

Raindance Phone Conferencing Quick Reference Guide

Moderators

To START a Conference Over the Phone:

- 1 Dial **1.877.302.8255** toll-free in the U.S. and Canada
(For international users, dial your international dial-out plus the country code followed by 303.928.2609)
- 2 Enter your conference ID and press #
- 3 Press *, enter your PIN and then #

Moderator Phone Prompts

- ** Main menu
- *0 Private operator assistance
- 00 Conference-wide operator assistance
- *1 Dial a new participant
 - *1 Join participant
 - *3 Cancel dial-out
- *2 Record Conference
 - *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

Participants

To JOIN a Conference Over the Phone:

- 1 Dial **1.877.302.8255** toll-free in the U.S. and Canada
(For international users, dial your international dial-out plus the country code followed by 303.928.2609)
- 2 Enter the moderator's conference ID
*You will automatically be placed into conference when the moderator arrives
- 3 To disconnect, simply hang up

Participant Phone Commands

- *6 Mute your line
- *7 Unmute your line

To LISTEN to a Recorded Conference:

- Dial the number provided in the conference recording email.
- Press 1 to listen to the recording.
- Enter the conference ID provided in the conference recording email, then #.
- Enter the playback ID provided in the conference recording email, then #.
- Your playback will now begin. Depending on the number of segments in the recording, you may skip to different portions of the conference using the prompts below.

Playback functions

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