

## Moderating Conference Call w/o PC

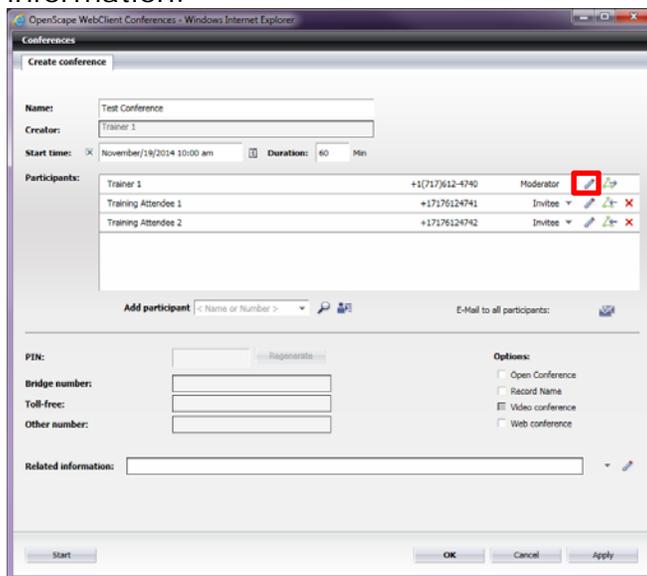
The following will give you step-by-step instructions for moderating a conference call when there is no PC available to start the conference from a UC Client.

### Step 1: Create Your Conference

Create your moderated conference as you normally would through Fusion or the UC Client. For detailed instructions visit [www.pennconnect.pa.gov](http://www.pennconnect.pa.gov) and click on the link for Scheduling a Web Collaboration.

### Step 2: Change Your Telephone Number

1. Once you have all of your information such as name, start time, and all of your participants filled out, click the pencil next to your name to edit your information.



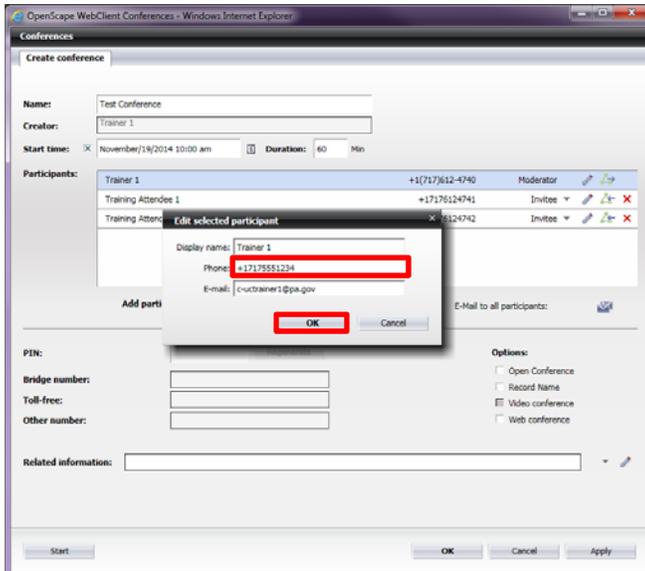
The screenshot shows a web browser window titled "OpenScape WebClient Conferences - Windows Internet Explorer". The main content area is a "Create conference" dialog box. It contains the following fields and options:

- Name:** Test Conference
- Creator:** Trainer 1
- Start time:** November/19/2014 10:00 am
- Duration:** 60 Min
- Participants:** A table with three rows:

Name	Phone Number	Role	Actions
Trainer 1	+1(717)612-4740	Moderator	[Pencil icon] [Checkmark icon]
Training Attendee 1	+17176124741	Invitee	[Dropdown arrow] [Pencil icon] [X icon]
Training Attendee 2	+17176124742	Invitee	[Dropdown arrow] [Pencil icon] [X icon]
- Add participant:** < Name or Number > [Pencil icon] [X icon]
- E-Mail to all participants:** [Envelope icon]
- PIN:** [Text field] [Regenerate icon]
- Options:**
  - Open Conference
  - Record Name
  - Video conference
  - Web conference
- Related information:** [Text field] [Pencil icon]

At the bottom of the dialog are buttons for "Start", "OK", "Cancel", and "Apply".

- In the **Phone** field, type the telephone number of the conference room you intend to hold your call. *Don't forget to add the +1 in front of the 10 digit number.* Click **OK**.



- Click **Apply** and **OK** and proceed as normal to schedule your meeting and send invites.
- At the time of your conference, simply dial the bridge and PIN associated with your training attendee conference from the designated conference room phone.

### Helpful Hints:

- Scheduled conferences (those with start and end times) can be started up to 15 minutes prior to the scheduled start time.
- You may also use these steps if you would like to start your conference from a mobile device. Simply type in your mobile telephone number.
- If necessary, you may edit the telephone number at any time if, for example, the conference room has changed.
- For this to work properly, the outbound caller ID of the conference room phone must be the conference room telephone number. The system must be able to recognize that you are calling from that number in order to place you into the conference as a moderator.