

World Class Conferencing Automated Audio Conferencing - User Guide

Audio Conferencing Basics

Although 3D Virtual Events Automated Audio Conferencing is an intuitive, easy to use, on demand conferencing service, we have compiled some audio conferencing basics to help make your conferencing experience as pleasant and productive as possible.

Starting a Meeting as a Chairperson

1. Dial your toll free (US or Canada) or toll (International) access number
2. Enter your Host Pass Code at the prompt followed by the # sign
3. Record your name and company name at the prompt

Joining a Meeting as a Participant

1. Dial the toll free or toll access number
2. Enter the Participant Pass Code at the prompt followed by the # sign
3. Record name and company name at the prompt

Useful Chairperson Features

<p>Conference assistance *1 Help menu *0 Operator assistance *9 Moderator help menu</p> <p>Volume *4 Increase conference volume *7 Decrease conference volume *5 Increase your voice volume *8 Decrease your voice volume</p> <p>Mute *6 Mute or "un-mute" your line *96 Mute all participant lines *97 "Un-Mute" all participant lines</p> <p>Call someone *95 Dial out to add participants Enter client id, the digit 1 followed by the area code and number followed by # - 011 for international dial out numbers # Adds participant to the conference * Cancels the dial out or joins you back into conference</p>	<p>Security *31 Turn security code on/off *32 To record a personalized conference greeting for participants to hear as they join your conference *91 Hear participant count *92 Hear roll call *93 Disconnect all lines *94 Lock or unlock conference</p> <p>Record for Playback *22 to record your conference – if you do not hear the recording confirmation please try *22 again or *0 for operator assistance - an email will be sent after the call has concluded with access information.</p> <p>Subconferences *21 Initiate subconference #1-9 Join subconference ## Return to main menu #0 Facilitator returns all to main</p> <p><i>Note: *Two-digit controls can only be done by the moderator.</i></p>
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Useful Contact Numbers

Sales: 800-922-3464
 Customer Service: 866-338-6338
 Audio Customer Support: 888-782-4268

Please note that our Automated Audio service is designed for meetings with less than 100 participants. While our Attended Audio Services (Operator Assisted) will support 100+ participants, this service should be used for conferences where there is going to be a fair amount of interaction, or when the chairperson and/or audience is not experienced in conducting large audio meetings.

Visit www.3DVE.com for more information, or contact your local 3DVE office at 866-338-6338.


SAMPLE

automated | john q sample
conferencing |

dial in number | 800.390.5809
 intl. dial in number | 719.785.1724
 host code | 123456#
 participant code | 123456789#
 client id | 12345

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