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EnterConference Web Moderator's User Guide



EnterConference Web : Moderator's User Guide

To control your conference features over the web:

1. Go to: www.enterconference.com

Add to your Favorites for future ease of access

2. To begin your conference click the Tab "EnterConference Now"

3. Click the "Moderator" Tab to enter conference as Moderator. Fill in your name, ID number and PIN. Then save the values and It will not be necessary to enter info again with this moderator number. Hit Enter. The system will then ask if you would like it to dial out to you.

4. Once you have connected to the audio portion of the call, follow guided steps until you get to a screen that displays "Welcome to the Conference", which is being displayed within the Moderator Control Screen.

From the tabs at the top of the screen you can:

- a. Control Conference Features and Commands:

Mute or Unmute all conference lines

Show or hide participant list to conferees

Set Conference to continue or end after you leave

Lock Conference and unlock (for security or late participants)

Operator request: Private (to just you) or Public (to all parties)

End Conference terminates web and audio conference at once.

- b. Set up Webcasting

Set up a live webcast, a recorded webcast, or a live and recorded webcast

- c. Upload PowerPoint Presentations

Go to the "Presentation Manager" Tab and click it to open.

Then choose "browse" to find the Powerpoint presentation you desire to share on your personal hard drive or desktop. Once you see it click it twice to add it to your Presentation Manager.

Select the name of the presentation as it will appear on the "Presentation" tab in the EnterConference Moderator Control page. Select the slide size you prefer. The default setting is large. Then Select "Upload Presentation". Depending on file size this can take a few seconds to a few minutes. Do not touch your mouse or keys until the window indicates the presentation is loaded.

Once loaded, a copy now resides on the server and you need not be at your own computer to share it again. It will be available to you anytime you log on to EnterConference as the Moderator using your EnterConference number and Moderator ID and PIN.

Slide Controls:

You may now advance the slides with the "next slide" or "previous slide" tabs on the left of the Moderator's Control Screen.

You may also move to different slides in order by dropping down the "Slides" tab that is also located on the left side of the Moderator's Control Screen.

d. Dial out to participants

From this Tab you may dial out to anyone not on the call, including international participants by adding their number to the directory when you open the tab.

The number and name of the party are stored for future use. After entering the number and selecting "Dial participant" the system takes it for there. Once party answers, you may chat to party privately. Systems prompt on the screen instruct you on how to reenter the conference.

Hint: This is also a great way to have a private chat with anyone during the call. Simply as the individual to hang up from the call and call them back with this feature. When you are finished follow the re-enter instructions displayed on the Moderator Control Screen.

e. Conference Notes

Drop open this tab and you are able to make multiple notes to yourself that will accompany your post call report. Enter the notes in the first box then simply hit "enter". Once the note drops to the box below it is time stamped, dated and then flows back to you in the post call email summary report.

f. WebConference Help

There is also an intuitive "click to learn" feature contained in this tab that can guide you through most any situation that may arise. There is technical support available by dialing 877-549-3137.

Hint: To get the greatest effect of the Web Presentations, instruct your participants to press

their "F11" keys to maximize their screen on their desktops. They can release the size after the call back to their original setting by pressing the "F11" key again after the call is finished.

From the tabs at the Bottom of the Moderator Control Screen you can:

- a. View participants participant on the Web. Click the "Mouse" icon and you will be able to see the names of those participants on your Web portion of the conference.
- b. View participants on the Phone. Click the "Phone" icon and be able to see the ANI numbers of the participants on the phone. Controls exist here to mute their individual lines or disconnect them from the call.
- c. View Questions. Click the "Question mark" tab when you see a number next to it and you'll be able to field chat-like questions from the participants. Once you view them, you may choose to address them verbally, ignore them, or publish them back to the participants for their viewing.

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

EnterConference Web : Participant's User Guide

To participate on an EnterConference over the web:

1. Go to: www.enterconference.com
(Add to your Favorites for future ease of access)
2. To begin your conference click the Tab "EnterConference Now".
3. Click the "Participant" Tab to enter conference as a participator.
4. Enter when prompted, your name, email address and the Moderator's ID number. It's the same number 7 digit number you used to enter the audio portion of the call.
5. You will then asked if you want to participate by listening on the Web or by participating on the phone.

Participating on the Phone, allows for full audio and web interaction. Listening on the Web is where you would go for a live or recorded Webcast. You must have Realaudio downloaded to listen on the Web (go to www.realaudio.com for the most recent download of their free Web listening software).

6. After "Participate on the Phone" you will be taken to the EnterConference Conference Display (if the moderator hasn't arrived yet, the system will continue to attempt to enter you every 30 seconds until the moderator enters).

Now that you are at the EnterConference Conference Screen, you may access the tabs at the top of the page to:

- Submit Questions to the Moderator
- View other questions submitted
- Get Webconference Help
- Get email list of participants on conference

Simply point your mouse to the drop down boxes and follow the instructions provided.