



24/7 CONFERENCE CALLING KEYPAD COMMANDS

Dialing In to Start your Conference Call

Step 1: Dial either - Toll-Free: 1-866-XXX-XXXX -or- International: 1-404-XXX-XXXX

Step 2: When prompted, dial your host or participant access code.

Dialing Out to a New Participant (feature must be activated)

- #3 At dial tone press: 1 + area code + number -or- 011 + country code + telephone number to dial out to international participants.
- #4 Disconnect participant and return to conference.
- #5 Connect participant and return to conference.

Optional Codes Available to the Call Host during a Conference Call

The following commands can only be performed by the call host and are generally used by individuals who are more familiar and comfortable using this service.

- *0 Speak to a live operator.
- *5 Lock/unlock conference.
- *6 Mute/unmute your own line.
- *7 Mute/unmute participants.
- #1 Hear a roll call.
- #2 Obtain head count.
- #7 Start/stop recording.
- 99 End the conference.

Recording

You may store only one recording at a time, regardless of length. When you start a new recording, any prior recording is deleted.

#7 Enter record mode.

Press 1 To begin recording the current conference.

Press 2 To refuse passcode.

Recording begins

#7 To stop and exit recording mode, or simply hang up.

Playback

Step 1: Dial 1-866-430-1300

Step 2: Enter PIN: xxx-xxxx # (Participant Entry Code)

Step 3: Press 4 to listen.

Step 4: Enter confirmation No.: 2002xxxxxxx #

Playback Control

** Pause/unpause

#2 Rewind 30 seconds

#3 Skip ahead 30 seconds

*2 Play backward

*3 Play forward 2x speed

*1 Resume normal play after *2 or *3

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