



Conference Calling

Call Information

Dial-In Numbers: 307.883.6751 | 208.354.6751 | 866.410.5922

Call the conference phone number above and when prompted, enter your Participant or Moderator code. By default, conferences will not start until the moderator has joined.

Managing Conferencing with Web Portal Service via conference.syringanetworks.net:

Login to the web portal using both your Moderator and Participant codes. The Options tab shows the current Moderator Code and Participant code and shows general options for administrating conference calls. You can generate new codes from this tab.

Record Features

Previously recorded conferences can be accessed and downloaded from the Recordings tab. Recorded calls will be automatically deleted after 60 days. Recording time is limited to 30 minutes total for all recordings, with maximum of 10 recordings allowed at a time.

Attendee Administration Features

The Current Call tab displays the phone numbers and information for conference attendees. From the main screen you can use the Mute button to mute specific attendees, or the Drop button to remove attendees from the call – note there is an audible message played to the attendee when they are dropped from the call this way. You can adjust Attendee volumes by clicking the green bars associated with each caller. Click the Record button to start recording a conference at any time. You can stop recording by clicking the Record button again. There will be an audible message played for all attendees notifying them when recording has started, and again when it ends.

