
Earthlink Business Hosted Voice Conference Bridge User Guide

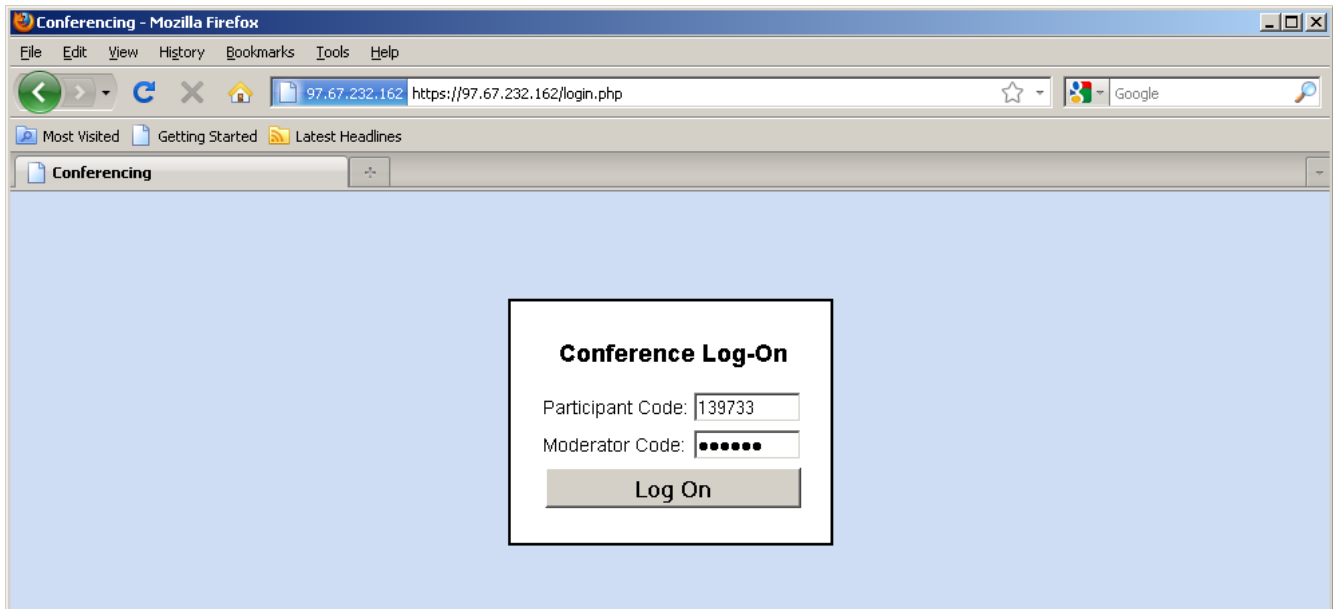
All users should have received a notification, similar to the following, which provides the toll free access number, secure URL for bridge control, moderator and participant codes.

PLEASE NOTE: The information below is SAMPLE information, and you should contact your administrator if you have not received this information.

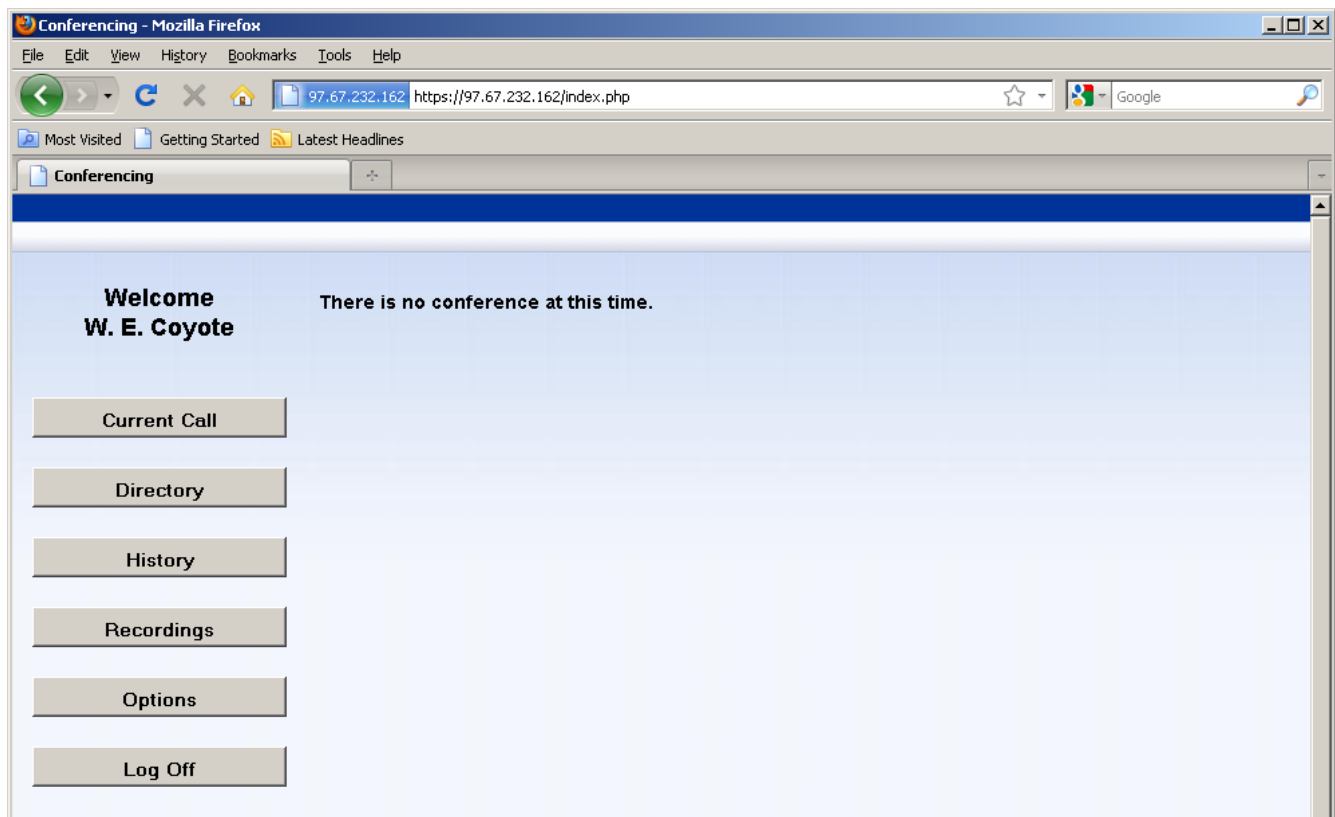
You have been assigned a new conference bridge.	
Access Number	1-877-869-8359
URL	https://conf.voip.deltacom.net
Participant Code:	123456
Moderator Code:	654321



The simplest manner of using the conferencing bridge is simply by dialing the toll-free number and following the voice prompts. However, by utilizing the secure website you have much more control over the bridge. Input both Access Codes and click the Log On button to enter the site.



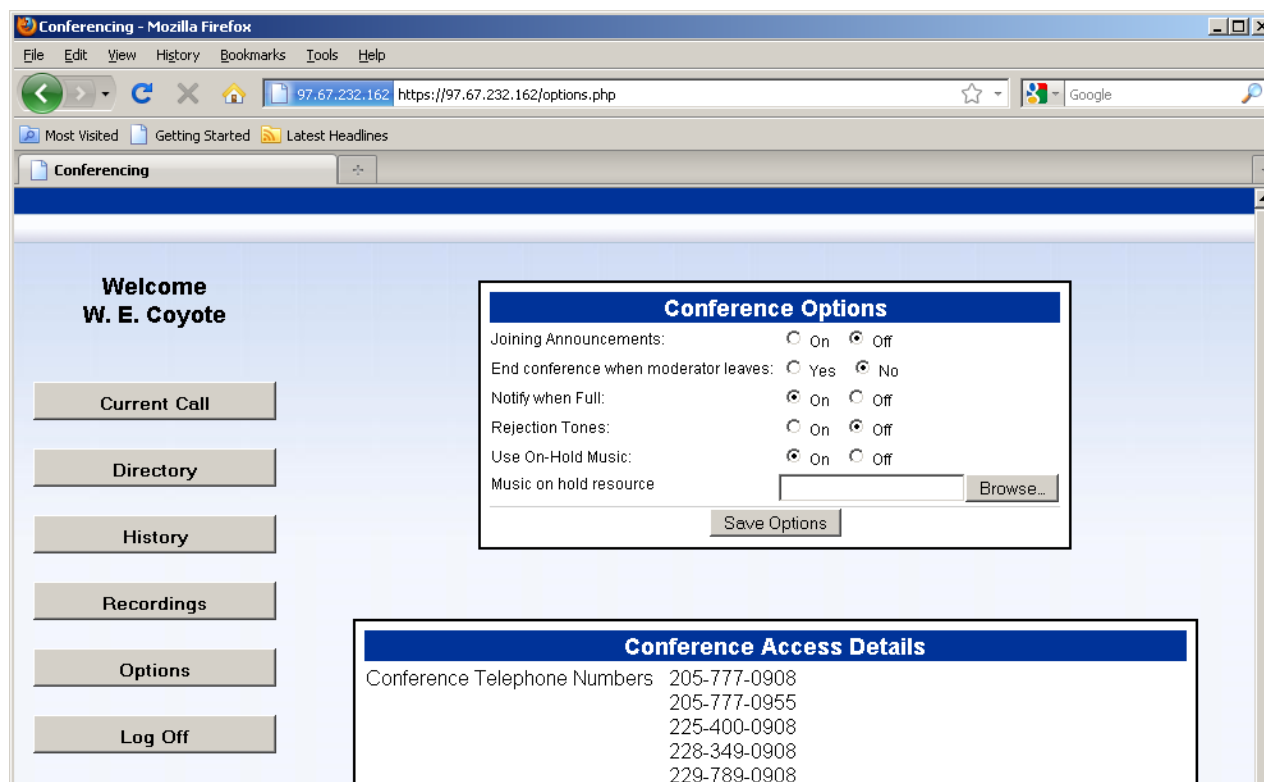
Once logged in you will be presented with several options for controlling the conference bridge and enhancing the conference bridge experience.



- **Current Call** – During an active conference, this will display information about conference members.
- **Directory** – Not used at this time.
- **History** – General information about past conference bridge use.
- **Recordings** – Use is limited at this time.
- **Options** – Enhanced control of the conference bridge. This area will be discussed in greater detail.
- **Log Off** – Self explanatory



On clicking the Options button a new screen will appear. When making any changes, click the Save Options button to enforce the changes. Do not reference the access numbers since those are subject to change. Use the toll-free number provided in your initial email.



- **Joining Announcements** – when “On” will announce each participant who joins.
- **End conference when moderator leaves** – when “Yes” will force the bridge to drop shortly after the moderator leaves the conference
- **Notify when Full** – when “On” will announce when you have reached the limit of your conference participants (normally 30).
- **Rejection Tones** – leave “Off”
- **Use On-Hold Music** – when “On” forces the participants to listen to a music file when the conference is placed on-hold by the moderator
- **Music on hold source** – Do not use at this time. There are legal issues regarding utilizing unlicensed music sources.



At the bottom of the Access Numbers list you have the ability to change your own Moderator and Participant Access codes.

	828-826-0908	
	843-300-0908	
	843-578-0908	
	850-245-0908	
	850-268-0908	
	850-289-0908	
	850-328-0908	
	863-215-0908	
	864-400-0908	
	864-770-0908	
	865-657-0908	
	901-444-0908	
	904-849-0908	
	910-563-0908	
	910-667-0908	
	910-923-0908	
	912-998-0908	
	919-390-0908	
	980-333-0908	
	985-234-0908	
Moderator Code	*****	<input type="button" value="Generate New Moderator Code"/>
Participant Code	139733	<input type="button" value="Generate New Participant Code"/>

Be sure to write down the new codes for future use.

