



## RESERVATIONLESS CONFERENCE CALLING KEYPAD COMMANDS

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### Dialing In to Start your Conference Call

**Step 1:** Dial either - Toll-Free: 1-866-XXX-XXXX -or- International: 1-404-XXX-XXXX

**Step 2:** When prompted, dial your host or participant access code.

### Dialing Out to a New Participant (feature must be activated)

**#3** At dial tone press: 1 + area code + number -or- 011 + country code + telephone number to dial out to international participants.

**#4** Disconnect participant and return to conference.

**#5** Connect participant and return to conference.

### Optional Codes Available to the Call Host during a Conference Call

The following commands can only be performed by the call host and are generally used by individuals who are comfortable with reservationless conferencing.

**\*0** Speak to a live operator.

**\*5** Lock/unlock conference.

**\*6** Mute/unmute your own line.

**\*7** Mute/unmute participants.

**#1** Hear a roll call.

**#2** Obtain head count.

**#7** Start/stop recording.

**99** End the conference.

### Recording

You may store only one recording at a time, regardless of length. When you start a new recording, any prior recording is deleted.

**#7** Enter record mode.

**Press 1** To begin recording the current conference.

**Press 2** To refuse passcode.

*Recording begins*

**#7** To stop and exit recording mode, or simply hang up.

## **Playback**

**Step 1:** Dial 1-866-430-1300

**Step 2:** Enter PIN: xxx-xxxx # (Participant Entry Code)

**Step 3:** Press 4 to listen.

**Step 4:** Enter confirmation No.: 2002xxxxxxx #

## **Playback Control**

\*\* Pause/unpause

#2 Rewind 30 seconds

#3 Skip ahead 30 seconds

\*2 Play backward

\*3 Play forward 2x speed

\*1 Resume normal play after \*2 or \*3

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## **AT Conference**

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