



GENESIS

ONLINE MEETING, CONFERENCING
AND TELECOM SERVICES

A MINORITY-OWNED BUSINESS ENTERPRISE

Scheduling an Operator-Assisted Conference Call

1. Operator-Assisted conference calls must be scheduled 48 hours in advance. Any changes to phone numbers or attendees must be reported 1 HOUR prior to the conference to ensure the GenesisLive operator receives the information.
2. To schedule the call, please fill-in the form below or send the following information in an email to assistedcall@genesisnetworks.com: Or you can print and fax it to: 201-881-0022

Your Name: _____

Organization / Company: _____

Telephone Number: _____

Email: _____

Conference Date: _____

Conference Time: _____

Time Zone: _____

Your conference access telephone number: _____

Conference ID and Subscriber PIN: _____

Names and telephone numbers of each participant to be called, including the order in which they should be called (if necessary), INCLUDING the Call Leader: _____

Name, Primary Phone Number, Alternate Number – LIST ONE PER LINE Example: Joe Smith, 212-445-1234, 212-445-4321

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3. The GenesisLive operator will start the conference call and then dial out to the Call Leader and participants. Once everyone has joined, the GenesisLive operator will hang up.

PLEASE NOTE: The Call Leader will not have access to all of the conference controls (such as recording the conference or additional dial-outs) unless he/she hangs up and dials back in once the operator has disconnected. If the Call Leader needs access to these functions, the GenesisLive operator can contact the Call Leader AFTER all of the participants are connected and instruct him/her to dial into the conference themselves.

For further assistance, please call our Help Desk at 1-877-297-2901.