XO® CONFERENCING SERVICES

Audio and Document Conferencing for More Productive Communications   XO VOICE SERVICES

Monitoring, question and answer, broadcast communication, listen only, recording and replay, participant screening, sub-conferencing, secured call, fax on demand and account codes are all available as standard features with XO® Conferencing Services.

With Conferencing Services, you can:
- Reduce travel costs by conducting online meetings and presentations;
- Speed up communications by making documents instantly available to a geographically dispersed audience;
- Increase productivity using interactive features for brainstorming and collaboration;
- Accelerate your sales cycle by making online presentations to clients;
- Simplify and reduce the costs of training with online sessions; and
- Maintain your competitive edge by speeding up time-critical decision making.

Conferencing Services:
- Are easy to use and can accommodate hundreds of concurrent meetings with thousands of participants;
- Include a rich array of features, such as transcription or recording;
- Maximize interaction and feedback with Document Conferencing;
- Allow "frequent users" to bypass the reservation system using the XO "always on" Quick Conference service, with a variety of features;
- Are billed with all your other XO services on one convenient monthly statement, with optional account codes to help you manage your costs.

Audio Conferencing
Discover for yourself how audio conferencing reduces costs, increases productivity, and speeds up decision making. Now you can hold an audio conference for any number of participants with a robust selection of features. Audio conferencing makes it easy to get the right people together so you can communicate important information, get the data you need, or make time-critical decisions that impact your bottom line.

Five simple ways to conference in. Thirteen enhanced conferencing features. All this and a convenient XO® Conferencing Web site give you and your conferees unlimited functionality and flexibility. Simply call 1-888-707-6398 or go to www.xo.com.

XO® Quick Conference
XO® Quick Conference is an "always on" conferencing solution that allows you to host calls without ever needing to make a reservation or involve an attendant. Ideal for regular or short notice calls with less than 20 participants, this solution offers you maximum ease and flexibility. Simply sign up at www.xo.com to establish your account. Then start a conference at your convenience and enjoy our low per minute rates. And, with XO Quick Conference, you won't be billed until you actually use the service.

With multiple ways to conference in, access to the most popular conferencing features, and support of the popular XO "Web Moderator" application that lets you manage calls over the Internet, XO Quick Conference is the solution of choice for thousands of customers who need a quick and simple way to host conference calls.

You can even add Microsoft® PowerPoint® presentations anytime to your audio presentations using Quick Conference Web.

Document Conferencing
Our document conferencing services are built on advanced technology that provides a wide array of enhanced features that are easy to use. These are included in the XO simple per-minute rate, with no additional set up or monthly fees.

*   Requires XO® Long Distance contract.

Document Conferencing Standard Features

- **Browser-based—**All functionality occurs automatically within a standard Netscape® Navigator® 4.0 or Microsoft® Internet Explorer® 4.0 or higher browser
- **Java™ Client—**Supports Apple® Mac®, PC, and UNIX platforms
- **Secure—**Compatible with most firewall technology and includes password protection
- **No contract or commitment required—** Simply pay for what you use
- **Account Codes—**Enable you to track and assign costs

Enhanced Features

- **Online Event Scheduling**—Schedule an event from the Internet or start a Web meeting instantly
- **E-mail Invitation**—Send a detailed e-mail invitation for each event you schedule
- **Document Importing**—Import any document from your PC and share it with attendees
- **Document Annotation**—Interactively annotate documents with color-coded tools
- **Whiteboarding**—Collaborate and brainstorm on the interactive whiteboard
- **Application Sharing**—Show any software application live for others to view
- **Polling**—Solicit feedback from meeting attendees

- **Integrated Chat**—Chat with all attendees or privately one on one
- **Web Tours**—Guide your attendees through any site on the World Wide Web
- **Conference Recording**—Record and save your conference so that others can hear it later

XO® Assistance and Consultation
XO professionals will consult with you on scheduling and conducting your meetings and presentations.

Professional Services*— XO trained professionals are available to help develop your content and provide consultation to make sure your event operates smoothly.

Moderator Assisted*—An XO moderator can support your online meeting.

*These services are offered for an additional fee.

Contact XO®
For more information, please contact your XO Sales Representative or visit www.xo.com.