



RESERVATIONLESS CONFERENCE CALLING KEYPAD COMMANDS

Dialing In to Start your Conference Call

1. Dial into the system using either the toll-free domestic phone number or the international phone number that was supplied to you.
Toll-Free: 1-XXX-XXX-XXXX –or- International: +1-XXX-XXX-XXXX
2. Enter your HOST ENTRY CODE followed by the "#" sign.
3. Your conference participants dial in to the system in the same way and enter the host's PARTICIPANT ENTRY CODE followed by the "#" sign.
4. You're conferencing. It's that easy.

Optional Keypad Commands Available during a Conference Call

RESERVATIONLESS CONFERENCE CALLING - KEYPAD COMMANDS		
Command	Description	Host / Participant
*0	Speak to a live operator.	Host, Participant
*5	Lock/unlock conference.	Host
*6	Mute/unmute your own line.	Host, Participant
*7	Mute/unmute participants.	Host
#1	Hear a roll call.	Host
#2	Obtain head count.	Host
#3	To dial-out to a new participant.	Host
#4	Return to the main conference without participant.	Host
#5	Return to the main conference with participant.	Host
#7	Start/stop recording.	Host
99	End the conference and drop all lines.	Host

OPERATOR ASSISTANCE (*0) - Immediate operator support is available by pressing *0 on your telephone keypad*.

LOCK/UNLOCK CONFERENCE (*5) - Once all of the invited participants have joined the conference call, the host can lock the call using a simple touch-tone command. This feature prevents others callers from being able to dial into the conference. To lock or unlock your conference, press *5.

SELF-MUTE/UN-MUTE (*6) - Any participant may mute or un-mute their line - to avoid having any background noise heard - by pressing *6.

Presentation Mode (*7) - This listen only function allows the host to mute all

participants except for themselves. This is done by placing the conference call in a lecture mode. In this mode, the host is the only line that can be heard. To mute or un-mute all of the members of the conference except for the host, press *7.

The Presentation Mode function allows for multiple presenters or speakers. This is useful when it is necessary to have several people speaking while all others in the conference are muted.

To allow several presenters to speak while the rest of the conference is muted, have all of the speakers dial into the same conference as hosts, using the *host* entry code. Have all other conference attendees dial into the conference using the *participant* entry code.

When *7 is pressed by any of the hosts, all participants (other than the hosts) will be muted and the conference will be in Presentation Mode. In this mode, only the hosts will be heard.

ROLL CALL (#1 OR #2) - This feature provides the host with a count of how many people are on the call or depending on the configuration of your individual account, the recorded names of each participant may be heard. To hear a roll call of present conference member's press #1. To obtain a head count of present conference members, press #2.

DIALING-OUT (#3, #4, & #5) - The host can easily dial-out to as many participants as is necessary. Once that host has dialed out and made contact with another user, they may bring the new participant into the conference where all of the other participants are waiting. If the host reaches voice mail when dialing out, they may leave a message and easily disconnect from that line which, in turn, brings them back to the main conference.

- **#3:** To dial out to a person not presently in the conference, press #3. At the dial tone enter either:
 - For domestic phone numbers, dial "1" + area code + phone number to dial that number.
 - For international phone numbers, dial "011" + phone number to dial that number.
- **#4:** To disconnect from that phone number and return to the conference, press #4.
- **#5:** To connect that person and have both the host and that user return to the conference, press #5.

Note: This feature must be activated before it can be used. To do this please email support@atconference.com with your host code and request that the Dialing-Out feature is turned on. Once this is done, this feature will be enabled for all subsequent calls.

ENDING A CONFERENCE (99) - The host may end a conference call at any time by pressing 99. This ensures all conference members are properly disconnected.

Recording

Our system automatically archives and remotely stores recorded conference calls, however you must allow up to 30 minutes between recordings. If a new

recording is initiated prior to the allotted time, any prior recording is deleted and cannot be retrieved.

HOST INITIATED RECORDING (#7) - A Host may record a conference call. To enable this feature:

- #7 - Enter Record Mode
- Press 1 - To begin recording the current conference
- Do you want an additional passcode on the recording?
 - Option 1:
 - Press 2 - To refuse passcode (Preferred Option)
 - Option 2:
 - Press 1 - To use your existing Participant Code

<<< Recording Begins >>> You will hear, "The conference is now being recorded." This is your confirmation that the recording initiated successfully.

- #7 - To Stop and exit Recording Mode, or you may simply hang up

Playback

1. Dial the phone number that was emailed to you with your playback instructions.
2. Enter the PIN number that was emailed to you with your playback instructions.
3. Press 4 to hear your recording.
4. Enter the confirmation number that was emailed to you with your playback instructions.

Playback Control

- ** Pause / un-pause a playback
- #2 Rewind 30 seconds
- #3 Fast forward 30 seconds
- *2 Play backwards
- *3 Play forwards at 2X speed
- *1 Resume normal playback speed after *2 or *3
- # To disconnect at any time

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