# quick start for
# CONFERENCE CALLING

EATEL's Conference Calling service provides productive conferencing on demand, when you are ready to meet. There is no need to schedule a conference or call an operator to moderate the call. You'll also enjoy hte flexibility of moderating the conference call by using your phone keypad or an easy to use web interface.

Inviting participants is easy!
Simply invite them to join by providing them with the toll-free access number and your participant code.

## JOINING THE CALL

1. Call **225-621-8636** or **1-877-621-8636**

2. **Moderator**
   Enter your moderator code, then press **#**.

   **Participant**
   Enter your participant code, then press **#**.

3. Record your name, then press **#**.

   **NOTE**   Once the moderator joins the call, all participants will be joined.

## MODERATOR KEYPAD CONTROLS

Once the call begins, the moderator can manage the call by using the following keypad controls on the moderator's phone.

**\* 1**   Originates an outbound call to add another participant.
  - After the prompt, key in the 10- or 11-digit phone number followed by #.
  - Press 1 to add the participant or * to drop the participant and return to conference.

**\* 2**   Mutes and unmutes participants.

**\* 3**   Locks and unlocks the conference from new participants.

**\* 4**   Announces a roll call of participants on the call.

**\* 5**   Announces the number of participants on the call.

**\* 6**   Turns joining announcements on & off.

**\* 7**   Announces the last participant to join the call.

**\* 8**   Starts & stops the recording of the call.

**\* \***   Allows moderator to exit while participants continue.

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## CONFERENCE WEB INTERFACE

The moderator can manage the conference call using the conference web interface.

### To Log On

On the Incoming Call screen, tap **Forward**

1. Go to **conference.eatel.net**
2. Enter your Participant Code.
3. Enter your Moderator Code.
4. Click Log On.

## MAIN MENU OPTIONS

| | |
|---|---|
| **Current Call** | **Current Call.** Opens the current call window. |
| **Directory** | **Directory.** Manages the names that are stored for conference participants. |
| **History** | **History.** View a list of past conferences that have been managed. |
| **Options** | **Options.** View and manage options that control how conferences operate. |
| **Log Off** | **Log Off.** Ends use of the web interface. |

### Moderator Controls

Current date and time: 2/28/07  10:09:17 AM
Number of participants: 3
Conference time (HH:MM): 00:04

1. **Record**
2. **Lock**
3.

Number: 8082038001  Name: Moderator — **Mute** **Drop** — 4

Number: 8082038002  Name: Pamela — **Drop** — 6

Number: 8082038003  Name: Moderator — **Mute** **Drop** — 5

1. Record the conference.
2. Locks & unlocks the conference from new participants.
3. Current conference information
4. Adjust participants phone volume.
5. Mute participant's phone.
6. Drop participant from the conference.

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as of 04.2020