

OPERATOR ASSISTED CONFERENCING

LEADERVIEW



Think about your high-profile Operator Assisted Conference calls. Would you like the ability to see which participants are on the call before you start it? How about knowing which ones are waiting to ask questions and prioritizing the order in which they are taken? LeaderviewSM allows you to do all that and more.

With Leaderview, you control every call. The result: a professional, well-managed and secure meeting. Leaderview's simple web-based interface gives you a private, real-time view of your call's participants. Everything you need to know is on your screen and at your fingertips. Respond quickly, make better decisions with more information and keep meetings moving—all with a few clicks of your mouse.

FOR YOUR LARGE, HIGH-PROFILE EVENTS

Leaderview helps you better manage your large and high-profile calls.

- Investor relations calls – manage your conference attendees and Q&A session in full compliance with Regulation FD.
- Product launches – make sure all of your important participants are present before breaking the big news.
- Press conferences – prioritize your Q&A queue to ensure that key questions are taken first.
- Distance learning sessions – keep track of who left the call early for later follow-up.

GETTING STARTED

Go to www.leaderview.com and enter your name, conference ID and web PIN you received via email or during the scheduling process.

Welcome to Leaderview.com help

Leaderview

name

conference id

web pin

What is it?

Leaderview's simple web-based conference interface lets you manage your high profile events more effectively. Virtually every event call can be better managed using Leaderview, including...

What can it do?

With Leaderview you can:

- Sort participant details and connection status within the Participant List and Q&A tabs.
- Download a Participant List at any time...

What's new?

- Active Talker
- Participant Mute
- Participant Remove

You will continue to be redirected through the end of 2013 at which time only the secure Leaderview.com will be active. Please update any shortcuts or favorites you may have saved with Leader-View.com.

Feedback

Once logged in, you will see the main screen that includes Participant List, Conference Status and Chat sections. From this screen you can access all of the available features and functionality of Leaderview.

The screenshot shows the Leaderview interface with the following components:

- Participant List Table:**

Role	Status	Talker	Name	Additional Informat...	Telephone	Join Time	Duration
			KENT BROCKMAN	JONES CO	4021152266	02 17 10:16:33	01:06:38
			DAVE SHUTTON	LOPEZ & LOPEZ	4021233578	02 17 10:16:34	01:06:37
			CARL CARLSON	SMITH INC	4021112233	02 17 10:16:34	01:06:37
			@DONALD DARKO	LLC	4021524849	02 17 10:16:38	01:06:33
			TROY MCCLURE	JONES CO	7160230020	02 17 10:16:33	01:06:38
			DREDERICK TAT...	LOPEZ & LOPEZ	4021479879	02 17 10:16:35	01:06:36
			AGNES SKINNER	SMITH INC	4027157894	02 17 10:16:34	01:06:37
			RUTH POWERS	LOPEZ & LOPEZ	7162548520	02 17 10:16:34	01:06:37
			WAYLON SMITHE...	SALES CO	4027485978	02 17 10:16:33	01:06:38
			NELSON MUNTZ	JONES CO	7164547896	02 17 10:16:34	01:06:37
			PATTY BOUVIER	DOE INC	7162587945	02 17 10:16:33	01:06:38
			BARNEY GUMBLE	SALES CO	4021231234	02 17 10:16:41	01:06:30
			RALPH WIGGUM	JONES CO	7163576894	02 17 10:16:34	01:06:37
			@CHERITA CHEN	LLC	4027154848	02 17 10:16:40	01:06:31
			DAN GILLICK	SMITH INC	4023692587	02 17 10:16:34	01:06:37
			CLETUS SPUCKER	LOPEZ & LOPEZ	4027474889	02 17 10:16:34	01:06:37
			LUAN VAN HOUTEN	JONES CO	4026668784	02 17 10:16:34	01:06:37
			MOE SYSLAK	SALES CO	4021114447	02 17 10:16:41	01:06:30
			ALLISON TAYLOR	LOPEZ & LOPEZ	4027158494	02 17 10:16:37	01:06:34
			AL BUNDY	SMITH INC	4027164276	02 17 11:21:47	00:01:32
			EDNA KRABAPPEL	JONES CO	4021456565	02 17 10:16:33	01:06:38
			MARTIN PRINCE	DOE INC	4021548935	02 17 10:16:33	01:06:38
			JEBEDIAH SPRIN...	LOPEZ & LOPEZ	4023332222	02 17 10:16:34	01:06:37
			HANS MOLEMAN	DOE INC	4025896767	02 17 10:16:33	01:06:38
			LENNY LEONARD	DOE INC	4024898874	02 17 10:16:33	01:06:38
- Conference Status:** Active Mode: Default, Total participants: 25, Participants in Queue: 0, Session ID: D0115DF3580C7066EA55044815ABFD04, Logout button.
- Chat:** Public chat area with Send and Save Chat buttons.
- Footer:** Page 1 of 1, Excel, PDF, Displaying participants 1 - 25 of 25.

A feedback option is available on both the Login and Main pages. By selecting this icon, you will open up an email from your local client and pre-addressed to our support team to leave your comments and feedback. The email may include details at the bottom with information about the conference in question.



CONFERENCE STATUS

See your call details at a glance:

- Current mode (Default, Q&A or Polling)
- Number of participants in the conference
- Number of participants in the queue with questions
- Session ID (unique to each browser session and used by technical support if needed)

Conference Status

Active Mode: Default

Total participants: 25

Participants in Queue: 0

Session ID: D0115DF3580C7066EA55044815ABFD04

Logout

Please note for Internet Explorer, you will be required to add Leaderview to your trusted sites list under Tools → Internet Options and also allow pop-ups from this site.

VALUE-ADDED FEATURES

In addition to providing you with better insight into who is on your call, Leaderview provides more features to keep your conference flowing smoothly.

PARTICIPANT LIST

Access participant information in real-time. You'll see who's in the audience and know when key participants arrive.

Easily search and organize your participant list:

- Click any of the column headers to sort by ascending or descending.
- Drag a column to reorder how the columns are listed.
- Switch between pages of your participant list or choose a specific page number, followed by selecting the Refresh button (do not use the browser refresh button, you must refresh within the application).
- Export and download your participant list to Excel or a PDF.

Participant List								
Role	Status	Talker	Name	Additional Information	Telephone	Join Time	Duration	
			JEBEDIAH SPRIN...	Sort Ascending	14027164201	02 20 14:06:36	00:35:23	
			AGNES SKINNER	Sort Descending	14027164223	02 20 14:06:39	00:35:20	
			LENNY LEONARD	Columns	14027164222	02 20 14:06:38	00:35:21	
			EDNA KRABAPPE	<input checked="" type="checkbox"/> Role		20 14:06:37	00:35:22	
			RALPH WIGGUM	<input checked="" type="checkbox"/> Status	JONES CO	20 14:06:37	00:35:22	
			HANS MOLEMAN	<input checked="" type="checkbox"/> Talker	LOPEZ & LOPEZ	20 14:06:37	00:35:22	
			MOE SYSLAK	<input checked="" type="checkbox"/> Name	SALES CO	20 14:06:37	00:35:22	
			RUTH POWERS	<input checked="" type="checkbox"/> Additional Information	DOE INC	20 14:06:43	00:35:16	
			MARTIN PRINCE	<input checked="" type="checkbox"/> Telephone	DONE INC	20 14:06:37	00:35:22	
			DAVE SHUTTON	<input checked="" type="checkbox"/> Join Time	LOPEZ & LOPEZ	20 14:06:36	00:35:23	
			CARL CARLSON	<input checked="" type="checkbox"/> Duration	SMITH INC	20 14:06:37	00:35:22	
			AL BUNDY		SMITH INC	20 14:06:37	00:35:22	
			CLETUS SPUCKER		LOPEZ & LOPEZ	02 20 14:06:37	00:35:22	
			ALLISON TAYLOR		LOPEZ & LOPEZ	02 20 14:06:37	00:35:22	
			@DONALD DARKO		LLC	02 20 14:06:36	00:35:26	
			TROY MCCLURE		JONES CO	02 20 14:06:36	00:35:23	
			DAN GILICK		SMITH INC	02 20 14:06:37	00:35:22	
			DREDERICK TAT...		LOPEZ & LOPEZ	02 20 14:06:36	00:35:23	
			BARNEY GUMBLE		SALES CO	02 20 14:06:37	00:35:22	
			@CHERITA CHEN		LLC	02 20 14:06:37	00:35:26	
			LUAN VAN HOUTEN		JONES CO	02 20 14:06:37	00:35:22	
			KENT BROCKMAN		JONES CO	02 20 14:06:36	00:35:23	
			PATTY BOUVIER		DOE INC	02 20 14:06:37	00:35:22	
			NELSON MUNTZ		JONES CO	02 20 14:06:37	00:35:22	
			WAYLON SMITHE...		SALES CO	02 20 14:06:37	00:35:22	

Page 1 of 1 | Excel | PDF | Displaying participants 1 - 25 of 25

Know who is speaking during your call or determine where background noise is coming from with Active Talker.

Participant List			
Role	Status	Talker	Name
			KENT BROCKMAN
			DAVE SHUTTON
			CARL CARLSON
			@DONALD DARKO
			TROY MCCLURE
			DREDERICK TAT...
			AGNES SKINNER
			RUTH POWERS
			WAYLON SMITHE...

Mute or unmute participants by double-clicking the Active Talker icon, followed by clicking **Yes** to confirm.



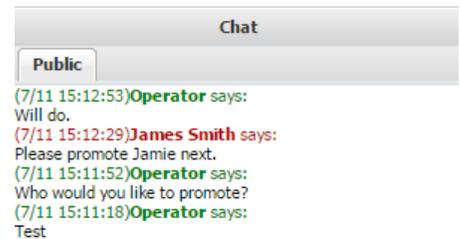
Disconnect participants by double-clicking the Status icon, followed by clicking **Yes** to confirm. Please note if Lecture Mode (all participant lines muted) is selected, participants cannot be unmuted.



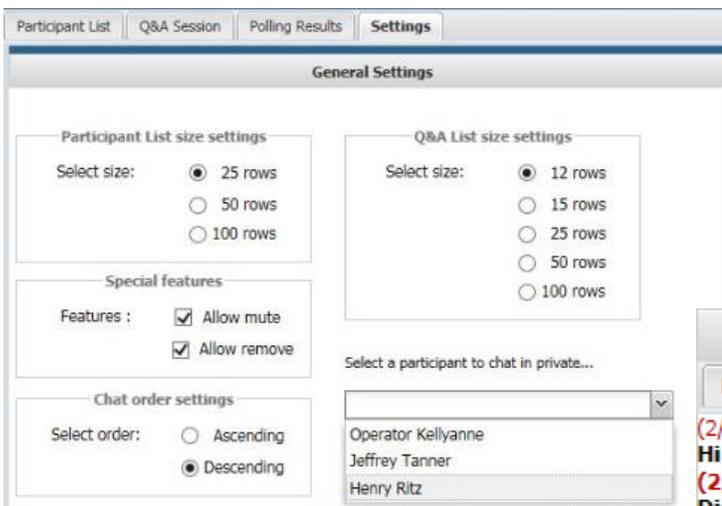
CHAT

Conduct a private chat with your lead operator by exchanging text-based messages during the conference call.

Save and download your chat messages in a PDF by clicking **Save Chat**.



A private chat option is available from the Settings tab allowing you to chat with an individual participant. A new tab will appear in your Chat window with the participant's name. Private chats cannot be seen under the Public chat tab.



Q&A

View and manage your queue of participants ready to ask questions.

- See the name of the person currently asking a question and those waiting in the queue.
- Use the queue list to gauge how much time you should allow for questions.
- Promote a participant to the current questioner position by double clicking their name.
- Move participants up and down within the queue to prioritize the order questions are taken.
- Delete participants from the queue entirely by using the checkbox and then selecting **Remove from queue**.
- Remove all participants from the queue by clicking **Clear Podium**.

The screenshot shows the 'Q&A Session' interface. At the top, there are tabs for 'Participant List', 'Q&A Session', 'Polling Results', and 'Settings'. Below the tabs is a 'Current Questioner' box with fields for Name, Phone, and Additional Information. Below that is a 'Q&A Queue' section with buttons for 'Move up', 'Move down', 'To top', 'To bottom', 'Remove from queue', and 'Clear Podium'. A table lists 12 participants with columns for Position, Name, Additional Information, Phone, and Bridge. At the bottom, there are navigation controls including 'Page 1 of 2', 'Excel', 'PDF', and 'Displaying participants 1 - 12 of 22'.

Position	Name	Additional Information	Phone	Bridge
1	AL BUNDY	SMITH INC	4027164276	192
2	RALPH WIGGUM	JONES CO	7163576894	192
3	DAN GILLICK	SMITH INC	4023692587	192
4	RUTH POWERS	LOPEZ & LOPEZ	7162548520	192
5	WAYLON SMITHERS	SALES CO	4027485978	192
6	LENNY LEONARD	DOE INC	4024896874	192
7	MARTIN PRINCE	DOE INC	4021548935	192
8	LUAN VAN HOUTEN	JONES CO	4026668784	192
9	AGNES SKINNER	SMITH INC	4027157894	192
10	CLETUS SPUCKER	LOPEZ & LOPEZ	4027474869	192
11	TROY MCCLURE	JONES CO	7160230020	192
12	DREDERICK TATUM	LOPEZ & LOPEZ	4021479879	192

The screenshot shows the 'Conference Status' panel. It displays 'Active Mode: Q and A', 'Total participants: 3', and 'Participants in Queue: 3'. There is a yellow 'Logout' button and a 'Session ID: FAAB3D9FAC5891A9F0FA03D322708A90'.

POLLING

Request this option when making your reservation so you can view the results of your audio polling questions online. Follow these steps for conducting your poll.

The screenshot shows the 'Conference Status' panel in 'Polling' mode. It displays 'Active Mode: Polling', 'Total participants: 25', and 'Participants in Queue: 0'. There is a yellow 'Logout' button and a 'Session ID: D0115DF3580C7066EA55044815ABFD04'.

Once your questions have been created, the polling mode must be activated in order to apply the results to one of the questions. Prior to voting, select a question and click **Apply**.

The screenshot shows a dark blue interface with the text 'Select the question you wish to apply the polling'. Below this is a dropdown menu labeled 'Select question' and a yellow 'Apply' button. Below the dropdown, it says 'The question will be applied to:'.

Results will begin to display once voting has started.

Participant List | Q&A Session | **Polling Results** | Settings

Current Poll

Answer	Votes
Question: What is your preferred mobile provider? (7 Items)	
AT&T	1
T-Mobile	0
U.S. Cellular	22
Verizon	0
Sprint	0
Abstentions	2
Invalid Votes	0

Select the question you wish to apply the polling

Select question

The question will be applied to:
What is your preferred mobile provider?

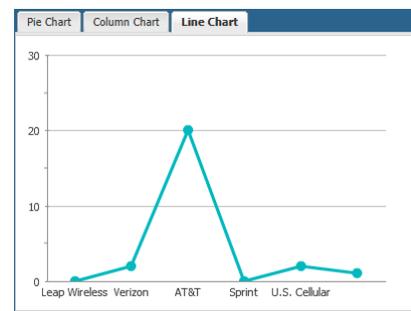
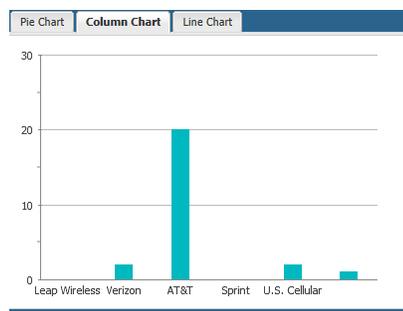
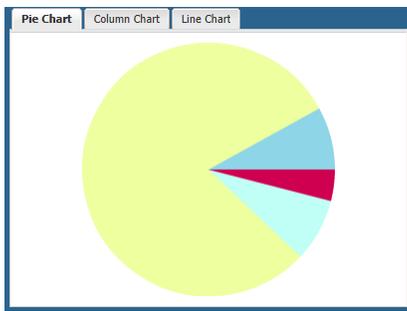
Past Polls

[Export Results](#)

Answer	Votes

Pie Chart | Column Chart | Line Chart

Your polling results can be displayed as a pie, column or line chart.



Your results can also be exported to a PDF file by clicking **Export Results**.

SETTINGS

Configure Leaderview settings to your preference.

- Choose the number of participants you see on a page when viewing your participant list.
- Indicate if you would like to allow muting and disconnecting of participants.
- Set your chat order preference to Ascending or Descending.
- Determine the number of rows to show during your Q&A session.
- Start a private chat message with a participant.

Click **Save Settings** after your changes are made.

General Settings

Participant List size settings

Select size: 25 rows
 50 rows
 100 rows

Special features

Features : Allow mute
 Allow remove

Chat order settings

Select order: Ascending
 Descending

Q&A List size settings

Select size: 12 rows
 15 rows
 25 rows
 50 rows
 100 rows

Select a participant to chat in private...

Jeffrey Tanner

Save Settings

SYSTEM REQUIREMENTS

To use Leaderview, most browsers may be utilized including Internet Explorer 7.0 or higher (8.0 if using the polling feature).