

Explanation of Leader Star Commands

***0** - Request an operator: If at any time during a conference call a participant needs assistance, press *0 on the telephone keypad for an operator.

***1** - Dial out to a participant: By pressing *1, the moderator/leader is temporarily removed from the conference and can dial out to another participant.

***2** - Return with a new participant: After dialing out to the participant, the moderator/leader can press *2 to return to the conference with the new participant.

***3** - Return without a new participant: After dialing out to the participant, the moderator/leader can press *3 to return to the conference without the new participant.

***2** - Conference record on/off

_____ **#** - Enter file no.

(File no. can be 1 to 8 digits, leader selected)

1 - Begin recording

2 - To re-enter file number

***** - Cancel

***3** - Conference playback on/off

_____ **#** - Enter file no.

1 - To begin playback

2 - To re-enter file number

0# - To start playback

***** - To cancel

***4** - Increase/decrease volume: Pressing *4 will increase the volume in a conference. Pressing *4 again will

decrease the volume.

***5** - Conference lecture mode on/off - This feature mutes all conferees except the moderator/leader.

***6** - Mute line on/off (not available for leader lines)- Participants can mute their own lines by pressing *6 on the telephone keypad. Pressing

***6** again will unmute the participant's line.

***7** - Lock conference on/off- When a moderator/leader presses this command, no new participants are allowed to enter the conference.

***8** - Participant Count or Roll Call - By pressing *8 on the keypad, the following announcement will play into the conference: "There are currently ___ [#] participants in your conference."

To use the roll call feature, please contact a Conference Group customer service representative. When this feature is enabled, participants will be asked to state their name prior to joining the conference. When the moderator/leader presses *8 in the conference, the following announcement will be made: "There are currently ___ [#] participants in your conference. The following participants have joined your conference....[playback of names]".

***9** - Stops roster playback- When name record playback is in use *9 will stop the playback.

***91** Enables billing code prompt (leader only)- Allows the leader of the call to enter a billing code at any time during the conference. The numeric billing code enter will appear on the invoice next to that particular conference call.

***92** Automatic blast dial (leader only)

***93** Sub Conference- Pressing *93 you will be placed into a separate sub-conference separate from the main conference. Pressing *93 again will place you back into the conference main conference.

***94** Replay a conference recording file number (leader only)

***98** Enables moderator hang up (leader only)

End the conference (leader only)

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