




























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	
 	Breakout Rooms
 	Instructions - conference instructions
 	Mute/Unmute - caller controlled muting

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

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

Touch Tone Command Explanations
<p>Manage Q&A - *1 key (Host only) The following commands are available in Q&A mode (press *1 before each command):</p> <ul style="list-style-type: none">• 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• * to return to the conference <p>Participants must dial *6 to ask a question.</p>
<p>Caller count - *2 key (Host only) Allows the host to get a count of how many callers are on the call.</p>
<p>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.</p>
<p>Instructions - *4 key Plays a menu of touch tone commands.</p>
<p>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.</p>
<p>Mute - *6 key Press *6 to mute your line. Press *6 again to un-mute the line.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>