



Automated Conferencing

User Guide

Automated conferencing is an easy-to-use audio conferencing solution that does not require an operator, but has the security of a reservation.

Starting an Automated Conference Call

- 1 Schedule your reservation online or by calling your reservations number.
- 2 Give your participants the date and time of your call, your dial-in number and passcode.
- 3 At the specified time, dial your Automated dial-in number.
- 4 When prompted, enter your passcode followed by #.
- 5 Your conference will now begin.

Joining an Automated Conference Call

- 1 At the specified time, dial your Automated dial-in number.
- 2 When prompted, enter your passcode followed by #.

Telephone Keypad Commands

Control your conference with a touch of a button on your telephone keypad.

*0	Operator assistance for the conference
*6	Mute/unmute your own line
*7	Lock/unlock conference

Please Note: The above commands are for both the leader and the participants. The system does not differentiate between the leader and the participant lines.