

TELEPHONE & VOIP USERS – ARCHIVE YOUR SESSION ANYTIME

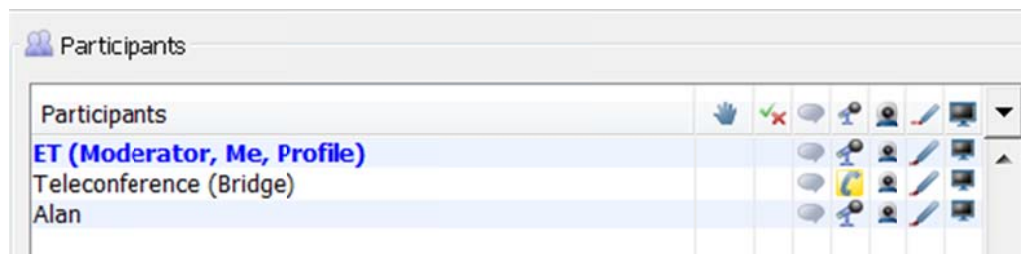
- Moderators and Participants can choose to use **either** the telephone or VOIP in the same session.
- Once connected to the room, the Moderator must **connect the teleconference bridge to the room so all participants can speak to each other.**
 - If using the telephone to speak, call the telephone number and passcode provided in the confirmation.
 - If using VOIP to speak, click the mic to talk.
- Click to join the room with the **Teleconference Bridge.**



- The process is automated; disregard the audible prompts. Click **Confirm**.

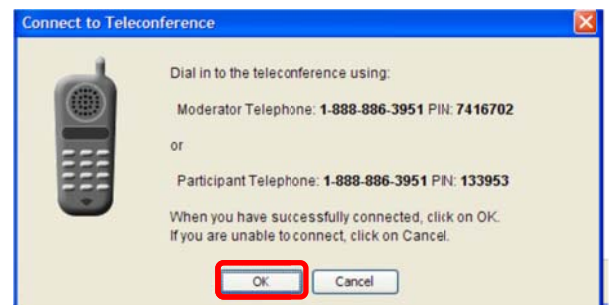
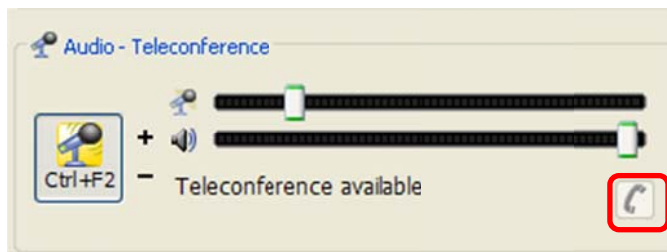


- The name “**Teleconference (Bridge)**” appears once the line is integrated into the room and confirmed. The audio is now ready to be captured in your archive.



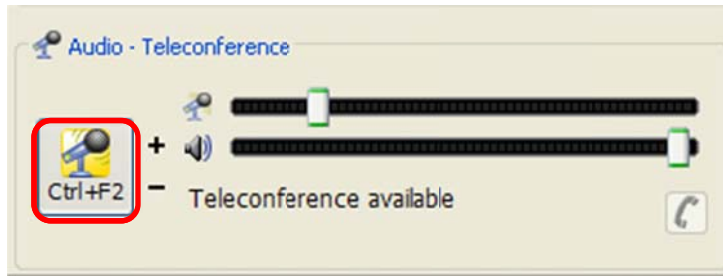
MODERATOR and PARTICIPANTS: Telephone Users

1. Click the handset icon to indicate to the Moderator that you will be speaking over the telephone. Click **OK** in the **Connect to Teleconference** window. By following these steps, the computer speaker will be muted and prevent audio feedback.



MODERATOR and PARTICIPANTS: VOIP Users

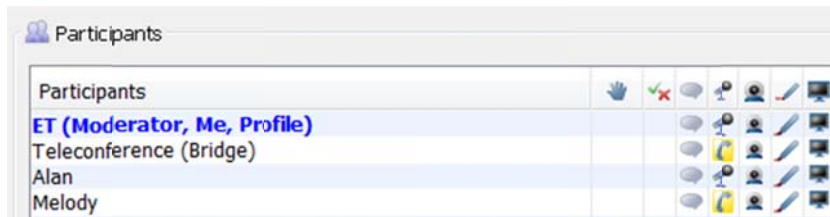
1. Click the **Talk** button to speak.
(Detailed VOIP instructions available at www.cccconfer.org SUPPORT page.)



PARTICIPANTS STATUS

The **Participants** list reflects which voice technology each person is using.

The name "**Teleconference# (Bridge)**" appears once the line is bridged to the room.



1. ET – Moderator using VoIP microphone
2. Teleconference (Bridge) integrated into the room
3. Alan – Participant using VoIP microphone
4. Melody – Participant using the telephone

- Click the red button to **Start/Resume** recording.



- Click the blue button to **Pause/Stop** the recording.
After ending the recording, disconnect the **Teleconference Bridge**.

