

# tw telecom IP conferencing

## QUICK START GUIDE



**Toll free access number: 877.533.MEET (6338)**

**Direct dial access number:** A list of local access numbers that are available in 44 tw telecom markets is located on the tw telecom enterprise portal: <http://myportal.twtelecom.com>

### Static ad-hoc user account information

Conference ID:

Master passcode:

### To conduct an instant IP conference (up to 96 participants):

IP Conferencing does not require a prior reservation for hosting a conference call.

#### Moderator access:

1. Dial access number
2. Enter static ad-hoc conference ID
3. Enter master passcode

#### Moderator telephone-based \* controls

- \* **1** Invite participant (will require phone number of participant to invite)
- \* **ABC 2** Obtain conference head count
- \* **DEF 3** Extend the conference (subject to conference resource availability)
- \* **GHI 4** Continue without a moderator (allows the conference to continue after the moderator disconnects)
- \* **JKL 5** Lock or unlock the conference (toggle)
- \* **MNO 6** Mute or unmute your line (toggle)
- \* **PRS 7** Recording options activation

Press **1** to start recording

Press **ABC 2** to pause recording

Press **DEF 3** to resume recording

Press **GHI 4** to stop recording

\* **TUV 8** Volume modification activation

Press **1** to increase volume

Press **ABC 2** to decrease volume

\* **WXY 9** Place conference in lecture mode (mutes all lines except the moderator)

\* \* Help

#### Participant access:

1. Dial access number
2. Enter static ad-hoc conference ID
3. Participants will be placed in Music On-Hold until the moderator enters their master passcode to commence the conference.

#### Participant telephone-based \* controls

\* **ABC 2** Obtain conference head count

\* **MNO 6** Mute or unmute line (toggle)

\* **TUV 8** Volume control activation

Press **1** to increase volume

Press **ABC 2** to decrease volume

\* \* Help

If you have any questions or concerns, please contact tw telecom Customer Service Center at: **800.829.0420 (option #2)**  
Passcodes may be changed or update at the IP conferencing portal: <http://myconference.twtelecom.com>

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Please contact your sales person or account executive for more information.