

Sound attendants **MUST** be thoroughly trained, before setting up a phone meeting!
KH Phone Connection Instructions USA

revised 7/11/16

Kingdom Hall DIAL IN INSTRUCTIONS

IMPORTANT: ADD ill, infirm & isolated PUBLISHERS NAMES TO CALLERS LIST or USERS ID LIST. Callers NOT on your list will hear "that conference is temporarily unavailable." Attendant can add, edit or remove names at any time. SEE: WebPortal instructions.

ALWAYS OPEN YOUR WEB PORTAL BEFORE CONNECTING TO MEETINGS
YOU MUST READ WEB PORTAL INSTRUCTIONS SEE: HELP tab on your WebPortal

An Internet computer or laptop at the sound station gives the sound attendant full control over the conference.
OPEN Web Portal BEFORE dialing in!

1. OPEN: www.MyMeetings.org >> Click: **KH PHONE LOGIN**

2. DIAL: Telephone # _____

IMPORTANT: KH Connect 5 minutes or less before meeting begins! Do NOT play music into conference after meetings!

Emergency dialin number: Use this number 1-612-808-8634 ONLY if you have a problem connecting!

3. Enter your Conference ID (PIN), (_____ *) NOT the # sign. (Must dial * to become HOST)

4. At the prompt enter the HOST (KH) PIN (_____) The KH **MUST** be the HOST!

5. **IMPORTANT:** WAIT for prompt that ask for number of listeners. Press (0#) to activate KH audio!

If you do NOT press (0 #) NO KH sound will be heard by the participants.

If KH gets disconnected dial back in. Listeners will be held on line for 30 minutess waiting for you connect!

6. Turn on the phone patch box and keep it on until meeting ends.

7. Turn on portable mikes during songs to permit online participants to hear singing.

8. GET COUNT: Use Web Portal for accurate count when physical count is taken at meeting.
Look at Web Portal (screen) to get an accurate ONLINE listeners count!

9. **END MEETING: Immediately after final prayer** KH **MUST** click End Conference (X) on your Web Portal to cancel conference and activate the recording link generator.

10. **Do NOT play music into conference after meetings! Click (X) to cancel!**

SOUND QUALITY: Have someone from home listen in and signal you as you increase or lower the audio level to phone line for correct volume. The volume **MUST** be sufficient for older ones to hear well. Do **NOT** over drive the volume to the conference it will sound muffled or distorted. A weak volume or echo sound may be corrected by more volume or moving the microphone closer to the speakers mouth. Listen to your meeting, recordings from time to time to determine if your sound quality needs tweaking. **It MUST be LOUD and CLEAR!**

IMPORTANT: Learn how to use your Web Portal
www.MyMeetings.org SEE: KH HELP (WEB PORTAL)

Post this instruction page at your congregation sound station

IMPORTANT: Conference problem? SEE WebPortal HELP, also History & Recordings