

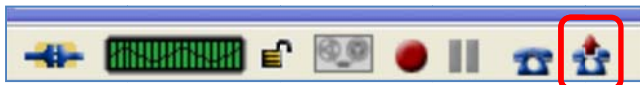


## Telephone and VOIP Integration

- Moderators and Participants can choose to use **either** the telephone or VOIP or **both** the telephone and 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

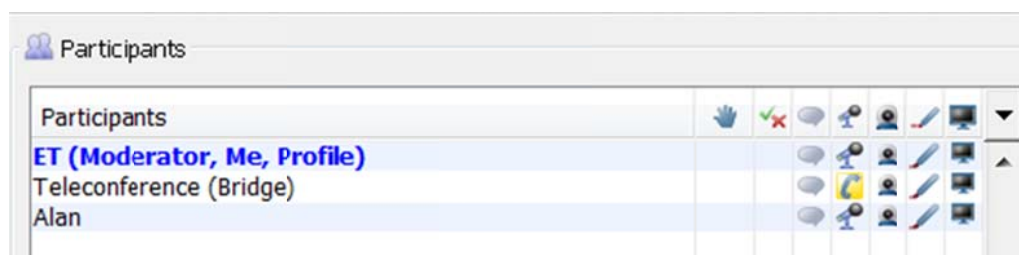
1. Click to connect the room to the **Teleconference Bridge**.



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

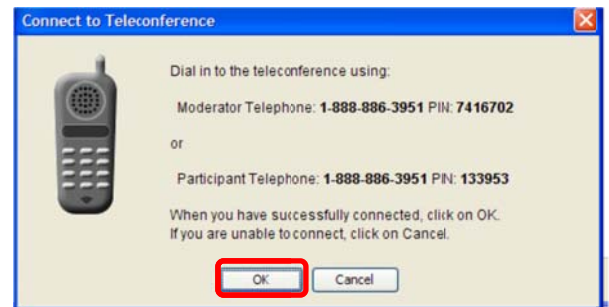


3. The name "**Teleconference (Bridge)**" appears once the line is integrated into the room and confirmed. The audio is now ready to be captured in your archive.



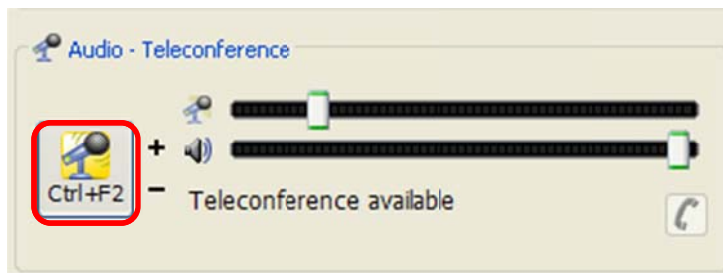
## MODERATOR and PARTICIPANTS: Telephone Users

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

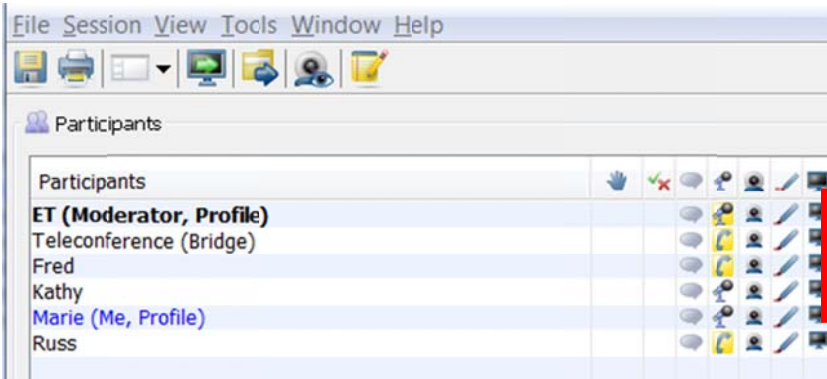
1. Click the **Talk** button to speak.  
(Detailed VOIP instructions available at [www.cccconfer.org](http://www.cccconfer.org) SUPPORT page.)



## 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.



**ET**- Moderator using VoIP microphone/talking (highlighted mic)  
**Teleconference (Bridge)** – audio ready to be recorded  
**Fred & Russ** – Participants – Using telephone for audio  
**Kathy & Marie** – Participants – Using VoIP for audio