

Features by Caller

To access the different Feature Keys when in a call, simply press the corresponding keys below - it is required that a caller enters a star (*) key before the desired feature key.

Participant Feature Keys	
* 2	Caller Count
* 3	Breakout Rooms
* 4	Instructions - conference instructions
* 6	Mute/Unmute - caller controlled muting

Host Feature Keys	
* 1	Manage Q&A session
* 2	Caller Count - plays the number of parties in the call
* 3	Breakout rooms
* 4	Instructions - conference instructions
* 5	Listen only modes - host controlled muting
* 6	Mute/Unmute - caller controlled muting
* 7	Secured/Unsecured - stops callers from entering
* 8	Tone controls
* 9	Record Conference

Playback Feature Keys	
4	Rewind 1 minute
5	Pause/resume playback
6	Fast forward 1 minute

Touch Tone Command Explanations

Manage Q&A - *1 key (host only)

The following commands are available in Q&A session mode after pressing *1: 1 to start Q&A session, 2 to move to the next questioner, 3 to end Q&A session, 4 to mute or unmute current questioner, 5 to clear Q&A queue and * to return to the conference.

Caller count - *2 key

Allows the host to get a count of how many callers are on the call.

Breakout Rooms - *3 key

Pressing *3 followed by the number of a sub-conference room from 1-9 or press * to return to the main conference. To return to the main conference room press *3* at any time.

Instructions - *4 key

Plays a menu of touch tone commands.

Listening modes - *5 key (Host only)

There are 3 different listening modes for the audience – the default mode is open conversation. Press *5 once to mute the audience, however, the audience can un-mute themselves by pressing *6 for questions, or to allow guest speakers the option to speak. Press *5 again to put the audience into mute mode without the capability of un-muting themselves. Press *5 one more time to return to open conversation mode.

Mute - *6 key

Press *6 to mute your line. Press *6 again to un-mute the line.

Security - *7 key (Host only)

Press *7 to secure the conference and block all other callers attempting to enter the conference. Press *7 again to re-open the conference to all callers.

Tone control - *8 key (Host only)

The default setting is Entry and Exit tones on. Press *8 once to set entry and exit tones off. Press *8 again to set entry tone off, exit tone on. Press *8 a third time to set entry tone on, exit tone off. Pressing *8 one more time to put the conference back in default mode with both entry and exit tones on.

Record Conference - *9 key (Host only)

Press *9 to start recording. An announcement will be made to the attendees that the conference is being recorded. To stop and save the recording, press *9 again.