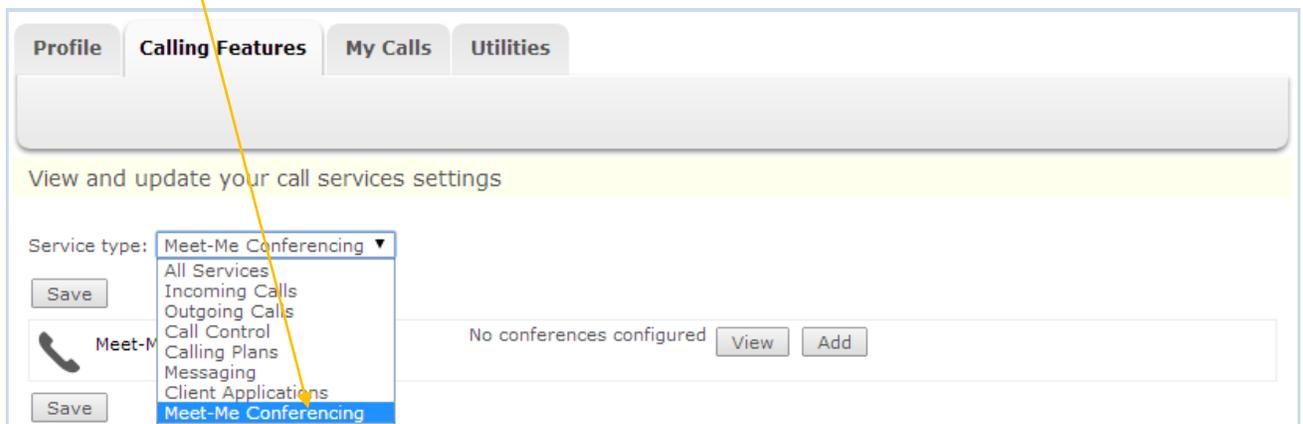


# How to set up a Meet-Me Conference Bridge

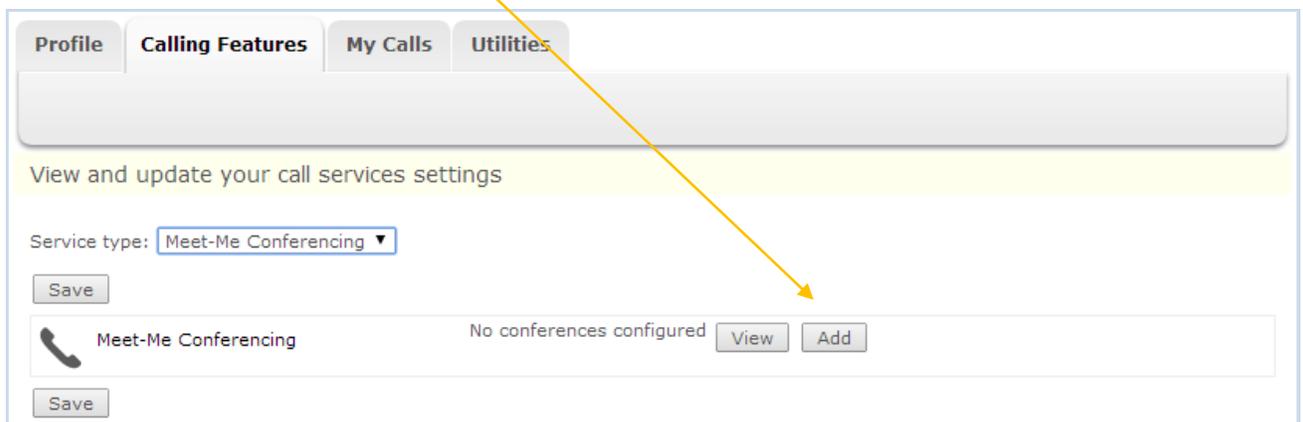
- 1 | Log in to the TelNet Conferencing web interface at <https://serviceportal.telnetww.com>  
(Note: the Username is your 10-digit phone number; use the password provided by your system administrator.)



- 2 | Select **Meet-Me Conferencing** from the Service type pull down menu.



- 3 | To create a new conference bridge, click **Add**.



- 4 | Fill in **Title**, other details and options (for example, if you want participants to wait until the moderator has arrived, select “Moderator required to start conference” option.) When complete, click **Save**.

- 5 | After the conference bridge has been created, click **View** followed by **Edit** to see conference details.

- 6 | Conference details include **Date(s)**, **Conference Phone Number** and **Conference ID** to share with your participants, as well as your **Moderator Pin** code to access the conference. Modify or distribute information as needed.

## Conference Control Commands (touch-tone/ DTMF)

**Before the conference begins**, participants and moderator can press # to turn off the on hold music.

**Once the conference commences**, conference control commands are available to both moderators and participants at any time during the conference. Only the person who chooses to use this feature by pressing \* during the conference hears the menu while other participants continue talking, or listening in to the conference.

### Moderator Control Menu

To access the moderator control menu at any time during the conference, press \*, then press:

- 1 – Mute or unmute this line
- 2 – Participant count, followed by roll call
- 3 – Turn on or turn off Lecture Mode
- 4 – Lock or unlock conference
- 6 – Invite a new participant by calling the participant
- 8 – End conference
- # – To return to the conference
- \* – Repeat the menu options

#### NOTES

**Power dial** – If you don't want to listen to the menu, simply press \* then the digit for the option you want. (e.g., you can press “\*4” to lock the conference.) If you enter any digit other than what's noted here, you are returned back to the conference.

**After Lecture Mode, ask to unmute** – **Lecture Mode** mutes participants so that the moderator may speak uninterrupted. After **Lecture Mode** has been *enabled*, then *disabled*, the moderator must ask participants to unmute their lines by pressing \*1. **Otherwise participants will remain muted.**

### Participant Control Menu

Control functions are also available to participants who are not moderators. To access the participant control menu at any time during the conference, press \*, then press:

- 1 – Mute or unmute myself
- 2 – Participant count, followed by roll call
- 9 – Log in as moderator
- # – To return to the conference
- \* – Repeat the menu options

#### NOTES

**Log in as Moderator option** – When a participant selects this option, they are asked for the moderator PIN. If the PIN is correct, they become a moderator and can execute moderator commands.

**Mute/Unmute** – Participants can only mute or unmute themselves. If a moderator has muted a participant's line, the participant cannot unmute it.