

**From:** Lesley Groff <[REDACTED]>

**To:** bellaklein <[REDACTED]>

**Subject:** Re: Your InterCall Conferencing Account Information

**Date:** Wed, 12 Sep 2012 18:22:07 +0000

thanks

On Sep 12, 2012, at 1:42 PM, bellaklein wrote:

Begin forwarded message:

**From:** Richard Kahn <[REDACTED]>

**Date:** September 12, 2012 1:27:52 PM EDT

**To:** bellaklein <[REDACTED]>

**Cc:** Darren Indyke <[REDACTED]>

**Subject:** Fwd: Your InterCall Conferencing Account Information

Richard Kahn  
HBRK Associates Inc.  
575 Lexington Avenue, 4th Floor,  
New York, New York 10022

te [REDACTED]  
fax [REDACTED]  
cell [REDACTED]

Begin forwarded message:

**From:** [conferencing@intercall.com](mailto:conferencing@intercall.com)

**Date:** September 12, 2012 1:23:56 PM EDT

**To:** [REDACTED]

**Subject:** Your InterCall Conferencing Account Information



## Your Account Information



[REDACTED],  
We're glad your company has chosen InterCall! This email has everything you need to get started with your InterCall conferencing services. The details listed below indicate the preferences that are currently set on your profile.

### Your Reservationless-Plus Account Information

*Hold calls whenever you need them.*

Toll-free dial-in number (U.S. and Canada):  
[REDACTED]

International dial-in number:  
[REDACTED]

**Get started:**

1. Give your participants the date and time of the call, your dial-in number and your conference code.
2. At the specified time, dial your Reservationless-Plus dial-in number, then enter your conference code, followed by #.
3. When prompted, press \*, then enter your leader PIN, followed by #.
4. Your participants join the conference by dialing your number and entering the

Conference code:

██████████

Leader PIN:

██████

#### Additional resources:

Go to <http://www.meetingconnect.net/rphelp> for more information, including a user guide and a list of phone commands.

conference code.

#### Helpful Keypad Commands:

\*0 Operator assistance - conference  
00 Operator assistance-individual  
\*1 Dial-out to a participant - leader only  
\*2 Begin/end conference record (leader only)  
\*3 Change entry/exit method (recorded names, tones, silence) - leader only  
\*4 Private roll call  
\*5/#5 Mute/unmute all participant lines - leader only  
\*6/#6 Mute/unmute your own line  
\*7/#7 Lock/unlock conference (including operator) - leader only  
\*8 Allow/disallow conference continuation - leader only  
\*9 Start/join sub-conferencing  
11 Third-party conference start - bypass hold music to start call as leader  
\*51/#51 Lecture mode on/off - leader only  
#99 Disconnect all lines except leader's - leader only  
\*# Participant count  
\*\* List available keypad commands

## Your Direct Event Account Information

Direct Event service combines personalization with automation. Passcode-expedited entry into your call integrates seamlessly with the personal service of operator assistance throughout your call.

Direct Event leader's toll-free dial-in number (U.S. and Canada):

██████████

Direct Event participants' toll-free dial-in number:

██████████

Direct Event participants' international dial-in number:

██████████

Passcode:

██████

#### Additional resources:

Go to <http://www.meetingconnect.net/dehelp> for more information, including a user guide.

#### Get started:

1. Schedule your reservation online at <https://www.intercallonline.com> or by calling your reservations number at 800.896.1204. You'll be asked to provide your call details, including the leader's name, date and time of the call, duration and number of participants.
2. Give your participants the date and time of the call, the dial-in number and passcode.
3. At the specified time, dial your Direct Event number. You will be greeted by an operator and placed into a sub-conference until you're ready to begin. Your participants are automatically joined to the conference upon dialing in and entering the passcode, then are placed on music hold until the call starts.

#### Helpful Keypad Commands:

\*0 Operator assistance  
\*6 Mute/unmute your own line

## Your Unified Meeting Account Information

Manage your Reservationless-Plus call online. You get total control of your audio conference without touching a telephone keypad and instant collaboration whenever you need it. Install Unified Meeting today.

Unified Meeting URL: <http://www.meetingconnect.net/umGo>

Unified Meeting User login:

Unified Meeting password:

#### Additional resources:

Go to <http://www.meetingconnect.net/umGo> for more information, such as user guides, training or advanced technical support.

#### Get started:

1. Go to <http://www.meetingconnect.net/umGo> to download Unified Meeting.
2. Enter your user login and password when prompted.
3. Schedule a meeting using the button in your calendar or start an instant meeting by clicking the icon in your taskbar.

## Customer Service Information

#### General Information

Owner name:

Company name: American Institute of Certified Public Accountants

Owner number:

Web PIN:

Customer service: (800) 896-1204

#### Your InterCall Online Account Information

Manage your InterCall services with InterCall Online. It's your single point of entry to schedule and manage your meetings, change account settings and view reports on your conferencing activity. Visit <https://www.intercallonline.com> for additional information.

To create a username and password that will let you access the site, click **Go** in the First Time User box and enter your owner number and web PIN (shown below).

InterCall Online URL: <https://www.intercallonline.com>

Owner number:

Web PIN:

**Learn about all of  
InterCall's services**

[View Demo »](#)

**Join meetings  
while on the road**

[Download Mobile Assistant »](#)

**Make scheduling  
meetings easier**

[Download Outlook® Plug-in »](#)

We look forward to serving your conference communication needs.

To update your account information or for technical support, call the customer service department at the number listed above.

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