

Audio Conferencing

On-demand audio conferencing from 2 to 96 people. No reservation required. Easy audio conference control through touch-tone commands on the phone. Audio conferencing subscription includes:

- Toll and toll-free telephone number
- 7-digit conference access code
- Conference chairperson passcode

This information is required every time you want to start a conference.

Conferencing

To Setup a Conference Call:

- Notify the participants of the date and time for the conference
- Provide the participants with the conferencing dial-in phone number and access code
- The Chairperson passcode is needed only by the chairperson to begin the conference

To Start a Conference Call:

- Chairperson and Participants dial the conference phone number
- Enter the 7-digit access code
- If the chairperson, enter the Chairperson passcode
- Follow voice prompts
- Begin the meeting

Conferencing Controls

All audio conferencing features can be controlled through touch-tone commands on your phone.

Dial Out to a Participant:

- To dial out to a participant after the conference has begun, press ***1** and follow the prompts

Lock/Unlock a Conference:

- To lock your conference so no additional participants can join, press ***4**
- To unlock the conference at any time, press ***5**

Mute/Un-mute Line:

- To mute your phone during a conference, press **#6**
- To un-mute your line during a conference, press **#7**
- Mute and un-mute can be used by all participants during a conference

Conference Continuation:

- Normally the conference ends automatically when you (the Chairperson) disconnects. To let the meeting continue without you, press **#8** anytime before you hang-up.

Count Participants:

- Get a count of participants on your conference by pressing **#**

Ask for Operator:

- If a user needs help from a conferencing operator at any time during the conference, press **00**. The operator will join as a participant in the conference.

Chairperson Account Options

Change Chairperson Passcode:

- Dial into conferencing service and enter 7-digit access code followed by the Chairperson passcode
- Press **2** to change account options
- Press **1** to change the chairperson passcode

Configure Name Record

- Dial into conferencing service and enter 7-digit access code followed by the Chairperson passcode
- Press **2** to change account options
- Press **2** to configure name record
- Record participant name (on/off). When set to "on," participants are prompted to announce their name. You can press **#9** to do a roll call.

Configure Entry/Exit Announcement

- Dial into conferencing service and enter 7-digit access code followed by the Chairperson passcode
- Press **2** to change account options
- Press **2** to configure entry/exit announcement option
- Set entry/exist announcement to Tones, Silence, or Name Announce

Change Auto-Continuation Option

- Dial into conferencing service and enter 7-digit access code followed by the Chairperson passcode
- Press **2** to change account options
- Press **3** to change the auto-continuation option (automatically allow conference to continue when Chairperson exits, or disconnect all participants when Chairperson exits).

*** 1** Dial out to a participant

*** 2** Record conference

*** 4** Lock conference

*** 5** Unlock conference

*** #** Count participants

*** 6** Mute line

*** 7** Unmute line

*** 8** Conference continuation

0 0 Ask for operator