

# AUDIO USER GUIDE

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## HOW TO HOST A CONFERENCE CALL

### FOR THE HOST:

1. Dial the closest available dial-in number, then enter your Access Code when prompted.  
Please enter the 9-digit Access Code followed by **#**.
2. After step 1, please press **\*** (star key) to identify yourself as the leader.  
Please enter your PIN when prompted. Please enter the 4-digit PIN followed by **#**.

**Note:** Keep the PIN to yourself as a moderator, as this will enable you to initiate and start a meeting.  
Never give this PIN out to anyone else!

### 1. FOR THE PARTICIPANTS:

Dial the closest available dial-in number, then enter your Access Code when prompted.  
Please enter the 9-digit Access Code followed by **#**.

## HELPFUL TELEPHONE KEYPAD COMMANDS

### HOST FEATURE KEYS

- \*1** Manage Q&A session
- \*2** Caller count - plays the number of parties in the call
- \*3** Breakout rooms
- \*4** Instructions - conference instructions
- \*5** Listen only modes - host controlled muting
- \*6** Mute/Unmute - caller controlled muting
- \*7** Secured/Unsecured - stops callers from entering
- \*8** Tone controls
- \*9** Record conference

### PARTICIPANT FEATURE KEYS

- \*3** Breakout rooms
- \*4** Instructions - conference instructions
- \*6** Mute/Unmute - caller controlled muting

### PLAYBACK FEATURE KEYS

- 4** Rewind 1 minute
- 5** Pause/Resume playback
- 6** Fast forward 1 minute

## TELEPHONE KEYPAD COMMANDS EXPLANATIONS

### \*1 **Manage Q&A (Host Only)**

The following commands are available in Q&A mode (press \*1 before each command):

- Press 1 to start Q&A session
- Press 2 to move to the next questioner
- Press 3 to end Q&A session
- Press 4 to mute or unmute current questioner
- Press 5 to clear Q&A queue
- Press \* to return to the conference

Participants must dial \*6 to ask a question and enter the queue.

### \*2 **Caller count (Host Only)**

Allows the host to get a count of how many callers are on the call.

### \*3 **Breakout Rooms**

- Pressing \*3 followed by the number of a sub-conference room from 1-9 or press \* to return to the main conference.
- To return to the main conference room press \*3\* at any time.

### \*4 **Instructions**

Plays a menu of touch tone commands.

### \*5 **Listening modes (Host Only)**

There are three different listening modes for participants:

The default mode is open conversation.

- Press \*5 once to mute participants; however, participants can unmute themselves by pressing \*6 for questions or to allow guest speakers the option to speak.
- Press \*5 again to put participants into mute mode without the capability of unmuting themselves.
- Press \*5 one more time to return to open conversation mode.

### **Mute**

- \*6 • Press \*6 to mute your line. Press \*6 again to unmute the line.

### **Security (Host Only)**

- \*7 • Press \*7 to secure the conference and block all other callers attempting to enter the call.
- Druk nogmaals op \*7 om de call weer te openen voor nieuwe deelnemers.

### **Tone control (Host Only)**

- \*8 • The default setting is to have entry and exit tones on.
- Press \*8 once to set entry and exit tones off.
- Press \*8 again to set entry tone off, exit tone on.
- Press \*8 a third time to set entry tone on, exit tone off.
- Press \*8 one more time to put the conference in default mode with entry and exit tones on.

### **Record Conference (Host Only)**

- Press \*9 to start recording. An announcement will be made to the attendees that the conference is being recorded.
- \*9 • To stop and save the recording, press \*9 again.