Dial:

VERMONT: NEW YORK:

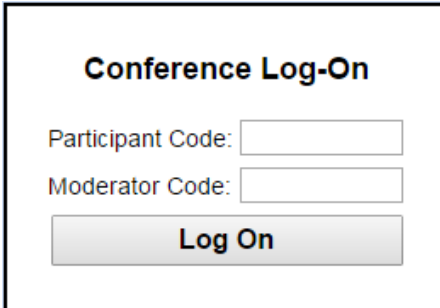**802-861-CONF (2663) – Burlington, VT**   **518-694-JOIN (5646) – Albany, NY**
802-460-CONF (2663) – Bellows Falls, VT

When prompted, enter your Moderator/ Participant code provided by your FirstLight representative.

You as the Moderator will enter the Moderator code above. All of your participants will use the Participant code above.

You can also monitor the conference bridge via the web using the instructions below:

Go to https://conference2.firstlight.net

This will allow you to visually monitor/ control the conference call through your web-browser.

The moderator code is treated as a password, so that the characters you type are replaced on the screen by dots. This is because it gives you privileged access to moderator-only functions and should not be disclosed to any other conference participants.

Once the call is established you can click on Current Call to monitor the call through the web:

Current Call:

The panel for each participant (including the moderator) shows the following details.

- The participant's calling telephone number.

- The participant's name, if the Conferencing server can determine it. This is taken from a directory entry matching the calling number, if there is one, or from the caller name that the server received when this participant dialed in.

- A **Mute** button, allowing you to mute this participant's phone so that no sound from it is played into the conference.

- A **Drop** button, allowing you to remove this participant from the conference.
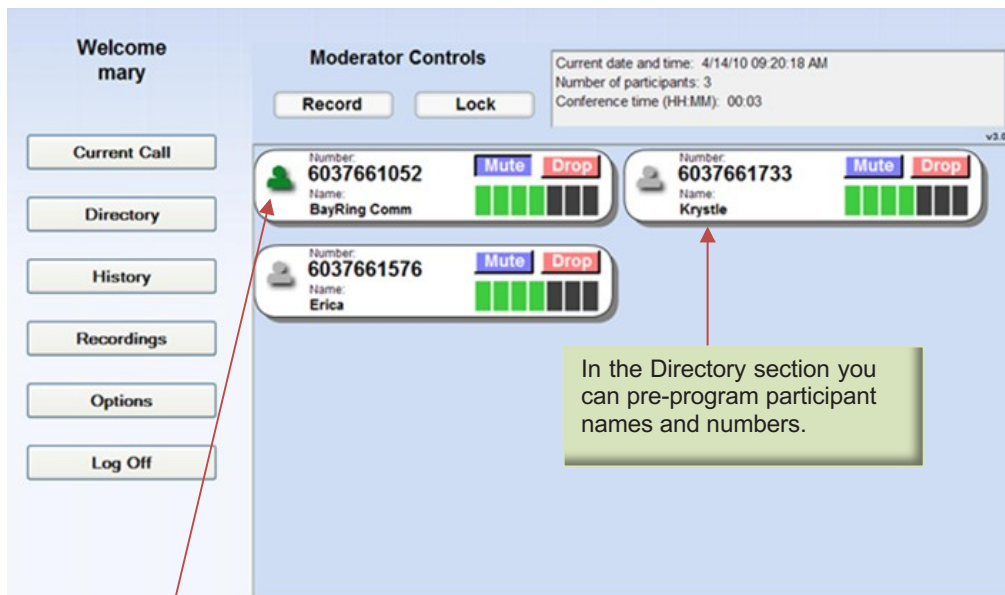
Green = the participant is speaking or other sounds are being played into the conference from the
          participant's phone.
Grey = the participant is in the call but is not currently speaking.
Yellow = the moderator has muted this participant's phone.

* When you Mute a participant, they hear that they are being muted, but the other participants do not and therefore do not know you have muted someone.

Directory:

You can enter names/ numbers of participants in advance so that they are identified on the call by their name and number. If this isn't programmed, you will see number and the company name they are calling from.

History:

For each conference, the following information is displayed.

- An optional name for this conference. This name can include accented / international characters. The conference appears in this list (with a blank name) as soon as it starts, so you can provide a name while the conference is in progress, or return to this window to provide a name later when the conference has finished.

- The time at which the conference started.

- The total duration of the conference. This starts when the moderator has successfully dialed in and provided the moderator code and a recorded name to start the conference.

- The maximum number of participants, which may include yourself as the moderator, who were in the conference at any time. This may not match the total number of participants who took part, if they were not all in the conference at the same time.

Recordings:

You can choose whether to record all or part of a conference, for example to keep a record of an important meeting or for the benefit of someone who was unable to attend. An announcement is normally played into the conference each time you start or stop recording, but you may have the option to turn off these announcements.
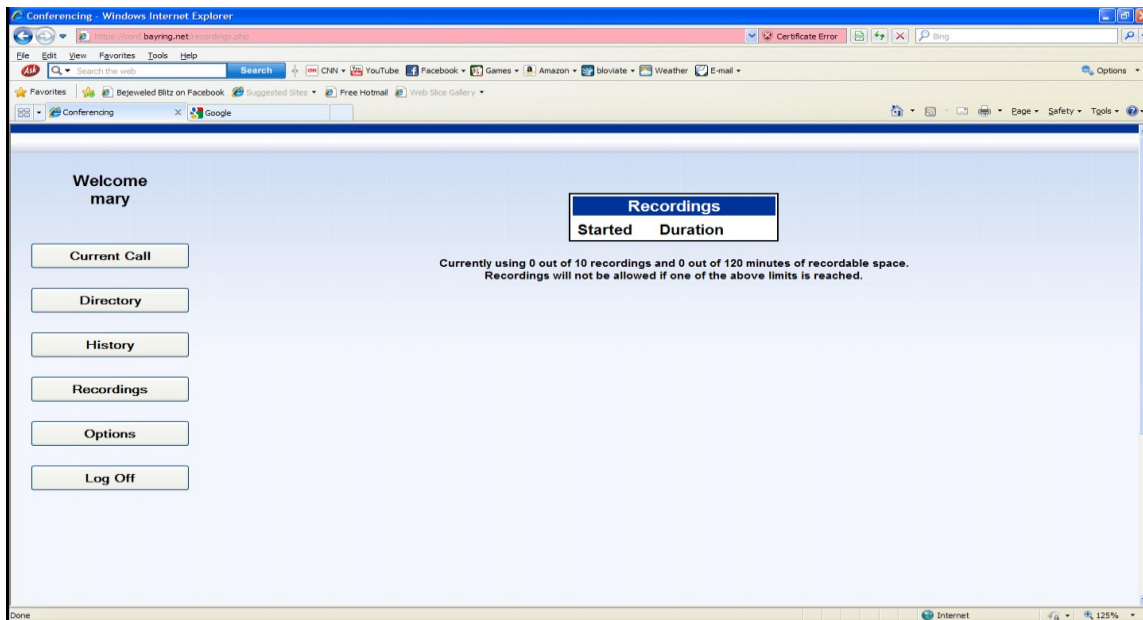
IMPORTANT: National or local regulations may mean that there is a legal requirement to notify conference participants when a conference is being recorded, or other restrictions on how recordings can be used. It is your responsibility to ensure that you are not in breach of such regulations, especially if recording notifications are not in use.

NOTE: If you start and stop recording more than once in the same conference, the recordings are saved as separate files, and count separately towards your maximum permitted number of recordings.

Options:
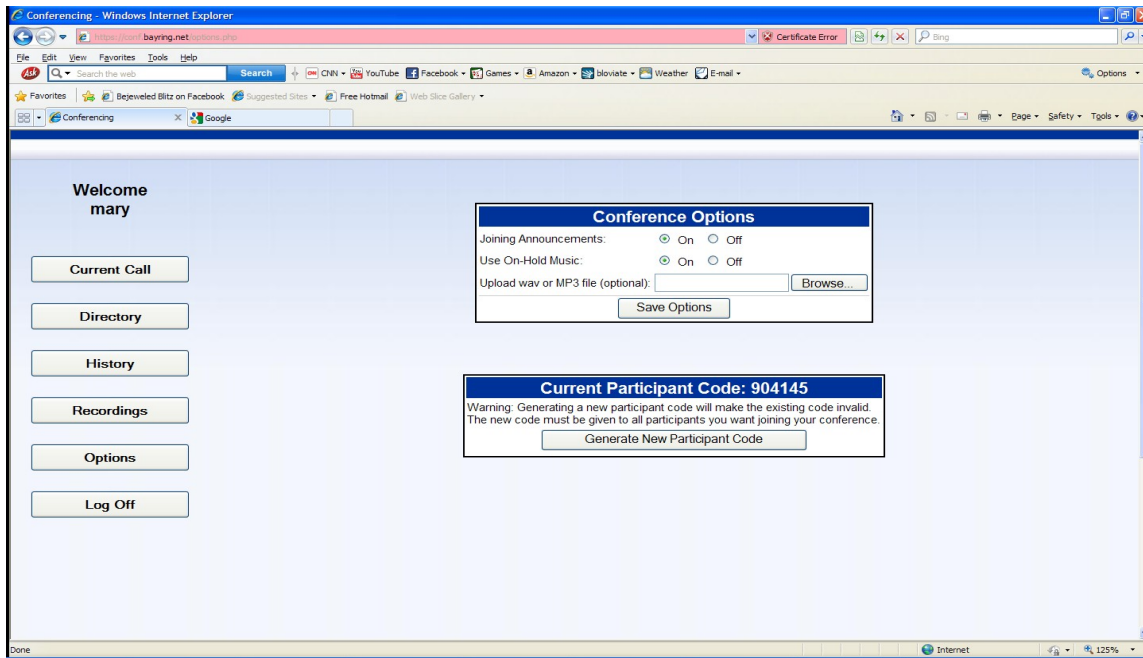
Joining Announcements	Specify whether you want an announcement to be played when a participant joins or leaves the conference.
Use On-Hold Music	Specify whether you want music to be played to participants who join the conference before it has started. This music is also played if you are the first to dial in, while you are waiting for the first participant to join you.

- If you select On, music is played. If your service provider has allowed you to choose the on-hold music or provide your own on-hold music, you can do this using the Music On Hold Resource field below.

- If you select Off, participants hear silence until the conference starts.

Generate New Participant Code	Use this if you want to use a different participant code for each conference call for security purposes. Otherwise, you can keep using the same Participant code for all calls. The Moderator code is always the same.