

Phone 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.

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.

Phone Keypad Shortcuts	Action
*0	Mute/Unmute All invitees (Lecture mode)
*1	Mute/Unmute self (Host)
*3	Lock/Unlock the meeting (To allow or prohibit further entrance of participants to the conference call.)
Up:*4, Normal:*5, Down:*6	Adjust listening volume
Up:*4, Normal:*5, Down:*6	Adjust microphone volume

Basic shortcuts for all Invitees to the call.

Gives control over volume and privacy of the Invitees.

Phone Keypad Shortcuts	Action
*1	Mute/Unmute self
Up:*4, Normal:*5, Down:*6	Adjust listening volume
Up:*4, Normal:*5, Down:*6	Adjust microphone volume

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

