## **PMT Conference Bridge Instructions**

208.933.9202 Moderator Code – 49202 Participant Code - 9202

- 1. Moderator Person originating conference bridge, call bridge and enter moderator code 49202 followed by #
- 2. Log in to the website <a href="https://conference.pmt.org/conference/login.php">https://conference.pmt.org/conference/login.php</a>
- 3. Participants will enter bridge when they call the number and enter Participant Code 9202 followed by #
- 4. Participants in the bridge will show on the computer. Callers can be muted so as to not interrupt conference.
- 5. Once the conference starts, incoming participant introductions can be stopped by selecting options on the left side of the main screen and unselect the introduction.
- 6. Call can be recorded for up to 45 minutes. You will need to save the recording to your own medium after the call as recordings will be deleted to make that feature available for the next user.