

Audio Quick Reference Guide

Guest Feature Keys

*3	Exit the Conference Call
*4	Conference instructions (plays menu of touchtone commands)
*6	Mute/Un-mute (press once to mute, press again to un-mute)

Host Feature Keys

*2	Caller Count (tells the host how many people are on the call)
*3	Exit the conference call
*4	Conference instructions (plays menu of touchtone commands)
*5	Mutes all callers <ul style="list-style-type: none"> • Press *5 once to mute the entire audience except the host. Guests can un-mute themselves individually by pressing *6 to be heard. • Press *5 a second time to mute the audience and take away a guest's ability to un-mute themselves • Press *5 a third time to un-mute everyone & put teleconference back into open conversation mode.
*6	Mute/Un-mute (press once to mute, press again to un-mute)
*7	Lock Conference (stops new callers from entering in the middle of a call - press *7 again to allow callers in)
*8	Entry/Exit Chime Control <ul style="list-style-type: none"> • Press *8 once and entry/exit chimes turn OFF. • Press *8 a second time for entry chime OFF / exit chime ON. • Press *8 a third time for entry chime ON / exit chime OFF. • Press *8 a fourth time for entry/exit chimes to be turned back ON
*9	Record Conference <ul style="list-style-type: none"> • Press *9 to indicate that you'd like to record the call. The system will play music for the participants. • The system will ask you to enter a "recording number" that you will use to reference this specific recording. Enter that recording number & press #. • The system will then announce "This conference is being recorded" to everyone on the teleconference. You will be returned to the teleconference to continue your call. • At the end of your call, press *9 to turn off recording.