

User's Guide to Touchtone Commands

Reservationless Phone Conferencing



Dialing In (Beginning a Conference)

1. Each party¹ dials one of your access numbers from any touchtone phone. Callers outside the US and Canada should dial the toll number (not the toll-free number).
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 participant names)²
- #2** Count (system states the number of lines connected)²
- 99** End the conference

Dialing out¹ (chairperson brings a participant in):

Note: For your protection, dial-out is disabled by default. Call Customer Service to activate it permanently.

- #3** Enter dial-out mode.³ At dial tone, dial **1** + area code + phone number + **#** (US and Canada only)
- #4** Abort dial-out and return yourself 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.)

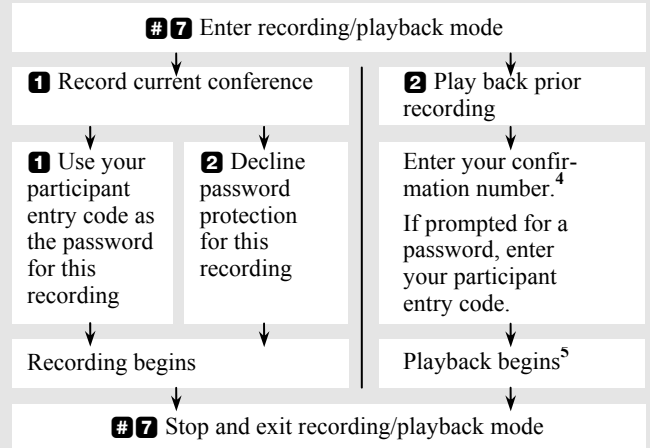
¹ The Reservationless system can link a maximum of 100 lines.

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.



Playback Controls

- **** Pause/Unpause
- #2** Skip back 30 seconds
- #3** Skip ahead 30 seconds
- *2** Play backward
- *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