

Conferencing Service Moderator Quick Reference Guide

On-Network Dial-In: 999

Off-Network Dial-In: 480-302-6988

Moderator Code: _____

Participant Code: _____

A conference user who can start and manage conferences is known as a **MODERATOR**. The Conference Moderator is provided with:

- A Moderator Code for controlling conferences
- A Participant Code for all Participants to join the conference

The Moderator Code is your identifier as an administrator of the conferencing service. You should not disclose it to anyone else, to prevent unauthorized use of your service.

The access telephone number and Participant Code will need to be provided to other people who will be taking part in conferences.

Starting a Conference - Moderator

1. To start a conference, the Moderator must dial the access telephone number for the conferencing service: 999 if within the Phoneware network, or 480-302-6988 if not.
2. When prompted, the Moderator should enter their Moderator Code on their telephone keypad and press #.
3. When prompted, Moderator should record their name and then press #. This will be used in announcements within the conference to indicate that who has joined or left, or in a roll-call listing who is in the conference room.

Joining a Conference - Participant

1. To join a conference, Participants must dial the access telephone number for the conferencing service: 999 if within the Phoneware network, or 480-302-6988 if not.
2. When prompted, the Participant should enter the Participant Code on their telephone keypad and press #.
3. When prompted, the Participant should record their name and then press #. This will be used in announcements within the conference to indicate that who has joined or left, or in a roll-call listing who is in the conference room.

Ending a Conference

For basic conferencing, the conference ends when the Moderator hangs up

Moderator Code Reference for Conferencing Service

<p>*1 Outdial Call Dial participant's phone number, then listen for instructions or press # to skip. Wait for call to be connected. Then press 1 to bring participant into conference, or press * to abandon outdial attempt and return to conference.</p>	<p>*2 Mute or un-mute</p>	<p>*3 Lock or unlock conference</p>
<p>*4 Roll call of participants</p>	<p>*5 Count of Participants</p>	<p>*6 Joining announcements on/off</p>
<p>*7 Name of last participant to join</p>	<p>*8 Recording on/off</p>	
<p>** Soft exit</p>	<p>(hang up) End conference</p>	

Web interface: <https://myaudiobridge.com>. Enter both Moderator Code and Participant Code and click LOG ON.