

PGiMeet

ANYTIME AUDIO 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 dial-in number(s) 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

- › 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.

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: Two-digit features can only be utilized by the meeting host.

Get Customer Support

- › Press ***0** to reach live customer support at any time during your meeting.
- › Access online support information like FAQs, detailed user guides and tutorials at <http://support.premierglobal.com>.
- › Email us with your specific questions at customercarecenter@premierglobal.com (U.S.)
cscanada@premierglobal.com (Canada)

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.

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Contact your Authorized Premiere Global Services Representative for additional information.

