



System Requirements

System Requirements: As a Moderator

Before the Conference:

Invite your Participants and provide them with the date and time of your teleconference, your teleconference dial-in phone number and the Participant Code. Never provide your Moderator Code to anyone.

To Join the Conference:

At the correct time and day, dial the teleconference dial-in number and enter your Moderator Code followed by the # key. You will then be entered into your teleconference and will be able to communicate with all Participants.

During the Conference:

Press	Function
*0	Request Operator assistance
*4	Start or stop recording the teleconference: Press *4 to start recording then press *1 to confirm recording. Press *4 to end recording or hang up phone.
*5	Mute or un-mute all the Participant's lines
*6	Mute or un-mute your own individual line
*7	Lock or unlock the Teleconference to additional Participants
*8	Listen to a Participant count and Roll Call
##	Automatically disconnect all lines

System Requirements: As a Participant

To Join the Conference:

At the correct time and day, dial the teleconference dial-in number and enter the Participant Code followed by the # key. You will then join the Teleconference.

During the Conference:

Press	Function
*0	Request Operator Assistance
*6	Mute or un-mute your own individual line