



Reservationless Teleconferencing Instructions

Participant Telephone User Instructions

Participant Code: _____ *To prevent unauthorized use, you should not disclose your code to anyone.*

TELEPHONE INSTRUCTIONS

1. To join a teleconference call, dial 763-231-7677 or 1-866-755-7677 (from within the continental US), enter your participant code, then press [#].
A teleconference call does not begin until the moderator joins the call. Participants hear silence or Music On-Hold, if configured, until the moderator joins the call.
2. When prompted to record your name, state your name clearly, then press [#].
This recording plays when you join or leave the teleconference.
3. Use your telephone keypad to activate/deactivate the following features:
 - [*] [2] Mute or unmute yourself, the participant**
 - [*] [9] Alert moderator when muted**
Feature only works when moderator is using the Web interface.