



High Quality, Reliable Conference Calls for Less!



Audio Conferencing Host Controls

Audio Conferencing Host Controls Access Many Features

Star Commands—Manage your meeting from the telephone keypad

Use these easy star controls during your Automated Audio Conference calls. Should you need anything—someone’s hold music playing in your conference or there’s static on the line—press*0 and the operator will take care of it for you right away.

Mute and Un-Mute—The Moderator and Participants can mute and un-mute their line.

Volume Control—The Moderator and Participants can control the volume of the conference and of their own line on the conference.

Security—The Moderator of the conference can control a number of security options.

Recording—The conference can be recorded for playback later or kept on a CD as a permanent record.

Subconferences—The Moderator of the conference can hold separate subconferences with participants for private conversations.

Dial-Out—The Moderator can dial out to participants during the conference call.

Conference Assistance

- *1 Help menu
- #0 Operator assistance

Volume

- *4 Decrease conference
- *7 Decrease conference
- *5 Increase your voice
- *8 Decrease your voice

Mute

- *6 Mute or "un-mute" your line
- *9 6 Mute all participant lines
- *9 7 "Un-mute" all participant lines

Call Someone

- *9 5 Dial out to add participants

Security

- *3 1 Turn security code on/off
- *9 1 Hear participant
- *9 2 Hear roll call
- *9 3 Disconnect all lines
- *9 4 Lock or unlock conference

Record for Playback

- *2 2 To record your conference An e-mail will be sent to you following your conference call with instructions to access your playback

Subconferences

- *2 1 Initiate subconference
- #1 9 Join subconference
- # # Return to main menu
- # 0 Facilitator returns all to main

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Keeping security in mind

Make sure to keep your My Meeting Room account information in a safe place and limit the distribution of your personal passcodes to prevent misuse.

Security on demand

Automated Conferencing gives you the option to change your security code for every call:

1. Host selects unique code and informs participants.
2. Host activates security feature by simply pressing *31.
3. Host can select music on hold until host joins for additional security.

Note: Two-digit controls can only be done by the moderator.

Sign Up Today!

1 To set up your account, visit www.zipconferencing.com today!

2 Once your individual account is set up, no additional reservations are required. Just notify your participants and start conferencing.

3 As the moderator, you are always in control with a variety of advanced features at your fingertips—makes effective business communications easy.