INTRODUCTION

Nextera Communication's Conferencing allows you to participate in a conference call, 24 hours a day, seven days a week. It's the ideal communications solution for any size business PLUS it's reliable, easy to use and cost effective.

To participant in a conference call that a moderator has established, you will need the following information:

Company Name: _____

Call-In Number: _____

Participant Code: _____

Joining a conference call:

1.   Dial the conference Call-In Number.
2.   You will hear prompts to enter your participant code followed by the # key.
3.   You will then be prompted to record your name which will be announced within the conference to indicate that you have joined or left. Speak your name clearly followed by the **#** key.

At this point you have joined the conference call. Refer to the quick key guide below for functions that will assist you throughout the conference call.

TELEPHONE QUICK KEYS

Talking During the Conference. Depending on the purpose of the call, the moderator may set it up so that participants can talk at any time or he/she may mute participants' phones. If participants are muted, you will hear an announcement. If you are muted and want to speak, press **9** on your telephone keypad. This will alert the moderator who can then unmute your phone. If your request is allowed you will hear an announcement to indicate this action.

Muting your Phone – In addition to the moderator's control of your phone, you can also mute your own phone. To do this, press **2** on your telephone keypad. To unmute, press **2** again.

Announcements During the Conference – Depending on how the call is set up, any actions taken during the call will be announced while the call is in progress. These would include, if the call is being recorded and as participants join and/or leave the call. You will also be notified if the moderator has removed you from the conference.

Leaving and Returning to the Conference – To leave the conference, simply hang up the phone. If the conference is set up as such, an announcement will be played to the remaining participants that you have left the call. You may return to the call at any time by dialing back in to the conference.