Conference Call Instructions:
Access Number: 1-530-216-4294
Enter your PIN Code.

- Call the above access number at the scheduled time. An automated system will
  answer and prompt you to enter the PIN code. You may need to try several times.
- Phone lines can be muted at any time by pressing 6. When you are muted, you can
  hear us but we can't hear you. For example, if you need to cough... To come back, press 6 again.
- Once you are on the call, you can “raise your hand” by pressing a number key from 1 to 5 on your phone.

About Connecting to Our Conferencing System
People occasionally have difficulty connecting with the conferencing system. Here are some things that may help.

- The system you use to call makes a difference. Calling via a landline or via Skype
  or with a cell phone are usually okay options. Calling with a prepaid low-cost
  calling card can be a problem. If you are getting into the call, but it doesn't
  recognize your PIN, that may also be the problem.
- If you need low-cost calling, dial-around services have generally worked better
  than calling cards. For some options, try the search engine at: http://www.10-10-
  dial-around.com/best_rates.htm
- The connection issue has to do with the system not being able to "hear" the phone
  tones, so you can help by waiting until the recorded voice finishes speaking, and
  then putting in your PIN slowly and distinctly.
- Don't put in the # sign. It says to put a # sign after the PIN, but actually it works
  better if you don't. As soon as you put in the PIN, you should hear "This call may
  be recorded." That means it worked. If you hear silence instead, hang up and try
  again.
- If you still have trouble, call an assistant and they will give you an alternate PIN
  to try.

When you first get on the call you may hear nothing. Don't worry. If you heard the voice
say "This call may be recorded," your connection worked and you are on the call. The
fact that you hear nothing simply means you are a little early. Just wait... soon something will happen.

Tips for a Successful Call:
- It would be good to test your long distance connection in advance, to make sure
  you can get a clear (non-static) phone line. For this reason it's better not to call
  from a cell phone, or from a speaker phone, and if you call from a cordless phone,
  stay close to the base.
- Two and a half hours is a long time to hold a phone in your hand, so you might
  want to look into getting a hands free phone. Radio Shack makes some good ones,
especially one called VoiceStar. Basically you need a phone with a head-set jack, and a head-set. Again, it's a good idea to get it beforehand and practice some.

- We also highly recommend something called an “Up-Down Timer,” for timing your phone sessions.
- It might also be a good idea to wear comfortable, loose fitting clothing, and to have paper, pen, drinking water, etc. nearby.
- And remember, you’ll need to arrange not to be interrupted for the full time of the class. You won't be able to be the babysitter or the one who keeps the cat quiet!

**About using Skype:** Skype is OK to use, though you will be using Skype to call a regular phone number, so it will cost something, not too much though. To enter the PIN code, click on the keypad icon after initiating the call. When using Skype, please use a headset, otherwise the sound can be echo-y and uneven for the class.