

Quick Reference Guide

Web and phone conferencing



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Moderator Controls - Start a Conference

Starting a Phone Conference

1. Dial the toll-free number on your moderator card
2. Enter your conference ID and press #
3. Press *, then enter your PIN and press #
4. State your name 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 Web Conference

1. Go to: <http://www.copperriverinc.com>
2. Select "Members"
3. Select "Start or Join a Conference"
4. Click on the "Moderator" button
5. Enter your conference ID and PIN, then click "Enter"
6. Click the appropriate buttons for conference management tools or click "Conference Now" to begin your conference on the web

Participant Controls - Join a Conference

Joining a Phone Conference

1. Dial the toll-free number provided by the moderator
2. Enter the moderator's conference ID and press #
3. Ignore the prompt to press *
4. State your name and press #
5. 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 the international dial-out plus the country code followed by the 303 dial-in number the moderator provided you.

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Joining a Web Conference

1. Go to: <http://www.copperriverinc.com>
2. Select "Members"
3. Select "Start or Join a Conference"
4. Click on the "Participant" button
5. Enter your name, email address, and the moderator's conference ID, then click "Enter"

Phone Commands

Moderator Phone Command

**	Main menu
*0	Private Operator Assistance
00	Conference wide Operator Assistance
*1	Dial a New Participant
	*1 Join Participant
	*3 Cancel Dial-Out
*2	Start Phone Recording
	*2 Stop Phone Recording
*4	Lock Conference
*5	Unlock Conference
*6	Mute Your Line
*7	Unmute Your Line
*8	Conference Continuation
*9	Participant Count by Name
#	Participant Count
##	Mute All Lines Except Moderator
99	Unmute All Lines

Participant Phone Command

00	Operator Request
*6	Mute Your Line
*7	Unmute Your Line

Key Features

- 1. Reservationless Conferencing.** Access Web and Phone Conferencing instantly, without a reservation, for up to 125 phone participants and over a thousand web participants.
- 2. 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.
- 3. 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.
- 4. 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'.

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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

Recorded 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 the return to the main menu
Press **	Main menu