

# User's Guide to Touchtone Commands

## Reservationless Conferencing



Customer Service **1.888.203.7900**

### Dialing In (Beginning a Conference)

1. Each party<sup>1</sup> 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 Infinite Conferencing 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)<sup>2</sup>
- #2** Count (system states the number of lines connected)<sup>2</sup>
- 99** End the conference

*Dialing out<sup>1</sup> (chairperson brings a participant in):*

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

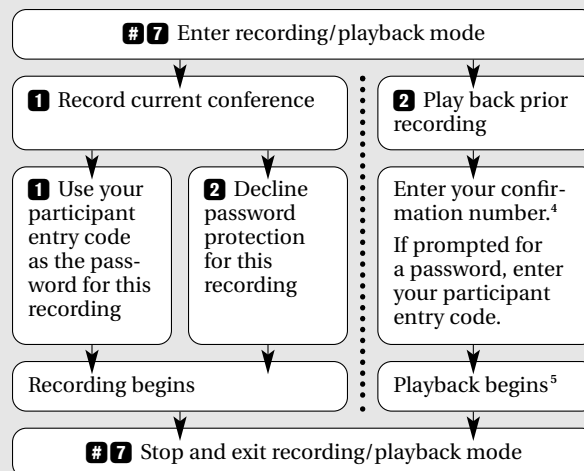
<sup>1</sup> The reservationless system can link a maximum of 100 lines.

<sup>2</sup> Only the chairperson hears roll calls and counts.

<sup>3</sup> 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**

<sup>4</sup> The bottom number on your wallet card.

<sup>5</sup> 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 Infinite Conferencing operator
- \*4** Equalize your volume (if the others find you too loud or too soft)
- \*6** Mute/Unmute your own line