



Simple. Reliable. Inexpensive Conference Calls.

Conference Controls Summary

The table below summarizes all the meeting controls for your conference call. These are used by pressing the * key on your telephone keypad, followed by the appropriate number.

- The one-digit controls can be used by all attendees - Host and Participants.
- The two-digit controls can be used only by the Host.

Conference Assistance

- ***0** Operator assistance
- ***1** Help menu
- ***2** Enhanced Services Help Menu
- ***3** Conference Configuration Help Menu

Security

- ***31** Enable/disable conference security code
- ***91** Hear a participant count
- ***92** Hear a roll call
- ***93** Disconnect all lines
- ***94** Lock or unlock conference
- ***95** Host Dial Out

Volume

- ***4** Increase conference volume
- ***5** Increase your voice volume
- ***7** Decrease conference volume
- ***8** Decrease your voice volume

Subconferences

- ***21** Activate subconferencing
- **#1-9** Join a subconference
- **##** Return to the main conference
- **#0** Host returns all attendees to the main conference

Mute

- ***6** Mute or "un-mute" your line
- ***96** Mute all participant lines
- ***97** "Un-mute" all participant lines

Recording

- ***22** Record your conference

Conference Introduction

- ***32** Activate conference introduction
- **1** Record a conference introduction
- **2** Delete a conference introduction
- **3** Listen to your conference introduction
- ***** Return to the conference

Conference Assistance

Should you require assistance at any time during your conference, you can use the following controls:

- ***0** To connect either you (the Host) or any of the Participants to a StarConferencing.com Operator.
- ***1** To listen to a detailed and concise Help Menu that will list the phone key combination that you need to access conference features.
- ***2** Enhanced Services Help menu for enhanced Host Features *21 and *22. This control can only be used by the Host.
- ***3** Conference Configuration Help menu for enhanced Host Feature *31. This control can only be used by the Host.

General Features

These are features that are available to all Hosts as well as Participants. When accessed, these features help individual callers control their audio output/input into a conference.

- ***6** To mute your line. Press *6 again to un-mute.
- ***4** To increase your conference volume.
- ***7** To decrease your conference volume.
- ***5** To increase your individual voice volume.
- ***8** To decrease your individual voice volume.

Host Features

These give a Host ultimate control of the audio conference environment. These features aid the Host in managing and running a call efficiently.

- ***91** To hear Participant count - includes the number of speakers and active Participants on the call.
- ***92** To hear a roll call of Participants. This is only available when Participant name is captured upon entry into the conference.
- ***93** To terminate all Participant lines.
- ***94** To lock a conference. Once locked, this will prevent any other callers from joining the caller by using the Participant passcode. Press *94 again to unlock the conference.
- ***95** To Dial out to a single or multiple domestic participants without providing the passcode
- ***96** To mute all Participant lines. (Note: Participant can un-mute their individual lines by pressing *6).
- ***97** To un-mute all Participant lines.

Enhanced Host Features

These are new features introduced by StarConferencing.com to help you further customize your conference preferences:

- ***21** To access subconferencing
- ***22** To record a conference for replay (charges apply)
- ***31** To activate a conference security code
- ***32** To activate conference introduction



Simple. Reliable. Inexpensive Conference Calls.

Call us at **866-230-0373** for 24/7 customer support

Sales Questions	sales@starconferencing.com
Service Questions	service@starconferencing.com
Billing Questions	billing@starconferencing.com
Web Site Questions	webmaster@starconferencing.com