



## 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

## 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.*

### *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'



# Web and Phone Conferencing

PHONE COMMANDS	Moderator Phone Commands	Participant Phone Commands
	** Main menu	00 Operator request
	*0 Private operator assistance	*6 Mute your line
	00 Conference-wide operator assistance	*7 Unmute your line
	*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	
	*# Participant count	
	## Mute all lines except moderator	
	99 Unmute all lines	

### Key Features

- Reservationless Conferencing. Access Web and Phone Conferencing instantly, without a reservation, for up to 125 phone 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'.

### 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	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