

Entering Your Conference:

1. Dial the audio conferencing access phone number.
2. Once connected, you will be prompted to enter the 7-digit **Participant** passcode; hit the pound (#) key to continue.
3. If the **Moderator** has not yet entered the conference, you will be prompted to press the star (*) key.
 - a) If you are the **Moderator**, press the star (*) key and when prompted, enter the 7-digit **Moderator** Code and press the pound (#) key to continue.
 - b) If you are the **Participant**, simply wait on the line to be connected.
4. You will now enter your conference.

NOTE: If the **Moderator** has requested it, you be prompted to state your name; again followed by the pressing the pound (#) key to continue.

Key-Pad Command	Description	Availability	Result From Key-Pad Command
# (Pound)	Bypasses Charge Code	Moderator Only	After entering your Moderator code, if your preferences are set to request this option, you will be prompted to enter a charge or reference code. If the call does not need to be coded, press the pound (#) key to bypass.
*0 (Star Zero)	Operator Assistance	Everyone	Once you have entered your audio conference, anyone can receive assistance from a Momentum Operator by pressing Star Zero (*0). The operator can also dial-out to bring in additional participants.
*4 (Star Four)	Call Record	Moderator Only	At any time during your audio conference, the Moderator can press Star Four (*4) to have the call recorded. Press Star Four (*4) again to stop the recording. Playback instructions will be eMailed to you at the completion of the call.
*5 (Star Five) #5 (Pound Five)	Listen Only Mode	Moderator Only	If you wish to speak without any interruptions or background noise, press Star Five (*5). This will mute all other lines and allow your participants to only hear you, Simply press Pound Five (#5) to exit this mode.
*6 (Star Six) #6 (Pound Six)	Individual Line Mute	Everyone	If your phone does not have a mute button, you can mute your own line by pressing Star Six (*6). When you wish to speak, simply press Pound Six (#6) .
*7 (Star Seven) #7 (Pound Seven)	Call Lock / Security	Moderator Only	To ensure privacy, you can lock the call to any additional participants by pressing Star Seven (*7). Press Pound Seven (#7) to deactivate this feature. <i>PLEASE NOTE: 'Call Record' will be disabled when this mode is activated.</i>
*8 (Star Eight)	Automated Roll Call	Everyone	To hear the playback of recorded names of all participants
*9 (Star Nine)	Participant Count	Everyone	By pressing Star Nine (*9), you will hear the number of people on the call
## (Pound Pound)	Automatic Disconnect	Moderator Only	By pressing Pound Pound (##) and then hanging up, the Moderator disconnects all lines that are on the audio conference. We recommend use of this option at the conclusion of every call.
00 (Zero Zero)	Operator On Line	Everyone	The operator will come on the line and be able to communicate with everyone in the audio conference.