

Guide to Touchtone Commands

User's Guide to Touchtone Commands Reservationless Professional

Dialing In (Beginning a Conference)

1. Each party¹ 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 Summon an Access One operator
- * 4 Equalize conference volume
- * 5 Mute/Unmute your one but yourself
- * 6 Mute/Unmute your own line
- * 7 Lock/Unlock the conference entrance
- * 8 Roll call/Count (play the list of recorded participant names)²
- # # End the conference

Dialing out¹ (chairperson brings a participant in):

- * 1 Enter dial-out mode.³ At dial tone, dial 1 + area code + phone number (US and Canada only)
- * 2 Return yourself and dialed-out party to conference
- * 3 Abort dial-out and return yourself to conference

Recording a conference or playing back the last recording:

- * 2 Enter recording mode.³ Then follow the prompts. (See the back of this card for a guide to the menu options.)

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 Summon an Access One operator
- * 4 Equalize your volume (if the others find you too loud or too soft)
- * 6 Mute/Unmute your own line

Recording and Playback Commands

