



## AUTOMATED CONFERENCE INSTRUCTIONS

### *Default Settings*

Provide your participants with the dial in number and participant passcode from your Confer\$ave Confirmation as well as the date and time of the conference.

*When your participants dial into the conference, the following will happen*

1. *(Greeting)* "Welcome to the conference call center, please enter your passcode followed by the pound (#) key.+
2. *(Greeting)* "Please hold while your passcode is being verified.+
3. *(Greeting)* "Thank you, your passcode has been accepted. Please wait for the tone then say your name and press the pound (#) key.+

*If the moderator has not joined yet, they will hear:*

All participants will be on hold until the moderator joins the conference.

*If the moderator has joined yet, they will hear:*

At the tone, you will be the \_\_\_\_\_ caller in the conference. To mute or unmute your line during the call, please press \*6 at anytime.

All callers in the conference will hear a tone when someone enters and a tone when someone exits.

### **Moderator Note**

Rather than tone, your conference can be set to announce participants as they enter or leave conference. You can choose any combination of name announce and tone. Confer\$ave does not recommend the name announce feature as it is intrusive during the call rather, you can access the roll call (name recordings of all people currently on your call by pressing \*92 on your telephone keypad.

Please call customer service at the number above if you would like to change the settings.