



# ***FlexMeetings Voice Conferencing Quick Reference Card***

## ***Touchtone Commands***

<b>Conference Dial-in Number</b>	
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Customer Support: [www.flexmeetings.com](http://www.flexmeetings.com) 1-877-355-2394 ext.2

Spectel 700 and Spectel 780 Platforms Quick Reference Guide V1.6

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## Voice Conferencing Commands

### Moderator & Participant

#### Help Request

- \*0 Contact the operator for assistance

#### Conference Playback

- \*3 Start and stop unattended conference recording playback

#### Roll Call

- \*8 Listen to roll call of all conference participants<sup>1</sup>

### Sub-conference

- \*93 Enter or exit sub-conference

### Participant Only

#### Participant Mute

- \*6 Start and stop 'listen only' (self-mute) mode

### Moderator Only

#### Dial out

- \*1 Access an available line to dial out to a new participant
- \*2 Return moderator and new participant to conference
- \*3 Disconnect new participant and return moderator to conference

#### Conference recording

- \*2 Start and stop unattended conference recording

#### Conference control

- \*4 Balance the volume on all lines in the conference

#### Lecture mode

- \*5 Start and stop lecture mode (participants only)

### Lock/unlock

- \*7 Lock and unlock the conference

### Billing codes

- \*91 Enter billing code for conference

### Blast dial

- \*92 Dial out to a pre-defined Dial List

### Recording name

- \*94 Listen to recording name

### Moderator hang up

- \*98 Enable and disable conference termination on moderator hang up

<sup>1</sup> Feature must be enabled at conference scheduling

Note: Some features are optional.