



## ***TelSpanExpress Participant Quick Access Guide***

**We highly recommend testing your system the day before your event**

**To test your system go to [www.telspan.com/express](http://www.telspan.com/express)**

If your browser is compatible, you will see a green checkmark next to "Checking Participant": ✓  
If you receive a message stating that your browser is not officially supported, please ensure you are using one of the following browsers: Internet Explorer 6.0 or higher; Firefox 1.0.6 or higher; Safari 1.3 or later, if using a MAC.

It is ***NOT*** imperative that you receive a green checkmark next to "Checking **Presenter**". Even if your system is not compatible as a presenter, you will be able to join as a participant, provided you have received a green checkmark in the participant check noted above.

**If you continue to experience problems, please call 800-898-2315 and *TelSpan* will assist you.**

### **A. JOINING YOUR AUDIO TELECONFERENCE:**

1. Use your telephone to dial your audio TeleConference number: **1-800-791-2345**
2. When prompted, enter your audio TeleConference code, **85055** followed by the pound sign (#)

### **B. JOINING YOUR WEB CONFERENCE:**

1. Address your computer's Internet browser to: <http://www.telspan.com/express>
2. Enter your six-digit Conference Reference number, **392078**
3. Enter your Conference Code, **85055**
4. Enter your **Name** in the text box provided. (Limit 30 Alpha, Numeric and Spaces, No Punctuation Marks or Special Characters).
5. Enter your **Phone Number** (Optional) in the text box provided.
6. Click on the button entitled "**Enter Conference**".

**C. CONFERENCE CONCLUSION:** At the conclusion of your conference, please click on "**Conference**" and then "**Exit Conference**". **Do Not** simply "X" out of the conference window as this will not disconnect you from the conference.

### **D. SYSTEM REQUIREMENTS:**

- **Equipment Requirements:** In order to participate in the Web Conference, you must have **two** (2) separate connections: one telephone line with a Touch-Tone™ or cellular telephone for the audio connection and a separate connection for Internet access.
- **PC and Browser Requirements:** MS Windows 2000 or later, Pentium 1Ghz, 256 MB RAM, 1024x768 Screen Resolution, Internet connection: at least 56K modem, IE 6.0 or higher; Firefox 1.0.6 or higher; Safari 1.3 or later, if using a MAC (IE) (Does not work with AOL versions. AOL users will need to minimize AOL and open IE)