

# User's Guide to Touchtone Commands

## Conference Call Pro – Version 2.0

*Reservationless Phone Conferencing*



### Dialing In (Beginning a Conference)

1. Each party<sup>1</sup> dials one of your access numbers<sup>2</sup> from any touchtone phone.
2. At the system prompt, dial the appropriate entry code then hit the (#) key.

The chairperson does not have to be the first to dial in.



### Chairperson's Commands

- \*0 Summon an operator
- \*4 Balance the volume on all lines in the conference
- \*5 Lecture Mode: mute/unmute everyone but yourself
- \*7 Lock/Unlock the conference entrance
- \*8 Roll Call or Line Count<sup>3</sup>
- \*93 Sub-conference: enter or exit a sub-conference
- \*98 Moderator hangup: enable/disable conference termination on moderator hangup

#### *Recording & Playback:*

- \*2 Conference recording (start/stop)<sup>4</sup>
- \*3 Playback of conference recording (start/stop)<sup>4</sup>
- \*94 Listen to recording number<sup>4</sup>

### Participants' Commands

*The chairperson may wish to inform participants of the availability of the following participant commands:*

- \*0 Summon an operator
- \*3 Playback of conference recording (start/stop)<sup>4</sup>
- \*8 Roll Call or Line Count<sup>3</sup>
- \*6 Mute/Unmute your own line
- \*93 Sub-conference: enter or exit a sub-conference

<sup>1</sup> The system can link a maximum of lines equal to the number of "ports" you purchased.

<sup>2</sup> You have two "access numbers" (dial-in numbers); toll and toll-free. Your monthly subscription includes unlimited usage of the toll access number. Usage of the toll-free access number will incur additional charges (per minute, per line dialed in)

<sup>3</sup> Your account must be configured in advance for Roll Call; each caller's name will be recorded as they enter.

<sup>4</sup> Each time you make a recording you will be given a "recording number". This is the system identifier for your recording and it will be required to access the recording for playback.