

INTEGRATED CONFERENCE MANAGER

Conferencing from the Phone

Start an ad-hoc or scheduled audio conference from the phone.

Start an Audio Conference via Phone

- Step 1. Call the dial-in number.
- Step 2. Enter your Conference ID if prompted.
- Step 3. Press **1** if prompted.
- Step 4. Enter your PIN when prompted.

Tell Participants

- The conference date and time
- The dial-in number
- Your Conference ID
- Conference password or PINS, if assigned
— OR —
- Press ***1** to dial out and add them

During the Conference

- *0** Play the list of phone commands; press **#** to return to the conference
- *1** Dial out to a new participant; after dialing out, you can press
 - **** to rejoin the conference with the new participant
 - #** to disconnect the new participant and rejoin the conference by yourself
 - *1** to disconnect the new participant and redial
- *2** Mute or unmute your line
- *3** Mute or unmute all lines except yours (lecture mode)
- *4** Play a roll call of: **1** the number of participants **2** participant names
- *5** Lock or unlock the conference
- *6** Record a conference greeting
- *7** Allow participants to continue talking after you disconnect
- *8** Disconnect all participants and end the conference
- *9** Toggle conference recording on or off, if allowed
- *** Replay the list of phone commands

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