

Reservationless Conferencing

Quick Reference Guide



For more information:
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Moderator Controls - Start a Conference

STARTING A CONFERENCE ON THE PHONE

- 1 Dial the toll-free number on your moderator card.
- 2 Enter your conference ID and press #.
- 3 Press *, enter your PIN and press #.

For international participants, choose between the following:*

- 1 Have your international participants dial into your conference with their specific toll-free number.
- 2 Have your international participants dial into your conference by dialing the international dial-in number on your moderator card.

*Contact your InterCall client services representative at 877.549.2048 or clientservices@intercall.com for a list of available toll-free international dial-in numbers. Toll-free dial-in service is available from several international locations.

STARTING A CONFERENCE ON THE WEB

- 1 Go to <http://www.intercall.com/raindance>.
- 2 Select **Moderator Login**.
- 3 Under Reservationless Conferencing, enter your conference ID and PIN, then click **Go**.
- 4 Click the appropriate buttons for conference management tools or click **Conference Now** to begin your conference.

Participant Controls - Join a Conference

JOINING A CONFERENCE ON THE PHONE

- 1 Dial the number provided by the moderator.
- 2 Enter the moderator's conference ID and press #.
- 3 You will be placed directly into the meeting if the moderator has already joined. If the moderator hasn't joined, you will be placed on hold for up to 10 minutes.

For international participants, dial the number provided by the moderator. This number is either a U.S. toll number or a toll-free dial-in number where available.

JOINING A CONFERENCE ON THE WEB

- 1 Go to <http://www.intercall.com/raindance>.
- 2 Select **Join a Call/Meeting**.
- 3 Under Reservationless Conferencing, enter your name, email address and the moderator's conference ID, then click **Join Call**.

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KEY FEATURES

- + Reservationless conferencing: conduct a conference instantly, without a reservation, for up to 125 audio participants and thousands over the web.
- + Muting and unmuting: mute all participants on the phone by pressing ## or on the web by clicking **Mute All** in the Conference Control window. On the phone, participants can mute their own lines by pressing *6 and unmute them by pressing *7.
- + Conference continuation: moderators may allow the conference to continue when they disconnect by pressing *8 before hanging up or selecting **Conference Continuation** in the Conference Control window.
- + Upload a presentation: From the web interface go to Presentation Manager and click **Browse** to find the presentation on your computer. Name your presentation, select the appropriate slide size and click **Store It**.

Record Your Conference

- 1 For phone recording only, press *2 on your telephone keypad.
- 2 To record the audio and web once in conference, click **Webcasting** and choose your desired option.

Playback a Recorded Conference

OVER THE PHONE

- 1 Dial the toll-free number provided in your conference recording email.
- 2 Enter the conference ID, then #.
- 3 Enter the playback ID, then #.
- 4 Use the commands in your playback ticket email to navigate through the conference recording.

OVER THE WEB

- 1 Click on the link in your playback ticket email.
- 2 Enter your name, company name and click **Login**.
- 3 Use the controls to play, pause or stop the recording. Use the drop-down menu to change slides.

Moderator Phone Commands

**	Main menu
*0	Private operator assistance
00	Public operator assistance
*1	Dial a new participant/Join participant
*3	Cancel dial-out
*2	Start recording/ Stop recording
*4	Lock conference
*5	Unlock conference
*6/*7	Mute your line/ Unmute your line
*8	Conference continuation
*#	Participant count
##	Mute all lines
99	Unmute all lines



Participant Phone Commands

*0	Private operator assistance
00	Public operator assistance
*6/*7	Mute your line/ Unmute your line