Beginner’s Guide to Teleconferencing

Increase Business Productivity
What is Teleconferencing?

Teleconferencing is an audio meeting which you join via a telephone from anywhere in the world. Also known as audio conferencing, teleconferencing is simply linking any number of telephone lines into the one call.

What do you need to get started?

- Eureka Conferencing Account
- Telephone
- Guests

What details are provided to you?

- Host code – your security code to start the conference
- Guest code – the code you give out to your guests who are joining you in conference
- Dial in Numbers – a list of phone numbers that participants* use to join the call, depending on their location.

*Participants are any persons on the call including host or guest.

Organising a meeting - the first steps

You will need to invite your guests to join a conference. The invitation should include:

- Date/ Time of the meeting
- The Guest Code to be used to dial in
- The telephone number to be used (depending on their location)
- Other information relevant to the meeting

Starting a meeting - What does the host have to do?

Joining a meeting - What do guests have to do?
Tips to get started

The Host has a vital role to play in a teleconference – the host arranges the meeting, invites the guests and keeps the teleconference in check.

1. **Create an agenda for the meeting:** Plan and organise your meeting carefully. Don't forget to invite the participants!

2. **Find the right place to hold the meeting:** A teleconference is all about the voice and the clarity of the sound that is carried over. So ensure that there’s minimal or no background noise.

3. **Test telephone and number in advance:** It’s important to check that the equipment is ready to use with great sound quality. Also make sure there are no phone settings that will hinder your ability to dial in.

4. **Establish the must-dos:** Give participants clear instructions on how participate in the meeting – such as how to mute/unmute their lines, whether they should state their name/company on entry, when and how to contribute via a Q&A.

5. **Record the session:** Ensure that you have your teleconference recorded. This will enable you to reiterate who said what, or get minutes of the meeting.

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**Get started in 5 minutes!**
Call 1800 735 260
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www.teleconference.com.au