

Memo

To: Board Members
Re: Conference Calling Information

Just a few helpful tips when calling into a meeting...

- Landlines work best when calling in.
- External noise on the caller's end will cause interruptions for all callers.
- If the unit is placed on one end of the table, and someone is speaking softly at the other end, the unit may not pick it up the speaker and will appear to cut out to the external callers.
- Papers shuffled near the console unit or microphones on the table can cause the unit to cut out.
- A computer or projector near the console or microphones may cause interruptions.
- We have a full duplex system – once a person starts talking it should not cut out until they are done. Also, it will not pick up an external caller speaking while the person at the conference table is speaking.
- The system works best with one person speaking at a time.
- In a perfect world, all those calling in should use a landline and are asked to call from a quiet room without background noise.

Instructions for calling in:

Dial # 1-800-444-2801

You will be asked to enter the 7-digit conference code

Enter 5310455

It will then ask you to enter your security code or press 1 to enter the waiting room

Press 1

You will either be placed in the waiting room until the conference is active or you will join the group immediately if we are already set up.