



Easy Audio Conference Reference Guide

Star Commands – manage your meeting from the telephone keypad Use these easy star commands during your Reservationless calls. Should you need anything—someone’s on-hold music is playing in your conference or there’s static on the line—press *0 and the operator will take care of it for you right away.

Conference assistance

- *1 Help menu
- *0 Operator assistance

Volume

- *4 Increase conference
- *7 Decrease conference
- *5 Increase your voice
- *8 Decrease your voice

Mute

- *6 Mute or “un-mute” your line
- *96 Mute all participant lines
- *97 “un-Mute” all participant lines

Call someone

- *95 Dial out to add participants

Security

- *31 Turn security code on/off
- *91 Hear participant count
- *92 Hear roll call
- *93 Disconnect all lines
- *94 Lock or unlock conference

Record for Playback

- *22 to record your conference**

Subconferences

- *21 Initiate subconference
- # 1-9 Join subconference
- ## Return to main menu
- # 0 Facilitator returns all to main

Note: **Two-digit controls can only be done by the moderator.*

Keep Security in Mind Make sure to keep your account information in a safe place and limit the distribution of your personal passcodes to prevent misuse.

Security on Demand Our Reservationless system gives you the option to change your security code for every call:

- Host selects unique code and informs participants
- Host activates security feature by simply pressing *31

Control audio meetings from your computer.

- Go to your hub site
- Sign In with your client ID and Web password
- Click on the "Start" button in the Meet section
- You can now view and manage a conference by hitting the START button on the bottom of your screen (make sure your pop up blocker allows pop-ups from this site).

FINDING YOUR WAY AROUND THE ON-LINE HOST CONTROL SCREEN

Audio Meeting - 349572

Main Conference

Dial in Moderator 9733172822

Dial in Participant 2014079593

Participant list: Indicates participant status, green handset means speaking, red means muted, white is neutral. You can type over the phone number to enter the name. This is only visible while they are connected.

Lock your conference from late or unwanted arrivals.

Disconnect everyone upon the end of your conference to avoid private

To Sub To Main Mute All Lock Conference End Conference

Move yourself and a participant to subconference for a private conversation. Remember to move you both to the Main Conference

Sub Conference

Dial out to participants right from your computer screen and connect them with moderator abilities. Remember dialing internationally has to be enabled for you.

Connection Status: 1195484 Dial Out: DIAL Dialing Moderator

Dial-In Numbers

Toll free	1-888-909-7654	Toll	1-719-785-1711
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