

# IDT Connect Quick Start Guide

## Configuring Your Conference Room

1. Dial the access number: **866-CONFER8/866-266-3378**
2. Enter your Conference ID
3. Enter your default password (Account Number)
4. Follow prompts in tutorial to:
  - a. Reset host password (4-10 digit number) \_\_\_\_\_
  - b. Create participant password (4-10 digit number) \_\_\_\_\_
  - c. Record name of conference room

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## Hosting a conference call with IDT Connect

1. Dial the access code: **866-CONFER8/866-266-3378 OR 718-732-6924**
2. Enter the Conference ID
3. Participant
  - a. Enter participant password
  - b. Record name
  - c. Enter conference room (music hold if moderator required and host not present).
4. Host
  - a. Enter administrator (host) password
  - b. The host has the option to enter the conference room by pressing "1" or configuring the conference room using the administrator (host) menu below.

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### Administrator (Host) Menu

Use to manage your conference room BEFORE starting a conference call

<b>1</b>	Enter Conference Room
<b>2</b>	Lock/Unlock Conference Room
<b>3</b>	Change Participant Password
<b>4</b>	Change Admin. (Host) Password
<b>5</b>	Record Conference Room Name
<b>6</b>	Set Accounting Code
<b>7</b>	Set Moderator Requirements
<b>1</b>	Moderator Required
<b>2</b>	Moderator not required
<b>8</b>	Set Entry/Exit Options
<b>1</b>	Announce Names
<b>2</b>	Tones
<b>3</b>	Silent

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### Conference Menu

Once in the conference, the host can manage the call using the following options

<b>*1</b>	Mute/Unmute
<b>*2</b>	Add Caller
<b>1</b>	Talk to called party
<b>2</b>	Return to Conference Room
<b>*3</b>	Roll Call
<b>1</b>	Mute Caller
<b>2</b>	Disconnect Caller
<b>3</b>	Next Caller
<b>*</b>	Return to Conference
<b>*4</b>	Lock/Unlock Conference Room
<b>*5</b>	Continue Conference
<b>*6</b>	Mute All
<b>*7</b>	Start/Stop Recording
<b>*8</b>	Change to Listen Only w/Q&A
<b>*9</b>	Help Menu
<b>*0</b>	Operator
<b>*#</b>	Participant Count
<b>**</b>	Exit Conference Room



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## Online Conference Management

Manage your conference calls online. Access the conference manager at:

<http://www.idtconnect.com/ConfMgr>

- Enter Conference ID and host password
- Select "View conference history" for listing of past conference calls
- Select "Email Invitation" to create an email for a future conference call
- Select "Edit Preferences" to configure conference room
- Select "Print Card" to print current conference information

## Managing a Listen Only Call with Q&A

### **Before the Call:**

Send out invitations to the conference call

- Send speakers the Conference ID and host password
- Send participants the Conference ID and participant password

### **Start the call:**

1. Dial in as host. If the number of participants on your listen-only call exceeds your normal conference room capacity (usually 25), dial in 5-10 minutes earlier than scheduled.
2. Change the conference room to listen only by selecting \*8 from the conference menu
3. Inform participants that they can signal a question by pressing 2; they can also remove themselves from the queue by pressing 2.

### **Question and Answer:**

*Using a touch tone interface*

1. Press \*8 from conference menu
2. Press 1 to enter the question queue (note: if you want to clear the queue, press '2')
3. Press 1 to take next question
4. Press 2 to end the current question/mute the caller
5. Repeat until done, or out of time
6. Press \* to return to broadcast mode.

*Using the IDT Connect ConferenceManager*

1. Check "Listen Only" box on main screen
2. Participants with questions will be highlighted
3. To select a participant with a question:
  - a. Left click on participant (anywhere on the row)
  - b. Click again to close their line
4. Repeat until done