



NCTC cloudUC  
Audio Conferencing Guide

# NCTC cloudUC Audio Conferencing Guide

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## NCTC cloudUC Audio Conferencing

NCTC cloudUC Audio Conference is the ideal solution for group calls and allows up to 15 participants to be part of the same call.\* An Audio Conference phone number is assigned to a unique user and can be accessed at any time. Each Audio Conference phone number will have a Moderator pass code and a Participant pass code. To conduct a group call, simply share the phone number and Participate passcode with meeting participants. The Moderator passcode should not be shared with anyone but the assigned user.

## Joining the Conference Bridge as a Moderator

1. Dial the Audio Conference phone number.
2. At the prompt, enter the code and press #.
3. The call will be open to all participants at this time

## Moderator Conference Options

The following options are available at any time during the conference by pressing “\* ”. Note that only the initiator will hear the menu while other participants continue talking in the conference.

- Repeat the menu options\*
- 1 Mute or unmute this line
- 2 Participant count
- 6 Invite a new participant by calling the participant
- 8 End conference
- # To return to the conference

## Joining the Conference Bridge as a Participant

1. Dial the Audio Conference phone number.
2. At the prompt, enter the code and press #.
3. The call will begin once the Moderator has joined the call.

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## Participant Conference Options

The following options are available at any time during the conference by pressing “\* ”. Note that only the initiator will hear the menu while other participants continue talking in the conference.

- Repeat the menu options\*
- 1 Mute or unmute this line
- 2 Participant count
- 9 Log in as moderator
- # To return to the conference