



MeetingOne

Using the Online Account Information tool

The OAI (Online Account Information) is a tool which gives audio conference account usage information for the past 4 months (the current month and the 3 previous ones).

HOW TO CONNECT TO OAI?

OAI is a tool showing your monthly audio account usage.

To access it navigate to MeetingOne's website (<https://www.meetingone.com/eu-en/audioone/oai/oai-login/>) and enter your User Name, your password and your client number (or your conference room number, if you want to get information about one specific room). If you need your account credentials (User Name/password), please contact MeetingOne's customer service at supporteu@meetingone.com or +32(0)2 808 56 09. (Consult our other phone numbers at <https://www.meetingone.com/eu-en/contact-us/>)

Espace client // Une Ressource Unique en Ligne.

Système de conférences AudioOne

Click&Meet
Pour piloter votre salle d'audioconférence en ligne
[S'authentifier](#)

Online Account Information - OAI
Visualisez en ligne les informations relatives à votre compte d'audioconférence.
[S'identifier](#)



OAI // Login

Online Account Information Login

Account Number/Room Number

Username


Password

MeetingOne's Online Account Information tool (OAI) is intended to be a reference to gauge your conferencing usage. The monetary amounts displayed are calculated on your base conferencing rate. If you have additional rates for special circumstances including international access or event services, those rates ARE NOT calculated in this tool, causing the amounts that appear in OAI to differ from your invoice. If you have any questions, please contact [Client Services](#).

OVERVIEW OF ALL OF YOUR CONFERENCE ROOMS' USAGE

If you have many MeetingOne audio conference rooms and would like to have a look at your company's usage. Enter your **client number**, **User Name**, and **Password** in to login. The rooms that show activity will automatically appear on the list, with their usage time and cost.

List of active rooms for the selected month



ACCOUNT SUMMARY		
Account Number	602127	Not Invoiced
Company Name	MeetingOne Phoenix	
Billing Period	Since 1/05/2009 <input type="button" value="v"/>	
Room Display	Active Room Numbers <input type="button" value="v"/>	

Room Number	Cardholder	Auto Billing Code	Accumulated Time	Charge
32 002 6	Leo		00:01:00	0,09 €
33 270 3	Marilene BALLESTER		23:50:16	116,59 €
33 594 8	Jean-Baptiste Codeau		02:58:52	15,39 €
			Total	132,07 €

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For assistance please call (00)32 2 789 00 10

You can also either display all active or inactive conference rooms, or consult the usage information for 3 months prior to the current month by selecting the appropriate "BILLING PERIOD". If you would like to obtain the details of a specific conference room (date and hour of participants' connection, usage time and cost), just click on the organizer's name of the room (**cardholder**).

To obtain the detailed information of a specific conference room (date, connection time of the participants, duration, cost), just click on the cardholder's name of the room (see the column **Cardholder**)

You can also view and manage the billing codes you have used during your conference calls (column **Billing Code**), or add / modify by clicking on the specific link of the Billing Code column a billing for a past meeting.

Details of usage for the selected room

The screenshot shows the MeetingOne Online Account Information interface. At the top left is the MeetingOne logo. To the right are 'Download' and 'Account Summary' buttons. Below the logo is a 'CONFERENCE LIST' table with columns: Room Number (332703), Cardholder (Marilne BALLESTER), and Billing Period (Since 1/05/2009). To the right is an 'ACCOUNT SUMMARY' table with columns: Account Number (602127) and Company Name (MeetingOne Phoenix). Below these is a detailed table of conference usage with columns: Date, Time [GMT+1], Quantity, Service Type, Billing Code, Length, Accum. Time, and Charge. The table lists 18 entries from 06/05/2009 to 19/05/2009, with a total charge of 116,59 €. At the bottom, there is a 'Go to top' link and a contact number: 'For assistance please call (00)32 2 789 00 10'.

For each meeting, ordered by date, it is possible to display the details: participants' list, duration of the connection, eventually participants' phone number...

CONSULTING A SPECIFIC ROOM'S USAGE

To obtain the detailed information of a specific conference room, enter your User Name, password and **room number** into the OAI login.

DOWNLOADING AND PRINTING YOUR INVOICE DETAILS

On the top right of your screen, you will notice a "DOWNLOAD" button: this allows you to download in Excel format the audio conference information of the current displayed page. Thus, in order to save and print the details of your conference rooms' usage, you have to display the specific month and then click on "DOWNLOAD".

The screenshot shows an Excel spreadsheet with the following data:

1	DATE	START TIME	ROOM NUMBER	CARDHOLDER	PARTICIPANTS	BILLING CODE	CONFERENCE LENGTH	ACCUMULATED TIME	CHARGES
2	06/05/2009	15:57:06	332703	Marilne BALLESTER	1	Unallocated	00:00:15	00:00:01	0,00 €
3	06/05/2009	16:06:07	332703	Marilne BALLESTER	4	Unallocated	01:38:55	05:55:18	30,18 €
4	06/05/2009	18:04:45	332703	Marilne BALLESTER	4	Unallocated	00:25:28	00:58:12	4,69 €
5	11/05/2009	15:53:48	332703	Marilne BALLESTER	1	Unallocated	00:00:30	00:00:30	0,00 €
6	11/05/2009	15:55:46	332703	Marilne BALLESTER	2	Unallocated	00:12:54	00:23:59	2,17 €
7	14/05/2009	11:32:24	332703	Marilne BALLESTER	2	Unallocated	00:26:17	00:49:42	3,99 €
8	14/05/2009	12:30:24	332703	Marilne BALLESTER	4	Unallocated	00:24:04	01:07:41	5,44 €
9	14/05/2009	13:48:42	332703	Marilne BALLESTER	4	Unallocated	00:14:43	00:40:31	3,26 €
10	14/05/2009	17:49:51	332703	Marilne BALLESTER	3	Unallocated	00:02:28	00:03:55	0,32 €
11	14/05/2009	17:52:43	332703	Marilne BALLESTER	4	Unallocated	00:04:47	00:12:16	1,00 €
12	15/05/2009	10:06:23	332703	Marilne BALLESTER	1	Unallocated	00:18:19	00:17:56	0,00 €
13	15/05/2009	15:54:47	332703	Marilne BALLESTER	2	Unallocated	02:06:11	04:10:24	20,04 €
14	18/05/2009	09:52:49	332703	Marilne BALLESTER	1	Unallocated	00:00:30	00:00:06	0,00 €
15	18/05/2009	09:53:29	332703	Marilne BALLESTER	2	Unallocated	01:55:17	03:46:57	18,17 €
16	18/05/2009	11:53:55	332703	Marilne BALLESTER	2	Unallocated	00:01:10	00:01:29	0,13 €
17	18/05/2009	14:06:13	332703	Marilne BALLESTER	2	Unallocated	02:50:47	05:39:52	27,20 €
18	19/05/2009	10:57:04	332703	Marilne BALLESTER	1	Unallocated	00:00:28	00:00:05	0,00 €

Details of your usage for the selected room (Excel format)