

Inviting Callers

To organize your call, share the date, time, time-zone, dial-in, and conference code.

Hosting Your Call

To start your call, dial the conference number, enter your conference code, and host code.

Online Account

[Log in](#) for recording access, web-controls, user management, billing, and accounting.

Help & Resources

For more information, how-to articles and video tours, visit: www.conferencecalling.com/help

Our team is available via online chat for additional assistance.

No special training or equipment required! Use your phone keypad to manage features easily.

Main Host Controls**1* - Mute All Callers**

Mute all lines except host and speakers to reduce background noise. Callers cannot unmute with 1*.

2* - Lock & Unlock Call

Secure your call by controlling access to your conference.

3* - Call Extend Off & On

Host have to leave early? This feature will keep the call open until the last person hangs up.

4* - Mute Your Own Line

Mute and unmute your line as needed using 4*.

5* - Turn Recording On & Off

Make quality MP3 recordings of your calls for later replay.

6* - Request Attendee Names

Asks callers to state their names before joining the call.

7* - Exit Tone Off & On

Toggle exit tone on/off for participant departure.

8* - Total Caller Count

Host-only count of total active callers.

9* - Entry Notice Off & On

Toggle entry tone on/off for new callers joined.

Special Features**88* - Join as a Guest-Speaker**

Ensure key speakers are heard during the call. Guest speakers dial in, enter the conference code, and then add 88* followed by the Speaker Code.

78* - End the Conference

Hosts can end the conference, even with Call Continuation on. Alternatively, they can use the web-interface's 'End Conference' feature.

67* - Host Dial-Out

Temporarily leave the conference to dial-out and add a new participant. Please ensure dial-out is enabled by our support team.

68* - Dial-Out Connected Rejoin

Once connected with your participant, enter 68* to rejoin you both into the conference call.

69* - Cancel Dial-Out Rejoin

If unable to reach the individual or get voicemail, enter 69* to end dial-out and return to the call.

Attendee Features**4* - Mute Your Own Line**

Callers can mute and unmute their own lines as needed.

5* - Ask Host to Speak

Attendees can signal the host with 5* for questions or speaking. The web interface will show a raised hand for the caller.