



## Instructions for Webinar Attendees

1. From USA\* dial **800-430-1833** for Integra Telecom's audio conferencing center. When asked for the 7-digit access code, press **3789449**, followed by the # (pound) key.

\*Those residing outside of USA, please check for a toll-free access number at following web site: [http://www.integratelecom.com/care/Voice\\_Support/conf\\_now\\_intl\\_access\\_numbers.php](http://www.integratelecom.com/care/Voice_Support/conf_now_intl_access_numbers.php).  
Otherwise call this worldwide access number (not toll free): +1-303-248-9668.

You should now be connected for voice.

2. Open Integra Telecom's Web Moderator via <http://autorecord.cfer.com/integra> and click **Join A Conference**.\*\*

- Enter the USA phone number: **8004301833**
- Enter the access code: **3789449**
- Click **Submit**
- Put in a **name**, e-mail address, and optionally fill in the other form fields so we can best serve you (much appreciated!)
- Click **Submit**

You should now see the screen shared by the moderator.

\*\* If you have not previously installed Java 2 Runtime, you will receive a message asking if you would like to begin installation of this plugin. Click "OK" to start the installation. Please read any messages that may appear during the installation process to insure a complete installation.

- When prompted for a File Download, select "Run this program from its current location."
- When prompted to install and run the Java 2 Runtime Environment click "Yes"
- Follow the instructions provided during installation of the Java plug-in.
- If prompted to restart your computer, do so before proceeding.
- A Java applet will launch the Conference Now WebConnect. You will be prompted with a security notice indicating that the application is verified to have come from Integra Telecom Conferencing. Click "Start" to continue.