BridgeTalk – Quick User Guide

BridgeTalk is a self-managed conferencing service that enables users to arrange and control their own conference calls, 24x7, without making a reservation or having an operator present on the call

When arranging a call, be sure to notify the participants of the date and time of the call (If your call involves participants in different countries you should specify which time zone you are referring to, or list the local time in each country)

First of all, you need to give your participant the access number from the country that they are calling from. You must select one person to be the host of the meeting, and this person will use the Host Passcode. Everyone else will use the Participant Passcode. Please note, conferences will not begin until the host of the conference joins. Anyone calling in before the host will be placed on hold and informed that they conference will commence as soon as the host joins.

Once you have dialled your access number, you will then be asked to enter your passcode, followed by the # key. Then, you will be asked to record your name followed by the # key. If the host is already on the line, you will then join the conference; otherwise you will be on hold until the host joins.

During the call, there are various things you can do:

Available to Hosts Only:		Available to all Participants:	
Press *0	for assistance from an operator	**Press *0**	for assistance from an operator
Press *4	to increase call volume	**Press *4**	to increase the volume of the conference
Press *5	to increase the volume of your voice/line	**Press *6**	to mute or un-mute your line
Press *6	to mute or un-mute your line	**Press *5**	to increase the volume of your voice/line
Press *7	to decrease the conference volume	**Press *7**	to decrease the volume of the conference
Press *8	to decrease the volume of your voice/line	**Press *8**	to decrease the volume of your voice/line
Press *22	to initiate conference recording		
Press *91	to hear the participant count		
Press *93	to disconnect all participant lines		
Press *94	to lock and unlock your conference		
Press *96	to mute all participant lines		
Press *97	to un-mute all participant lines		

 If you experience any difficulties during your meeting, you can dial *0 and a live operator will assist you 24x7.

The operator can also call out and bring your participants into the meeting if they are having difficulties in connecting (Using this service will result in additional charges). Just tell the operator the names and phone numbers of the participants that you would like join you in the meeting.