

## TELEPHONE KEYPAD (“STAR”) COMMANDS

If you are participating via a telephone, use your telephone keypad to manage the meeting (hosts only) and your own meeting experience (host and guests). These “star” commands are always available.

Audio and help commands are available to the host and all guests; they assist you in contributing to and listening to a meeting. If you are the host, additional commands let you manage your meeting.

On your telephone keypad, press the star (\*) key and then the command number.

### Manage the Meeting (Hosts)

| Press... | To...   |
|----------|---|
| *21      | Activate sub-conferences                      |
| *22      | Start recording and pause recording           |
| *31      | Enable or disable the meeting security code   |
| *32      | Record a meeting introduction                 |
| *38      | Extend a meeting without disconnecting guests |
| *39      | Enable or disable entry and exit tones        |
| *91      | Hear a participant count                      |
| *92      | Hear a roll call of participants              |
| *93      | Disconnect all participant lines              |
| *94      | Lock or unlock the meeting                    |
| *96      | Mute all participant lines                    |
| *97      | Un-mute all participant lines                 |
| *99      | Change your host security code                |

### Audio and Help Controls (All Users)

| Press... | To...                       |
|----------|-----------------------------|
| *0       | Reach an operator           |
| *1       | Hear a help menu            |
| *4       | Increase the meeting volume |
| *5       | Increase your mic volume    |
| *6       | Mute or unmute your line    |
| *7       | Decrease the meeting volume |
| *8       | Decrease your mic volume    |

