Dialing In (Beginning a Conference)

1. Each party dials one of your access numbers from any touchtone phone. Callers outside the US and Canada should dial the toll number (not the toll-free number).

2. At the prompt, dial the appropriate entry code + #. The chairperson does not have to be the first to dial in.

Chairperson’s Commands

*0 Summon an Infinite Conferencing operator
*2 Stop an announcement by conferencing system
*4 Equalize your volume (if the others find you too loud or too soft)
*5 Lock/Unlock the conference entrance
*6 Mute/Unmute your own line
*7 Mute/Unmute everyone but yourself
#1 Roll call (play the list of recorded participant names)²
#2 Count (system states the number of lines connected)²
8 End the conference

Dialing out¹ (chairperson brings a participant in):

NOTE: For your protection, dial-out is disabled by default. Call Customer Service to activate it permanently.

#3 Enter dial-out mode.³ At dial tone, dial 1 + area code + phone number + # (US and Canada only)
#4 Abort dial-out and return yourself to conference
#5 Return yourself and dialed-out party to conference

Recording a conference or playing back the last recording:

#7 Enter recording/playback mode.³ Then follow the prompts. (See the tinted panel above right for a guide to the menu options and playback controls.)

Playback Controls

** Pause/Unpause
#2 Skip back 30 seconds
#3 Skip ahead 30 seconds
#2 Play backward
#3 Play forward 2x speed
1 Resume normal play after #2 or #3

¹ The reservationless system can link a maximum of 100 lines.
² Only the chairperson hears roll calls and counts.
³ The chairperson is not heard by others while in dial-out mode or while setting up recording or play back.

Recording and Playing Back

You can store only one recording at a time, regardless of length. When you start a recording, any prior recording is deleted.

Participants’ Commands

The chairperson may wish to inform participants of the availability of the following participant commands:

*0 Summon an Infinite Conferencing operator
*4 Equalize your volume (if the others find you too loud or too soft)
*6 Mute/Unmute your own line

For other user’s guides, go to www.infiniteconferencing.com/guides/.

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