

A conference user who can start and manage conferences is known as a **Moderator**.

The conference moderator is provided with:

- The **Access Number** for the conferencing service: 480-302-6988
- A **Moderator Code**
- A **Participant Code** associated with your moderator code

The moderator code identifies you as a user of the Conferencing service. *You should not disclose it to anyone else, to prevent unauthorized use of your service.*

You will need to provide the Access Number and Participant Code to other people who will be taking part in your conferences.

Starting a Conference - Moderator

To start a conference, call the **Access Number** for the conferencing service.

- You will be prompted for the Moderator Code. Enter the **Moderator Code** on your phone keypad, then press the # key.
- You then will be prompted to Record Your Name. This will be used in announcements within the conference (to indicate that you have joined or left, or in a roll-call listing who is in the conference room). **Record Your Name** by saying it clearly, then press the # key.

Joining a Conference - Participant

To join a conference, call the **Access Number** for the conferencing service.

- You will be prompted for the Participant Code. Enter the **Participant Code** on your phone keypad, then press the # key.
- You then will be prompted to Record Your Name. This will be used in announcements within the conference (to indicate that you have joined or left, or in a roll-call listing who is in the conference room). **Record Your Name** by saying it clearly, then press the # key.

Ending a Conference

For basic conferencing, the conference ends when the **Moderator** hangs up.