

Teleconference Instructions

Standard Version

Teleconference Host Feature Keys (accessed by pressing star (*) instead of pound after entering the Access Code)

Example:

1. Dial teleconference number
2. Enter in 7 digit access code
3. For Host Options press (*) after access code has been entered

Host Teleconference Options

Press (*) button before each command

- 2: Count - press #2 to hear the number of parties in the call
- 3: Exit - takes you out of the conference call
- 4: These conference instructions
- 5: Listen only modes - host controlled muting
 - Press * 5 once - All callers are muted and they can unmute themselves by pressing * 6.
 - Press * 5 twice- All callers are muted and they can not unmute themselves.
 - Press * 5 three times- All callers are unmuted.
- 6: Mute/Unmute - caller controlled muting
- 7: Secured/Unsecured - stop callers from entering
- 8: Tone controls (sounds when people enter and leave)

Guest Teleconference Options

Press (*) button before each command

- 3: Exit - takes you out of the conference call
- 4: These conference instructions
- 6: Mute/Unmute - caller controlled muting