

## Features & Functions Guide

### Reservationless Conferencing

#### General Functions

Function	Feature	Description
* 0 *	Greeting Room Doorway	The Moderator goes to the greeting room/goes back to the meeting room.
* 1 *	Receive Participants	Let the participants in, one by one, from the waiting room.
* 2 *	Disconnect Last Participant	Disconnect the last incoming participant.
* 3 *	Redial	Redial the latest outgoing call.
* 6 *	Mute/Unmute	Mute participant's line.
* 007 *	Participant Count	Tells you how many participants are in conference.

#### Secured Access

* 7 *	Lock/Unlock Conference	Close or open door during conference.
* PIN 7 *	Receive Participants	Let the participants in, one by one, from the waiting room.

#### End Conference

* 9 *	End Conference	Disconnects all participants.
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## On-Line Assistance

\* 10 \* **Coordinator On Demand** On-Line assistance during the conference.

## Listen Only and Q&A

\* 50 \* **Listen Only and Q&A** Activate "Listen Only and Q&A" session.

\* 59 \* **End Listen Only and Q&A** Close the "Listen Only and Q&A" session.

\* **Request the Floor** A participant requests the floor.

\* 5 \* **Grant the Floor** Moderator gives the floor to a participant.

## Listen Only

\* 51 \* **Listen Only** Activate the "Listen Only" mode.

\* 52 \* **End Listen Only** Deactivate the "Listen Only" mode.

## Q&A

\* 55 \* **Q&A** Activate the Q&A only mode.

\* 57 \* **End Q&A** Deactivate the Q&A only mode.

## Participant Codes

\* PIN70 \* **Open Conference and Activate Participant Codes** Open conference and activate participant codes.

\* 70 \* **Activate Participant Codes** Activate participant codes.

\* 79 \* **Deactivate Participant Codes** Deactivate participant codes.

## Change Moderator During Meeting

\* 932 \* **Transfer Moderator Control** Change Moderator during meeting.

\* 932 \* **Takeover Moderator Control** Within 20 seconds, the new Moderator dials the same code.

## Entry/Exit Tones

\* 73 \* **Activate Entry/Exit Tones** Activate the entry/exit tones.

\* 74 \* **Deactivate Entry/Exit Tones** Deactivate the entry/exit tones.

## Lobby Facility

\* 78 \* **Move all Participants to Waiting Room** Close the door and move all the participants from meeting room to the waiting room.

\* 1 \* **Receive Participants** Let the participants in, one by one, from the waiting room.

## Dial Out

\* (1 + area code + phone number) \* to dial out to a domestic participant.

\* (011+international phone number) \* to dial out to a international participant.