

# How to Schedule a Call

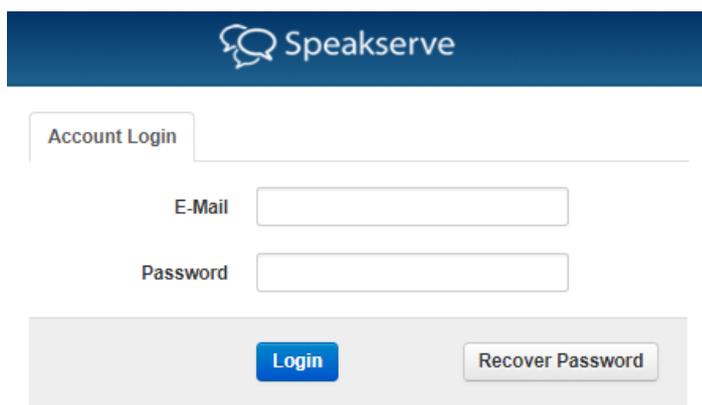
**Access the portal** via the login button on [www.speakserve.com](http://www.speakserve.com)



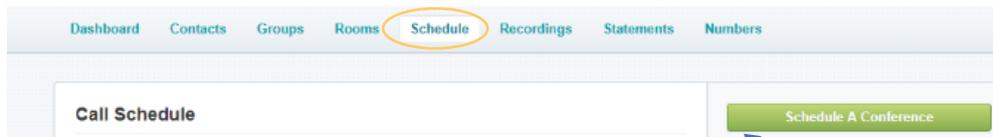
## CONFERENCE CALLS

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.

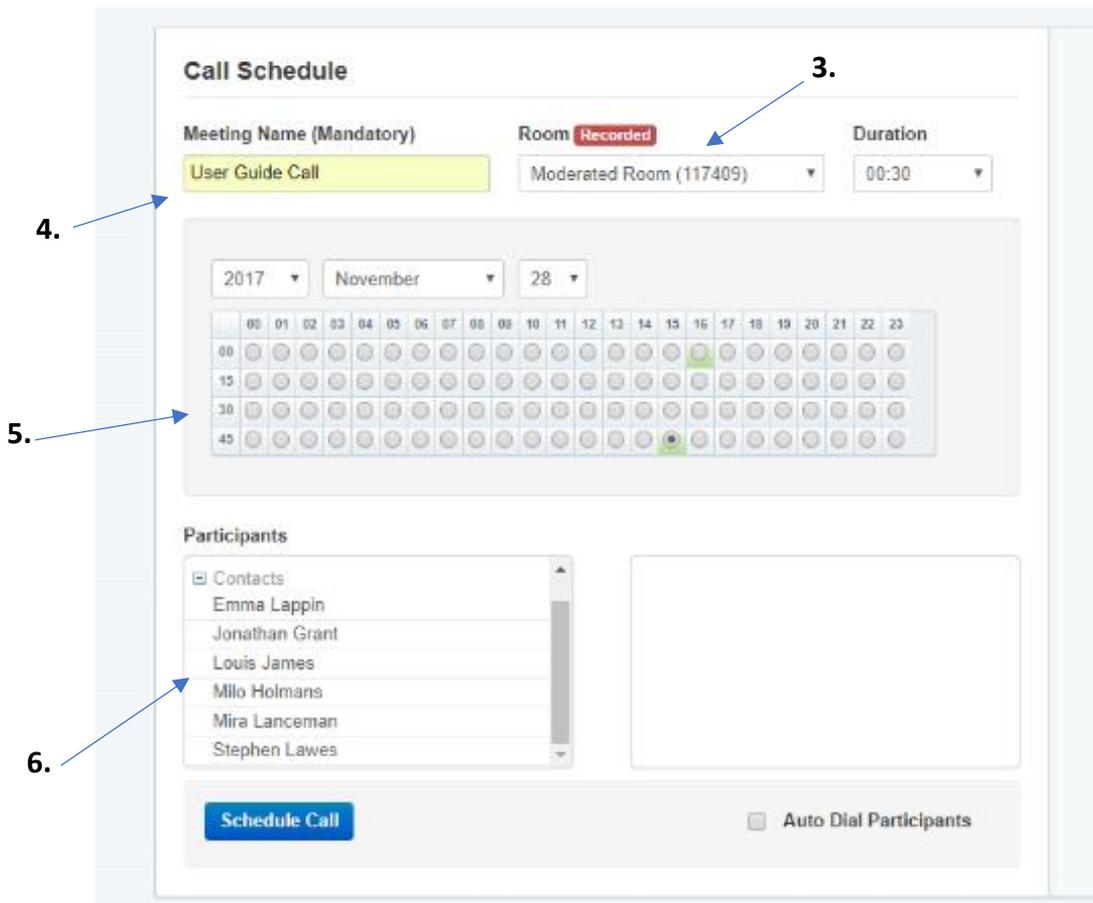
You will be taken to the following page, where you can login with your account details.



1. Select 'Schedule' from the navigation menu.



2. Click the 'Schedule A Conference button'.
3. Select your Room from the drop-down menu.
4. Enter a Meeting Name
5. Select the date and time for which you would like to schedule the call.
6. If you have created contacts previously, they can be added to the call here. They will then receive an invitation to the call by email.
7. If you have no contacts in the system a calendar invite is available to send to participants through which they will be able to register for the call.
8. The 'Auto Dial Participants' box enables each participant to be dialled. When participants answer the call, they will automatically be placed in the meeting and will not have to enter the Room number and PIN.
9. A voicemail will be left if the participant does not answer the call.

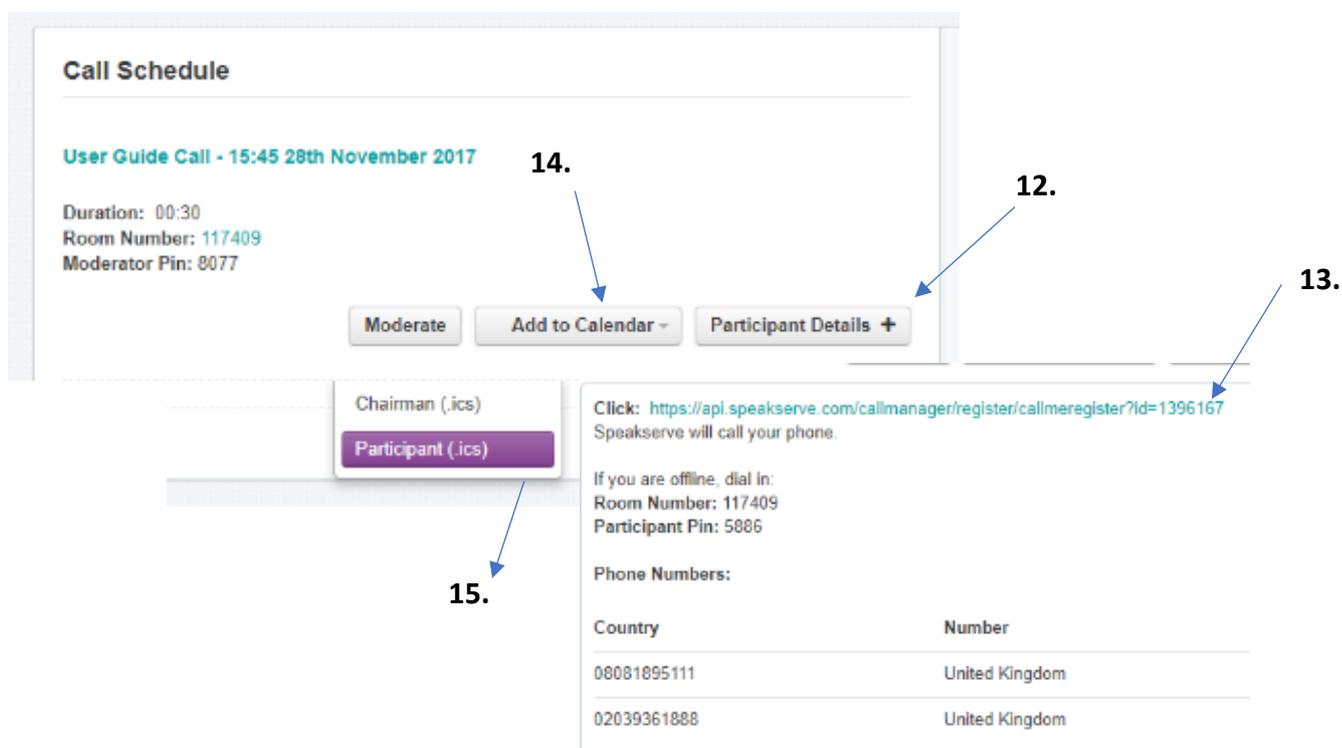

 A screenshot of the 'Call Schedule' form. The form has several sections:
 

- Meeting Name (Mandatory):** A text input field containing 'User Guide Call'.
- Room:** A dropdown menu with 'Recorded' in a red box above it and 'Moderated Room (117409)' selected. A blue arrow labeled '3.' points to this dropdown.
- Duration:** A dropdown menu set to '00:30'.
- Date and Time:** A calendar interface showing '2017', 'November', and '28'. A grid of time slots is visible below. A blue arrow labeled '5.' points to the time slot grid.
- Participants:** A list of contacts: Emma Lappin, Jonathan Grant, Louis James, Milo Holmans, Mira Lanceman, and Stephen Lawes. A blue arrow labeled '6.' points to this list.
- Buttons:** A blue 'Schedule Call' button and a checkbox for 'Auto Dial Participants'.

 A blue arrow labeled '4.' points to the 'Meeting Name' field.

10. Click 'Schedule Call'.

11. The scheduled call will then appear under the 'Schedule' tab (as seen below),
12. Clicking 'Participant Details' will reveal the dial in numbers, room number and participant PIN, along with a link to the 'Call Me' form.
13. This link can be sent to participants. Once their contact details have been submitted they will be automatically dialled in at the start of the call.
14. To add the call to your Calendar, select the 'Add to Calendar' button.
15. Clicking either the Chairman or Participant invite will download the calendar .ics file. Once this file is downloaded it can be found in the bottom of your browser window.
16. Click the download and you will be taken to an email invite, which you can send out to those who you wish to invite to the call.



**Call Schedule**

**User Guide Call - 15:45 28th November 2017**

Duration: 00:30  
 Room Number: 117409  
 Moderator Pin: 0077

Moderate    **14.** Add to Calendar -    Participant Details **12.** +

**13.** [Click: https://api.speakserve.com/callmanager/register/callmeregister?id=1396167](https://api.speakserve.com/callmanager/register/callmeregister?id=1396167)  
 Speakserve will call your phone.

If you are offline, dial in:  
 Room Number: 117409  
 Participant Pin: 5886

Phone Numbers:

Country	Number
08081895111	United Kingdom
02039361888	United Kingdom

**15.** Chairman (.ics)  
 Participant (.ics)

 Send Update

From ▼ rohit.prasad@speaksolve.com

To... [Emma Lappin <emma.lappin@speaksolve.com>](mailto:emma.lappin@speaksolve.com); [Jonathan Grant <jonathan.grant@speaksolve.com>](mailto:jonathan.grant@speaksolve.com); [Milo Holmans <milo.louis.james@speaksolve.com>](mailto:milo.holmans@speaksolve.com)

Subject Conference Call: User Guide Call

Location Moderated Room (117409)

Start time Tue 28/11/2017 15:45  All day event

End time Tue 28/11/2017 16:15

Rohit has invited you to join a conference call on 28th November 2017 - 15:45.

Room Number: 117409

Participant Pin: 5886

Dial In Number(s):  
08081895111 (United Kingdom - UK Freephone)  
02039361888 (United Kingdom - Landline)

16.