can be accessed under 'Statements' in the Speakserve portal



2. Click 'Add' to uniquely reference the call.
3. These details can be exported as .csv file in an Excel spreadsheet.



Date	Room	Room Contact	Reference	Cost	
15:16 27/10/17	0000 (356978)	louis.james@speakserve.com	Add	£0.24	+
12:21 26/10/17	0000 (356978)	louis.james@speakserve.com	Add	£1.01	+
16:49 24/10/17	0000 (356978)	louis.james@speakserve.com	Add	£0.59	+

4. Selecting the '+' icon will take you to the call breakdown, including each participant, the time that they joined, and the time that they left the call.

15:16 18/10/17	0000 (356978)	louis.james@speakserve.com	Add	£1.64	-
CLI	Access Number			Start	End
07530578458	02039361888 (United Kingdom)			15:15	15:20
07530578458	02039361888 (United Kingdom)			15:16	15:20
07530578458	02039361888 (United Kingdom)			15:14	15:20
442038977790	Unknown			15:16	15:20
07530578458	02039361888 (United Kingdom)			15:15	15:20
07530578458	02039361888 (United Kingdom)			15:19	15:20
07530578458	02039361888 (United Kingdom)			15:16	15:18