# How to

# Start or Join a Conference call

1. Press the ☎ button
2. To dial an outside line press 9
3. Dial your Access Number:
   a. Example: 1-877-555-1234
4. Enter your Moderator or Participant Passcode:
   a. Example: 1234567#
5. When prompted state your name and press #

## MEETING MANAGEMENT FEATURES

Press the ∗ key on your telephone keypad, followed by the corresponding digit(s), to use any of these features.

**Meeting Assistance**

| | |
|---|---|
| *1 | Help menu |
| *0 | Operator assistance |

**Meeting Introduction**

| | |
|---|---|
| *32 | Record your meeting introduction |

**Volume**

| | |
|---|---|
| *4 | Increase meeting volume |
| *7 | Decrease meeting volume |
| *5 | Increase your voice |
| *8 | Decrease your voice |

**Mute/Un-Mute**

| | |
|---|---|
| *6 | Mute or Un-Mute your line |
| *96 | Mute all participant lines |
| *97 | Un-mute all participant lines |

**Toggle Tones**

| | |
|---|---|
| *39 | Toggles Tones On/Off in Conference |

**Security**

| | |
|---|---|
| *31 | Turn security code on/off |
| *91 | Hear participant count |
| *92 | Hear roll call of participants |
| *93 | Disconnect all lines |
| *94 | Lock or unlock the meeting |

**Record for Playback**

| | |
|---|---|
| *22 | To record your meeting |

An email will be sent to you following your meeting with instructions to access your playback.

**Sub-meetings**

| | |
|---|---|
| *21 | Initiate sub-meetings |
| #1-9 | Join sub-meetings |
| ## | Return to main menu |
| #0 | Meeting host returns all to main meeting |