



Moderator Controls - Start a Conference

Starting a Conference on the Phone

- 1 Dial the toll-free number on your moderator card
- 2 Enter your conference ID and press #
- 3 Press *, enter your PIN and press #

For international users, dial your international dial-out plus the country code followed by the 303 dial-in number on your moderator card.

Starting a Conference on the Web

- 1 Go to <http://www.terrafirmacomm.com>
- 2 Click on 'start a conference' and select 'etherspeak'
- 3 Click the 'Moderator' button
- 4 Enter your conference ID and PIN and click 'OK'
- 5 Click the appropriate buttons for conference management tools or click 'Conference Now' to begin your conference

Participant Controls - Join a Conference

Joining a Conference on the Phone

- 1 Dial the toll-free number provided by the moderator
- 2 Enter the moderator's conference ID and press #
- 3 You will be placed directly into the meeting if the moderator has already joined. If the moderator hasn't joined, you will be placed on hold for up to 10 minutes.

For international users, dial your international dial-out plus the country code followed by the 303 dial-in number on your moderator card.

Joining a Conference on the Web

- 1 Go to <http://www.terrafirmacomm.com>
- 2 Click on 'start a conference' and select 'etherspeak'
- 3 Click the 'Participant' button
- 4 Enter your name, email address, and the moderator's conference ID then click 'OK'

Key Features

- **Reservationless Conferencing.** Conduct a conference instantly, without a reservation, for up to 125 audio participants* and over a thousand web participants.
- **Muting and Unmuting.** Mute all participants on the phone by pressing ## or on the web by clicking 'Mute All' in the 'Conference Control' window. On the phone, participants can mute their own lines by pressing *6 and unmute them by pressing *7.
- **Conference Continuation.** Moderators may allow the conference to continue when they disconnect by entering *8 before hanging up or selecting 'Conference Continuation' in the 'Conference Control' window.
- **Upload a Presentation.** Go to 'Presentation Manager' and click 'Browse' to find the presentation on your computer. Name your presentation, select the appropriate slide size and click 'Store It'.

Moderator Phone Commands

- ** Main menu
- *0 Private operator assistance
- 00 Public operator assistance
- *1 Dial a new participant
 - *1 Join participant
 - *3 Cancel dial-out
- *2 Start recording
 - *2 Stop recording
- *4 Lock conference
- *5 Unlock conference
- *6 Mute your line
- *7 Unmute your line
- *8 Conference continuation
- *# Participant count
- ## Mute all lines except moderator
- 99 Unmute all lines

Participant Phone Commands

- 00 Operator request
- *6 Mute your line
- *7 Unmute your line

Record Your Conference

- 1 For phone recording only, press*2 on your keypad.
- 2 To record the audio and web, once in conference, click 'webcasting' and choose your desired option.

Playback a Recorded Conference

- 1 Dial the toll-free number provided in your conference recording email and press 1 to listen to the recorded conference
- 2 Enter the conference ID, then #
- 3 Enter the playback ID, then #
- 4 Use the commands below to navigate through the conference recording

Record and Playback Phone Commands

- Press 1** Skip backward
- Press 2** Pause/unpause
- Press 3** Skip forward
- Press 4** Go to the beginning of the recording
- Press 5** Skip backward to the beginning of the previous segment
- Press 6** Skip forward to the beginning of the next segment
- Press 7** Increase the volume by 25%
- Press 8** Decrease the volume by 25%
- Press #** Stop and return to the main menu
- Press**** Main menu