

## How to conduct a Kidatu Connect Conference

- Inform your participants of the date and time that your conference will start.
- Give your participants the participant passcode and the relevant access telephone number.
- All participants (including you as the leader) dial the access telephone number at the time of the conference.
- When prompted, enter the leader or participant passcode followed by #.
- Everyone will be asked to record their name on arrival, this recording will be played into the conference.
- The conference will open when the leaders' passcode is entered, participants will hear an automated message whilst waiting.
- A soft tone will sound as each participant leaves the conference.
- Throughout the conference, the participants can use keys on their telephone to access help from an operator, or control additional in-conference features.
- To change any feature please call us on 0203 005 8794.

### Conference Controls:

- \*0 Request Operator assistance. Press \*0 for the conference operator to help with any queries. Press \*0 again to cancel your request.
- \*1 Mute your own line. Press \*1 to mute your own line, press \*1 again to speak.
- \*2 Participant count. Press \*2 for the system to announce the number of participants on the call. (This is a leader-only feature)
- \*4 Recording start/stop Toggle. Press \*4 to begin recording your conference. Press \*4 again to end recording the conference. (This is a leader-only feature)
- \*8 Lock the Conference Toggle. Press \*8 to Lock the conference. This feature will prevent any further participants entering the conference. Press \*8 again to unlock the conference. (This is a leader-only feature)