

How to set up a Conference Call

Through this user guide we would like to help you on your way in setting up a conference call. Here are the easy steps to follow.

For the moderator:

1. Dial the closest city dial-in number, then enter your Conference Code. Make sure you enter the Conference Code as follows: xxxx #
2. When prompted press * (star key) to identify yourself as the leader and enter your Leader PIN. Make sure you enter the Leader PIN as follows: xxxx #
3. Press 1 to start the conference call, or press 2 to enter the settings menu.

Note: Keep the Leader PIN to yourself as a moderator, as this will enable you to initiate and open a meeting. Never give this PIN out to anyone else!

For the participants:

1. Participants dial the closest city dial-in number, then the Conference Code. Make sure participants enter the Conference Code as follows: xxxx #

That's it, they are in your conference call!

Helpful keypad commands (available to the Leader of the conference call)

*0	Operator assistance - conference
00	Operator assistance - individual
*1	Dial-out to a participant - leader only
*2	Begin/end conference record (leader only)
*3	Change entry/exit method (recorded names, tones, silence) - leader only
*4	Private roll call
*5/#5	Mute/unmute all participant lines - leader only
*6/#6	Mute/unmute your own line
*7/#7	Lock/unlock conference (including operator) - leader only
*8	Allow/disallow conference continuation - leader only
*9	Start/join sub-conferencing
11	Third-party conference start - bypass hold music to start call as leader
*51/#51	Lecture mode on/off - leader only
#99	Disconnect all lines except leader - leader only
*#	Participant count
**	List available keypad commands