

## Conferencing Solutions – Star-Touch Features

These features are activated and de-activated through your Touch-Tone phone.

Star-Touch Features	Instructions	Available to...
*1 *1 *2 *3 *4	Dial out to a participant and then use the dial-out submenu commands Re-access the conference with the new participant: to enter yourself and the new participant into the conference Enter the new participant into the conference: to enter a new participant into the conference and continue dialing Disconnect the line and return to the conference Disconnect the line: to disconnect the line and continue dialing	Moderator
*2	Initiate recording: to record your conference call for later playback	Moderator
*3	Change the current conference Entry and Exit announcement. Options: Name, Tone, Silence	Moderator
*4	Lock conference: to prevent new participants or an operator from joining the conference	Moderator
*5	Unlock conference: to allow new participants to join the conference	Moderator
*6	Mute your line: so the participants cannot hear you (*6 both mutes and un-mutes)	Moderator and Participant
*7	Unmute your line: so the participants can hear you	Moderator and Participant
*8	Continue conference without the moderator: toggles your conference continuation setting, allowing the conference to continue, or not, without you	Moderator
*9	Play roll call (if activated): to privately hear a list of participants in the conference	Moderator and Participant
*#	Participant count: to privately hear how many participants are in the conference	Moderator and Participant
##	Mute all participant lines: mute all lines except yours	Moderator
99	Unmute all participant lines: so everyone can be heard	Moderator
00*	Request operator assistance: to request an operator to join the conference; repeat to cancel your request	Moderator and Participant
*0	Request private operator assistance: to speak privately with an operator; repeat to cancel your request	Moderator and Participant
**	List all Star-Touch features: help menu to hear a list of available commands	Moderator and Participant