



AUDIO CONFERNCING @ LSE

HAVE YOU USED IT YET?

Easy instructions to set up, and dial into the Telecoms Audio Conferencing Service as follows:

Each Head of department and relevant administrators have been advised of their department's Leader and Participant codes.

Leader of the Conference: You will be using the School dial in number for your Audio Conferencing Meeting. You are the leader, and the number you need to dial to set up the Audio Conference, which will take a few minutes, is:

Dial In Number: 020 7098 0715

Enter the participant code: xxxxxxxx followed by £ or #

You will then be asked to dial * if you are the Leader of the call.

Enter the Leader code: xxxxxxxx followed by £ or #

You will be asked to state your name followed by £ or #:

You will be advised how many in the conference, your name will be announced, you will then be in the conference.

Participant: Your participant will be calling from e.g Scotland, you can advise the caller to use either the same dial in number, 020 7098 0715, if he/she is paying for their call or the freefone number if your department is paying for the call.

UK Freefone Number: 0800 279 9280

Enter Participant Code: xxxxxxxx followed by £ or #

Please ignore the prompt to dial * if you are not the Leader of the call.

You will be prompted to state your name followed by £ or #

You will be advised how many in the conference, your name will be announced, you will then be in the conference.

If there is a problem during the call, dial * 0 for operator assistance. It may take a minute for the operator to answer you. The operator will take your query, and enter you back into the conference call if you wish.

N.B. If a department wants to involve more than two external users in a conference, while e.g. 3 people want to take part in the conversation in the same room at the LSE, they can use Telecoms conferencing unit that has full duplex hands free transmission, to dial into the Audio Conferencing Service.

Leader and Participant

Keypad Commands

- * 0 Operator Assistance
- * 1 Help Menu
- * 3 Roll Call (In-Conference)
- * 6 Self-Mute/Unmute

Leader Only

Keypad Commands

- * 2 Roll Call (In-Conference)
- * 4 Conference Mute
- * 5 Conference to Continue Without Leader
- * 7 Conference Lock-Unlock
- * 9 Choose Entrance and Exit Announcement

***0 Operator Assistance.** Leaders or participants can press '0' to contact an operator if they are experiencing technical difficulties during a conference

***1 Help Menu.** A pre-recorded message is played privately, listing the touch-tone features available to the leader or participant.

***2 Roll Call (in conference)** The leader may initiate the announcement of the names of all individuals who have joined the conference. All participants will hear the playback.

***3 Private Roll Call.** The leader or participant may initiate the announcement of the names of all individuals who have joined the conference. The playback will only be heard by the leader and the participant who has pressed *3.

*** 4 Mute all.** The leader may mute/unmute the conference participants on mass. The leader line remains unmuted.

*** 5 Conference Continuation.** The leader may specify whether or not the active conference will continue once they have hung up. The default setting is for the call to continue once the leader disconnects. To ensure the call ends when you leave, press * 5 to activate this feature.

*** 6 Self Mute/Unmute.** The leader and/or participants may mute/unmute their own line.

*** 7 Lock/Unlock.** The leader may lock the conference to prevent any additional participants from joining.

*** 9 Guest Entry.** The leader can specify how the entry, and exit of participants are announced into the active conference: tone, recorded name, or silent. The default setting is tone.

For more information visit our Audio Conferencing Website

http://www.lse.ac.uk/directory/audiconf_info1.htm