Conference Calling Host Guide

There’s no special training or equipment needed! Use your telephone keypad to turn on, or off, many of our features.

MAIN HOST CONTROLS

1* - Mute All Callers
Mute all lines except the host and guest speakers to eliminate unnecessary background noise.
Note: Callers can’t unmute their lines with 1* on.

2* - Lock & Unlock Call
Secure your call by restricting and opening the access to your conference call.

3* - Call Extend Off & On
Are you the host, but need 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 by pressing 4*.

5* - Turn Recording On & Off
Make quality MP3 recordings of your conference calls.

6* - Request Attendee Names
With this feature, callers must state their names before joining the conference call.

7* - Exit Tone Off & On
Turn on or off an exit tone announcing when participants leave the conference.

8* - Total Caller Count
Find out how many callers are connected to the call at a particular time. Note: Only the host can hear the count.

9* - Entry Notice Off & On
Control the broadcast of the new caller announcement.

SPECIAL FEATURES

88* - Join As Co-Speaker
Ensure key speakers can always be heard. They dial in, enter the conference code, then 88* and Speaker Code.

78* - End the Conference
This lets the host disconnect all callers and end call even with Call Continuation enabled. You can also use the End Conference feature in the web-interface.

67* - Host Dial-Out
Momentarily leave the conference call to dial-out to a new participant and bring them in. NOTE: Dial-out must be enabled for your account by our support team.

68* - Dial-Out Connected Rejoin
Once connected with your participant, select 68* to re-join you both into the conference call.

69* - Cancel Dial-Out Rejoin
If unable to reach the participant or get voicemail, select 69* to cancel dial-out and return to the conference 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 let the host know they have a question or wish to speak using 5*. The caller will be marked with a question mark in the Web-Interface.