



Conferencing Service Quick Reference Guide

A conference user who can start and manage conferences is known as a moderator.

The conference moderator is provided with:

- The access telephone number for the conferencing service: 480.302.6988
- Your moderator code for conferencing
- A participant code associated with your moderator code

The moderator code is your identifier as a user of the conferencing service. You should not disclose it to anyone else, to prevent unauthorized use of your service.

You will need to provide the access telephone number and participant code to other people who will be taking part in your conferences.

Starting a Conference - Moderator

To start a conference, dial the access telephone number for the conferencing service.

- You are prompted for the moderator code. Enter this on your telephone keypad, then press the # key.
- You are then prompted to record your name. This will be used in announcements within the conference (to indicate that you have joined or left, or in a roll-call listing who is in the conference room). Say your name clearly, then press the # key.

Joining a Conference - Participant

To join a conference, dial the access telephone number for the conferencing service.

- You are prompted for the participant code. Enter this on your telephone keypad, then press the # key.
- You are then prompted to record your name. This will be used in announcements within the conference (to indicate that you have joined or left, or in a roll-call listing who is in the conference room). Say your name clearly, then press the # key.

Ending a Conference

For basic conferencing, the conference ends when the moderator hangs up.