

USER GUIDE

InterCall Online

Sign Up Now

Option 1: Sign Up for a New Conferencing Account

ADMINISTRATOR INSTRUCTIONS

1. Go to www-apac.intercallonline.com.
2. Select Manage My Account.
3. Click View/Edit Account Information.
4. On the account profile screen, scroll down to the Owner Sign Up Settings box.

5. Choose **Enabled** in the **Owner Setup** drop-down menu.
6. Create an account username and password. These follow the same conventions as creating an InterCall Online username and password (see the InterCall Online Getting Started guide for details).
7. You have the option to allow automatic approval of owner sign up requests or to manually approve them through the Approve New Owner Requests in the Manage My Account section. Select your preferred option in the **Owner Setup Type** box.
8. You can customize the layout of the form by clicking **Customize Owner Setup**. From the left-hand box, select the fields you would like displayed on the Owner Setup Form. Click Add to move them to the right-hand side of the screen. If you want to make a field required (i.e., the PAC code field), click the checkbox next to that field. Some fields are always required and cannot be changed (grayed out on the screen). When you have finished, click **Save Changes** to return to the **View/Edit Account Information** screen.
9. Click **Save Changes**

InterCall Online offers an easy way for new users within your company to sign up for a conferencing account by using one of the available options listed below.

- Sign up for a new conferencing account.
- Sign up for a new conferencing account with credit card billing.

This user guide assumes you already have administrator rights to manage your organization's InterCall conferencing account via InterCall Online. Please contact your sales representative for additional



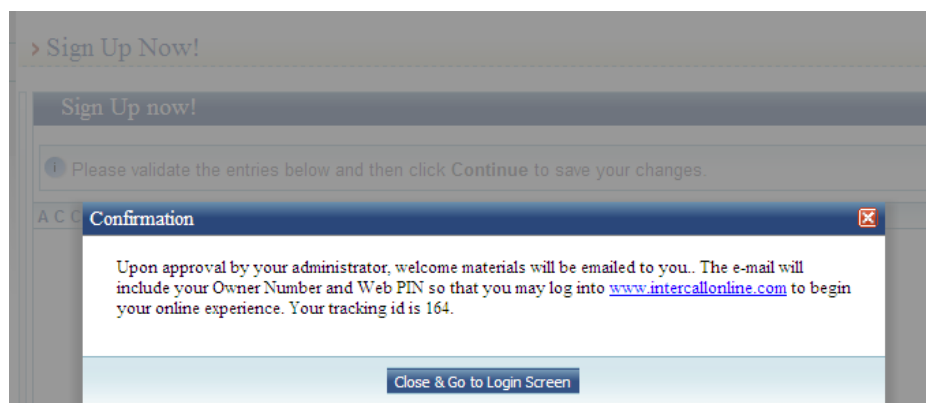
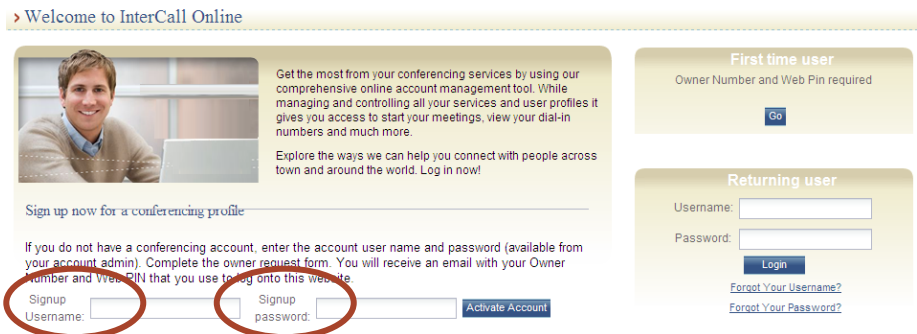
10. Validate the information is correct and click Continue to save.
11. Provide the account username and password information to users within your organization who require a new conferencing profile along with the URL for the site, www-apac.intercallonline.com.
12. If you selected to manually approve new owner requests, these are accessible on the **Approve New Owner Requests** page under **Manage My Account**. You can either approve the request without viewing the owner profile or you can review their details before approving.



13. If you choose to view their details, select the owner name. After review, click **Approve this Owner's Request** or **Reject this Owner's Request**.
14. If you approve the new owner request, the user will receive a welcome email containing all their conferencing details. If you reject the request, the owner receives a short email informing them of your decision.

NEW USER INSTRUCTIONS

1. If you are a new user and would like to be set up with your own InterCall account, go to www-apac.intercallonline.com and enter the username and password provided by your account administrator in the **Sign Up Now** boxes.
2. Click **Activate Account**.
3. Complete the profile sign up page with your contact details.
4. Select the audio and/or web services you require.
5. Click **Continue**.
6. Validate the information shown on the page and then click **Continue** to save your details.
7. A confirmation message will appear on the screen telling you that if your administrator approves your request, you will receive your welcome email shortly with information on how to log into InterCall Online. You are unable to access InterCall Online without this information.





8. When you receive your welcome email, locate your owner number and web PIN in the general information section of the email.
9. Go to www-apac.intercallonline.com.
10. In the top right-hand box, enter your owner number in the username field and your web PIN in the password field.
11. Click **Login**. You will be asked to create a username and password to access InterCall Online. For further details, please consult the InterCall Online Getting Started user guide.

Option 2: Sign Up for a New Conferencing Account with Credit Card Billing

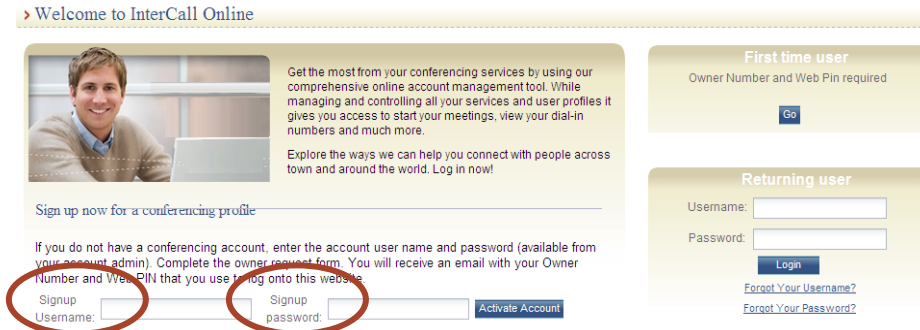
ADMINISTRATOR INSTRUCTIONS

1. Go to www-apac.intercallonline.com.
2. Select **Manage My Account**.
3. Click **View/Edit Company Information**.
4. In the Company Information section, select **Owner Level Billing - Optional** in the **Billing Type** drop-down menu.
5. Check the **Require Credit Card** box.
6. The **Company Username / Password** section will appear on the screen.
7. Choose **Enabled** in the **Owner Setup** drop-down menu.
8. Create an account username and password. These follow the same conventions as creating an InterCall Online username and password (see the InterCall Online Getting Started guide for details).
9. You can customize the layout of the form by clicking **Customize Owner Setup**. From the left-hand box, select the fields you would like displayed on the Owner Setup Form. Click **Add** to move them to the right-hand side of the screen. If you want to make a field required (i.e., the PAC code field), click the checkbox next to that field. Some fields are always required and cannot be changed (grayed out on the screen). When you have finished, click **Save Changes** to return to the **View/Edit Account Information** screen.
10. Click **Save Changes**.
11. Confirmation will appear on the screen that the company number has been updated.
12. Provide the account username and password information to users within your organization who require a new conferencing profile along with the URL for the site, www-apac.intercallonline.com.

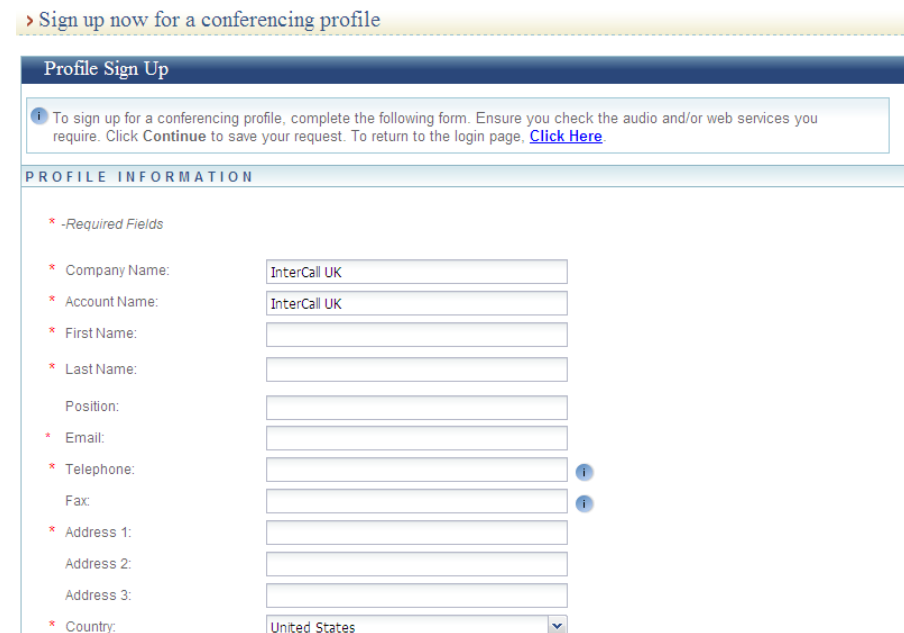


NEW USER INSTRUCTIONS

1. If you are a new user and would like to be set up with your own InterCall account, go to www-apac.intercallonline.com and enter the username and password provided by your account administrator in the Sign Up Now boxes.



2. Click **Activate Account**.
3. Complete the profile sign up page with your contact details and select the conferencing services you require.



4. Click **Continue**.



- Complete the billing account setup page. The billing and account contact information will automatically populate with the details you provided on the sign up page. Remember to provide an account name above the Billing Contact section. We recommend you use your owner name.

Set Up a New Billing Account Profile

i Click Save Changes to store your changes

COMPANY WHERE BILLING ACCOUNT PROFILE IS TO BE ADDED

Company Number:	14800
Company Name:	InterCall UK
* Account Name:	<input type="text"/>

BILLING CONTACT

* = Required Fields

* First Name:	<input type="text" value="Another"/>
* Last Name:	<input type="text" value="TestUser"/>
* Address 1:	<input type="text" value="Topeka House"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
* Country:	<input type="text" value="United Kingdom"/>
* City:	<input type="text" value="Gloucester"/> * State/Province: <input type="text" value="Gloucester"/>
* ZIP/Postal Code:	<input type="text" value="GL4"/>
* Telephone:	<input type="text" value="01452581004"/> Ext. <input type="text"/>
* Email:	<input type="text" value="atempleton@intercalleurope.com"/>

- The credit card information box will be automatically checked. Enter your credit card details: type, number, expiration date, card holder name and address. You will be unable to save your profile unless you complete this section.

CREDIT CARD INFORMATION

* Type:	<input type="text"/>
* Credit Card Number:	<input type="text"/>
* Expiration Date:	Month: <input type="text" value="1"/> Year: <input type="text" value="2000"/>
* Cardholder Name:	<input type="text"/>
* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
* Country:	<input type="text" value="United States"/>
* City:	<input type="text"/> * State/Province: <input type="text"/>
* ZIP/Postal Code:	<input type="text"/>

- Click **Continue**.
- Validate the information shown on the page and then click **Continue** to save your details.
- A confirmation message will appear on the screen and you will receive your welcome email shortly with information on how to log into InterCall Online. You are unable to access InterCall Online without this information.
- When you receive your welcome email, locate your owner number and web PIN in the general information section of the email.
- Go to www-apac.intercallonline.com.
- In the top right-hand box, enter your owner number in the Username field and your web PIN in the Password field.
- Click **Login**. You will be asked to create a username and password to access InterCall Online. For further details, please consult the InterCall Online Getting Started user guide.