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## **Touch Tone Controls User Guide**

### **Participant Touch Tone Controls**

#### **\*3 Exit Conference**

Press \*3 to take the individual participant out of the conference call and back into the lobby.

#### **\*4 Conference Commands**

Press \*4 to play a menu of touch tone commands.

#### **\*6 Mute**

Press \*6 to mute the line of the individual participant, press \*6 again to un-mute the line.

### **Breakout Conferencing Touch Tone Controls**

#### **## Main Conference Room**

To return to the main conference room press ##.

#### **#1 Conference Room 1**

To join conference room 1, press #1. To return to the main conference room, press ##.

#### **# 2 Conference Room 2**

To join conference room 2, press #2. To return to the main conference room, press ##.

#### **#3 Conference Room 3**

To join conference room 3, press #3. To return to the main conference room, press ##.

#### **#4 Conference Room 4**

To join conference room 4, press #4. To return to the main conference room, press ##.

## **Host Touch Tone Controls**

### **\*01 Q&A Session**

Press \*01 to begin and manage Question and Answer session. To move to the next questioner press \*02. To end Q&A press \*03.

### **\*2 Caller Count**

Press \*2 to get a count of how many participants are on the conference call.

### **\*3 Exit Conference**

Press \*3 to take the individual user out of the conference call and back into the lobby.

### **\*4 Conference Commands**

Press \* 4 to play a menu of touch tone commands.

### **\*5 Mute Mode**

There are 3 different muting modes for participants. The default mode is open conversation, pressing \*5 once will mute all participants, however, participants can un-mute themselves by pressing \*6 for questions or guest speakers, pressing \*5 again will put participants into mute mode without the capability of un-muting themselves, pressing \*5 again will return everyone to open conversation mode.

### **\*6 Mute**

Press \*6 to mute the line of the individual participant, press \*6 again to un-mute the line.

### **\*7 Lock Conference**

Press \*7 to secure the conference and block all other participants attempting to enter the conference, press \*7 again to re-open the conference to all participants joining.

### **\*8 Tone Control**

The default setting is Entry and Exit tones on. Press \*8 once to turn Entry and Exit tones Off, press \*8 again to turn Entry tone Off Exit tone On, press \*8 again to turn Entry tone On Exit tone Off, press \*8 a fourth time to turn both Exit and Entry tones on.

### **\*9 Record Conference**

Once on a conference call make sure there is a least one other participant on the line before you begin recording. To begin recording press \*9, a prompt will announce that

recording has been activated. To stop and save the recording press \*9 again. Recording files are accessible under Conference History & Recordings tab in your account or the playback number provided under My Account Credentials.

If you have any questions please contact Customer Service at 877-482-5838 or email to [support@freeconferencing.com](mailto:support@freeconferencing.com).