

Starting and Joining a Conference Call

On Demand audio conference calls can have up to 125 participants without a reservation. **Pin Activated** conference calls begin after the moderator joins and unlocks the call. Moderators start a conference call by:

1. Dialing the U.S. toll-free number.
2. Entering the conference ID followed by the # sign.
3. Pressing * to enter the 4 or 6 digit PIN code followed by the # sign.

(Participants join by dialing the number, entering the conference ID and entering the call silently, with a tone, or by announcing a name.)

Phone Commands Press the * key and the number command to control your conference call.	
<p>Get Help</p> <p>*0 Summon an operator</p> <p>*1 Hear a phone command menu</p> <p>Mute Lines</p> <p>*6 Mute and un-mute your line</p> <p>*96 Mute all participants' lines</p> <p>*97 Un-mute all participants' lines</p> <p>Dial Out</p> <p>*95 Dial out to domestic participants</p> <p>*0 Summon an operator to dial out to International participants</p> <p>Record the Call</p> <p>*22 Start or stop recording</p>	<p>Control Call Volume</p> <p>*4 Increase volume in the call</p> <p>*5 Increase volume on your line</p> <p>*7 Decrease volume in the call</p> <p>*8 Decrease volume on your line</p> <p>Increase Call Security</p> <p>*31 Turn security codes on or off</p> <p>*91 Hear a count of participants</p> <p>*92 Hear a private roll call</p> <p>*93 Disconnect all participant lines</p> <p>*94 Lock and unlock the call</p> <p>Initiate a Subconference</p> <p>*21 Start subconferencing</p> <p>#1-9 Join participants to the subconference</p> <p>## Return to the main menu</p> <p>#0 Return participants to the main call</p>

Volume Controls

Improve your conference call quality by increasing or decreasing the volume on a line or on the entire call.

Call Security

Increases call security by asking for a security code, hearing who is on line, locking the call or disconnecting everyone when the call is finished.

Subconferences

Breakout participants into separate conversations and then rejoin them to the conference call. On Demand allows up to 9 subconferences in the same conference call.