



The following features are available to the Presenter when using the telephone conference line during a **Call Confer, Meet & Confer, Teach & Confer, Office Hours** or **Webinars** meeting.

***6 Individual Line Mute/Unmute**

Each participant may mute their own line to prevent background noises from interfering with the conference by pressing *6; pressing *6 a second time will unmute the individual line allowing the participant to speak. Note: Available to both Presenters and Participants.

***39 Silence Entry/Exit Tones – Presenters Only**

Silence the beep tone that is heard each time a participant enters the conference line, or hangs up.

***96 Mute All Participants – Presenters Only**

This feature is commonly used in large meetings to create a ‘lecture mode’ by muting all participants, preventing background noises or interruptive conversation during a presentation. Note: This does not affect those who used the Presenter passcode.

***97 Unmute All Participants – Presenters Only**

Remove the lecture mode state and allow all participants to join the conversation.

***92 Attendance List – Presenters Only**

Presenters can hear playback of the participants’ names as announced when joining the call. The playback provides only the names of those who are actively on the call; anyone who joined then left will not be included in the announcement. Note: This feature does not function when listening to the recording.

***0 Contact Operator for Audio Assistance**

An operator may not be immediately available, but an will respond when available. Operator assistance is for the purposes of identifying a line that may be interrupting the conference, i.e., a participant put their phone on hold and recorded announcements or music from that individuals phone system are interrupting the call. The operator may be able to drop the caller so your conference can resume uninterrupted.

***91 Hear a Count of the Number of Participants – Presenters Only**

***93 Disconnect All Participant Lines – Presenters Only**

This feature is available only to **Call Confer** meetings:

***22 Record the Call – Presenters Only**

Details to playback the recording are sent to the Presenter within two business days after the call took place. If you do not receive the details, contact CCC Confer Client Services.

Additional conference line features available to both Presenters and Participants:

***1 Help Menu**

***4 Increase conference volume**

***7 Decrease conference volume**

***5 Increase your voice volume**

***8 Decrease your voice volume**