



AudioOne

## Quick List of Commands for Host

### Support

FEATURE	COMMAND	DESCRIPTION
Audio Menu of Commands	* 6 #	Lists key commands
Call to Customer Service	* 0 #	Provides live support during your conference call

### Starting your Conference and Calling Participants

FEATURE	COMMAND	DESCRIPTION
Local access list	Available at: <a href="http://www.meetingone.com/en_eu/customer/a1international.cfm">www.meetingone.com/en_eu/customer/a1international.cfm</a>	Display and download the list
Start your conference	Dial your access number, enter room number then * your PIN #	Opens and starts your conference
Dial Out to Participant	* Telephone Number #	Dials out to participants
Re-Dial	* 0 2 #	Re-dials last participant called
Disconnect Last Participant	* 8 #	Disconnects last participant dialed
End your Conference	* 9 #	Automatically disconnects all participants (including the Host)

### Disable / Enable Audio

FEATURE	COMMAND	DESCRIPTION
Doorbell OFF/ON	* 47 # / * 470 #	Plays when a new participant enters
All Audio Prompts OFF/ON	* 48 # / * 480 #	Prompts announce feature activation
Roll Call ON/OFF Roll Call Play Back (Host Only)	* 50 # / * 500 # * 501 #	Announces participant entry. Plays back entire roll call to host.

### MUTING

FEATURE	COMMAND	DESCRIPTION
Mute/Un-mute All	* 4 # / * 40 #	Mutes and un-mutes all participants
Self-Mute/Un-mute	* 46 # / * 460 #	Mutes and un-mutes your line only



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## B I L L I N G   C O D E S

FEATURE	FUNCTION	DESCRIPTION
Assign a Billing Code	* 77 * billing code #	View code(s) via One Resource Online Account Information login

## A C C E S S   M O D E S

FEATURE	FUNCTION	DESCRIPTION
Lock/Unlock	* 14 # / * 10 #	All participants calling in are automatically disconnected
Coded Access	* 12 * X # X = the code you choose. It must be between 4 and 6 digits long	Participants calling into the conference room will be notified to enter the access code
Screened Access On	* 11 #	All participants calling into the conference will be placed in the Waiting Lounge until you screen them (see Screening Participants)
Screening Participants	* 1 #	A tone will sound notifying you that a participant is in the Waiting Lounge. By pressing * 2 #, you enter the separate Host Corner with this participant. From this separate room, you may disconnect the participant or admit them to the Main Conference by pressing * 1 #.

## Recordings

FEATURE	FUNCTION	DESCRIPTION
Start/Stop Recording	* 51 # / * 510 #	Start and stop recording your audio conference.
Download Recording	<a href="http://www.meetingone.com/clients">www.meetingone.com/clients</a>	



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## PRIVATE CONVERSATIONS / BREAK-OUT SESSIONS

FEATURE	FUNCTION	DESCRIPTION
Move to Host Corner	* 21 #	Moves you to the separate room, Host Corner, away from the Main Conference
Rejoin Main Conference	* 20 #	Moves you back into the Main Conference
Open Sub-Conference Rooms Host Controlled	* 3 #	Participants are automatically moved to a Sub-Conference room as determined by their profile in the Host's directory.  When the feature is Host Controlled, only the Host may move participants in and out of sub-conference rooms
Open Sub-Conference Rooms Participant Controlled	* 3 * X # X = the Sub-Conference Room you wish to join, from 1 through 8; 0 represents the main conference	With Host authorization, participants may also move themselves (only) in and out of sub-conference rooms.  Participants must press * 3 * X # (X = sub-conference room they want to join.)
Transfer Host Functions (available only in phone only mode)	* 999 #	Transfers all Host functions to a participant.  The participant receiving the Host functions must press the same command into their telephone keypad to confirm receipt
Set Reminder Tone	* 61 * (number of minutes) #	



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