

GlobalMeet Audio

How to Conduct a conference

BEFORE THE CONFERENCE

The moderator should send following 3 items to the participants by e-mail or fax.

- 1 Meeting date and time.
- 2 Access number.
- 3 Participant passcode.

ACCESSING THE CONFERENCE

Moderator and participants dial the access number.

(In case of Japan number)
For English please press [2] followed by the pound or the hash key(#).

Hello and Welcome to the meeting. Please enter your passcode followed by the pound or the hash key(#), and I'll connect you.

Please hold , while I confirm your passcode.

Thank you for joining the GlobalMeet. Please wait for the tone, then say your name and press the pound or the hash key(#).

When you hear the the tone, you will be the " " person to join the meeting.



- Participants will remain on hold music until the moderator joins the conference. They will not be able to interact each other. After the moderator joins, participants can enter security code.
- To leave the conference, simply hang up your phone.

Audio Quality Controls

Features for both Moderator and Participants.

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| *0 | Operator Assistance | To reach operator for assistance during your conference. Press * to rejoin the conference. |
| *1 | Help menu | To hear a menu of audio quality features available for your conference. Press * to end this feature and rejoin the conference. |
| *4 | Increase conference volume | To increase the conference volume if you are having problems hearing others. |
| *5 | Increase your voice volume | To increase the volume of your voice in the conference. |
| *6 | Mute or "un-mute" your line | To mute your own line and help prevent background noise in the conference. Press *6 again to " un-mute " your line. |
| *7 | Decrease conference volume | To decrease the conference volume if you are hearing others too loudly. |
| *8 | Decrease your voice volume | To decrease the volume of your voice in the conference. |

Features available to Moderators

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|-----|--|--|
| *91 | Number of participants | To hear the total number of participants. |
| *92 | Participant roll call | To hear a roll of participants. Press * to end this feature and rejoin the conference. |
| *93 | Disconnect all participant lines | To disconnect all participant lines at any time. |
| *94 | Lock or "un-lock" conference | To ensure no other participants can join your conference. Press *94 again to " un-lock " your conference. |
| *96 | Mute all participant lines | To place all participants in a mute, or listen-only, mode. You will then be prompted to press: " 1 " if you want your participants to have the ability to open, or un-mute, their line by pressing *6 , " 2 " if you do not want your participants to have the ability to open, or un-mute, their own line. |
| *97 | "Un-mute" all participant lines | To " un-mute " all participants lines at the same time to allow participants to speak with each other. |
| *21 | Activate sub-conferencing | To activate 9 sub-conferences within the main conference. Participants enter one of the sub-conferences pressing by #1-#9 . Press ## to return to the main conference. |
| *22 | Record your audio conference ※ This feature charge an extra fee | To start recording a conference during the conference. Press *22 again and then 1 to pause the recording, Press *22 again and then 2 to erase a recording. The moderator will receive an e-mail with a dial-in number to listen to the conference replay. |
| *31 | Enable/disable conference security code | To activate the conference security code. Then press a security code of your choice, followed by # . All participants must then enter the code to join the call. Press *31 again to deactivate the security code. |
| *32 | Activate conference introduction | To activate the custom prompt feature. Then, press 1 to record a prompt, 2 to delete it, 3 to listen to it and * to return to the conference. This prompt is played to each participant after inputting of codes. |