Directions for using Teleconnect

This feature will allow you to broadcast your telephone conference call audio over the internet via VoIP. The following directions are broken down based on what level of Premiere teleconferencing service you are using. Teleconnect should work with any other teleconferencing services that offer a toll free teleconference number, but please be sure to test that prior to your event.

For an RC+ and Auditorium teleconference events
1. Start your meeting
2. Dial into your teleconference number as a moderator/speaker, and establish your telephone connection.
3. Press Control, Shift, and the Up arrow Key all at the same time to launch the dial out window on your computer screen

4. Enter your teleconference toll free number. Starting with a 1, i.e., 18005555555. Do not use dashes.
    a. Enter the participant passcode then press connect.
    b. You'll see a message in the box state, "We are connecting to the call... please wait."

c. Once the call is connected, you should hear audio through your computer speakers, you will also see a message in the box that states, "If you can hear the audio from the call, you can start broadcasting to your audience. Otherwise, you can use the buttons to the right to enter any codes you may need to, or hang up. Click Close to dismiss this window."

5. Press the "Start Broadcasting" button. Participants can now hear the telephone audio streaming through their computer speakers.

a. The button will then change to "Stop Broadcasting". You may now click "Close".

6. To stop streaming the telephone audio through your participants computer speakers press the Control, Shift and Up arrow key at the same time again. Then click the "Stop Broadcasting Call Audio" button. You will still hear the telephone audio through your computer speakers, but your participants will not.

7. Be sure to press *22 to create a back up audio recording of the event in your RC+ teleconference account.

For an Event Call

1. Start your meeting
2. Dial into your teleconference number as a moderator/speaker
   a. Let your lead telephone operator know that you the "web stream line" will be calling in as a participant, and that it is a "silent line", i.e. there is no person on that line.
3. Press Control, Shift, and the Up arrow Key all at the same time to launch the dial out window

  4. Enter teleconference toll free number. Starting with a 1, i.e., 18005555555. Do not use dashes. Then press "Connect"
  a. You'll see a message in the box state, "We are connecting to the call... please wait."

  b. A Premiere Operator will answer the line and place it into the main conference.
  c. Once the call is connected, you should hear the on hold music through your computer speakers, you will also see a message in the box that states, "If you can hear the audio from the call, you can start broadcasting to your audience. Otherwise, you can use the buttons to the right to enter any codes you may need to, or hang up. Click Close to dismiss this window."

5. Press the "Start Broadcasting" button. Participants can now hear the telephone audio streaming through their computer speakers.

a. The button with then change to "Stop Broadcasting". You may now click "Close".

6. To stop streaming the telephone audio press the Control, Shift and Up arrow key at the same time again. Then click the "Stop Broadcasting Call Audio" button. You will still hear the telephone audio through your computer speakers, but your participants will not.