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Conference calling has become an integral part of most offices across the world. For this reason it is extremely important to understand how this technology works so you can choose a company that offers the best services. Below are some facts to learn as a user and consider before choosing a company.

â€¢ When you are setting up a conference call you need to invite specific participants and provide them with the meeting ID number, conference code or a password for the same. These are the special numbers participants will need to enter the meeting when they call into the toll free number. As the host of the meeting, you will need to provide the conference number participants need to call in case there is not a call out option. Also, as the host you must moderate the phone call and its participants.

â€¢ Conference calling allows users to record complete conversations or just parts of a call. However, before you can use this service you need to check with your audio conference provider. Different companies will offer different services and some may be free or some may include extra fees. If the call recording service is an extra fee, you can choose to record specific parts of the call, such as a summary of the key aspects discussed or just a significant point made by a participant.

â€¢ When participants call into a meeting before the host of the meeting is present, there should be an area in which they can be placed on hold and wait before the host arrives. Participants will still be logged into the conversation but it will not begin until the host joins. This allows the host complete control over when the meeting begins.

â€¢ There are specific functions that you can use to ask. These functions can include recording the conversation as discussed above, muting one or all participants, or un-mute one or all participants. The mute and un-mute function can be important if you want one person to speak and have everyone listen. The host of the meeting can also dial out to a participant who has not been able to dial in.

â€¢ In most cases, the meeting ends if the host leaves the conference. However, there are some settings that allow the other participants to chat on. You must first check with your call provider.

Visit www.conferenceworldwide.com for more information about their services.

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Steven Stewart is a highly intuitive freelance writer, and he loves to write on various subjects including conferencing, a conference call, and a conference calling. He has created abundant, meaningful, and sustainable work, while earning a good reputation of his own.

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