

Moderator's Meeting Check List

✓			
	<b>TELEPHONE CONFERENCE LINE</b>		
	Silence tones	*39 on phone	Eliminates entry/exit tones
	Lecture mode	*96 on phone	Mutes all participant lines – option offered to individual unmute
	<b>ROOM PREPARATION</b>		
	VOIP use	Run audio wizard	If first time using VOIP on this computer
	Do not start recording		Wait to start recorder until formal presentation begins
	Connect Session to Teleconference	Follow on-screen instructions	Captures audio in recording, allows listening over computer
	<i>Optional:</i> Disable features	For Participants	Click icons in Main Room to disable/enable feature access
	<i>Optional:</i> Start Timer	Displays to all	Announce meeting start time for early arrivers
	<b>START MEETING</b>		
	Make announcements		Before or after recording starts
	Start recording		Announcement played to all - advises being recorded
	Monitor technology, Chat		Assign a facilitator if needed
	<b>TAKING A BREAK</b>		
	Stop recording	Pauses recording	Prevents 'dead-air' time from being include in archive
	Do not disconnect Teleconference		Avoids forgetting to reconnect when meeting resumes
	<i>Optional:</i> Start Timer	Displays to all	Announce when break is over / meeting resumes
	Start recording		When meeting resumes
	<b>END OF MEETING</b>		
	Stop recording		Announcement played – advises recording stopped

	<i>Optional:</i> Save text Chat to a file		File > Save > Chat
	Confirm everyone exits the room	Archive delayed if room open	Click on name > <i>Remove Participant</i> from drop-down menu
	<b><i>Additional Room Options</i></b>		
	Audible/Visual Notifications	Change default settings	Menu: Edit > Preferences > Audible Notifications / Visual Notifications
			For participant and room activities