

Easy-Access® Reservationless Telephone Keypad Commands & Features

Chairperson Commands and Features

As the conference Chairperson, you can control access to your conference, as well as who can speak or just listen. To keep your conference well-organized, the below commands are available to you at any time during the conference. They can be activated through the touch-tone phone that you used to initiate the conference.

Chairperson Commands & Features

Command	Feature
* 1	Dial Out to a Participant <small>Note: This feature must be enabled by Unite prior to use</small>
* 1	Join new participant to the conference
* 2	Join new participant and dial another participant
* 3	Disconnect line and rejoin conference
* 4	Disconnect line and dial another participant
* 2	Record Conference <small>Note: On/Off</small>
# 3	Subconferencing <small>Note: This feature must be enabled by Unite prior to use</small>
* 4	Lock Conference <small>Note: Prevent New Participants</small>
* 5	Unlock Conference <small>Note: Allow New Participants</small>
* 6	Mute Line <small>Note: Will mute your line</small>
* 7	Unmute Line <small>Note: Will unmute your line</small>
* 8	Conference Continuation <small>Note: Allows the conference to continue after you disconnect</small>
* 9	Roll Call <small>Note: If this feature is used, the system will play back the recorded clip captured of each participants name</small>
* #	Participant Count <small>Note: The system will state the number of callers (including the host) on the conference</small>
# #	Mute All Lines <small>Note: Participants can unmute their lines</small>
9 9	Unmute All Lines
# 1	Listen Only / Lecture Mode ON <small>Note: Participants cannot unmute their lines</small>
# 2	Listen Only / Lecture Mode OFF
0 0	Ask For Operator PUBLIC <small>Note: Operator will join the conference</small>
* 0	Ask For Operator PRIVATE <small>Note: Operator will place the requester into a private conference with operator</small>
* *	List of Available Commands

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Participant Commands and Features

In order to keep the conference interactive, the below commands are available to Participants at any time during the conference. They can be activated through the touch-tone phone that you used to join the conference.

Participant Commands & Features

Command	Feature
* 6	Mute Line Note : Will mute your line
* 7	Unmute Line Note : Will unmute your line / cannot override the Chairperson if Listen Only mode is activated
* 9	Roll Call Note : If this feature is used, the system will play back the recorded clip captured of each participant's name
* #	Participant Count Note : The system will state the number of callers (including the host) on the conference
0 0	Ask For Operator PUBLIC Note : Operator will join the conference
* *	List of Available Commands

Questions? Contact Us

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