Soundpath Conference Features List

CONFERENCE ASSISTANCE

Press *0   to reach an operator
Use this feature if you need assistance during a conference. You will briefly be pulled out of the call and an operator will assist you.

Press *1   to hear a help menu
Use this feature if you need assistance during a conference call and would like to be directed to an automated help menu.

PARTICIPANT FEATURES FOR VOLUME CONTROL

Press *6    to mute/un-mute your line
Use this feature if you have background noise, static, or other distracting sounds that are disrupting the conference call.

Press *5    to increase your volume only
Use this feature if the volume of your voice is too low for the rest of the participants to hear you properly.

Press *4    to increase entire conference volume
Use this feature if the volume of the entire conference call is too low for you to hear properly.

Press *8    to decrease your volume only
Use this feature if your voice is too loud for the rest of the participants.

Press *7    to decrease entire conference volume
Use this feature if the volume of the entire conference is too loud for you.
MODERATOR FEATURES FOR CONFERENCE CONTROL

Press *31 to enable/disable security code
Please refer to *31 instruction sheet

Press *32 to record a conference introduction
Use this feature to record and enable a personalized introduction to your conference. The introduction will be played after the conference greeting and other feature prompts, and before the participant is allowed to enter the conference. The moderator may re-record or disable this introduction at any time. Only one introduction is allowed per conference and the maximum length of the introduction is 20 seconds. After recorded, the introduction will play on all future calls until it is either recorded over or disabled by the moderator. For first time use, it is recommended that the moderator dial-in early to the conference to record their introduction. Participants already in the conference before this feature is enabled will not hear the introduction.

Press *95 to dial out to participants
Please refer to *95 instruction sheet

Press *92 to hear roll call of participants
Use this feature to hear an audio Roll Call listing of all the participants in the conference. The number of speakers in the conference will be announced along with the voice recording of each participant.

Press *94 to lock or unlock conference
Use this feature to lock the conference for added security. When conference is locked, no one will be able to enter the conference. Unlock the conference to let participants in. This feature is disabled when the moderator disconnects.

Press *96 to mute all participant lines
Use this feature to mute all incoming lines except that of the moderator.

Press *97 to un-mute all participant lines
Use this feature to unmute all participants lines including the lines the moderator has muted and the lines the participants have muted individually.

Press *93 to disconnect all participant lines
Use this feature to terminate a conference. All lines except that of the moderator will be disconnected. The moderator can hang up or start another conference.

Press *22 to initiate recording
Please refer to *22 instruction sheet

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