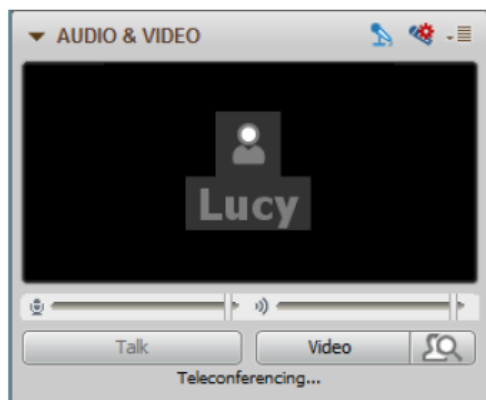


Using Telephony – Quick Reference Guide for Participants

The Telephony feature in Blackboard Collaborate enables you to conduct your audio communications with other session attendees via a combination of VoIP (microphone and speakers) or telephone conferencing, while continuing to use your computer for all other session features or to just participate in the audio portion of the meeting. As a telephone conference user, you will be fully integrated into the session. You can communicate with users not connected via teleconference (the traditional microphone and speaker users) and your communications will be captured in session recordings.

There are two types of teleconferencing services available in Blackboard Collaborate: one lets you join a teleconference only if the Moderator has connected the session to the teleconference and the other lets you join the teleconference at any time. You will know that you can join the teleconference when you see the **Use Telephone for Audio** button in the Audio & Video panel.

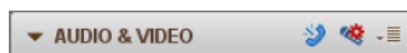
4. When you've successfully connected to the teleconference, click on **OK** in the Use Telephone for Audio dialog. The **Use Telephone for Audio** button will change to the **Use Microphone and Speakers for Audio** button and the word **Teleconferencing...** will appear in the Audio & Video window to confirm you are communicating via the call.



Joining a Teleconference

To join a teleconference, follow the steps below:

1. Click the **Use Telephone for Audio** button in the Audio & Video panel to access the conference number and PIN.

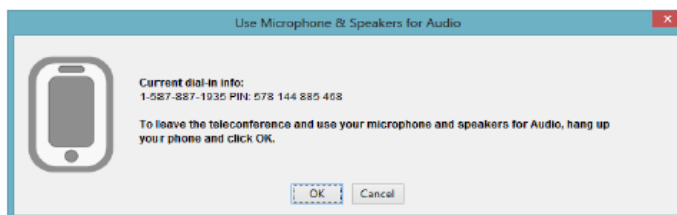


2. Using your telephone, dial the teleconference telephone number displayed in the Use Telephone for Audio dialog.
3. Enter the teleconference PIN when prompted to do so by the teleconference (if required). If your teleconference, prompts you to enter your conference number followed by the # key, enter your PIN as the "conference number".

Leaving a Teleconference

To leave a teleconference and once again be able to use your microphone and speakers for audio, follow the steps below:

1. Click the **Use Microphone and Speakers for Audio** button. The Use Microphone & Speakers for Audio dialog will open.



2. Click **OK** to leave the teleconference.
3. Hang up your phone.