

## Reservationless Audio Features

Feature	Function	Benefit
* 0 *	Private Greeting Room	Enter the private greeting room to greet participants individually if meeting room doors are closed.
* 1 *	Receive Participants	Let participants in from the waiting or greeting room if the door is closed.
* 2 *	Disconnect Last Participant	Disconnect a participant line dialed by the Moderator, or last incoming participant.
* 3 *	Redial	Redial the latest outgoing call.
Self - Mute (Toggle Feature)		
* 6 *	Self Mute	Participants can mute their own line at will.
* 6 *	Unmute	Participants can unmute their own line at will.
Conference Access (Toggle Feature)		
* 7 *	Open Door	Open meeting room.
* 7 *	Close Door	Close meeting room.
* PIN 7 *	Open Meeting with Closed Door	Open meeting room but keep door closed for all participants to enter meeting room simultaneously.
End Conference		
* 9 *	End Conference	End the conference call and disconnect all participants.
On - Line Helpdesk (Toggle Feature)		
* 10 *	Connect Global Helpdesk	Private conversation between Moderator or Participant and Helpdesk.
* 0 *	Transfers Global Helpdesk Technician from subconference into main conference.	Global Helpdesk joins conference to assist participants. Moderator must use *10* feature prior to introducing the helpdesk technician into call.
* 10 *	Disconnect Global Helpdesk	Ends call with Global Helpdesk.
Lecture Mode and Q&A (Toggle Feature)		
* 50 *	Listen Only Q&A	Activate Listen Only and Q&A session.
* 50 *	End Listen Only 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 the next participant with a question.
Listen Only (Toggle Feature)		
* 51 *	Listen Only	Activate the Listen Only (mute all) mode.
* 51 *	End Listen Only	Deactivate the Listen Only (mute all) mode.
Roll Call (Toggle Feature)		
* 73 *	Update Roll Call feature settings	Allows users to have either no announcement, tone or name.
* 74 *	Activate Roll Call feature	Allows Moderator to activate roll call feature.
* 74 *	Deactivate Roll Call feature	Allows Moderator to deactivate roll call feature.
* 78 *	Participant Name Record	Requires participants who have not recorded their name to do so.
* 007 *	Replay Participant Name/Count	Announces each participant's name when roll call feature is active. When roll call feature is not active, participant count will be given.
Conference Passcode (Toggle Feature)		
* 70 *	Enable Passcode	Enables conference passcode on a per call basis.
* 4#### *	Set the Passcode	Provides a security mechanism for conferences beyond the meeting room number.
* 70 *	Disable Passcode	Disable conference passcode.
Change Moderator PIN		
* 9 [enter new 4-digit pin] *	Moderator Changes Pin code	Allows Moderator to change pin code.
To confirm, Re-enter * 9 [new 4-digit pin] *		
Record and Replay (Toggle Feature)		
* 17 *	Start/Stop Recording	Start/Stop audio recording of the conference.
* 18 *	Start/Stop Replay	Start/Stop audio replay of the conferencing. NOTE: To access the audio replay, dial your Toll Free Access Number, enter your meeting Number and PIN, hit * 18 * and enter the 6-digit Replay Code provided to you when recording the meeting.

**All features listed above are also available using the Web interface to moderate the call.**