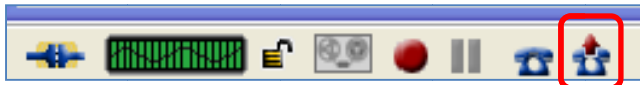


Telephone and VOIP Integration

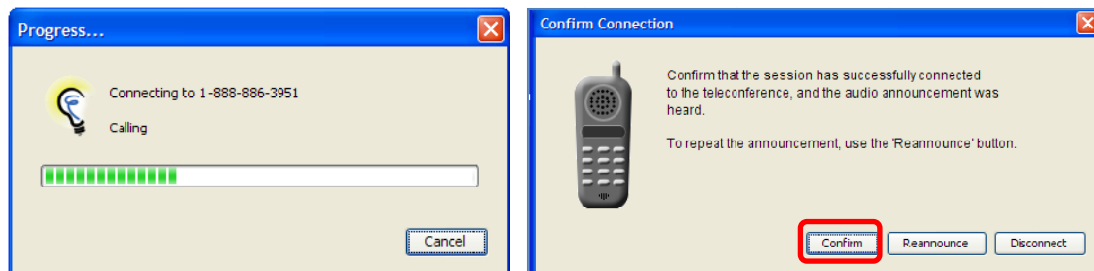
- Moderators and Participants can choose to use **either** the telephone or VOIP in the same session.
- The Moderator must **connect the teleconference bridge to the room so all participants can speak to each other.**
 - If using the telephone to speak, call the telephone number and passcode provided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

MODERATOR: Connect the Teleconference Bridge

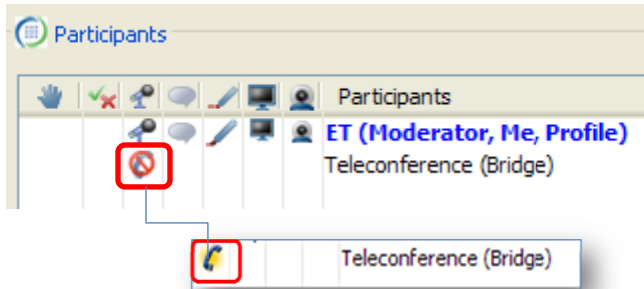
1. Click to connect the room to the **Teleconference Bridge**.



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

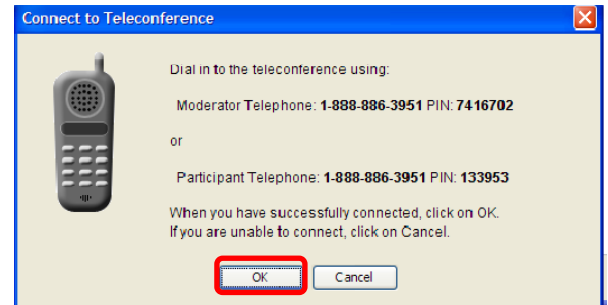
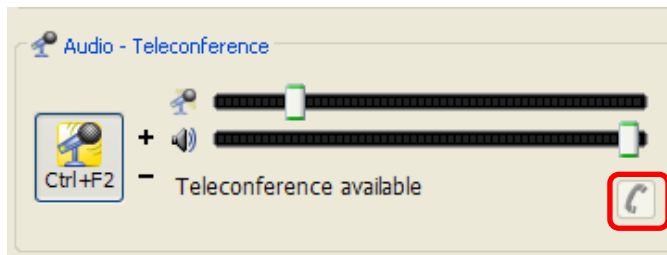


3. Click to un-mute the **Teleconference Bridge** (yellow glow appears around the handset icon).



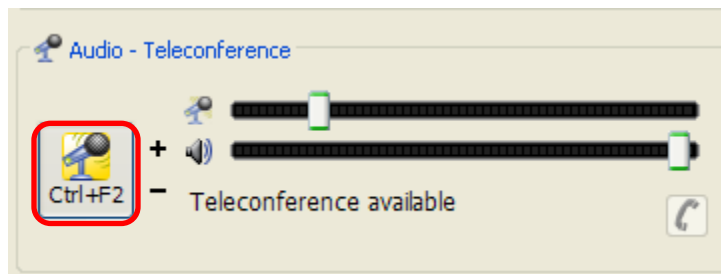
MODERATOR and PARTICIPANTS: Telephone Users

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

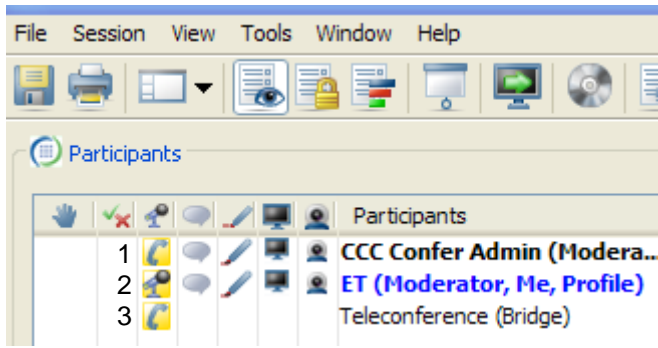
1. Click the **Talk** button to speak.
(Detailed VOIP instructions available at www.cccconfer.org SUPPORT page.)



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. CCC Confer Moderator using telephone
2. ET – Moderator using VoIP microphone
3. (Teleconference (Bridge) has been unmuted)