Audio Conferencing   User Guide

At the designated time for the conference,
simply enter the Dial-in Number

Welcome.
Please enter your passcode followed by the "#" key.

If you are the chairperson(s), please enter
Moderator Passcode

If you are a participant, please enter
Participant Passcode

Thank you! Your passcode has been accepted.
Please wait for the tone,
then say your name and press the # sign.

Moderator

Participant

As the first caller, you will hear

At the tone, you will be the first caller in the conference. As the first caller to enter the conference, the line will be silent until another participant joins the call.

If a participant is on the call, you will hear

At the tone,
you're the ___ caller in the conference.

Then you will hear the roll call.

If the moderator hasn't joined the call, you will hear

All the participants will be on hold with music until the moderator joins the conference.

If the moderator is on the call, you will hear

At the tone,
you're the ___ caller in the conference.

You are now on the conference call and can access the conference features