

# Global Conference Call

GlobalConferenceCall.com 1-800-472-6034



## Ready Call #1: The Collaborative Session

### **Overview**

A Collaborative Session usually has less than 10 participants. All participants are un-muted. The first participant to join is immediately admitted into conference. The second and following participants are immediately admitted. The first participants don't have to wait for a Moderator to arrive. Everyone may speak to each other from the start.

### **How To**

Give your participants the Date/Time of your call; the Dial-in Number and the Guest Access Code. As your guests arrive, you will hear the entry beeps. Greet them and take attendance.

### **Feature Keys Important for Collaborative Calls**

You may press \*# to hear - in your ear only - how many participants are on the call. You always have the option to lock the call (no new participants may enter the call) by pressing \*4. Unlock the call by pressing \*5. If someone is unable to attend an important discussion, you may record the call by pressing \*2. Recordings may be emailed to your guests or they can dial a special number to listen to the recording. (<http://www.gccms.com/ListenToRecordingByPhone.pdf>)

Note: There is no scheduling necessary with our services. You may have conference calls several times per day because there are no limitations placed on our accounts.

#### Review of Moderator Features

Press 99 - Mutes all participants. Participants may un-mute \* 7 and re-mute \* 6.

Press 98 - Un-Mute all participants

Press \* 2 - To start recording, press 1.

Press \* 3 - Turn entry/exit tones off/on

Press \* 4 - Lock the conference.

Press \* 5 - Unlock the conference.

Press \* 6 - Mute your line. For Guests too.

Press \* 7 - Un-Mute your line. For Guests too.

Press \* 8 - Allow or disallow the conference to continue after Moderators hang up.

Press \* # - Announce in your ear only, the number of participants on this call.