

Feature	Description	Access
*0 Operator Assistance	Press *0 for live Operator assistance anytime during your conference call. An Operator can assist you with any questions or concerns, including sound quality issues >> To cancel and return to conference, press *0	Everyone
*1 Moderator Dial-Out	Press *1 to dial out and connect external participants to the conference call. After the dial-out is initiated, there are two options: <ul style="list-style-type: none"> - Press *3 to disconnect Participant line and return to the conference alone - Press *4 to connect Participant line and return to the conference together >> To cancel and return to conference, press *1	Moderator only
*2 Conference Gain	Press *2 to increase the volume of all lines in the conference. >> To cancel, press *2 and the conference volume will return to normal	Everyone
*4 Conference Recording	Press *4 to initiate a conference recording, then press '1' to confirm. To end a conference recording, press *4, and then press '1' to confirm. <u>Note</u> : Recording will automatically stop once all lines disconnect from the conference call	Moderator only
*5 Lecture Mode	Press *5 to initiate lecture mode. This will mute all Participant lines and improve audio clarity, especially for larger calls >> To cancel, press *5 again. All lines will be unmuted except for those already muted via *6	Moderator only
*6 Mute Individual Line	Press *6 to mute your individual line. It is highly recommended that Participants use this feature when they are not speaking >> To cancel, press *6	Everyone
*7 Conference Security	Press *7 to lock-down the conference call. Once initiated, no other participant will be allowed to join the call >> To cancel, press *7	Moderator only
*8 Count / Roll Call	Press *8 to obtain a Participant count as well as a roster of all Participants on the conference call. <u>Note</u> : For the roster, the "Name Prompt" feature must be active on the Moderator account	Everyone
## Conference Disconnect	Press ## to disconnect all lines on the conference call. This feature is very important in the prevention of "hanging lines" and should be used by the Moderator at the end of every conference call	Moderator only