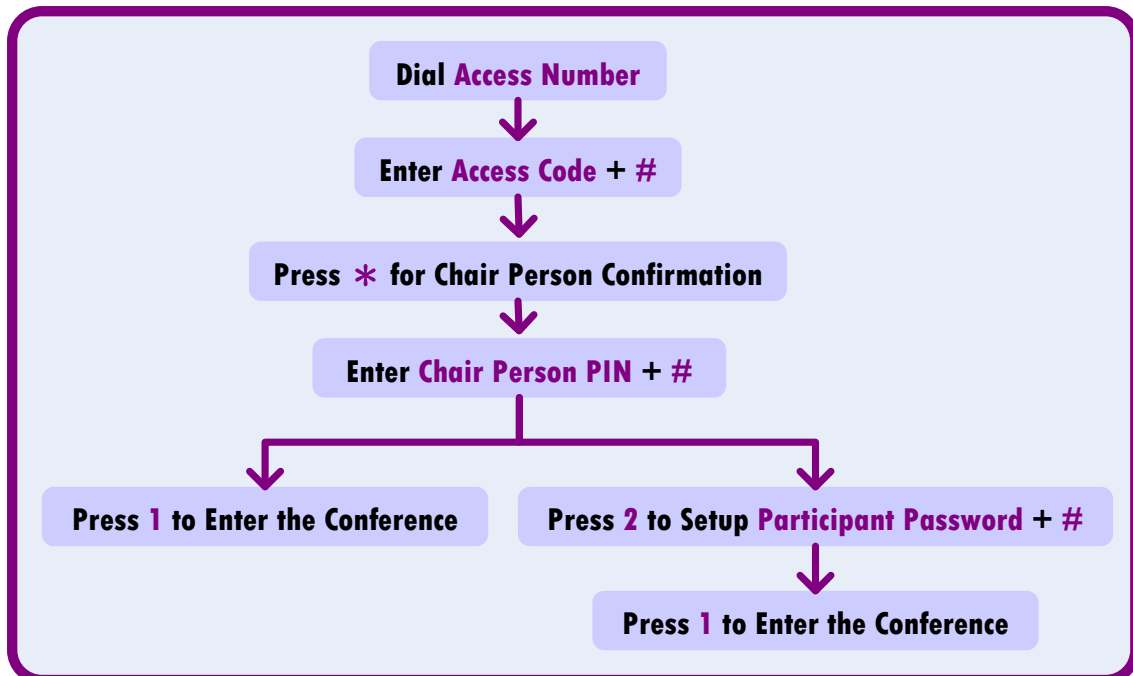


Remember that you do not need to provide us with any information regarding your conference, including the date, time and estimated number of participants. Everyone who calls the same Access Number and enters the same Access Code (and Participant Password) will be bridged together.

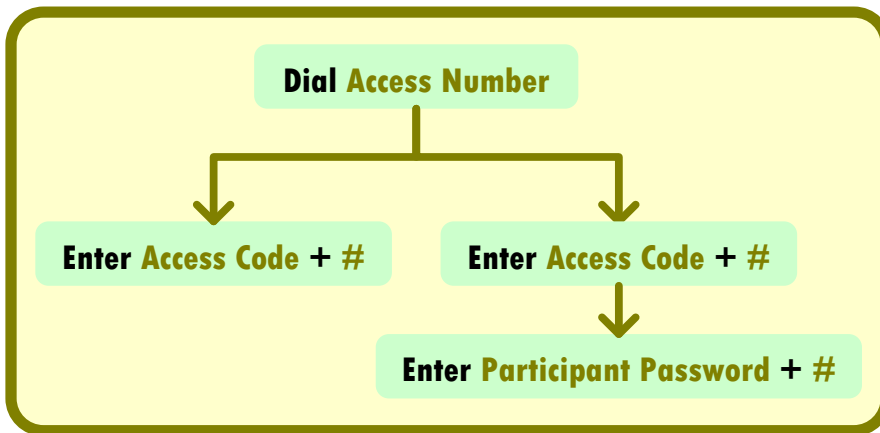
- 1:** Decide on the call date and time.
- 2:** Use the Access Number listed on [http://www.chtglobal.com/intludioconf\\_rate.htm](http://www.chtglobal.com/intludioconf_rate.htm) and Access Codes that were emailed to you when you signed up. The Access Number is the number you dial to get connected to your conference bridge. The Access Code enables conference call participants to gain entry into your private conference call.
- 3:** Inform your participants of the conference date and time, Access Number, Access Code and Participant Password, if required.
- 4:** Have all of your Participants call the Access Number at the scheduled time, and follow the directions on below "Participant Dialing Guide."

**Chair Person Dialing Guide:**



**Participant Dialing Guide:**

- 1: On the chosen date and time, call the **Access Number** listed on [http://www.chtglobal.com/intlaudioconf\\_rate.htm](http://www.chtglobal.com/intlaudioconf_rate.htm)
- 2: Enter the **Access Code** and press the # key.
- 3: Enter the **Participant Password**, if required, and press the # key.



**Function Keys:**

<b>Function Keys</b>		
	<b>C: Chair Person</b>	<b>P: Participant</b>
<b>##</b>	<b>Mute all participants</b>	<b>C</b>
<b>99</b>	<b>Un-mute all participants</b>	<b>C</b>
<b>*6</b>	<b>Mute yourself</b>	<b>C and P</b>
<b>*7</b>	<b>Un-mute yourself</b>	<b>C and P</b>
<b>*#</b>	<b>Check number of participants</b>	<b>C</b>
<b>*3</b>	<b>Turn on/off entry and exit tones</b>	<b>C</b>
<b>*4</b>	<b>Lock conference</b>	<b>C</b>
<b>*5</b>	<b>Unlock conference</b>	<b>C</b>
<b>11</b>	<b>End conference</b>	<b>C</b>
<b>00</b>	<b>Customer Service</b>	<b>C</b>