

Keypad shortcuts (*) are available to each participant in the conference call. At their most basic level, they allow control over volume levels and the mute button.

1 Administrative shortcuts for the host of the call.

These administrative keypad shortcuts give the host extra control over calling features, both to organize the flow of conversation, and to keep the call secure.

Keypad Shortcut	Action
*0	Mute/Unmute participants
*1	Mute/Unmute host (self)
*3	Lock/Unlock conference call, to allow or prohibit further entrance of participants
Up:*4, Normal:*5, Down: *6	Adjust listening volume
Up:*4, Normal:*5, Down: *6	Adjust microphone volume

2 Basic shortcuts for all conference call participants.

Gives control over volume and privacy of the callers.

Keypad Shortcut	Action
*1	Mute/Unmute host (self)
Up:*4, Normal:*5, Down: *6	Adjust listening volume
Up:*4, Normal:*5, Down: *6	Adjust microphone volume



Please note: Some telecommunication companies and VOIP providers do not use standard touch-tones. In this case, the keypad shortcuts will not function correctly.