Remote-Teaching Teleconference Instructions

I. Teleconferencing
You can start or join a classroom teleconference by dialing 1-201-479-4595. This number can be used on any mobile or landline phone. We suggest this option if you have low bandwidth or do not have built-in audio hardware on your computer.

A. Starting a Teleconference (for Faculty)
1. Email your students the classroom meeting number before your teleconference.
2. Dial 1-201-479-4595.
3. Enter the classroom meeting number, the 4-digit host pin, and press the # sign at the voice prompt.
4. Once you press the # sign, your teleconference will begin and students can call in.

B. Joining a Teleconference (for Students)
1. Open the email that your professor sent you.
2. Dial 1-201-479-4595.
3. Enter the classroom meeting number followed by the # sign.
4. You will be connected to the teleconference.

C. Phone Keypad Commands
The below-listed commands are available via your phone keypad during a teleconference. Please note that you must press the Asterisks key before the number.

*1 = Mute/Un-mute your line
*2 = Mute All/Unmute All (Host Only)
*4 = Lock/Unlock Conference (Host Only)

Note: the Mute button on your phone does not mute you on a teleconference.

II. Classroom Teleconference Numbers and Web Conference Links
You can find a list of classroom meeting numbers and host pins at https://sp.law.georgetown.edu/sites/Emergency/SD/For%20Staff/Classroom%20Teleconference%20Numbers%20and%20Web%20Conference%20Links.pdf. 

January 23, 2015