



A world of conferencing solutions.
Anytime. Anywhere.



How to Use PowerTalk Audio and Web Conferencing

PowerTalk Conferencing

Starting PowerTalk Audio Conferencing

- Enter 888.464.8621
- Enter your 7-digit access code, then press
- Press , enter your chairperson passcode, then press
- Press 1

Using PowerShare Web Meeting with your conference

- Go to powertalk.tmc.com
- Under Web Conferencing, select *Start a Web Conference*
- Enter 888.464.8621, 7-digit access code, and chairperson passcode
- You can dial into the conference on your own phone while viewing the web meeting interface. Once you are connected as the chairperson, you can dial out and monitor participants, share presentations, and record a conference.

PowerTalk Conferencing

Record and Archive Management

To record a conference using the phone

- To start the recording press
- To end the recording press

To record a conference using the web

- Login to PowerShare web meeting
- Press the *Record* button
- To stop the recording, press the *Record* button

To access the recording through the chairperson controls

- Go to powertalk.tmc.com
- Login to PowerShare Web meeting
- Click on *Manage Recordings*

PowerTalk Conferencing

Shortcut to start your conference

- Enter 888.464.8621
- Enter your 7-digit access code, then press #
- Press *, enter your chairperson passcode, then press #
- Press 1

PowerTalk Conferencing

Chairperson Commands and Features

Commands available when entering the dial-out menu

- * 1 Dial out to a participant
- * 1 Join a new participant to the conference
- * 2 Join a new participant and dial another participant
- * 3 Disconnect line and rejoin conference
- * 4 Disconnect line and dial another participant

- * 2 Record conference (on/off)

- * 4 Lock conference (prevent new participants)

- * 5 Unlock conference (allow new participants)

- * 8 Allow conference to continue after you disconnect

- # # Mute all lines

- 9 9 Unmute all lines

PowerTalk Conferencing

Chairperson/participant commands and features

*	6	Mute line
<hr/>		
*	7	Unmute line
<hr/>		
*	9	Automated roll call of conference participants (if activated)
<hr/>		
*	#	Count the number of participants on the conference
<hr/>		
0	0	Ask for operator
<hr/>		
*	*	List available commands

PowerTalk Conferencing

Power800 International Numbers

To access your Power800 international toll-free dial-in numbers

- Go to powertalk.tmc.com
- Click the *Power800 Global Access* link on the right
- Toll-free access numbers will be listed for available countries

PowerShare Web Meeting Features

View your Audio/Web participant list

Chat with your Web participants

The screenshot displays the 'PowerTalk Conferencing Controls' window. At the top, there is a 'Stop Web Conference' button and a 'Presentation Mode' dropdown menu set to 'Slide Presentation'. Below this, it shows 'Audio: 3' and 'Web: 2' with a 'Help' link. A table lists participants with columns for Name, Mute, and Number. The 'Conference Management' section includes buttons for 'Dial', 'Disconnect', and 'Play Name' for participants, and 'Mute All', 'Unmute All', and 'Operator' for the conference. It also has checkboxes for 'Record', 'Listen Only', 'Continuation', and 'Lock Audio'. The 'Chat' section shows a message history and a 'Send' button. At the bottom, status indicators show 'Presenting: On', 'Recording: Off', and 'Questions: 0'.

Name	Mute	Number
Chairperson	<input type="checkbox"/>	*303920...
	<input type="checkbox"/>	7209290...
	<input type="checkbox"/>	9706891...
Jane Doe		
Joe Smith		

Chose your Presentation Mode (Slide, Desktop, Applications)

Manage your Reservationless conference with integrated point and click commands

Frequently Asked Questions

- **Can I record my call?**

You can record your audio by pressing on your phone, or by clicking the record feature on the web conferencing tool. If you are conducting a web meeting with your audio call, it will record the web and audio in sync and send the chairperson a link to the recording as soon as the call is concluded.

Frequently Asked Questions

- **How many participants can I have on my call?**

For a reservationless audio call, you can have up to 96 lines on a single call.

For an operator assisted call you can have 3000+ participants.

Frequently Asked Questions

- **Do you offer Web Conferencing too?**

We have Web Meeting which is integrated with the audio call. They both use the same log-in credentials and you can monitor and manage your audio call from the Web Meeting.

Frequently Asked Questions

- **How do I have a participant from another country attend my call?**

We offer toll free access from over 60 countries around the world, as well as a North American toll number that can be dialed from most anywhere.

(international access charges may apply)

Frequently Asked Questions

- **Can I dial-out to people from my reservationless call?**

You can either dial out using your key pad by pressing or you can use the Web Meeting console to dial out anyone around the world.

(international long distance charges may apply)

Frequently Asked Questions

- **Need help using PowerTalk?**

Call 888.446.2862 around the clock for a live, telecom expert