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** call the access number.

YOUR ACCESS NUMBER

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

(English)   2 + #

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

Moderator Passcode + #

or

Participant Passcode + #

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(#).

Say your name + #

Example: " Andy Chown from Tokyo"

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

You join your conference.

➢ 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.

*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

*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	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.