

Teleclass Tips and Etiquette

How to dial in to the workshop:

- Call in on time – if you are early, you will hear on-hold music until the scheduled start time.
- Remember that class times are stated in Central time.
- I will take attendance at the start of each session. If you are late, please introduce yourself upon joining the call.
- If the phone rings but you get no answer, or if the participant access code does not work, you may have misdialed or you are calling at the wrong time. Check the number, the code, and the time, and redial. If you get a busy signal, you have misdialed.
- Please do not share the dial-in number and access code.
- Please do not record the call. It is illegal to record telephone conversations without permission.

Etiquette:

- Please be courteous to your fellow workshop participants by devoting your attention to the call. Resist the temptation to check your email or do household chores! Others will benefit from your active participation in each session.
- During a group discussion, please wait for others to complete their remarks before replying. Then, identify yourself by name (and location, if we have more than one person with the same name in the group) before commenting or asking a question.

Teleclass tips from www.freeconference.com:

Be Mindful of Your Surroundings

- Call from a quiet location. No kids or pets, please!
- Turn off the ringer of a multi-line phone or any other phone in the room.

Use Optimal Equipment

- The best equipment choice for your conference is a phone unit directly hardwired into telephone lines.

- If possible, avoid using cell phones, cordless phones, speakerphones and Internet telephone services for your conference, as they often pick up static and background noise.
- A bad connection can sometimes be the cause of background static. If this happens, hang up and dial in again until you get a clear line.

Don't Forget the Extras

- Do not put your phone on hold if you have on-hold music or advertisements. Your on-hold music will play for conference participants making conversation impossible in your absence.
- Turn off your call waiting or its beeping will disrupt the conference and may be confused with entry or exit chimes. For example, dialing *70 before the conference dial-in number disables call waiting for some phone services. If you need assistance with this feature, contact your local phone service provider.

Take Advantage of Conference Controls

- Self-mute can be used by any conference participant and can be turned on and off by toggling "6" on the telephone keypad.