



Reservationless Conferencing – Quick Reference Guide

Moderator Controls - Start a Conference

Starting a Conference on the Phone

- 1 Dial the toll-free number on your moderator card.
- 2 Enter your conference ID and press #.
- 3 Press *, enter your PIN and press #.

For International Participants choose between the following:*

- 1 Have your international participants dial in to your conference by dialing the international dial-in number on your moderator card.
- 2 Have your international participants dial in to your conference with their specific local dial-in number.

**Contact your Pioneer Conferencing LLC client services representative at 866.601.2755/866.535.3710 or info@pioneerconference.com to get set up. Local dial-in service is available from several international locations.*

Starting a Conference on the Web

- 1 Go to <http://web.pioneerconference.com/>
- 2 Select 'Moderator Login'.
- 3 Enter your conference ID and PIN, then click 'Go'.
- 4 Click the appropriate buttons for conference management tools or click 'Conference Now' to begin your conference.

Participant Controls - Join a Conference

Joining a Conference on the Phone

- 1 Dial the number provided by the moderator.
- 2 Enter the moderator's conference ID and press #.
- 3 You will be placed directly into the meeting if the moderator has already joined. If the moderator hasn't joined, you will be placed on hold for up to 10 minutes.

For international participants dial the number provided by the moderator. This number is either a US toll number or a local dial-in number where available.

Joining a Conference on the Web

- 1 Go to <http://web.pioneerconference.com/>
- 2 Select 'Join a Call'.

3 Enter your name, e-mail address and the moderator's conference ID then click 'Go'.

Key Features

- **Reservationless Conferencing.** Conduct a conference instantly, without a reservation, for up to 125 audio participants and thousands over the web.
- **Muting and Unmuting.** Mute all participants on the phone by pressing ## or on the web by clicking 'Mute All' in the 'Conference Control' window. On the phone, participants can mute their own lines by pressing *6 and unmute them by pressing *7.
- **Conference Continuation.** Moderators may allow the conference to continue when they disconnect by pressing *8 before hanging up or selecting 'Conference Continuation' in the 'Conference Control' window.
- **Upload a Presentation.** From the web interface go to 'Presentation Manager' and click 'Browse' to find the presentation on your computer. Name your presentation, select the appropriate slide size and click 'Store It'.

Record Your Conference

1 For phone recording only, press *2 on your telephone keypad.

2 To record the audio and web once in conference, click 'Webcasting' and choose your desired option.

Playback a Recorded Conference

Over the Phone

1 Dial the toll-free number provided in your conference recording e-mail.

2 Enter the conference ID, then #.

3 Enter the playback ID, then #.

4 Use the commands in your playback ticket e-mail to navigate through the conference recording.

Over the Web

1 Click on the link in your playback ticket e-mail.

2 Enter your name, company name and click 'Login'.

3 Use the controls to play, pause or stop the recording. Use the pull down menu to change slides. Moderator

Phone Commands

** Main menu

*0 Private operator assistance

00 Public operator assistance

*1 Dial a new participant

*1 Join participant

- *3 Cancel dial-out
 - *2 Start recording
 - *2 Stop recording
 - *4 Lock conference
 - *5 Unlock conference
 - *6 Mute your line
 - *7 Unmute your line
 - *8 Conference continuation
 - *# Participant count
 - ## Mute all lines except moderator
 - 99 Unmute all lines
-

Participant Phone Commands

- 00 Operator request
 - *6 Mute your line
 - *7 Unmute your line
-

Record & Playback Phone Commands

- Press 1 Skip backward
 - Press 2 Pause/unpause
 - Press 3 Skip forward
 - Press 4 Go to the beginning of the recording
 - Press 5 Skip backward to the beginning of the previous segment
 - Press 6 Skip forward to the beginning of the next segment
 - Press 7 Increase the volume by 25%
 - Press 8 Decrease the volume by 25%
 - Press # Stop and return to the main menu
 - Press ** Main menu
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