

# GlobalMeet audio

Whether you have a scheduled meeting or need to instantly connect with others, you can use your audio conferencing solution anytime. Plus, up to 125 people can join you in any meeting, so you never have to worry about size limitations.

## Meeting Management Features

Press the **\*** key on your telephone keypad, followed by the corresponding digit(s), to use any of these features. Two-digit features can only be used by the host, and may require your Client ID to activate.

### MEETING ASSISTANCE

- \*1** Help menu
- \*0** Operator assistance

### MEETING INTRODUCTION

- \*32** Record your meeting introduction

### VOLUME

- \*4** Increase meeting volume
- \*7** Decrease meeting volume
- \*5** Increase your voice
- \*8** Decrease your voice

### MUTE/UN-MUTE

- \*6** Mute or un-mute your line
- \*96** Mute all attendee lines
- \*97** Un-mute all lines

### SECURITY

- \*31** Turn security code on/off
- \*91** Hear attendee count
- \*92** Hear roll call of attendees
- \*93** Disconnect all lines
- \*94** Lock or unlock the meeting

### SUB-MEETINGS

- \*21** Initiate sub-meeting
- #1-9** Join sub-meeting
- ##** Return to main menu
- #0** Meeting host returns all to main meeting

## Start hosting meetings today – It's easy!

You will find everything you need in your welcome email which you have recently received from PGI. This will include your new passcodes (pins) and access numbers.

After that it's simple.

- 1. Choose** a meeting time and inform your attendees
- 2. Distribute** your international dial-in numbers and attendee passcode
- 3. Dial in** at the time of the meeting using your host passcode and begin your meeting

## Tips for a successful meeting

You have a complete list of meeting management features that are always available for you to use to make your meetings more productive and engaging. Simply press the \* key on your telephone keypad, followed by the corresponding digit(s), to use any of these features.

## Watch video tutorials

Let eircom conferencing walk you through how to use all of the meeting management features that are available to you. Plus, get tips and tricks to make your meetings run more smoothly. Just go to <http://support.pgi.com>. (dedicated eircom support pages launching soon).





# Global Audio Conferencing

## Get customer support

<b>CHAT</b>	in real-time with a live operator, or submit a support ticket.
<b>PRESS *0</b>	on your telephone keypad to reach live customer support at any time during your meeting.
<b>CALL</b>	<b>1800 411 711</b> to reach eircom audio support from PGI.

## Global Meet™

### Command the Meeting

	Connect globally with international support.
	Forget about passwords and dial-in numbers. The meeting calls you.
	Easily start, schedule and manage meetings from your Outlook toolbar.
	Manage audio meetings with your visual desktop controls or mobile apps.

To download your toolbar please visit: <https://www.globalmeet.com/tools>

To learn more contact your  
Account Manager, Keith O'Leary  
[keith.oleary@pgi.com](mailto:keith.oleary@pgi.com)  
Or call 1800 411 711

