

Audio Conferencing

On-demand audio conferencing from 2 to 10 people. No reservation required. Easy audio conference control through touch-tone commands on the phone. Audio conferencing subscription includes:

- Conference Telephone number
- Conference ID number
- Conference leader PIN

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 conference ID number
- The conference leader PIN 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 conference ID number followed by **#**
- Press **1** if Conference Leader or press **2** for participant
- If the Conference Leader, enter the conference leader PIN followed by **#**
- Begin the meeting

Conferencing Controls

All audio conferencing features can be controlled through touch-tone commands on your phone. An audible beep is heard when participants join the conference.

Conference Leader Controls

Mute/Un-mute Conference Leader Phone:

- To mute phone, press ***1**
- To un-mute phone, press ***1** again

Lock/Unlock a Conference:

- To lock your conference so no additional participants can join, press ***2**
- To unlock the conference at any time, press ***2** again

Drop Last Caller:

- To drop the last caller from the conference, press ***3**

Adjust Overall Conference Volume:

- To decrease the conference volume, press ***4**. Continue pressing **4** until the desired level is reached, then press **#** to exit.
- To increase the conference volume, press ***6**. Continue pressing **6** until the desired level is reached, then press **#** to exit.

Adjust Conference Leader Volume:

- To decrease the Conference Leader's volume, press ***7**. Continue pressing **7** until the desired level is reached, then press **#** to exit.
- To increase the Conference Leader's volume, press ***9**. Continue pressing **9** until the desired level is reached, then press **#** to exit.

Conference Participant Controls

Mute/Un-mute Conference Participant Phone:

- To mute phone, press ***1**
- To un-mute phone, press ***1** again

Adjust Overall Conference Volume:

- To decrease the conference volume, press ***4**. Continue pressing **4** until the desired level is reached, then press **#** to exit.
- To increase the conference volume, press ***6**. Continue pressing **6** until the desired level is reached, then press **#** to exit.

Adjust Conference Participant Volume:

- To decrease the Conference Participant's volume, press ***7**. Continue pressing **7** until the desired level is reached, then press **#** to exit.
- To increase the Conference Participant's volume, press ***9**. Continue pressing **9** until the desired level is reached, then press **#** to exit.

*** 1 Mute/Un-mute line**

*** 1 Lock/Unlock conference**

*** 3 Drop last caller**

*** 4 Adjust conference volume up**

*** 6 Adjust conference volume down**

*** 7 Conference leader/participant volume up**

*** 9 Conference leader/participant volume down**

8 Exit volume control