
JOIN THE CALL

- 1 Call Access Telephone Number.
- 2 Enter Participant or Moderator Code.
- 3 Record personal introduction to call.

Until the moderator joins the call, all participants will hear hold music. Once the moderator joins the call, all participants will join the call.

MANAGE THE CALL

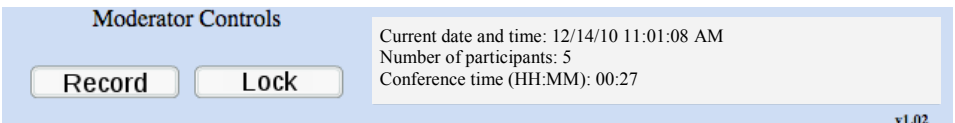
Once the call is underway, the moderator can manage the call using the browser interface. Go to www.bigriverconference.com.



Log In...

- 1 Enter Participant Code.
- 2 Enter Moderator Code.

After logged in, click on 'Current Call' button on Control Panel. **Moderator Control panel** appears.



The **Moderator Control** panel provides information about the call, like the date and time of the call. The **Moderator Control** panel also shows number of participants and duration of the call.

The **Moderator Control** panel also provides two critical call control functions:

CALL RECORD Upon clicking on the Record button, the conference call is recorded and the file is saved for later access. Clicking on the Record button again, terminates the recording.

CALL LOCK Upon clicking on the Lock button, the conference call is locked and no new participants can join the call. Clicking on the Lock button again, unlocks the conference call and allows new participants to join the call.

TELECONFERENCE USER GUIDE

MANAGE THE PARTICIPANTS

Participant Controls appear below the **Moderator Control** panel on the **Current Call Screen**. The **Participant Controls** provide full control of participant lines from the control panel.



Identifying information such as telephone number and caller name is listed for each caller. Additionally, the participant icon will appear green when sound is detected from that participant's line. The **Participant Controls** allow the moderator to manage the participant's line.

MUTE Clicking the **MUTE** button for any participant will prohibit any sound coming from that participant's line to be muted from the conference. The muted participant will hear all other audio from the conference. Clicking the **MUTE** button again will unmute the participant's line.

DROP Clicking the **DROP** button will cause the participant to be disconnected from the conference call. If the conference has been locked, the participant will be unable to re-join the call.

VOLUME CONTROL The seven volume control bars allow the moderator to increase or decrease the volume of the audio being emitted from a particular participant. Higher volume is achieved by clicking on bars to the right; lower volume is achieved by clicking on bars to the left side of the volume control bar. The selected volume level is indicated by the number of green bars.

CONFERENCE CONTROL OPTIONS

Conference Control options are accessible from the **CONTROL PANEL**, from the **OPTIONS** button. Available options include tone and announcement options as well as music on hold selection.

Conference recordings are available via the **RECORDINGS** button on the **CONTROL PANEL**.

Have a more productive call.