

DIRECTIONS FOR JOINING A MEETING

The following directions are necessary for the successful completion of your requested conference call reservation. Prior to joining a meeting, please forward this document to all conference call participants. Each participant joining the call will dial 803-896-9993 and enter the meeting id number (access code). Please contact the Service Center at 803-896-0001 if you experience any difficulties or have questions regarding the conference bridge.

1. Dial the following conference bridge number 803-896-9993 to join a meeting.
2. The conference bridge will state the following: "Welcome to Meeting Place".
3. To attend a meeting, please press "1".
4. The conference bridge will state the following: "enter the meeting id number followed by the # key."
5. Enter the "meeting id number" followed by the # key.
6. The conference bridge will state the following: "you are about to attend the meeting with the ID number (xxxxx).
7. If the "meeting id number" is correct, please press "1"; otherwise press the * key.
8. The conference bridge will state the following: "at the tone please speak your name or location."
9. When finished, please press the # key.
10. You will hear an audible tone, notifying you that you have successfully entered the meeting.

CALLING CARD PROCEDURES

CALLING INTO THE CONFERENCE BRIDGE

1. Dial calling card telephone number 1-800-294-2322.
2. Enter your calling card access number (located on the back of the calling card).
3. Join the conference call by dialing the audio bridge telephone number (803-896-9993).
4. Enter the access code that has been assigned to your conference call (six digit code).
5. If you are the first person to join the conference call you will not hear an audible tone, do not hang up.
6. Please identify yourself when you join the conference call.

ADDING PARTICIPANTS TO A CONFERENCE CALL

1. Dial calling card telephone number 1-800-294-2322.
2. Enter your calling card access number (located on the back of the calling card).
3. Dial telephone number of participant.
4. Once participant is on the line, press the transfer button and dial the conference number (803-896- 9993) and follow the prompts. Press the transfer button again.
5. Repeat the instructions above until all the participants are connected to the call.

TIPS FOR THE MOST SUCCESSFUL CALLING CONDITIONS

- To stop the music press the * key.
- Move the speakerphone as close as possible to the speaker so it will pick up less background noise.
- Mute the phone if your site is not actively participating in the meeting. Turn the mute function off when someone has a question or comment.
- Save side conversations for after the meeting. Even if they are work related they distract from the speaker and other participants.
- Don't tap pens or shuffle papers. These noises sound louder at remote locations than in your meeting room.
- If it won't make the room too uncomfortable, turn off fans and air conditioning as they sound louder through a speakerphone.
- Shut meeting room doors to keep out background noise from your workplace.
- Only one person at a time should speak.
- Limit the use of a secondary conference phone altogether when practical.
- Use LAN lines rather than mobile phones.
- Please identify yourself when you join the conference call.