User's Guide to Touchtone Commands

Reservationless Pro Plus

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CONFERENCING
An Onstream Media Company

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Dialing In (Beginning a Conference)

1. Each party[1] dials one of your account 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`	Chairperson menu (chairperson)/ Operator assistance
`*` `0` `*` `0`	Operator assistance
`#` `1`	Add a conference security passcode
`*` `1`	Dial-out to a participant
`#` `2`	Broadcast participant count
`*` `2`	Broadcast roll call
`#` `3`	Activate/deactivate name record
`*` `3`	Lock/unlock conference
`#` `4`	Private roll call
`*` `4`	Activate/deactivate chairperson disconnect
`#` `5`	Activate/deactivate next call start without chairperson
`*` `5`	Activate/deactivate name announce
`#` `6`	Activate/deactivate lecture mode
`*` `6`	Mute/unmute individual lines (including participant)
`*` `7`	Access project/account code options
`*` `8`	Extend conference time beyond 5 hours
`#` `9`	Help menu (including participants)
`*` `9`	Activate/deactivate entry and exit tones
`8` `8` `#`	Disconnect individual line (including participants)
`9` `9` `#`	Disconnect all participants except chair
`7` `3` `2` `#`	Activate/deactivate enhanced digital recording

* To receive playback instructions or .WAV file, email request to clientcare@infiniteconferencing.com along with your chair and participant code

Dialing out[1] (chairperson brings a participant in):

1. **[*][1]** Enter dial out mode

2. Dial out to participant. Enter area code + number + **[#]**

3. **[*][1]** To add participant to conference
   OR
   [*][2] To disconnect line without adding to conference

4. **[*][1]** To rejoin conference (or operator will place you back in conference)

[1] The reservationless system can link a maximum of 100 lines.
[2] Only the chairperson hears roll calls and counts

[1] The chairperson is not heard by others while in dial-out mode or while setting up recording or play back-

Participants' Commands

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

[*][0]   Operator assistance

[*][6]   Mute/unmute your own line

[8][8][#]   To disconnect

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