




PHONE CONFERENCE

## START A PHONE CONFERENCE

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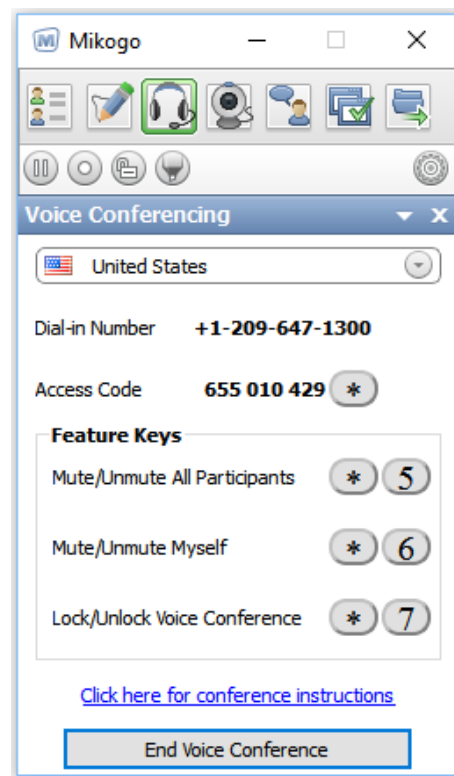
To start a Teleconference, first launch a Mikogo session normally (page 4), then click on the headset icon  to open the Voice Conferencing drawer.

Next, select Telephone, then click **Start Voice Conference** to initiate the teleconference.

To join the teleconference as an organizer, call the Dial-in Number, then enter the Access Code (same as the Mikogo session ID), followed by \*.

Participants join by calling the Dial-in Number, entering the Access Code followed by #.

Alternatively, you may send an email or meeting invitation with teleconferencing details via the **Scheduler** (page 9).



## Ending a conference call

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When you have finished your conference call, simply hang up. When the last person hangs up, the conference call ends automatically.

## In-conference controls for moderators

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During a phone conference the following control keys are available:

* 2 = Count Participants	Allows the host to see how many participants are on the call.
* 5 = Switch Listening mode	There are 3 different listening modes for the audience – the default mode is open conversation, where everyone can speak. Press *5 once to mute the audience. The audience can un-mute themselves individually by pressing *6. Press *5 again to put the audience into mute mode without the capability of un-muting themselves. Press *5 a third time to return to open conversation mode.
* 6 = Caller Controlled Muting	Press *6 to mute your line. Press *6 again to un-mute the line.
* 7 = Lock Conference	Press *7 to secure the conference and block all other callers attempting to enter the conference. Press *7 again to re-open the conference to all callers.
* 8 = Tone Control	The default setting is Entry and Exit tones on. Press *8 once to set entry and exit tones off. Press *8 again to set entry tone off, exit tone on. Press *8 a third time to set entry tone on, exit tone off. Press *8 a fourth time to put the conference back in default mode with both entry and exit tones on.

## In-conference controls for participants

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* 6 = Caller Controlled Muting	Press *6 to mute your line. Press *6 again to un-mute the line.
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