



Host Touch Tone Commands

Command		Description
**	Help / List Commands	Press** to play a list of touch tone commands available to the Host.
*1	Caller Count	Press *1 to get a count of how many callers are in the conference.
*2	Entry & Exit Tones	Press *2 one time to turn off both entry and exit tones. Press *2 a second time to turn off entry tones but turn on exit tones. Press *2 a third time to turn on entry tones but turn off exit tones will be off. Press *2 a fourth time to turn on both entry and exit tones (default setting).
*3	Question-and-Answer (Q&A)	Press *3 then 1 to begin a Q&A session. Press *3 then 1 to Unmute the next caller in the Q&A queue (repeat until all questions are answered). Press *3 then 2 to Mute the current caller in the queue after his question has been answered. Press *3 then 3 to end the Q&A session.
*5	Host-Controlled Muting	Default is Open mode. This command does not affect Hosts. Press *5 one time to enter Relaxed mode that mutes all callers/Guests but gives Guests the ability to unmute/mute themselves by pressing *6. Press *5 a second time to enter Strict mode that mutes all callers/Guests without the ability to unmute themselves. Press *5 a third time to return to Open mode.
*6	Mute / Unmute	Press *6 to self-mute your call. Press *6 again to unmute your call.
*7	Conference Lock	Press *7 to lock the conference and prevent additional callers from entering the conference. Press *7 again to unlock the conference.
*9	Record	Press *9 to begin recording. Press *9 again to stop recording. Recording can be started and stopped multiple times. Only one recording will be produced. To retrieve a recorded conference, login to the Web Portal and go to Reports page to download or playback. Guests can be given access for telephone playback of recorded conferences.

Guest Touch Tone Commands

Command		Description
**	Help / List Commands	Press** to play a list of touch tone commands available to the caller.
*1	Caller Count	Press *2 to get a count of how many callers are in the conference.
*6	Mute / Unmute	Press *6 to self-mute your call. Press *6 again to unmute your call.