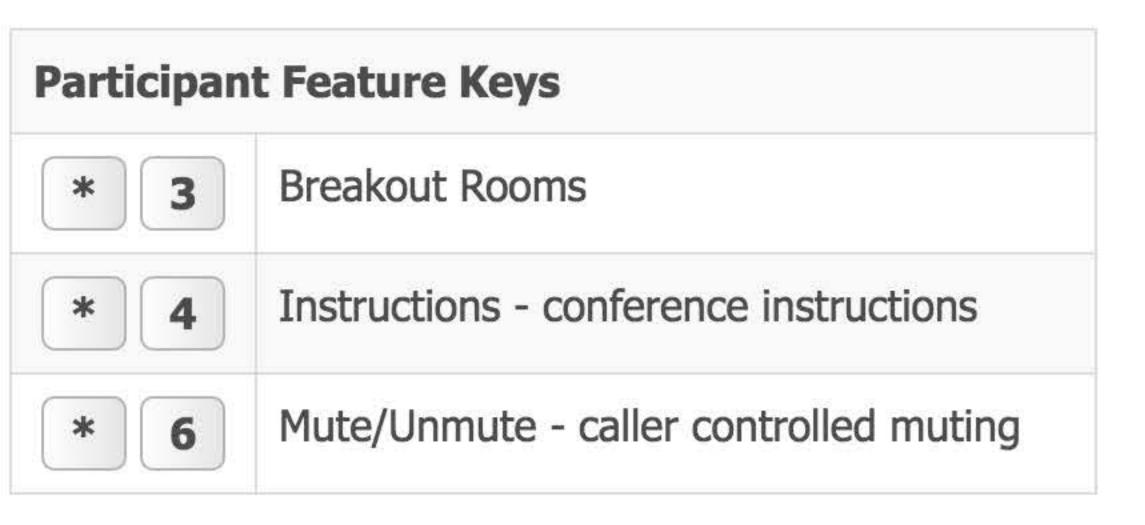
# **Features by Caller**

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.



| 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 mode (press \*1 before each command):

- 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

Participants must dial \*6 to ask a question.

## Caller count - \*2 key (Host only)

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 subconference 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.