

Basic Conference Calls Guidelines

Invite your participants with this information.

Please attend our Conference on
Day/Date/Time/Time Zone
Dial-in Number: 1 (217) 258-5588
And/or Your GCC 800 Number
Your Guest Access Code

1. At conference time, dial the Conference Dial-In number above.
2. At the prompt, enter the Access Code followed by the # key.
3. You will hear music until the Moderator enters the call.
To mute your individual phone line, press * 6.
To un-mute your individual phone line, press * 7.

At the start of the call, it is best if the Moderator arrives on time and greets the participants. You may have as many Moderator Access Code users as you wish. It is best to have special guest speakers use the Moderator Code so they won't be muted during your presentation.

A beep will sound on the entry of each participant. And, a double-beep will sound when a participant leaves the call. This beeping can be annoying for larger or routine calls. To turn the beeps off, press * 3.

To record the conference call, press * 2. You will hear, "To start recording, press 1." Just press the 1 key on your phone. All participants will hear, "This conference is now being recorded."

Your recording will be emailed to you if your email address is registered in the ConferenceOperator.com system. Also a complete report of Caller ID phone numbers, logon and logoff times will be emailed. To register your email address follow these instructions.

Using Internet Explorer Logon to:
<http://www.ConferenceOperator.com>
Username = Your Guest PIN Code
Password = Your Leader PIN Code

Click on Profile/Edit Profile Link
Enter your email address in the email field.
Only one email address is allowed.

Moderator Controls

- * 2 - Record conference
- * 3 - Entry/Exit beeps (toggle off/on)
- * 4 - Lock conference
- * 5 - Unlock conference
- * 6 - Mute your line
- * 7 - Un-mute your line
- * 8 - Auto-Hang-Up after Moderators exit
- * 9 - Name Announce Press 1 for ON, or Press 2 to go back to entry/exit beeps
- * # - Announce number of participants
- # # - Mute all, hand-raising on
- 9 8 - Un-mute all, hand-raising off
- 9 9 - Mute all, guests may un-mute *7

Guest Controls

- * 3 - Increase volume
- * 6 - Mute your line
- * 7 - Un-mute your line

Advanced Features

Control your conference call live using your browser. See your guests 'raise their hands' during the call; click on their icon to un-mute and re-mute their lines. Simply put, it's the greatest tool since telephone conference calls were developed. And GCC makes it easy.

Hand-Raising Instructions

Requires Windows Internet Explorer Browser and internet access

For full instructions, please use this reference guide.
<http://www.globalconferencecall.com/Handraising.pdf>

Global Conference Call is committed to the finest quality telephone conferencing. We want your experience to be enjoyable and productive. Call us anytime for help.
(800) 472-3034
(217) 717-9119