

# Conference Bridge Instruction Sheet

CUSTOMER:

CONFERENCE DID:

CONCURRENT CONFERENCE BRIDGE CALL PATHS:

If the moderator also has a User Dashboard, log into the web portal by going to: <https://everblu.calltcs.com>. (*See your Administration Guide for information on your Dashboard*).

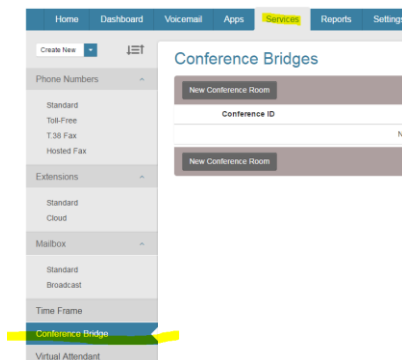
Your user name will be your email and your password will be Password1.

*Note: If you have not purchased a User Dashboard, logging in with these credentials will not give you access to the dashboard.*

*If you are not an administrator for your company you will not be able to create conference rooms.*

## CREATING CONFERENCE ROOMS

Log into the portal and select the **Services** tab at the top of your screen:



Select **Conference Bridge** from the side bar menu.

Click the **New Conference Room** option.

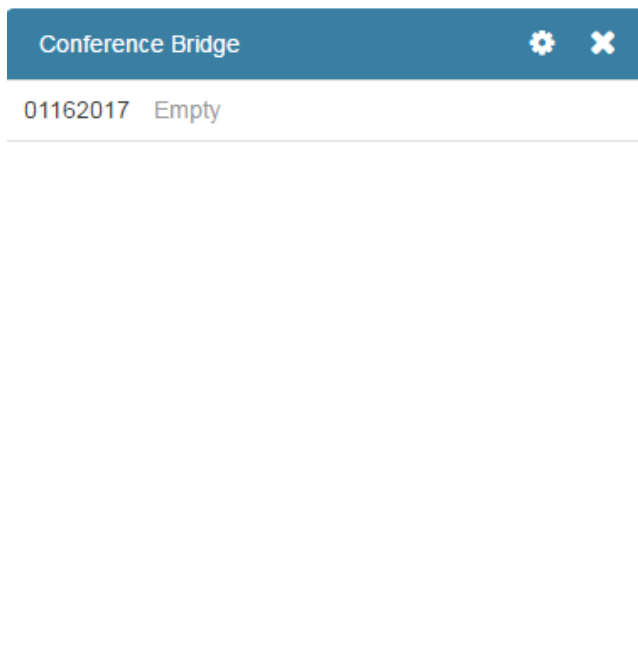
Fill out the appropriate fields. (*Note: All fields MUST be numeric!*)

- **Conference Number** = This is the bridge number. When a caller dials the conference bridge telephone number they will hear, “Please enter the number of the conference you wish to join.” That’s the number that you will enter in this field.
- **Attendee Password** = This is the password that the caller will enter AFTER they’ve entered the conference number. (*Note: The attendee will call into the conference bridge and enter the conference number followed by the # key.*)
- **Moderator Password** = This is the password the moderator (or person leading the conference call) will enter. (*Note: The moderator will call into the conference bridge just like attendees, but after they enter the Conference Number they will press the \* key.*)

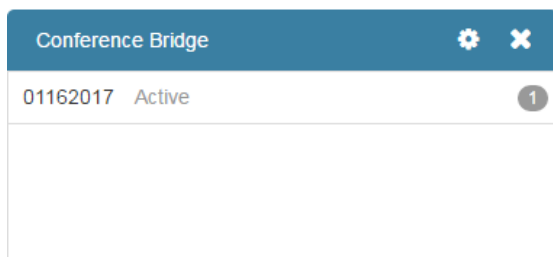
- **Enable Moderator Controls** = Lets you determine how you want your callers to enter the bridge (whether they are hearing music or whether they are active in the conference). See Audio Settings.
- **End Conference When the Moderator Leaves** = This ensures that your “guests” are not hanging around on the conference call after the moderator has hung up.
- **Audio Settings:** Determine how you want your attendees handled before the moderator arrives. Read the audio settings items on the web portal for further information.

## USING THE CONFERENCE BRIDGE

When a conference is not in session, your conference bridge dashboard tile will look like this (IF you are a dashboard user):

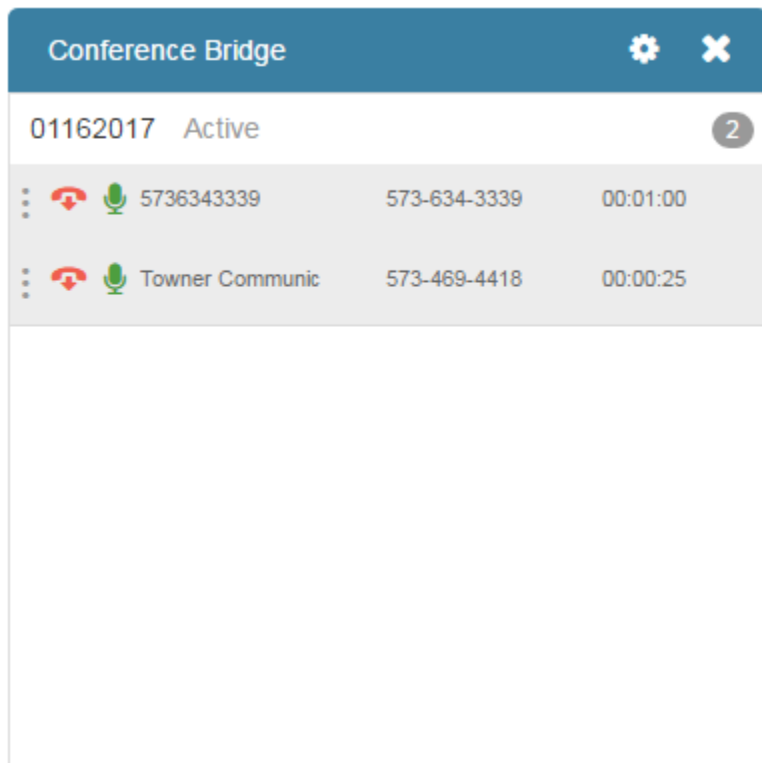


If a conference is in session, you will see from your conference bridge dashboard tile how many people are in the conference. *(Note: If you have set up multiple Conference Rooms, there will be multiple conferences listed in this dashboard tile.)*



In order to see detailed information about the conference attendees, click the number in the grey circle to expand your view.

## Moderator Controls



IF you are a User Dashboard Administrator, you will be able to hang up on the caller by clicking the **red handset** icon, mute a caller by clicking the **green microphone** icon, and see Caller ID information for conference participants.

If you need multiple people to have User Dashboards they can be purchased for \$3.50 per month per user.

*(Note: All User Dashboard users will see all Conference Rooms.)*