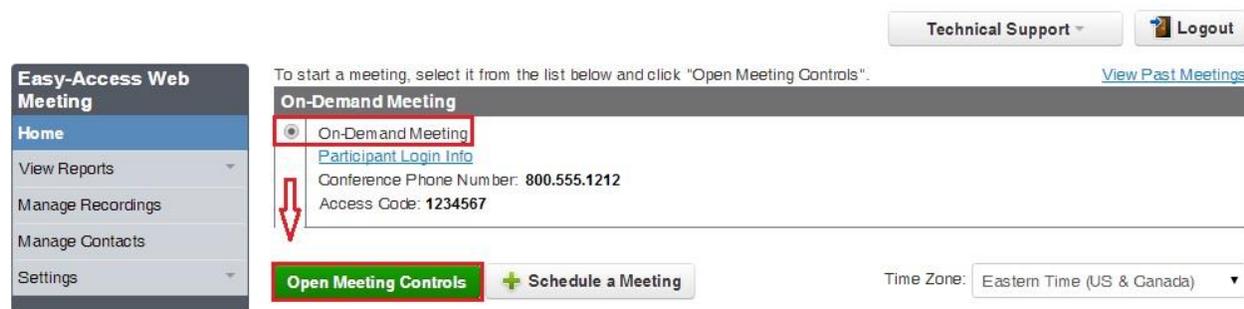


Using Host Controls to Manage a Reservationless Conference Call

The Host Controls (Audio Controls) panel provides controls for managing a reservationless audio conference. Only the chairperson has access to the audio host controls.

To access/ To start an audio conference from the Audio Controls panel visit:

<https://cc.callinfo.com/cc/login?host=unite>



Click the Use Phone button or dial into your conference with the information contained in your welcome document. This information with the exception of your chair person passcode, is displayed once you have initiated your host controls, as seen below the “Use Phone” option. Clicking on “Use Phone” option displays the Call My Phone dialogue.



2. Enter the phone number of the phone you will be using for the audio conference, beginning with the area code. Enter only numbers; spaces and special characters are ignored. The number(s) you enter will be saved by the system for your next conferences.

3. If you are outside the United States or Canada, choose the country where you are located from the drop-down list.

4. Using the Call My Phone button. When your phone rings, answer it and follow the verbal prompts to join and start the audio conference.

Important note: The system will not dial out to toll free numbers: I.E. (800) (866) (877) etc. Also note, the system will not recognize extensions numbers. Numbers dialed from the Host Panel must have an area code associated with the number, and be a direct number to your participant.

After the audio conference has begun, the Audio Controls panel displays the audio controls:



Mute All mutes all participants. You can mute individual participants in the Participants Panel. It's important to note, when "Mute All" is enabled, participants may unmute their individual lines by hitting *7. When *6 is hit by participants, their line will be placed back into mute. In the event you have a number of participants unmute their lines however forget to hit *6, the host can hit "Mute All" again to place all open lines back into mute.

Unmute All unmutes all participants. You can unmute individual participants from the Participants Panel. By Right clicking over the participant displayed on your panel, a drop down menu will present you with options to control that particular participant's line.

Operator displays a dialog to speak with an operator in private, or invite the operator to join the conference. When an operator is requested, the Operator button will change to a Cancel button so the request can be cancelled if necessary.

The Phone Number text box allows you to enter a phone number to dial out and add a participant to the conference. Special characters and spaces in the number are ignored, but the area code is required. A "011" prefix is required for phone numbers outside the United States and Canada.

The Phonebook icon displays the Phonebook window to manage phonebook entries.

Dial Out dials out to the number entered in the text box. Your conversation is private until you admit the person to the conference.

Listen Only makes the conference a listen-only conference. You can unmute individual participants but participants cannot unmute themselves.

Continuation continues the audio conference after the chairperson has disconnected from the call.

Lock Audio locks the audio conference and prevents new participants from joining. However, you can still dial out and add participants to the conference.

An audio conference ends when the chairperson disconnects, or in continuation mode, when the last participant drops.

Should you have additional question regarding the Host Control Panel, please do not hesitate to contact us at your convenience: **1.800.624.9923** prompt 2