














Conference Host's Quick Reference Guide

Action	LCV - Web Controls	Touch Tone Controls
Lock a conference	Click  Lock Conference	Press *7 (toggles lock)
Unlock a conference	Click  Unlock Conference	Press *7 (toggles lock)
Record a conference	Enter a recording number in the provided field and then click 	Press *2 (toggles record)
Pause a recording	Click 	NA
Stop a recording	Click 	Press *2 (toggles record)
Playback a recording	NA	Call the playback phone number specified in Conference Central and follow the prompts. (You'll need the recording number you specified when you initiated the recording.)
Turn entry or exit chimes on to be played whenever a participant enters or leaves a conference	Click  Entry Chime or  Exit Chime	Press *9 to toggle chimes mode
Turn entry or exit chimes off	Click  Entry Chime or  Exit Chime	Press *9 to toggle chimes mode
Put a conference in "Q & A Mode," so that nonhosts start off muted but can unmute themselves (e.g., to ask a question).	Select the "Q & A Mode" radio button	Press *5 to toggle mode
Put a conference in "Presentation Mode," so that only hosts can speak. (Nonhosts cannot unmute themselves.)	Select the "Presentation Mode" radio button	Press *5 to toggle mode
Put a conference in "Conversation Mode," so that all participants can speak freely. (No one is muted.)	Select the "Conversation Mode" radio button	Press *5 to toggle mode
End a conference	Click  End Conference	There is no DTMF command for this; however, if the conference is set to "End Conference on Host Hangup," hanging up or pressing *3 will effectively end the conference.
Add participant information	Click on the phone number associated with the participant for whom you want to add information. The Participant Information Window will display.	NA
Mute a participant	Click the  icon associated with the participant you wish to mute	You cannot mute/unmute participants via DTMF; however, you can mute/unmute your own line by pressing *6.
Unmute a participant	Click the  icon associated with the participant you wish to unmute	See above.
Hang-up a participant	Click the  button associated with the participant you wish to disconnect.	NA
Enable the Active Talker feature, so that you can see which participant's line is generating the most noise	Click the Enable Active Talker button	NA
Disabling the Active Talker feature	Click the Disable Active Talker button	NA
Hear the number of attendees in conference	NA	Press *8