

Quick Reference Guide

to our **RESERVATIONLESS** Conferencing Solution

Moderator Controls

To Start your Conference:

- 1 Dial the toll-free number on your moderator card
- 2 Enter your conference ID and press #
- 3 Press *, enter your PIN and press #

For international users, dial your international dial-out plus the country code followed by the **303** dial-in number on your moderator card.

Participant Controls

To join the Conference

- 1 Dial the toll-free number provided by the moderator
- 2 Enter the moderator's conference ID and press #
- 3 You will be placed directly into the meeting if the moderator has already joined. If the moderator hasn't joined, you will be placed on hold awaiting the moderator.

For international users, dial your international dial-out plus the country code followed by the **303** dial-in number on your moderator card.

Key Features

- **Reservationless Conferencing**

Conduct a conference instantly, without a reservation, for up to 125 audio participants*.

- **Muting and Un-muting**

Mute all participants on the phone by pressing ##. On the phone, participants can mute their own lines by pressing *6 and unmute them by pressing *7.

- **Conference Continuation**

Moderators may allow the conference to continue when they disconnect by entering *8 before hanging up.



Moderator Conferencing Commands

** List all phone commands	*0 Private Operator Assistance
00 Operator assistance	*1 Dial a new Participant
*1 Join participant	*2 Join Participant and continue dialing
*3 Cancel dial-out	*4 to cancel dial out and continue dialing
*2 initiate recording	1 Start recording
* Cancel recording	*4 Lock conference
*5 Unlock conference	*6 Mute your line
*7 Un-mute your line	*8 Conference continuation
*9 Play roll call (if activated)	*# Participant count
## Mute all lines except moderator	99 Un-mute all lines

Participant Conferencing Commands

00 Operator assistance	*0 Private Operator Assistance
*6 Mute your line	*7 Un-mute your line
*# Participant count	** List all phone commands

Record Your Conference

For conference recording, press ***2** on your keypad to initiate the recording and press **1** to start the recording.

Playback a Recorded Conference

1 Dial the toll-free number provided in your conference recording email and enter the pass code, then press **1** to listen to the recorded conference.

2 Enter the conference ID, then **#**

3 Enter the playback ID, then **#**

4 Use the commands below to navigate through the conference recording



Record and Playback Phone Commands

Press 1 Skip backward

Press 2 Pause/unpause

Press 3 Skip forward

Press 4 Go to the beginning of the recording

Press 5 Skip backward to the beginning of the previous segment

Press 6 Skip forward to the beginning of the next segment

Press 7 Increase the volume by 25%

Press 8 Decrease the volume by 25%

Press # Stop and return to the main menu

Press ** Main menu
