

# CONFERENCE MANAGEMENT FEATURES



TelSpan's reservationless audio codes provide an on-demand, 24/7 conferencing solution.

## Initiate Your Conference

1. Provide participants with the date and time of your conference along with your dial-in number and their participant code.
2. When it's time for your conference, dial in and when prompted, enter your designated host code followed by the pound key [#].

## Host Management Features

- \*0 OPERATOR ASSISTANCE. Alert the operator that you require in-conference support. [host and participant feature]
- \*6 MUTE SELF. Mute/Unmute your personal line. [host and participant feature]
- \*5 MUTE ALL. Mute all lines dialed in with the participant code.
- \*4 UNMUTE ALL. Unmute all lines dialed in with the participant code.
- \*8 MUTE LOCK. After you have dialed to mute all, this sequence with unlock/lock the mute self feature, allowing participants to mute/unmute at their convenience.
- \*2 RECORD. Start/Stop the recording of your conference.
- \*7 LOCK. Lock/Unlock your conference to prevent additional arrivals.
- 1# PARTICIPANT COUNT. Hear the active number of attendees currently on the line.
- \*3 ROLL CALL. If roll call is enabled, hear the information left by your attendees.
- \*9 DISCONNECT CONFERENCE. Use sequence to disconnect all lines including you.