



**Conference Introduction (\*32)** - Moderators are now able to record and enable an introduction to their conference by using the \*32 moderator control. The intro will be played *after* all other feature prompts, and *before* the Participant is allowed to enter the conference. The Moderator may re-record or disable this introduction at any time. This is NOT a welcome prompt.

### Benefits

- A moderator can quickly record a conference introduction, and enable it without additional support.
- For moderators with multiple conferences, a different introduction can be recorded for each conference.
- There is no additional charge for this service.

### How to use Conference Introduction

The Moderator can press \*32 to activate this feature. (Because it is a moderator feature, the user will need to be “in the conference” using the moderator passcode). After enabling the feature, moderators will hear the following prompt. “Press 1 to record your conference introduction, press 2 to delete your introduction, press 3 to listen to your introduction, or press \* to return to the conference.”

To record the introduction the moderator will press 1, and hear the following: “Please wait for the tone, then say your introduction and press the pound (#) key.” After pressing the # key, the recording will be played back to the moderator for verification. The bridge will then ask the moderator to press 1 to re-record the intro or \* to return to the conference.

The Conference Introduction will then be enabled for this conference and play on all future calls until the intro is either recorded over or disabled by the moderator.

### Things to Remember:

- The maximum length of the conference introduction is 20 seconds.
- Only one introduction is allowed on each conference. For different introductions, the moderator must either create multiple conferences or record a new introduction for each call.
- For first time users, we recommend that the moderator enter the conference 15 minutes prior to the start of the conference to record their introduction. If the moderator has not enabled and recorded an introduction before participants enter the conference, they will not hear the custom introduction.
- Participants already in the conference before this feature is enabled will not hear the introduction.