

NTS Conferencing Service

Touch-Tone Command Details

Feature	Description:	Access
*0	Operator Assistance: 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: 1) Press *3 to disconnect Participant line and return to the conference alone. 2) 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. Note: Recording will 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 un-muted 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. Note: for the roster, the <u>Name Prompt</u> 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

Technical Support:

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