Set up a conference

Go to the web interface, and log in: http://go4conf.umn.edu

Click "Create a Meeting."

Complete the form, and click continue.

Add the participants, and click reserve meeting.

Click confirm.

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Moderate a conference

Connect to an Operator press *0

Invite participant press *1

# of attendees press *2

Extend the conference press *3

Continue without the moderator press *4

Lock or unlock the conference press *5

Mute or unmute your line press *6

Recording options press *7

Volume control press *8

Place in lecture mode press *9

Time remaining press 30

Leave a message for the conf. press 38

Expand the conference press 39

Help press **

Join a conference

Dial the conference call-in number. (No pass code is required for an ad hoc conference.)

Enter conference ID and pass code.

Connect to an operator press *0

# of attendees press *2

Mute or unmute your line press *6

Volume control press *8

Help press **

Increase press 1

Decrease press 2

Start recording press 1

Pause recording press 2

Resume recording press 3

Stop Recording press 4

Select icon to:

ATTENDEES

Obtain head count and raise your hand.

CONFERENCE CONTROLS

Mute, record, extend, lock, or end a conference.

INVITE

Invite another participant to the conference.

Conference call-in number:

on campus: 4-2663
off campus: (612) 624-2663
toll free: (800) 500-UofM (8636)

Web Interface:
http://go4conf.umn.edu

Networking and Telecommunications Services
www.umn.edu/nts