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 sevice: 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 that code 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.