

## 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

**Note:** To dial out to an international participant, you must request an Operator from in conference by selecting \*0. The operator will validate your service and perform the dial out.

### 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 **\*0**. 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** Ask for operator