

PGiMeet

READYCONFERENCE® GLOBALMEET® QUICK REFERENCE GUIDE

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

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.

Start Hosting Meetings Today - It's Easy!

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

Watch video tutorials

Let Premiere Global 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 www.premiereglobal.com/video.

Manage Your Account Online

Log in at www.premiereglobal.com to manage your account. Your Premiere Global Client ID and Web Password are provided to you via your welcome email.

- > Update your account information
- > Change your meeting passcodes
- > View meeting reports
- > Access your meeting recordings

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.

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 participant lines
- *97** Un-mute all participant lines

Call Someone

- *95** Dial out to add participants

Security

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

Record for Playback

- *22** To record your meeting

An email will be sent to you following your meeting with instructions to access your playback.

Sub-meetings

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

Note: *22 and *95 may not be active due to your company's request. Contact your company administrator to activate these features.

www.premiereglobal.com

Get Customer Support

- › Press ***0** on your telephone keypad to reach live customer support at any time during your meeting.
- › For more specific questions, **chat** in real-time with a live operator, **submit** a support ticket.
- › Visit <http://support.pgi.com> to search for answers to your questions and view tutorials.

ABOUT US

Premiere Global Services, Inc. (NYSE: PGI) is a global provider of on-demand, communication technologies-based business process improvement solutions. Headquartered in Atlanta, Georgia (USA), and with presence in 24 countries worldwide, Premiere Global delivers solutions to an established customer base of over 50,000 companies, including nearly all of the Fortune 500.

LEARN MORE

Contact us today or visit our website to view customer videos or product demonstrations and get the details on all of our solutions.



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