

HELPFUL HINTS FOR A SUCCESSFUL WESTEL CONFERENCE CALL



- ◆ Prepare an agenda. Send supporting materials to your people before the call.
- ◆ Think about Time Zone differences.
- ◆ Test the quality of your speaker phone with someone before you try it on a large group.



- ◆ Mute your speaker phone when not speaking.
- ◆ If you regularly use a single-speaker phone for more than 3 people in a room, consider purchasing a high-quality digital conference room phone.



- ◆ Limit background noise.
- ◆ Identify yourself when you speak.
- ◆ Address people by name when asking questions.

- ◆ **During the call you can use the system's advanced features:**

Dial *0

To have an Operator
come in the call to assist

Dial *6

To mute your line.
To unmute, dial *6 again

Dial *4

To increase the volume
on your line

**To set up your next conference call, contact
Customer Service at 1-800-580-5585**

