Audio Conferencing   Controls and User Guide

Important notes:

1. Your pass-codes are already set up and you are free to use them any time as they are in effect 24 hours a day, 7 days a week. This means you now have the freedom to conduct conference calls with no restriction to the day, time, duration or size of your audio conference… reservation free.

2. For your security, never provide your moderator pass-code to anyone and never borrow someone else's participant pass-code.

command	description	availability	
*0	operator assistance	everyone	Once in an audio conference, anyone can receive operator assistance by pressing *0 on a touch tone phone.
*1	Help menu	everyone	By pressing *1, the list of star touch commands will be listed for both the Moderator or the Participant.
*4	Increase Conference Volume	everyone	At anytime during the audio conference, the moderator or participants can press *4 to increase the volume on the conference call for their line.
*5	Increase Voice Volume	everyone	If you want to your voice to increase in volume to the conference, use *5.
*6	mute line	everyone	If your individual phone does not have a mute button, you can mute your own line by pressing *6.
*7	Decrease Conference Volume	everyone	At anytime during the audio conference, the moderator or participants can press *4 to decrease the volume on the conference call for their line.
*8	Decrease Voice Volume	everyone	If you want to your voice to increase in volume to the conference, use *8.
##	automatic line disconnect	moderator only	By pressing ## and then hanging up the receiver, the moderator automatically disconnects all lines that are on the audio conference.

Moderator Only

*91 - to hear a participant count.

*92 - to hear a roll call of participants.

*93 - to disconnect all participant lines.

*94 - to lock or unlock conference.

*95 - to dial out to participants.

*96 - to mute all participant lines.

*97 - to un-mute all participant lines.

*21 - to activate Subconferencing.

*22 - initiate record and playback (*22 again to pause/stop the recording)

*31 - to turn Conference Security Code on/off.

*32 - to record your Conference Introduction.

*95 Dial-out

It should be noted that *95 provides you with the ability to dial out to telephone numbers from your meeting. When you press *95 to dial-out you will be asked to enter your Client ID before entering the number you wish to dial-out to. This is a security requirement of the dial-out feature.

To enable this feature please contact your account manager.