

## 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.