


USERS GUIDE



Sample Teleconference Wallet Card

	The ABC Company
Moderator: <i>John Sample</i>	
Conference Dial-in Number: <i>1.866.261.6767</i>	
International Dial-in Number: <i>416.850.2050</i>	
Moderator Code: <i>123456#</i>	
Participant Code: <i>654321#</i>	
Customer Care: 1.866.281.9191	

To Begin Your Reservationless Conference:

1. Moderator and Participants enter Dial-in Number
2. Moderator enters Moderator Code to begin conference
3. Participants enter Participant Code to enter conference room

Touch Tone Commands

* 1	Dial out to add on a new Participant
* 2	Return with new Participant
* 3	Return without new Participant
* 2	Record Conference
* 3	Playback Conference Recording
* 5	Lecture Mode (mute/unmute all)
* 6	Individual Line Mute
* 7	Call Security (lock/unlock conference)
* 8	Roll Call
* 9 3	Enter Sub-Conference
* 0	Operator Assistance
# #	End Conference (removes everyone)





Moderator Telephone Commands – Details

* 1

Dial Out To A New Participant

The system dial-out feature allows you to add Participants during the conference. Activate this feature by pressing *1. Enter the telephone number that you wish to dial, followed by the # key. Once you've verified the correct number to dial, press 1 and the call will be made. When the called party answers, you add them to the main conference by pressing *2. Pressing *3 brings you back to the main conference without the Participant.

* 2

Start/Stop A Conference Recording

A conference recording can be started at any time during the call. Press *2 and enter a conference file number followed by the # key (a file number unique to you and up to 8 numbers long). Verify the correct file number by pressing 1 and the recording begins with an announcement to all Participants that the "conference recording has been turned on". The recording can be stopped at any time by pressing *2.

* 3

Start/Stop A Conference Playback

The Moderator can playback their recorded call by re-entering their conference room. Pressing *3 (and the file number you entered to start the recording) prompts the system to retrieve your recording. Press *1 to initiate the playback of the file.

* 5

Lecture Mode (Mute All)

Lecture Mode allows the Moderator to place all Participants in a listen-only mode. Press *5 to activate the feature. Pressing *5 (a second time) deactivates the feature and allows everyone to hear the Moderator. Ideal for large group presentations!

* 6

Individual Line Mute

PARTICIPANT ACTIVATED FEATURE

The Participants activate this feature. Press *6 to mute the Participant line. Pressing *6 (a second time) deactivates the feature, enabling the Participant to be heard in conference.

*** 7**

**Lock A
Conference**

Press ***7** to lock the conference room so no one else can join a session. Pressing ***7** (a second time) unlocks the conference.
Note: Participants joining on mobile telephones often lose mobile reception. If their mobile provider disconnects them, remember to unlock the conference to allow them to rejoin.

*** 8**

Roll Call

Press ***8**, to hear how many lines are in conference. Only the moderator hears the count sent back from the teleconference system.

*** 9 1**

**Conference
Billing Code**

Press ***91** and up to 20 keypad numbers to add a billing code to the call. The numbers entered will appear on the call record on your monthly bill.

*** 9 3**

**Enter Sub-
Conference**

The Moderator or any Participant can enter a sub-conference to discuss issues separate from the main conference. Press ***93** to activate the feature. You have up to 9 separate sub-rooms to join and by entering 1 through 9 places you in the room of your choice. When you are in the sub-conference, you can re-enter the main conference by pressing ***93** (for a second time).

*** 0**

**Operator
Assistance**

To request help from an Operator, **press *0**.

#

End Conference (removes everyone)