

AUDIO CONFERRING

CHAIRPERSON QUICK REFERENCE GUIDE

Getting Started

When you are ready to host a conference using Global Toll-Free Conferencing numbers:

1. Tell your participants the date and time of the call
2. Provide them with the appropriate Global Toll-Free Conferencing dial in number(s) and your seven-digit access code
 - For security, keep your Chairperson passcode confidential

Invite international participants to your audio conferencing call

Give your participants the phone number that is appropriate for their location(s)

Example: You are in your office and will be conferencing with participants in France, Germany and Italy.

To invite your international participants to your conference using Global Toll-Free Conferencing, you will:

1. Look up the Global Toll-Free Conferencing numbers for France, Germany and Italy on your Telstra International Audio Conferencing Wallet Card
2. Provide each participant with the Global Toll-Free Conferencing dial-in number for their country, as well as your seven-digit access code.
3. At the scheduled meeting time,
 - Dial the audio conferencing phone number you are accustomed to using
 - Enter your seven-digit access code and press **#**
 - Press ***** to identify yourself as the Chairperson and enter your Chairperson passcode, then press **#**
 - Follow the prompts to either begin your conference call instantly, or change your Account Options
4. To join the conference, each of your participants will dial the Global Toll-Free Conferencing number you provided for their country and enter your seven-digit access code.

Use Global Toll-Free Conferencing as a Chairperson while traveling

If you are the Chairperson of an audio conference and are in an international location, simply dial the Global reservationless conferencing number that corresponds to your current location, enter your seven digit access code and your Chairperson pass code.

Example: You are traveling in France. You will be conferencing with participants in Germany and Italy.

To set up your conference you will:

1. Look up the Global Toll-Free Conferencing number for France, Germany and Italy on your Telstra International Audio Conferencing Wallet Card.
2. Provide each participant with the appropriate Global Toll-Free Conferencing dial-in number for their country, as well as your seven-digit access code
3. At the scheduled meeting time, you will dial the Global Toll-Free Conferencing number for France; enter your seven-digit access code and your Chairperson passcode. This will start your conference.
4. To join the conference, each participant will dial the Global Toll-Free Conferencing number you provided and enter your seven-digit access code.

Helpful Hints for Using Audio Conferencing

- If participants dial in before the Chairperson, they will be placed on music hold until the Chairperson joins the conference.
- When the Chairperson hangs up, the conference call will end. To allow the conference to continue after the Chairperson leaves, he or she should press ***8** early in the conference in case of an inadvertent disconnection.
- When a participant joins or leaves the conference, a tone is normally heard. Some subscriptions are configured to record and announce the names of participants as they enter or leave the conference. When this feature is enabled, a Chairperson or participant can press ***9** to receive a roll call of everyone in the conference.
- To include participants, you can dial out to them after the conference has begun. Press ***1** and follow the prompts. This is also an alternate method for connecting participants within North America as well.
- The maximum number of participants that can join the conference (including the Chairperson) is based on your individual subscription. Anyone trying to join the conference once the maximum number of participants has been reached will not be able to join.