



Providing a positive, “no surprises” conferencing experience that improves and simplifies your business day.

Access Point, Inc. offers a variety of audio conferencing services and options designed to help you maximize every meeting opportunity – anywhere, at any time.

Each service option is tailored to your requirements with flexible enhancements that make the most of your conference experience – including planning and post-conference follow-up. To ensure that you have chosen the right service to gain the most value from your conference, Conference Calling Specialists are available 24 hours a day to help assist in the selection of conferencing services and options. We provide training and offer support before, during, and after the conference.

Because a single audio service is not right for every customer, or every meeting, we offer five different audio conferencing services:

►TelePoint AccessAnyTime

TelePoint AccessAnyTime provides you with the most flexible audio conferencing service, enabling you to conduct a conference any time you want without having to make a prior reservation. When you establish your account, you will be given a passcode that is good for life. To hold a conference, the host simply notifies participants of the call time, the dial-in numbers, and the participant code. Then the host and participants just dial-in and connect for a quick and easy audio conference.

This service is perfect for standing conferences where all participants can use and reuse the passcode. TelePoint AccessAnyTime is excellent for work groups who routinely collaborate on projects.

Service Includes:

Billing Code	Host/Participant Disconnect	Operator Assistance
Call Lock	Lecture Mode	Participant Count
Conference Continuation	Music on Hold	Privacy PIN
Conference Quickstart	Muting Options	Roll Call
Entry and Exit Options	Name Record	Touch Tone Controls

Ala Carte Features*

Conference Record	Instant Connect	WebPoint
Customized Billing and Reports		

►TelePoint Passcode

TelePoint Passcode provides increased security with the convenience of an automated conference. Reservations may be made by phone through the Reservations Center or online. When a reservation is made, you receive toll and toll-free access numbers and a passcode unique to that particular call. No one can reuse this security information. This is ideal for calls where you feel additional security is warranted.

Service Includes:

Billing Code	Host Disconnect	Name Record
Call Lock	Lecture Mode	Operator Assistance
Conference Continuation	Music on Hold	Participant Count
Conference Quickstart	Muting Options	Roll Call
Entry and Exit Options		

Ala Carte Features*

Customized Billing and Reports	WebPoint
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►TelePoint ExpressJoin

TelePoint ExpressJoin provides you with a valet service to begin your conference call. Operators provide the personal touch of greeting each participant and welcoming them to the call. Additionally, the greeting can be branded to personalize your conferencing experience.

This service is ideal for important calls with your top clients or important prospects. The operator’s presence at the beginning of the conference includes more than just an opportunity to greet participants, as he/she will remain on the line long enough to ensure the quality of the transmission.

Service Includes:

Conference Lock/Unlock	Muting Options	Security List
E-mail Confirmation	Operator Assistance	Standing Reservations
Entry and Exit Tones	Permanent Participant List	
Lecture Mode	Roll Call	

Ala Carte Features*

Conference Recording	Interpretation Services	Translation Services
Customized Billing and Reports	Participants List	Time and Charges Reports
Digital Tape Relay	Participation Notification	Voice Capture
Fax Confirmation	Transcription	WebPoint

►TelePoint Manager

TelePoint Manager gives you continuous support for your most important, high visibility conferencing events. Experienced operators actively manage the conference and offer assistance for queuing questioners, polling participants and exchanging information with the conference host.

Just as an office manager keeps the office running smoothly by tending to all of the administrative necessities, operators perform this same function for your conference, enabling you to concentrate on the content and the flow of the call, without having to worry about any of the administrative details.

Ala Carte Features*

Communications Lines	Electronic Q&A	Electronic Polling
Sub-Conferencing		

►TelePoint EventManager

Available for TelePoint Manager, EventManager combines the benefits and features of a traditional operator assisted audio conference with the speed and convenience of an automated conference. Participants are able to join the conference through an operator, or by pre-registering online, where they receive a unique PIN that will allow them automated access into the call. Other features include website registration customization, enhanced online event reporting, and access to a browser-based event management tool where the moderator can view participant data and manage their polling and Q&A sessions.

**Pricing may vary based on package selected.*



The power of the web combined with the passion of the voice.

With WebPoint you can conduct live interactive meetings or presentations with anyone, located anywhere, using only a Web browser and a phone. You can present visual concepts from virtually any media to any number of remote participants. WebPoint allows you to give a formal presentation to a large audience or brainstorm with a small group without ever leaving your office!

Our Web Conferencing services provide flexible enhancements that make the most of your conference experience including planning and post-conference follow-up. Assistance is always available by contacting a Conference Calling Specialist. Conference Calling Specialists provide knowledge and experience to help plan and manage your conference – whether it's an automated Web conference call or a managed audio and Web event. We provide training and offer support before, during, and after the conference.

Our Web Conferencing services can be integrated with any audio conferencing service. We offer audio and video Web casting services that allow you to reach a wide audience in the most economical way. Visit the online Web portal to schedule, invite, and manage your conferences, it's that easy!

We offer four different Web Conferencing options to meet your specific conferencing needs and desires:

► **IBM® Lotus® Sametime® Unyte™ Meeting**

Share your presentations, documents, web content and applications online in real time. Use this simple and effective browser-based application with no software to install.

► **Microsoft® Office Live Meeting**

Live Meeting provides presentation and annotation tools for underscoring major topics and white boarding ideas. Microsoft® Office Live Meeting offers meeting collaboration and real time document sharing and editing. When a meeting is finished a host may transfer the presentation or working documents to the participants.

The host may enhance the meeting by sharing their desktop or a single application with the participants. On-line polling and question and answer features are available for immediate feedback. The Live Meeting service is scalable with the capability of supporting small interactive meetings or large scale broadcast events.

► **Microsoft® Office Live Meeting Pro**

Live Meeting Pro offers all of the benefits of Live Meeting plus recording options and remote control features allowing to grant permission to participants to temporarily take charge of the meeting.

► **WebEx™ Services**

We offer the complete suite of WebEx™ services including Meeting Center, Event Center, Training Center, and Support Center. The WebEx™ suite has been developed to provide services that meet all of your web conferencing needs, including such features as recording options and remote control.

À la Carte Features*

Audio Recording/Archiving
Operator Assistance

Confirmations
Transcription

Roll Call

**Pricing may vary based on package selected.*



Don't just hear your audience, see their reactions with ViewPoint.

Let Access Point, Inc. help you take advantage of the many benefits of Video Conferencing, including increased collaboration and better communication while decreasing travel time and expense. Video Conferencing sessions are used to put a "face" on participants and can be expanded to include the exchange of documents and data. Participants can share files between PCs at each end or work concurrently on a single computer application.

Each Video Conferencing option is tailored to your requirements with flexible enhancements that make the most of your conference experience – including planning and post-conference follow-up. Our Video Conferencing options are delivered with planning and support services to help you make the most of each conference. Assistance is always available by contacting a Conference Calling Specialist. They provide knowledge and experience to help plan and manage your conference. We provide training and offer support before, during, and after the conference.

►ViewPoint Services Allow You To:

- Enjoy personalized face-to-face meetings without the need to travel.
- Optimize the crucial resources of time and money.
- Expedite decision making.
- Increase the meeting productivity while shortening the duration.

►Technical Support

Our technical team will document all of the equipment and transmission elements associated with each video facility. Technicians assist site coordinator with technical issues. These site coordinators dial one number and get immediate results. Rigid testing based on industry standards are enforced to make certain that the endpoint equipment, network, and the videoconference bridge meet your expectations for a quality Video Conference.

►Multi-Point Services

Multi-point service for video and document conferencing interfaces with the latest in MVS technology. Our service supports a variety of transmission speeds with H.320, H.323 and SIP standard compliant video equipment. Our multi-point platform enables customers to access sites from virtually anywhere in the world. Through H.239, data can be shared through the video connection for users with compliant equipment. Alternatively, WebPoint services can link any number of sites for application sharing, white boarding and data collaboration.

►Ala Carte Features*

In addition to conference scheduling, conference bridge reservations, and live technical support, additional services are available to help your organization achieve an efficient and effective communications meeting, including:

Audio Connections
Transcription
Operator Assistance

Confirmations
Conference Recording
Written Translation

Roll Call
Written Transcription

**Pricing may vary based on package selected.*