

Please **PRINT** for your records. If you do not receive two emails containing your conference information and guest/participant invitation, please check your spam folder.

Your TOTALLY FREE Conference Telephone Number:
(712) 432-6100

Participant Passcode:
124475#

Moderator Pin:
124464#

Your TOTALLY FREE Conference Replay Number:
(712) 432-6190

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Check your email for account information regarding your conference dial in number and commands. You will also receive a second email that can be forwarded to all your conference participants which allows you to enter the date, time and conference subject.

To begin conferencing

Notify participants of the dial in number (712) 432-6100, pass code, along with the date and time of the conference. All participants will call the same dial in number, and enter the same pass code followed by the # key. Press 1 to confirm pass code. The conference will begin in Interactive Mode (all participants will be able to talk). Participant keys can be used by all callers on the conference call.

Entering access codes

The host of the conference should enter the Moderator Pin followed by the # key, and then press 1 to confirm the Moderator Pin. Participants should enter the participant pass code provided to you followed by the # key. Press 1 to confirm pass code. Now you can begin Conferencing!

Record your conference

To record your conference call: Enter your conference as a Moderator then press *9 to record. The system will prompt you to enter a recording number followed by the pound key. At that point you can enter any number, up to 8 digits, for your filename. I suggest maybe the dates of your calls, i.e. 012009.

IMPORTANT: There must be two participants in the conference for the recording to work. To stop the recording, press *9 again or just hang up the speaker line.

FREE replay line

1. For participants to listen to your recording:
Dial (712) 432-6190
2. Enter the Conference access code followed by the pound

key.

3. Then enter the recording number followed by the pound key that was used to record the call.

FREE digital downloads

We are pleased to present a hassle free way for you to access your conference call recordings immediately after your call has concluded. [Download](#) wav files of all your recordings **ABSOLUTLEY FREE**. You no longer have to waste time waiting for your recorded call to be sent to you. Simply log into our web portal and view all of your recordings for that month. Files are deleted after 30 days, so be sure to download your calls to your desktop within that time frame.

You'll receive your download instructions via email.

User Guide - During the Conference

Moderator Commands:

Press *2 - call count of participants

Press *3 - exit conference

Press *4 - help menu

Press *5 - presentation mode - mute all listeners

Press *6 - mute individual line

Press *7 - lock conference

Press *8 - entry tone options

Press *9 - record

Participant Commands:

Press *3 - exit conference

Press *4 - help menu

Press *6 - mute individual line

[Download a pocket-sized Users Guide. Click Here.](#)