

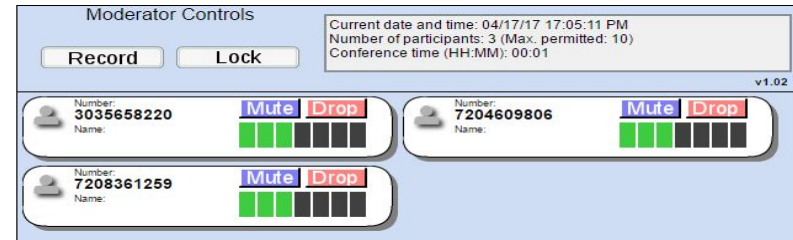
USER GUIDE

Audio Conference

Training Video Available | Please visit www.yiptel.com then click Resources, Training Center then select Other Products. For additional questions, call (800)752-6110 or email myservice@yiptel.com.

To Login | Visit YipTel.com and select Login. Choose the Audio Conference login. From here, enter both the participant and moderator code provided to you.

Moderator Controls (Current Call)



The screenshot shows the Moderator Controls interface. At the top, there are buttons for 'Record' and 'Lock'. To the right, a status box displays: 'Current date and time: 04/17/17 17:05:11 PM', 'Number of participants: 3 (Max. permitted: 10)', and 'Conference time (HH:MM): 00:01'. Below this, three participant cards are visible, each with a 'Mute' and 'Drop' button and a progress indicator. The participants listed are: 3035658220, 7204609806, and 7208361259.

Record | This will allow you to record the current conference call. To access past recordings, select the **Recordings** button on the left.

Lock | Selecting this will lock your current conference call, disabling additional participants from joining. Press again to unlock.

Mute | You can easily mute a single participant or all participants by selecting **Mute** by their number. Press again to unmute.

Drop | Pressing **Drop** beside a specific participant will drop them from the conference without notice.

Conference Log-On

Participant Code:

Moderator Code:

Log On

Welcome Main



Current Call

Directory

History

Recordings

Options

Log Off

Conference Bridge Menu

Directory | It is simple to add names to numbers that frequently call in to your bridges. Just enter the phone number, choose a name, and then select **Save Entry**. Next time this number joins, you will see the assigned name.



The screenshot shows a form titled "Directory Entry" with two input fields: "Phone Number:" and "Name:". Below the fields is a "Save Entry" button.

History | You are able to view past conferences, along with their participants, and name them for future reference by selecting the **History** button.

Started	Name	Conference Duration	Max Participants	Rejected Participants
Mon April 17 2017, 05:02:39 PM CDT		00:15:37	3	0
Thu March 23 2017, 03:00:03 PM CDT		00:24:12	5	0
Thu March 23 2017, 02:35:35 PM CDT		00:02:53	1	0

Recordings | You can easily download your past conference recordings by selecting the **Recordings** tab.

*Note that you can only maintain 10 conference recordings at once totaling no more than 4 hours. Recordings are automatically deleted after 60 days.

Options | You can customize the experience of your conference bridge. Select the **Options** button to enable features like announcements, music on hold, and more.



The screenshot shows a form titled "Conference Options" with several settings, each with radio buttons for "On" and "Off":

- Joining Announcements: On Off
- Joining Tones: On Off
- End conference when moderator leaves: Yes No
- Allow conferences to start without moderator: On Off
- Notify when Full: On Off
- Rejection Tones: On Off
- Use On-Hold Music: On Off

Below these settings is a "Music on hold resource" section with a "Choose file" button and the text "No file chosen". At the bottom is a "Save Options" button.