

## Keypad Controls

*	1	Disable
*	2	Enable
*	3	Listen Volume
*	4	Disable All
*	5	Enable All
*	6	Talk Volume
*	7	Record Start
*	8	Record Stop
*	0	Add Person

### Disable / Enable Talking (SELF or ALL – Except Host)

Each member of the conference call (including the host) can disable and enable their talking.

- \*1 (Star 1) to Disable talking on your line.
- \*2 (Star 2) to Enable your line. (people can hear you)
- \*4 (Star 4) to Disable talking on all lines (lecture mode).
- \*5 (Star 5) to Enable talking on all lines.

### Listen and Talk Volume Adjustments

There are three levels of volume available. The participant starts the conference call at a “normal” volume level. For example: listen volume:

- Press \*3: “Higher” Volume
- Press \*3: “Highest” Volume
- Press \*3: “Normal” Volume

### Dial and add someone to the conference

The host is given a dial tone outside of the conference call. The host enters a ten digit phone number of the person they want to add. The host is placed back into the conference while the system dials the new member.