



AudioOne

Quick List of Commands for Host

Please note that these commands are **ONLY** for the host. See the last page for participant commands.

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
Start Your Dedicated Toll Free Conference	Dial your conference room number, then enter * your PIN #	Opens and starts your conference.
Start Your Public Toll Free, Local Toll, or International 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 participant.
Re-Dial	* 02 #	Re-dials last participant called.
Disconnect Last Participant	* 8 #	Disconnects last participant dialed.
End Your Conference	* 9 #	Automatically disconnects all participants (including the Host).

ROOM PROMPTS

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	* 50 # / * 500 #	Announces participant entry.
Roll Call Play Back (Host Only)	* 501 #	Plays back entire roll call to host.



MeetingOne



AudioOne

MUTING

FEATURE	COMMAND	DESCRIPTION
Mute/Un-mute All	* 4 # / * 40 #	Mutes and un-mutes all participants.
Host Self-Mute/Un-mute	* 46 # / * 460 #	Mutes and un-mutes your line only.
Enable/Disable Participant Self-Muting Mode	* 45 # / * 450 #	Enables or disables the ability for participants to mute their line using * #.

RECORDINGS & MUSIC

FEATURE	COMMAND	DESCRIPTION
Start/Stop Recording	* 51 # / * 510 #	Start and stop recording your audio conference.
Download Recording	www.meetingone.com/clients	Visit One Resource and login.
Start/Stop Hold Music	* 75 # / * 750 #	Start and stop broadcasting music and a pre-recorded script to the main conference to let participants know the meeting has not yet started.

ACCESS MODES

FEATURE	COMMAND	DESCRIPTION
Lock/Unlock	* 14 # / * 10 #	All participants calling in are automatically disconnected.
Coded Access (Conference-wide)	* 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.
Coded Access (Individual)	* 13 #	Participants calling into the conference room will be required to enter their individual access code (IAC). IACs are created through the directory in Click & Meet.
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 #.



MeetingOne



AudioOne

PRIVATE CONVERSATIONS / BREAK – OUT SESSIONS

FEATURE	COMMAND	DESCRIPTION
Move to Host Corner	* 2 #	Moves you into the Host Corner.
Rejoin Main Conference	* 20 #	Moves you back into the Main Conference from the Host Corner.
Open Host Controlled Sub-Conference Rooms	* 3 #	Participants are automatically moved to a Sub-Conference room as determined by their role 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 Participant Controlled Sub-Conference Rooms	* 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.
Close Specific Sub-Conference Room	* 30 * X # X= the Sub-Conference room you wish to join, from 1 through 8.	Closes an individual sub-conference room and returns all participants in that sub-conference to the main conference.
Close All Sub-Conference Rooms	* 30 #	Ends sub-conference mode and returns all participants to the main room.
Transfer Host Functions	* 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) #	A tone will signal you after the number of minutes you enter expires.

BILLING CODES

FEATURE	COMMAND	DESCRIPTION
Assign a Billing Code	* 77 * billing code #	View code(s) via One Resource Online Account Information login.
Access Billing Code Instructions	* 77 #	Menu of billing code options.



MeetingOne



AudioOne

Quick List of Commands for Participant

SPEAKING RIGHTS

FEATURE	COMMAND	DESCRIPTION
Participant Self-Mute/Un-mute	* #	Only if room allows for participant self-muting.
Request the Floor	* #	Only if the host has set the room to Floor Request Mode.

ROOM LOCATION

FEATURE	COMMAND	DESCRIPTION
Move to Sub-Conference Room	* 3 * X # X = the sub-conference room you wish to join, from 1 through 8; 0 represents the main conference room	Only if host has opened sub conferences.
Move to Host Corner	* 21 #	Moves you to the separate room, Host Corner, away from the main conference (only if host is already in host corner). The host will need to return you to the main conference, you will not be able to move yourself.