

# User's Guide to Touchtone Commands

## Personal Conference Room

### 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 (with the 404 area code).
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 a MeetingBridge 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>
- 9 9** 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.)

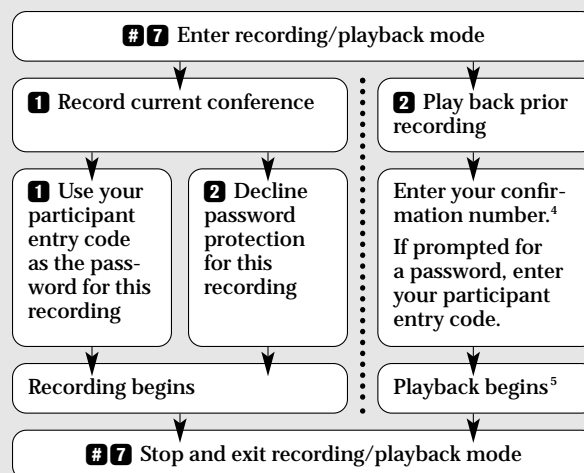
<sup>1</sup> The personal conference room can link a maximum of 40 lines.

<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> Sent with your sign up email and available with your profile information

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