

User's Guide to Touchtone Commands Reservationless Conferencing

Dialing In (Beginning a Conference)

1. Each party dials their 800-access number from any touchtone phone. Callers outside the US and Canada should dial the toll number (with the 973 area code).
2. At the prompt, dial the appropriate entry code + **#**.
The chairperson does not have to be the first to dial in.

Chairperson's Commands

- ***0** Summon an operator
- ***2** Stop an announcement by conferencing system
- ***4** Equalize your volume (if the others find you too loud or too soft)
- ***5** Lock/Unlock the conference entrance
- ***6** Mute/Unmute your own line
- ***7** Mute/Unmute everyone but yourself
- #**1** Roll call (play the list of recorded part. names)
- #**8** Private roll call. Only chair to hear names.
- #**2** Count (system states the # of lines connected)
- #**6** Private count. Only chair to hear # of lines)

*Dialing out*¹ (chairperson brings a participant in):

- #**3** Enter dial-out mode at dial tone,

Dial 1 + area code + phone number + **#**

- #**4** Abort dial-out and return you to conference

- #**5** Return yourself and dialed-out party to Conference

Recording a conference or playing back the last Recording:

- #**7** Enter recording/playback mode.³ Then follow the prompts. (See the tinted panel above right for a guide to the menu options and playback controls.)

¹ The reservationless system can link a maximum of 40 lines.

² Only the chairperson hears roll calls and counts.

³ The chairperson is not heard by others while in dial-out mode or while setting up recording or play back.

Recording and Playing Back

You can store only one recording at a time, regardless of length. When you start a recording, any prior recording is deleted.

# 7 Enter recording/playback mode		
↓ ↓ ↓		
<div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> #1 Record current conference #2 Play back prior recording </div>		
↓ ↓ ↓		
<div style="border: 1px solid black; padding: 2px;"> #1 Use your participant entry code as the password for this recording </div>	<div style="border: 1px solid black; padding: 2px;"> #2 Decline password protection for this recording. </div>	<div style="border: 1px solid black; padding: 2px;"> Enter your confirmation number.⁴ If prompted for a Password, enter your participant entry code. </div>
↓ ↓ ↓		
Recording begins		Playback begins. ⁵
↓ ↓ ↓		
# 7 Stop and exit recording/playback mode		

Playback Controls

- ****** Pause/Unpause
- #**2** Skip back 30 seconds
- #**3** Skip ahead 30 seconds
- ***2** Play backwards
- ***3** Play forward 2x speed
- ***1** Resume normal play after #**2** or #**3**

⁴ The bottom number on your wallet card.
⁵ During playback, only the chairperson can be heard. All participants are muted.

Participants' Commands

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

- ***0** Summon an operator
- ***4** Equalize your volume (if the others find you too loud or too soft)
- ***6** Mute/Unmute your own line
- ***7** Q & A