



Operator Assisted Plus

Schedule a Conference

Reservations can be made 24 hours a day by phone or email.

1. Contact the Conference Group **Customer Service Department**.
2. Have your account and conference reservation information available.

Live Operator Functions

Operator(s) are available throughout the duration of the conference to perform the following:

- Answer leader/participant lines and collect up to 3 pieces of information*
- Screen callers from a predetermined “**Allowed Only**” list
- Operator Dial Out with additional participants dialing in with Verbal Passcode
- Q&A Session with Verbal Passcode
- Polling Session with Verbal Passcode
- Host Room
- Recording
- Operator Announcement
- Full-Time Operator to Listen (Verbal Passcode call)
- Participant List with Verbal Passcode

*Registration fee applies to conferences collecting more than 3 pieces of information.

Access Phone Numbers

Your emailed Conference Confirmation will include:

- U.S. Toll-Free
- Canadian Toll-Free
- Toll dial-in number
- Verbal Passcode

To Access the Conference

1. All callers dial the appropriate **Access Number** listed on the Conference Confirmation email.
2. Callers will hold the line for the operator and give them their **Verbal Passcode**.
3. The operator will take the requested information from the participants before placing them into the conference.

An Operator Assisted Plus conference is a conference call with multiple operators to answer all participant lines. This guide provides the basic information necessary to start using our Operator Assisted Plus audio conferencing service.

Questions? We are here 24/7 to help.

Call (877) 709-8255

Email csr@conferencegroup.com

**Contact Us 24/7
to schedule your conference.**

By Phone:

877-709-8255 (U.S. & Canada)

302-709-8255 (International)

By Email:

csr@conferencegroup.com

What you need to make a reservation

- Account Number
- Leader Name
- Date of conference(s)
- Start Time
- End Time
- Time Zone
- Number of callers
- Email Address for confirmation
- Special Features needed