

User's Guide to Touchtone Commands

Reservationless Professional

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Customer Service
1.888.228.3385

Dialing In (Beginning a Conference)

1. Each party¹ dials one of your access numbers from any touchtone phone. Callers outside the US and Canada should dial the toll number (not the toll-free number).
2. At the prompt, dial the appropriate entry code + **#**.
The chairperson does not have to be the first to dial in.

Chairperson's Commands

- * 0** Summon an Infinite Conferencing operator
- * 4** Equalize conference volume
- * 5** Mute/Unmute everyone but yourself
- * 6** Mute/Unmute your own line
- * 7** Lock/Unlock the conference entrance
- * 8** Roll call/Count (play the list of recorded participant names)²
- # #** End the conference

Dialing out¹ (chairperson brings a participant in):

- * 1** Enter dial-out mode.³ At dial tone, dial **1** + area code + phone number (US and Canada only)
- * 2** Return yourself and dialed-out party to conference
- * 3** Abort dial-out and return yourself to conference

Recording a conference or playing back the last recording:

- * 2** Enter recording mode.³ Then follow the prompts. (See the back of this card for a guide to the menu options.)

¹ The reservationless system can link a maximum of 100 lines.

² Only the chairperson hears roll calls and counts

³ The chairperson is not heard by others while in dial-out mode or while setting up recording.

Recording and Playing Back

Recording a Conference

* 2 Enter recording mode

1 Record conference

Recording begins

* 2 Stop conference recording

Playing Back a Conference

Dial number provided by Infinite Conferencing

Enter replay code

Playback Controls

1 Rewind

2 Pause

3 Fast Forward

8 Resume

Participants' Commands

The chairperson may wish to inform participants of the availability of the following participant commands:

* 0 Summon an Infinite Conferencing operator

* 4 Equalize your volume (if the others find you too loud or too soft)

* 6 Mute/Unmute your own line

www.proformaconferencing.com/guides.html-Here you'll find a large-format version of this user's guide designed for desk reference, guides to other services, and a list of configurable features for your reservationless conferencing service.