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# EnterConference Moderator's User Guide



## EnterConference : Moderator's Guide

1. Dial your EnterConference toll free number  
(If you are an international user, dial your international dial-out plus the country code, followed by the 303 dial in number from EnterConference).
2. Enter your conference ID and press #
3. Enter # and your PIN (do not give your PIN to participants)

### Moderator Control Features:

Main Menu	**
Operator Assistance (private)	*0
Operator Assistance (conference wide)	00
Dial a new participant	*1
Join new participant	*1
Cancel dial-out	*3
Lock conference	*4
Unlock conference	*5
Mute your line	*6
Unmute your line	*7
Conference continuation	*8
Participant count	*#
Mute all lines except moderator	##
Unmute all lines	99

To learn more about EnterConference, Call 877-661-6124  
Or email us at [info@enterconference.com](mailto:info@enterconference.com)