

# Conference Call How to Information

Account Information	Instructions
<p>Name: Spandana Foundation Email: spandana@spandana.org</p> <p><b>Free Conference Call</b> Conference Dial-in Number: (218) 339-4300 Host Access Code: 682895* Participant Access Code: 682895#</p> <p><b>Free Conference Recording</b> Subscriber PIN code: 666677# To start recording, host hits: *9, then the PIN To stop and save the recording, host hits: *9</p> <p><b>Free Conference Play Back</b> Playback Number: (641) 715-3440 Access Code: 682895#</p> <p><b>Note: This account is good for 120 days.</b> <b>Issue date: April 30 2008 5:57:59 PM.</b></p>	<p>When using your free live conference call number you must notify your callers by giving them the date, time, dial-in number and access code. All parties will use the same dial-in number and enter the same access code, followed by the * or # key as specified below.</p> <p><b>Host:</b> When prompted, enter the assigned access code, followed by the * key.</p> <p><b>Participant:</b> When prompted, enter the assigned access code, followed by the # key. Once connected to the live conference, every caller will be able to talk. Every caller will also have access to the touch tone commands listed below.</p> <p><b>Recording Instructions</b> During the free live conference, the host can start recording at any time by pressing *9. The system disconnects him/her from the free live conference and prompts for the Subscriber PIN. If the Subscriber PIN is valid, the host is returned to the conference and all attendees are notified that the recording option has been started. To stop the recording, the host will press *9 again.</p> <p><b>Play Back Instructions</b> To listen to the recorded conference, the host must provide attendees with the play back number and access code. Please note, this number is different from the conference dial-in number. When users call into the recording playback number, they will be prompted to enter the access code. Once confirmed, the system will play back the recorded conference. During play back, the user can scroll forward or backwards through the recorded conference. You will find the play back features below.</p>

## Features by Caller

To access the different Feature Keys when in a call, simply press the corresponding keys below - it is required that a caller enters a star (\*) key before the desired feature key.

Participant Feature Keys	
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <span style="margin-bottom: 2px;">*</span> <span style="margin-bottom: 2px;">3</span> </div>	Exit - exit the call
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <span style="margin-bottom: 2px;">*</span> <span style="margin-bottom: 2px;">4</span> </div>	Instructions - conference instructions
<div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <span style="margin-bottom: 2px;">*</span> <span style="margin-bottom: 2px;">6</span> </div>	Mute/Unmute - caller controlled muting

Touch Tone Command Explanations
<p><b>Caller count - *2 key (Host only)</b> Allows the host to get a count of how many callers are on the code.</p>
<p><b>Exit conference - *3 key</b> Pressing *3 takes the individual user out of the conference call and back into the lobby.</p>
<p><b>Instructions - *4 key</b> Plays a menu of touch tone commands.</p>
<p><b>Listening modes - *5 key (Host only)</b> There are 3 different listening modes for the audience – the default mode is open conversation – pressing *5 once will mute the audience however the audience can unmute them selves by pressing *6 for questions or guest speakers – pressing *5 again will put the audience into mute mode with out the capability of un-muting themselves – press *5 again and it will return you to open</p>

## Host Feature Keys(Accessed by following the Access Code with a \* instead of a #)

	Count - plays the number of parties in the call
	Exit - exit the conference call
	Instructions - conference instructions
	Listen only modes - host controlled muting
	Mute/Unmute - caller controlled muting
	Secured/Unsecured - stops callers from entering
	Tone controls
	Record Conference

## Playback Feature Keys

	Rewind 30 seconds
	Fast forward 30 seconds
	Pause/resume playback

conversation mode.

### Mute - \*6 key

Pressing \*6 will mute the line of the individual caller – pressing \*6 again will un-mute the line.

### Security - \*7 key (Host only)

Pressing \*7 will secure the conference and block all other callers attempting to enter the conference – pressing \*7 again will re-open the conference to all caller joining.

### Tone control - \*8 key (Host only)

The default setting is Entry and Exit tones on – pressing \*8 once and you will hear entry and exit tones off, press \*8 again and you will hear Entry tone off exit tone on, press \*8 again and you will hear entry tone on exit tone, pressing \*8 one more time will put you back in default mode with both exit and entry tones on.

### Record Conference - \*9 key (Host only)

Pressing \*9 once will disconnect the host from the conference and prompt for the Subscriber PIN. When the Subscriber PIN is validated, the host is returned to the conference and an announcement is made to the attendees that the conference is being recorded. To stop the recording, press \*9 again.