



## Audio Conferencing Commands

Command	Function	Description
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### Lobby Facility

*0*	Private Greeting Room	Enter the private greeting room/return to the meeting room
*1*	Receive Participants	Allow participants into the meeting one by one from the waiting or greeting rooms

### Dial Out

*1+phone #*	Dial Out North America	Dial out to participants in North America
*011+phone #*	Dial Out International	Dial out to international participants

### Connect/Disconnect Participants

*2*	Disconnect Last Participant	Disconnect last entered participant or last number dialed out to
*3*	Redial	Redial the latest outgoing call

### Conference Security Code

*4xxx*	Set Conference Security Code	A 4-digit Conference Security Code (xxxx) that provides additional security for meetings. If enabled, participants will be prompted to enter the conference security code to access the call. NOTE: The same conference security code will be used in subsequent meetings until it is deleted.
*4*	Delete Conference Security Code	Delete the current Conference Security Code
*70*	Enable/Disable Conference Security Code	Enable/Disable Conference Security Code on a per-call basis

### Self Mute

*6*	Self-Mute/Unmute	Moderator and <b>Participant</b> can self-mute/un-mute their own line
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### Conference Access/Security

*7*	Close/Open Door	Close/Open meeting room door
*PIN 7*	Open Meeting with Closed Door	Open conference but keep door shut

### Close Meeting

*9*	End Conference	Close the Meeting - end conference and disconnect all participants
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## Audio Conferencing Commands (Continued)

Command	Function	Description
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### Change Moderator PIN

*9xxxx*	Change PIN code	Allows moderator to change PIN code (xxxx)
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### On-line Customer Support

*10*	Call/Disconnect Customer Support	Call/Disconnect 24X7 Customer Support during the conference
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### Record/Replay

*17*	Start/Stop Recording	Start/Stop audio recording of the conference
*18*	Start/Stop Replay	Start/Stop audio replay of the conference

### Lecture Mode

*50*	Listen Only with Q&A	Activates/Deactivates Listen Only (Mute) with Q&A
*51*	Listen Only	Mutes/Un-mutes all participants
*	Request the Floor	<b>Participant</b> requests the floor (to speak in conference)
*5*	Grant the Floor	Moderator gives the floor to the next participant with a question

### Roll Call/Participant Name Capture

*73*	Deactivate/Activate Entry and Exit Announcements	Deactivates/Activates Participant Entry and Exit Announcements. NOTE: When Roll Call is enabled, *73* allows moderator to cycle through 3 announcement options (tone announcement, name announcement, or no announcement).
*74*	Activate/Deactivate Roll Call/Name Capture	Activates/Deactivates Roll Call and Name Capture on a per-call basis. Upon activation, participants will be prompted to record their name that will be played upon conference entry and exit.
*78*	Previous Entrant Name Record	Prompts all participants who entered room prior to *74* activation to record names
*007*	Play Roll Call	Plays names of each participant and number in conference

For Technical Support at any time please call 1-877-769-7235 or 1-303-267-1084, or dial \*10\* during your conference.